

Dual Credit Earning: Easy as 1,2,3!

Student Steps

How to Transcribe
College Credit

Clark College

2023-2024

dualcredit@clark.edu

Step 1: Register in SERS

The Statewide Enrollment and Reporting System (SERS) is the official CTE Dual Credit registration site for Washington state and is an online tool that helps students register for CTE dual credit classes and track their grades.

SERS is the one-stop for how high schools and colleges communicate grades and course completion.

Students must register in SERS during the school year they are taking the course.

Create an account/log in to your existing account and register for your class in the Statewide Enrollment and Reporting System (SERS)



<https://www.ctesers.org/>

Your high school dual credit teacher or career counselor will be able to assist you through this process.

Write down your SERS log in here

Username _____

Password _____



SERS

Statewide Enrollment and Reporting System
CTE Dual Credit

Step 2: Apply to Clark College

To transcribe credit onto a college transcript, students will need to have a Clark College student ID also called a ctcLink ID.

If you have already applied to Clark College in the past you can skip this step!

Email dualcredit@clark.edu if you do not remember your ctcLink ID.

Submit a free Clark College application



www.clark.edu

You will receive your ctcLink ID within 24 hours.

Apply a few days before June 30th to ensure your student account is made.

Write your ctcLink ID here: _____

Step 3: Request Transcription

Send a request to have your CTE dual credits transcribed to dualcredit@clark.edu by

June 30th

In your email include:

Name

ctcLink ID

List of Credits to Transcribe

Clark College will check grades in SERS and apply college credit to the student's Clark transcript. This process takes 4 weeks.

You will receive an email when it is complete!

If you have any questions about missing or inaccurate information in SERS, please contact your instructor or the high school.

College and Career Planning

Considering options after high school can be difficult. With dual credit, you can explore careers and consider what is next.

For assistance with learning about degrees and careers aligned with your earned dual credit, please connect with us!

Cree Reynolds
CTE Transitions Navigator

Email or call to schedule:
dualcredit@clark.edu
(360) 992-2746



**Scan me for
the guide!**

