



2021-2022 CTE COLLEGE CREDIT INFORMATION FOR HIGH SCHOOLS

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Program Liaison

What is the role of the Program Liaison?

The Program Liaison is our primary point of contact at each high school. They serve a critical role in helping us to:

- Communicate up-to-date program information with CTE teachers, counselors, and administrators by distributing and/or forwarding any CTE College Credit information and materials to the right group(s).
- Organize and schedule CTE College Credit events at the high school such as presentations and meetings.
- Serve as the primary point of contact for their school's staff and participating CTE students as it relates to CTE College Credit.

Who is your school's CTE College Credit program liaison?

Write the name of your school's program liaison here: _____.

If you are unsure who it is, please contact us at CTE@csn.edu or 702.651.3521 and we can share that information with you.

Program Overview

What is CTE College Credit?

CTE College Credit at CSN is a program at the College of Southern Nevada that gives students the opportunity to earn free college classes in CSN approved and articulated high school CTE programs.

The articulated credit granted is designed to give students a head start on their pathway towards completing program requirements within a CSN certificate and/or degree. The aligned degree and/or certificate pathways are listed on the program main page along with the CSN articulated college class(es) by CTE program.

Which CTE programs qualify for college credit?

There are over forty programs offered in high schools throughout Nevada which are articulated for CSN college credit or a limited entry point award.

A complete list can be found on the program main page at www.csn.edu/cte.

Which CTE programs approved for college credit are offered at my school?

A list of the 2021-2022 CTE programs approved for CSN college credit by high school is available on our webpage via www.csn.edu/hs-cte-programs.

This information is verified by each high school at the beginning of the academic year. If there are changes or edits that should be made, please let us know.

What are the program eligibility requirements?

High school students who receive the Nevada Department of Education Certificate of Skill Attainment may qualify for free college classes.

To be eligible students must:

- Complete an approved CTE high school program sequence with a minimum 3.0 (B) grade point average;
- Pass the state end-of-program assessment; and
- Pass the state workplace readiness skills assessment.

Can students get college credit if they complete one of the CTE program high school classes?

No. To qualify for college credit they must complete the full CTE program sequence, meet the minimum grade requirements, and pass the assessments as listed above. The full CTE program sequence is listed on the main program webpage (www.csn.edu/CTE) under the list of CTE programs eligible for college credit.

Is there a fee associated with the program?

There is no cost to the student. College classes earned through CTE College Credit are free, giving Nevada students a potential cost saving of over \$600* per course earned.

*Estimate includes course registration, other college fees, and books based on a 3-credit course.

How will CTE College Credit benefit a student?

CTE College Credit is designed to give high school students a head start on their college pathway and save them money!

- Students earn college classes that may be used towards completing program requirements within a CSN certificate, associate degree, or may be used as elective or transfer education.
- Students save money by earning college classes at no cost.

When should students apply?

There are specific application cycle dates for high school students and CTE students that have already graduated from high school.

- Application Cycle: October 1, 2021 – May 6, 2022
 - High school juniors or seniors enrolled in the third level course of a CTE program approved for CSN college credit. Students do not need to wait for the results of their CTE end-of-program assessment to apply.
 - High school seniors or students from the Class of 2019, 2020, or 2021 that have already met the CTE College Credit eligibility requirements.
- Application Cycle: May 7, 2022 – September 30, 2022
 - Only students from the Class of 2019, 2020, 2021, or 2022, that have met the eligibility requirements can apply during this application cycle.
 - Students who will continue in high school in the fall semester must apply during the application cycle which starts in October of 2022.

All eligible CTE students have up to three (3) years from their high school graduation to apply. Complete details can be found on the application process webpage www.csn.edu/cte-application.

How can students apply for CTE College Credit at CSN?

To get started, students should be directed to the CTE College Credit Application Process webpage to access the information and links.

- Follow the step-by-step Application Checklist and Instructions
- Complete the CSN Admission Application
- Complete the CTE College Credit Program Application

Complete details can be found at www.csn.edu/cte-application.

Application Tip: Student Email.

All students are highly encouraged to **use a personal email address**. This allows us to communicate with them after they graduate. We email students in late August to notify them of the status of their application and whether or not they earned articulated college credit. If they use a high school email, we have no way of following up with them.

Who needs to complete the CSN Admission Application?

All students must complete the CSN Admissions application even if they do not plan to attend CSN. This creates a CSN record so we may be able to post the articulated college credit earned.

If the student has previously completed the CSN Admission Application but does not remember their CSN NSHE number, they can contact the MyCSN Help Desk at 702.651.5555 or our CTE College Credit Office at 702.651.3521 or CTE@csn.edu to request their NSHE number.

If a student has been admitted to another Nevada institution (UNLV, UNR, Nevada State College, other NV community colleges) they already have an NSHE number. There is a section in the CSN admissions application for them to enter this information.

What is the grading policy?

Under NSHE policy, students are automatically assigned a Satisfactory “S” grade for high school CTE credit, but students may request a letter grade to facilitate the transfer of credit through the CSN CTE College Credit program application. A Satisfactory “S” grade at CSN indicates that a student earned a C- or above in the completion of course objectives. The S grade is also not computed in CSN’s grade point average.

Letter grades are calculated based on the student’s grade point average within the articulated CTE program. In accordance with the CTE College Credit eligibility requirements, the minimum grade a student can earn is a B.

When will the college credit be awarded?

A student who has met the CTE College Credit eligibility requirements will have the corresponding CSN college credit posted to their permanent CSN record, based on the date they applied.

- Application Cycle: October 1, 2021 – May 6, 2022
 - A student who has met the eligibility requirements and applies by May 6, 2022, will have the corresponding college classes posted to their permanent CSN record by August 31, 2022.
- Application Cycle: May 7, 2022 – September 30, 2022
 - A student who has met the eligibility requirements and applies by September 30, 2022, will have the corresponding college classes posted to their permanent CSN record by December 30, 2022.

Can the college credit earned be transferred to another college?

Students can transfer CSN college credit to various colleges and universities, in-state and throughout the country based on that institution's transfer credit policies.

According to the Nevada System of Higher Education (NSHE),

Transferring in credit helps students to progress toward graduation. All previously completed college-level courses are evaluated to determine how they will articulate upon transfer to the new school. Transfer credits can be articulated as the same or similar course to the one that was taken, as major or general electives, or as non-transferable. How a course articulates determines how it will apply to an academic program. An articulated course could fulfill general education, major, college, or elective requirements.

The Nevada System of Higher Education has a policy called Common Course Numbering. This means that any course taught at one institution which is also taught at another institution will have the same prefix, number, title, and credits, thereby making transfer significantly easier for students. Commonly numbered courses automatically transfer as the same course.

<https://nshe.nevada.edu/administration/academic-student-affairs/transfer-and-articulation/how-transfer-and-articulation-works/>

We highly recommend students not planning to attend CSN, consult with that college or university of choice to determine if and how the college credit earned through the CTE College Credit program can be used towards their intended postsecondary pathway.

How can students obtain CSN transcripts?

Current students may view and print out unofficial transcripts using MyCSN to log in to their Student Center profile. For assistance or questions visit the MyCSN Help page at www.csn.edu/mycsnhelp.

Students should wait until the CTE College Credit college classes have been recorded to their CSN records before requesting a copy of their official transcripts. To request official transcripts please visit www.csn.edu/transcript-information.

What is a point award? And how can students use it towards a limited entry program at CSN?

Many CSN Health Science programs are competitive and have requirements that must be met before a student can apply for admission. These are Limited Entry programs, and their admission process is points-based.

There are CTE programs that instead of college classes, are awarded point(s) towards a specific Limited Entry CSN degree or certificate program. To receive the point award, students must turn in the requested documentation in their Limited Entry Admissions Application.

Students do not need to complete the CTE College Credit application process if their CTE program solely awards a Point Award. Please visit Health Program Advising for more information at www.csn.edu/health-programs-advising.

How are articulation agreements developed?

All Nevada CTE programs can be reviewed for the possible development of an articulation agreement if there is an aligned CSN degree or certificate pathway. The secondary CTE program state standards and curriculum frameworks are compared and analyzed with postsecondary curricula ensuring proper alignment. Through the review process, efforts to align postsecondary courses and course sequences to the secondary sequences in the CTE Course Catalogue will be made, whenever such alignment is possible, to ensure any repetition of similar coursework is minimized.

The statewide articulation agreements for all eligible CTE programs are based on state standards and curriculum frameworks, following all provisions of the statewide Joint Policy Statement and Memorandum of Understanding between CSN and the Department of Education.

Any questions about articulation agreements can be directed to Leticia Wells, CTE College Credit Assistant Director.

Important Dates & Timeline

First Semester

October 2021

CTE Program Application Process

High school students should follow the step-by-step Application Checklist and Instructions, complete the CSN Admissions Application, and complete the CTE College Credit Program Application.

The program application cycle for high school students opens up each year in October. It should be completed before the May 6, 2022 deadline.

CTE College Credit Application Confirmation Email

After completing the CSN CTE College Credit application, students will receive a confirmation email. Students need to keep this email for their records.

Second Semester

January 2022

Parent/Guardian Communication

A letter is sent home to the parent/guardian of 3rd year and advanced studies CTE students in articulated CTE programs. It informs them of the program, eligibility requirements, and how to apply.

February 2022

CTE College Credit Applicant by HS Reports

Starting in February, the Program Liaison at each high school will receive a report of their students who have applied to the program. These reports go out several times per month through the May deadline.

May 6, 2022

Program Application Deadline for 2021-2022 Academic Year

May 16, 2022

Final CTE College Credit Applicant by HS Report

Each high school Program Liaison will receive a final report of students who applied to the program by the deadline from their school. We will need to receive a copy of the student's CTE Academic Report which includes the CTE program name, CTE course sequence, CTE program grade point average, and CTE assessments passed.

May 18, 2022

Deadline to Identify HS Person Responsible for Submitting CTE Academic Reports for All Program Applicants

*All high schools must identify the administrator/staff person who will be responsible for submitting the CTE Academic Reports **after the school year ends**. Applications cannot be processed without these documents. The name, title, email, and phone number of the designated individual needs to be communicated to the CTE College Credit Office.*

May 2022

Student Communication

A communication is sent to all students who applied to the program with next steps and timeline of events before the end of the school year.

Summer Term

June 2022

CTE Academic Records

Once second semester grades are recorded, we will need to receive a copy of the students' CTE Academic Record with second semester grades for all students included in the final applicant list. Exact date for submission will be identified in the spring semester.

July 2022

Certificate of Skill Attainment (CSA) List

CTE College Credit receives the CSA List from the NV Department of Education

August 2022

Recording of CSN College Credit

The CTE College Credit Office records CSN college credit for all eligible students by the end of the August. All efforts are done to complete this process as early as possible.

August 2022

Student Communication

All students that applied to CTE College Credit will receive an email indicating whether or not they earned college credit.

Services and Support We Provide

Student Outreach & Recruitment

We are available to participate in online or in-person high school events such as:

- Assemblies
- College and Career Fairs
- CTE Information Nights
- Classroom Presentations (CTE classes and 9th graders)

Marketing & Communications

We use a variety of tools to promote the CTE College Credit program and communicate with students and parents. The following marketing materials are available:

- 2021-2022 Program Presentation (PowerPoint)
- Program Overview/FAQ flyers (in English and Spanish)
- Program Posters
- Program Rack Cards & Postcards
- CSN Program Pathway Brochures for Articulated CTE Programs (all high schools have received a rack with these brochures)
- Brief 60 Second Program Video (Available on [YouTube](#))

All high schools are encouraged to request any marketing materials they may need at their site.

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