

Registration Instructions

WANT TO EARN COLLEGE CREDIT?

- You are in an eligible CTE class at a PNW College Credit partner school district!

This means: you could be eligible to earn college credit in addition to your HS credit – for the work you’re already doing!!

- Must complete your class with “**B**” grade (**3.0**) or above
- Pay a **\$46** fee per school year you wish to earn credit

TO REGISTER YOUR CLASS (ES) – visit www.ctesers.org

- **CTE** = Career & Technical Education
- **SERS** = State Enrollment & Reporting System

CHOOSE “STUDENTS CLICK HERE” IN UPPER LEFT CORNER!

- **New student?** Click “*create an account*”
- **Returning student?** Login with user name or CTE SERS ID

ON STUDENT HOME PAGE, CLICK “REGISTRATION”

- Click “*register for classes*”
- Be sure correct high school is shown at top of page then click “*search*”
- Place checkmark in box to left of class(es)

REVIEW & CONFIRM

- Class, teacher, & college chosen, then click “*save & register*”
- Check your email for confirmation of registration
- Print email confirmation & save for your records
- Email includes your **CTE SERS ID** number (SERS ID)
- You need CTE SERS ID# to make your payment online!

PAY \$46 CONSORTIUM FEE ONLINE AT: <http://pnwcollegecredit.org/pay>

- Pay one, non-refundable, \$46 fee -- per school year! (**Deadline is June 15th**)
Refunds are not given – even if you do not make grade or pay more than once!

DID YOU EARN COLLEGE CREDIT? THESE ARE YOUR NEXT STEPS!

- Students who earn CTE dual credit will be transcribed summer quarter after the school year in which they complete the HS class
- Transcripts are available to students in late August
- College will email each student who earned credit once all are transcribed
- PNW College Credit will also email students via CTE SERS once transcription is complete
- Check the status of your class(es) in CTE SERS by logging back in to “*view registration history*”
- To view/print or order a copy of your transcript, visit <http://pnwcollegecredit.org>
- Click “*transcripts*” to find direct links to each college website
- We recommend that all students (regardless of year in school) view and print an unofficial transcript each year you earn credit

Registration Opens December 1st – June 15th