



High School Programs

Student Services

Student Services Policy & Procedure TBD

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1.0 Objective

Columbia Basin College’s (hereinafter referred to as “CBC” or “the College”) mission focuses on serving adults in an adult environment and does not wish to replace or duplicate the functions of the local schools in regards to providing instruction to students under the age of eighteen. The College recognizes certain circumstances when people need other options to complete high school requirements or when high school students need further enrichment.

2.0 Definitions

- 2.1 High School Completion is a program that offers re-entry into the educational system for individuals who desire a high school diploma.
- 2.2 High School Enrichment is a program that offers students who aren’t participating in other high school programs at CBC the opportunity to take college credit in place of high school classes.
- 2.3 High School Academy (hereinafter referred to as “HAS) is a re-engagement program for at-risk/drop-out youths who seek to complete a high school diploma.
- 2.4 Running Start is a program created by the Washington State Legislature to provide students with an opportunity to enroll in college classes that will meet high school graduation requirements, as well as apply toward a college degree.
- 2.5 Career and Technical Education Dual Credit and College in the High School are cooperative programs between local school districts and CBC. This program allows students the opportunity to earn college and high school credit simultaneously while taking pre-approved courses in the students’ home high school or Tri Tech Skills Center.
- 2.6 The High School Equivalency Program (hereinafter referred to as “HEP”) is a secondary migrant education program funded by the U.S. Department of Education and designed to assist migrant and seasonal farm workers with earning their General Educational Development certificate.
- 2.7 Upward Bound is a program that seeks to academically prepare low-income high school students to become first-generation graduates of post-secondary programs.
- 2.8 The Adult Basic Education or General Educational Development is a program that allows students an opportunity to qualify for educational and employment opportunities through preparation for success on the General Equivalency Degree exam.

- 2.9 High School 21+ (also known as HS21+) is a competency-based school equivalency program for adult learners.

3.0 Application Requirements

- 3.1 High School Completion applicants must submit an Application for Admission, including official high school transcripts and take a placement test.
- 3.2 High School Enrichment applicants must submit an Application for Admission, including official high school transcripts and the High School Enrichment Release form, as well as complete the College Placement test, if applicable.
- 3.3 HSA applicants must submit a completed HSA referral packet (including CBC's Application for Admission) to participating school districts (Kennewick, Richland, Pasco, Finley or Columbia).
- 3.4 Running Start applicants must complete the CBC Running Start Admissions Application and a Running Start Enrollment Verification form after qualifying for the program.
- 3.5 HEP applicants must submit a completed HEP Application and provide supporting documentation.
- 3.6 HS21+ applicants must submit official high school transcripts to the Transitional Studies Division, complete required assessments and take an interview prior to admittance.

4.0 Enrollment Requirements

- 4.1 To be enrolled in High School Completion, students must:
- 4.1.1 Be 19 years or older.
 - 4.1.2 Have missed graduation with their high school class.
- 4.2 To be enrolled in High School Enrichment, students must:
- 4.2.1 Be 16 years or older.
 - 4.2.2 Be a high school senior.
 - 4.2.3 Register for no more than two classes each quarter.
 - 4.2.4 Register on the first day of classes, based on space availability.
 - 4.2.5 Pay regular tuition and fees per credit.
- 4.3 To be enrolled in HSA, students must:
- 4.3.1 Be between the ages of 16 and 20.
 - 4.3.2 Have dropped out of high school or be at risk of dropping out of high school
- 4.4 To be enrolled in Running Start, students must:
- 4.4.1 Be between the ages of 16 and 18.
 - 4.4.2 Be a junior or senior in high school.
 - 4.4.3 Complete a placement test and/or submit Smarter Balance scores.
 - 4.4.4 Qualify for reading at a college level and either math or English composition at a college level.
 - 4.4.5 Not exceed the enrollment combination of 1.2 FTE to be eligible for free tuition.
 - 4.4.6 Pay lab and comprehensive fees, books, supplies and transportation costs.

- 4.5 To be enrolled in HEP, students must:
 - 4.5.1 Be 16 years or older
 - 4.5.2 Have not earned a high school diploma or equivalent
 - 4.5.3 Show qualifying work documentation, or documentation of an immediate family member who has spent a minimum of 75 days during the past 24 months in migrant or seasonal farm work.
 - 4.5.4 Have participated in a high school migrant program or obtained a Certificate of Eligibility.
 - 4.5.5 Prove eligibility for or have participated in programs under the Workforce Investment Act (WIA Section 167).

- 4.6 To be enrolled in Upward Bound, students must:
 - 4.6.1 Be potential first-generation college graduates.
 - 4.6.2 Not yet be in the twelfth grade.
 - 4.6.3 Attend one of the target schools (Prosser, Connell, Chiawana and Pasco)
 - 4.6.4 Have a family income that meets federal guidelines.
 - 4.6.5 Received no Ds or Fs on their last semester grades
 - 4.6.6 Enrollment in Upward Bound prefers students in the ninth or tenth grade who have a strong desire for a college degree.

- 4.7 To be enrolled in Adult Basic Education or General Educational Development, students must:
 - 4.7.1 Be 19 years or older.
 - 4.7.2 If younger than 19, obtain permission from their high school.
 - 4.7.3 Submit to an assessment and orientation prior to being placed in classes.
 - 4.7.4 Pay a tuition fee of \$25 per quarter.

- 4.8 To be enrolled in HS21+, students must:
 - 4.8.1 Be 21 years or older.
 - 4.8.2 Not have a high school diploma or equivalency.
 - 4.8.3 Submit official high school transcripts to the Transitional Studies Division.
 - 4.8.4 Complete required assessments.
 - 4.8.5 Pay a tuition fee of \$25 per quarter.

5.0 Procedures

Procedures are located in the CBC Catalog.

6.0 Contacts

- 6.1 Student Records, H Building, 509-542-4524, ext.2524
- 6.2 Assistant Vice President for Enrollment Services and Registrar, 509-542-4832, ext. 2232
- 6.3 Dean for Transitional Studies, 509-542-4562, ext. 2562
- 6.4 Upward Bound Project Director, 509-542-4384, ext. 2384
- 6.5 Running Start, 509-542-4481, ext. 2481
- 6.6 CTE Dual Credit, 509-542-4559, ext. 2559
- 6.7 Director for HEP, 509-542-4616, ext. 2616
- 6.8 High School Academy Program Assistant, 509-542-4442, ext. 2442
- 6.9 Vice President for Student Services, 509-542-4761, ext. 2761