Student Instructions to Register for College Credit



CTE Dual Credit Program

Revised April 2020 by Rachel Andre, Manager of CTE & High School Initiatives



Hello future Seattle Colleges student!

Follow these steps to register for college credit for your dual credit course.

Once registered, your teacher can give you a grade at the end of the semester.

You must earn a grade of a <u>B or higher</u> to receive credit.

Over the summer, your credit will be added to a transcript for one of the Seattle Colleges:

North Seattle College, Seattle Central College or South Seattle College.



Go to

http://www.ctesers.org

Scroll near bottom of the page.

Click on the "Student" box.



Search Articulations Statewide State CTE Dual Credit Home Page Consortium Web Sites

CTE Dual Credit Classes - Statewide Enrollment and Reporting System

Career and technical education (CTE) dual credit classes are offered at many high schools and skills centers across the state in partnership with community and technical colleges. CTE dual credit classes are taught at the high school or skills center. The classes integrate academics with technical skills to help students prepare for advanced education and careers. Students earn high school and college credit for successfully completing the same class.

The Statewide Enrollment and Reporting System (SERS) is an online tool that helps students register for CTE dual credit classes and track their grades. High school teachers enter grades and credits into SERS when a student successfully completes a dual credit class. Colleges use information in SERS to award college credit and document completed courses on each student's college transcript.

▲ It is recommended that you do NOT use the Microsoft Edge browser when navigating this site.

♦ Who are you? Sign in here ♦













Search Articulations Statewide

State CTE Dual Credit Home Page

Consortium Web Sites



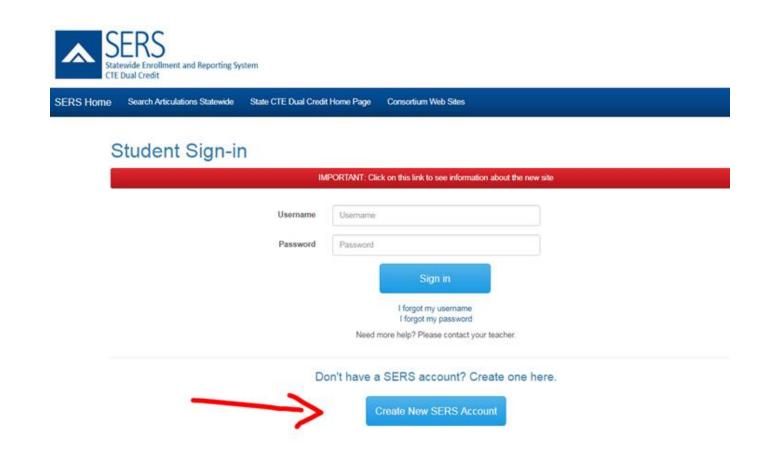
Students: Sign in or create new account

I already have an account:

- If you have previously created an account for a CTE course, enter your username and password.
- If you have forgotten your password or username, click "I forgot.."
- If the email address on file is old and you can't access it, contact Rachel at <u>Rachel.andre@seattlecolleges.edu</u>

I have never used SERS before:

 Select "Create New SERS Account" at the bottom



Next slide, we'll walk through creating a **new account**. If you are already logged in, **please wait for the registration slide!**

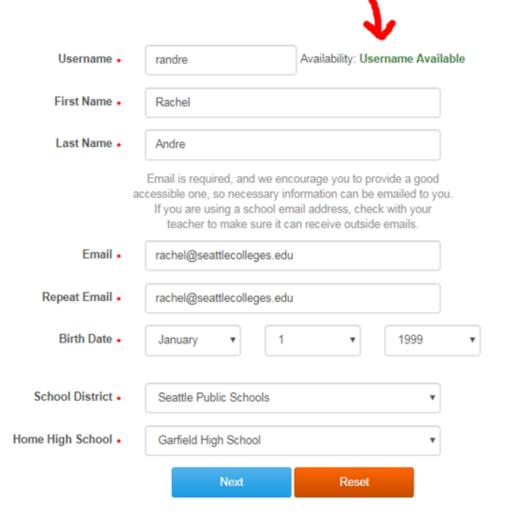


Creating a new student account

- Start by selecting a username.
- If you are seeing "Username Not Available" you will need to think of a different username.
- Once you get "Username Available", you can continue filling out your information.
- Fill in your name and email address.
- Your email address should be an active account you will have for the next couple years.
- Enter your School District example "Seattle Public Schools" or for PSSC students, "Highline Public Schools"
- Select your high school. For Skills Center Students, select your Skills Center for this section.
- Click next.

Step One

#required fields





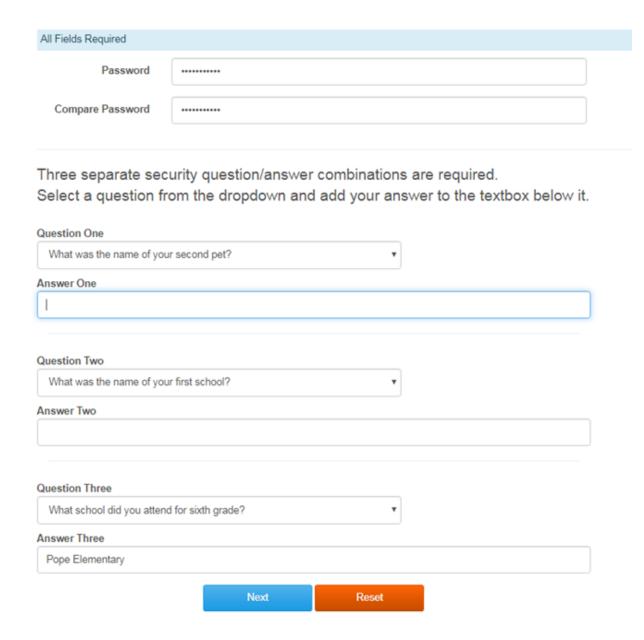
Create a password and security questions

Create a Strong Password

- We suggest using your last name, first initial, birth year and special character (?!\$#&*).
 - Smithj1999!

Security Questions

- Make sure you select security questions that you will remember the answer to, and answer them honestly.
- WRITE THESE DOWN IN YOUR PHONE!





Click Sign-in Now

✓ Form has been reset. Focus set to username

Create Student Account

Congratulations, you can now sign-in to SERS. But you're not done yet. You will need to complete your profile, which you will be redirected to when you sign-in. You must complete this part of the process or you can't use SERS.

Some of the information you might need to gather, before being able to register for an articulation, includes:

- · Your complete address
- · Parent/Guardians full name
- · School district name
- · HS graduation year
- · Career Cluster



Sign-in Now

Home Page



Fill in your profile

- Some sections are already filled in for you.
- Everything with a red dot is required.
- If you don't remember your address, enter your high school's address. Ask you teacher for help with this.

Student profile instructions continued on next slide

Student Profile

* required fields A Please check your profile for errors and required fields, then click Save Date Account Created 04/26/2019 Username . First Name . First Name Last Name . Last Name Email is required, and we encourage you to provide a good accessible one, so necessary information can be emailed to you Email Address Email . Birth Date 01/01/1990 ☐ Female ☐ Other Gender Select Ethnicity SERS ID TP3-49-6956 Street Address . Street Address City . City Washington State . Zip Code Primary Phone . Primary Phone Cell Cell Secondary Phone Seconday Phone Cell Cell



Fill in your profile (continued)

Parent/Guardian Information

- Choose one parent/guardian's information.
- Enter the first name
- Then, enter the last name
- If you don't know your guardian/parent email address, you can leave it blank

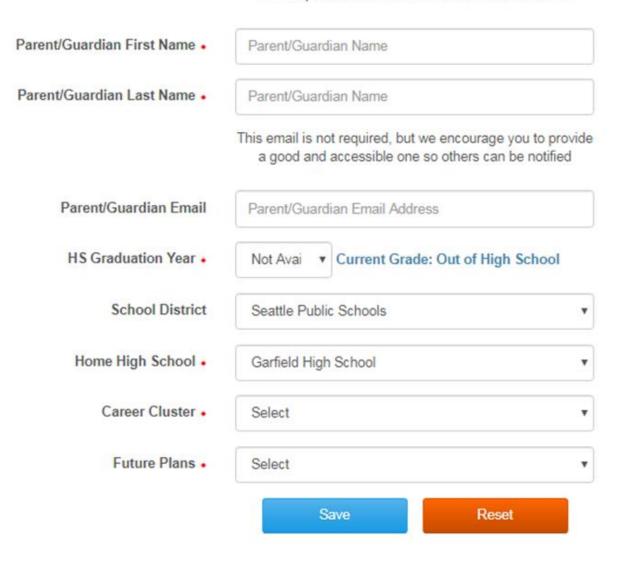
Career Cluster

Choose an area that sounds interesting to you

Future Plans

Choose a future plan that matches your goal

Emancipated students should enter their own name





Green Account Updated Successfully screen should appear

Student Profile

* required fields					
	✓ Account Updated Successfully				
Date Account Created	04/26/2019				
Username •					
First Name •	First Name				
Last Name •	Last Name				

Next step, both new and students with an existing account will register



All Students: Register for Classes

Click Registration box and select "Register for Classes" from the dropdown menu





Select your class

- Search for your teacher from the Teacher drop down menu
- Do not select a college
- Check the box for your class
- Click "Register" at the bottom

Register for Classes

Step 3: Click the Register Classes button below	y clicking the check box to continue.			
School District	Seattle Public School	s	•	
High School	Garfield High School		•	
High School Class	All Classes All Teachers		*	
Teacher			*	
College	All Colleges		3	
	Search	Rese	et .	
Note: You may only register for classes wi Some classes may not be available for reg Consortium is currently closed for registration	thin one Consortium at	a time y these icons: ntly registered in this	s class You have already completed this class through an articulation	niss
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Click Save & Register

Select Class Offerings & Complete Registration

The classes you have selected are listed below, along with any additional classes the associated articulation may require.

If a class is offered with more than one teacher during the school year, click the check box next to the class you wish to attend. If a class is only offered with a single teacher during the year, the selection is made for you.

After checking to make sure the choices are correct, click the **Save & Register** button below to complete your registration or **Cancel Registration** to discard selections and go back to the previous screen.

Note: There is a Fee of \$0.00 for this Consortium

Articulation Name		Class(es) Selected	Year	Teacher	High School
AP Computer Science (ITC 115)	AP Computer Science (ITC 115)	•	2018-19	BERGQUIST, E	Garfield



Save & Register

Cancel Registration



Congratulations! You're on track to get college credit.

For questions, please contact:

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