

ARTICULATION HANDBOOK

2022 - 2023

SECONDARY TO
POST-SECONDARY/ROP
COURSE ARTICULATION &
CREDIT BY EXAM
HANDBOOK



**San Jacinto
Campus**

1499 N. State St
San Jacinto, CA 92583

**Menifee Valley
Campus**

28237 La Piedra Rd
Menifee, CA 92584

**San Geronio Pass
Campus**

Beaumont Middle
College High School
3144 W. Westward Ave
Banning, CA 92220

**Temecula Valley
Campus**

41888 Motor Car Pkwy
Temecula, CA 92591

This handbook describes the process of establishing course-to-course articulation agreements between secondary districts and Mt. San Jacinto Community College District and the process for students to receive articulated credit.

PURPOSE/BACKGROUND

Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to reach their educational and career goals more efficiently.

Principles Guiding Articulation:

- The standards and requirements for articulated courses shall be set at a collegiate level and the recommendation whether or not to articulate a particular course is determined by the colleges' academic disciplines.
- The terms and conditions of individual course articulations are outlined in an Articulation Agreement. Agreements shall be between secondary districts, not individual campuses or school sites, and MSJC.
- Students will be eligible to take the credit exam if they have an "A" or "B" in the course at the time the exam is offered. If they score a "C" or higher on the credit exam, students will earn credit at MSJC. Articulated credit is credit-by-exam, therefore, the score on the final credit exam determines the grade posted to the MSJC transcript.
- Transcribed credit shall be notated externally on the student's MSJC college transcript as Credit-by-Exam (CE).
- Students cannot be required to apply for articulated credit. Once credit is transcribed, it will not be removed.
- Students will have up to three academic years in which to request articulated credit. When requesting credit after the academic year in which it was earned, transcription of credit is contingent on the ability for MSJC to verify course grade and exam grade.

Guidelines and processes covered in this handbook are exclusive to secondary to postsecondary articulation with Mt. San Jacinto College

The terms and conditions of articulation agreements and the procedures for awarding students credit are outlined in this handbook.

Currently, the MSJC Career Education Office is responsible for the development and maintenance of standard articulation agreements and facilitating the awarding of student credit under those agreements.

DEFINITIONS

Agreement – This is the “official” agreement between MSJC and a secondary district that outlines which two courses (secondary and post-secondary) are “equivalent” in content and student learning outcomes.

Articulation – For the purposes of this document, articulation is course-to-course equivalency between a secondary course and a post-secondary course.

CATEMA – Career and Technical Education Management Application. This is an online software utilized to award student credit through articulation.

COR – Course Outline of Record or Course Outline. This is the “official” district-level course outline for the class that is articulated. *A teacher’s syllabus is not the course outline of record.* The format for course outlines vary by district, but at a minimum, the COR should include:

- Course Title
- Course Summary
- Length of the course in hours
- Number of credits or units awarded
- Prerequisites (if any)
- Student Learning Outcomes or Course Objectives (skills and competencies)
- Measurement methods
- Required equipment
- Required/recommended textbooks

Post-secondary – For the purpose of this articulation handbook, the term post-secondary means Mt. San Jacinto College.

ROP – Regional Occupational Program. The ROP we work with is Riverside County Office of Education (RCOE) CTE/ROP.

Secondary – For the purpose of articulation, the term secondary normally means high school or regional occupational program (ROP), however, it sometimes includes adult schools and other secondary sites. Typically, the secondary teacher initiates the articulation development process. They also promote articulation to their students.

Transcribed Credit – This refers to the process of posting articulated courses to a student’s college transcript.

Units/Credits – This is a numerical value associated with a course. A typical secondary course is between 5 and 10 credits and a typical MSJC college course is around 3 units.

**HIGH SCHOOL
TEACHERS &
FACULTY**

IMPORTANT ARTICULATION DATES & DEADLINES

SAVE THE DATES!

Fall 2022

Wednesday, November 2, 2022

- ↪ HS Teachers Articulation Training Day
 - 11/02/22 9:00 am – 12:00 pm: Location TBD
 - 11/02/22 3:00 pm – 4:30 pm: meet with MSJC faculty via Zoom

Friday, December 9, 2022

- ↪ Recommended deadline for High School Teachers to create CATEMA Account*

Friday, December 9, 2022

- ↪ Recommended deadline for High School Students to complete MSJC Application (*for CATEMA Account*)

Spring 2023

Friday, February 25, 2023

- ↪ Recommended deadline for High School Students to create CATEMA Account

Thursday, March 9, 2023

- ↪ K12 Summit - Location TBD
 - 03/09/23 7:30 am – 1:00 pm: Location TBD
 - 03/09/23 3:00 pm – 4:30 pm: meet with MSJC faculty via Zoom (Articulation)

Friday, March 25, 2023

- ↪ 2023-24 Deadline to submit Articulation Proposal

MSJC Career Education Department representatives are available to make classroom visits or give virtual classroom presentations (via Zoom) to help with the MSJC application and the creation of CATEMA Accounts. To schedule a presentation, please email articulation@msjc.edu.

***Note:** Before beginning the process of having students complete the MSJC Application or create a CATEMA Account, verify that an articulation agreement is in place for the current academic year. A list of all active agreements can be found on the Master Articulation Agreement List in the MSJC Articulation Toolkit at <https://bit.ly/MSJCArticulationTools2022>

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>.
You may access the MSJC Articulation Toolkit at <https://bit.ly/MSJCArticulationTools2022>
or email articulation@msjc.edu

INFORMATION FOR HIGH SCHOOL / ROP STAFF

HOW CAN HIGH SCHOOL STUDENTS RECEIVE COLLEGE CREDIT?

MSJC provides the following method for high school students to receive college credit towards transfer or graduation:

Articulation - Credit-by-Exam for High School / ROP Courses: Articulation awards early college credit to high school students who earn an “A” or “B” in career-related articulated high school courses. An articulated course is one in which the high school teacher and the MSJC faculty have formally agreed that the high school course outline, syllabus, textbook, midterm and/or final credit exam are comparable to those in a course of the same major at MSJC. The final credit exam score will be used as a Credit-by-Exam for the comparable MSJC course (California Education Code §55753.5).

Students will be eligible to take the final credit exam if they have an “A” or “B” in the course at the time the exam is offered. Students that earn an 80 percent or better on the exam will have the associated letter grade noted on their MSJC transcript. A student scoring between 70 and 80 percent on the final credit exam will have a “P” (Pass) added to their transcript indicating that credit has been earned.

Articulation Agreements: The process for establishing an articulation agreement for a high school or ROP course can be initiated by either the community college faculty in the appropriate discipline or the staff of the high school or ROP course. However, the most productive method is for all parties to collaborate on the requests. MSJC Career Education Department facilitates Articulation Training Days twice a year to bring high school / ROP teachers and MSJC faculty together for the review of curriculum and the development of articulation proposals.

Upon completion of the appropriate forms the MSJC Career Education Department will coordinate the review and approval of proposed agreements. MSJC will maintain all signed articulation agreements and distribute copies as needed.

For students to receive articulated credit, **high school / ROP teachers must:**

- Create a **CATEMA account**
- Maintain class roster in **CATEMA**
- Post grades and make recommendations for college credit in **CATEMA**

For students to receive articulated credit, **students must:**

- Complete the **MSJC application** (will require Social Security Number)
 - *If you are a DREAM ACT (AB 540) student or don't have an SSN, please complete the CCCApply and MSJC application without it. After completing the MSJC Application, you should receive a confirmation email that includes your MSJC ID number and activation information for your MyMSJC Account. If you do not receive the confirmation email within 24 hours, you may contact your teacher for assistance.*
- Create a **CATEMA account**
 - *Students will need their MSJC ID Number in order to create a CATEMA account*
- Earn at least a “B” in the class, and a “C” or better on the end of final credit exam

Please note the student's final credit exam grade is the grade that is posted to the MSJC transcript. Students who do not have a CATEMA account by the end of the current academic school year will not be able to receive their articulated credit posted to their MSJC transcript.

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>.

You may access the MSJC Articulation Toolkit at <https://bit.ly/MSJCArticulationTools2022>

or email articulation@msjc.edu

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM ARTICULATION INSTRUCTIONS FOR HIGH SCHOOL TEACHERS

DETERMINING COURSE ALIGNMENT & SUBMITTING AN ARTICULATION PROPOSAL

Before beginning, you **MUST** determine course alignment by following the directions below:

- Review your High School / ROP Course Content and Standards and compare with equivalent MSJC Course Content and Standards.
 - MSJC Course Outlines for currently articulated classes can be found in the Articulation Toolbox (<https://bit.ly/MSJCArticulationTools2022>). For courses without outlines in the folder, please email articulation@msjc.edu
- Identify if High School / ROP course aligns with MSJC course
- Once alignment is determined, Articulation Proposal forms can be located in the Articulation Toolbox at <https://bit.ly/MSJCArticulationTools2022>

You will need to submit:

- (1) *Cover Sheet (signed by High School District Admin)*
- (2) *Proposal to Articulate/Renew Coursework Form*
- (3) *Credit-by-Exam Criteria Form*
- (4) *High School/ROP Course Outline of Record*
- (5) *Copy of Final Exam, Project, or Portfolio*

When completing the (2) **Proposal to Articulate/Renew Coursework** form make sure to provide the following information:

- High School / ROP District Name
- High School Instructor Name(s) and Email Address(es)
- High School / ROP Course Name & Number
- MSJC Course Name & Number

When completing the (3) **Credit-by-Exam Criteria** form make sure to provide **only** the following information (the rest will be completed by the MSJC department chair(s) and subject-area faculty):

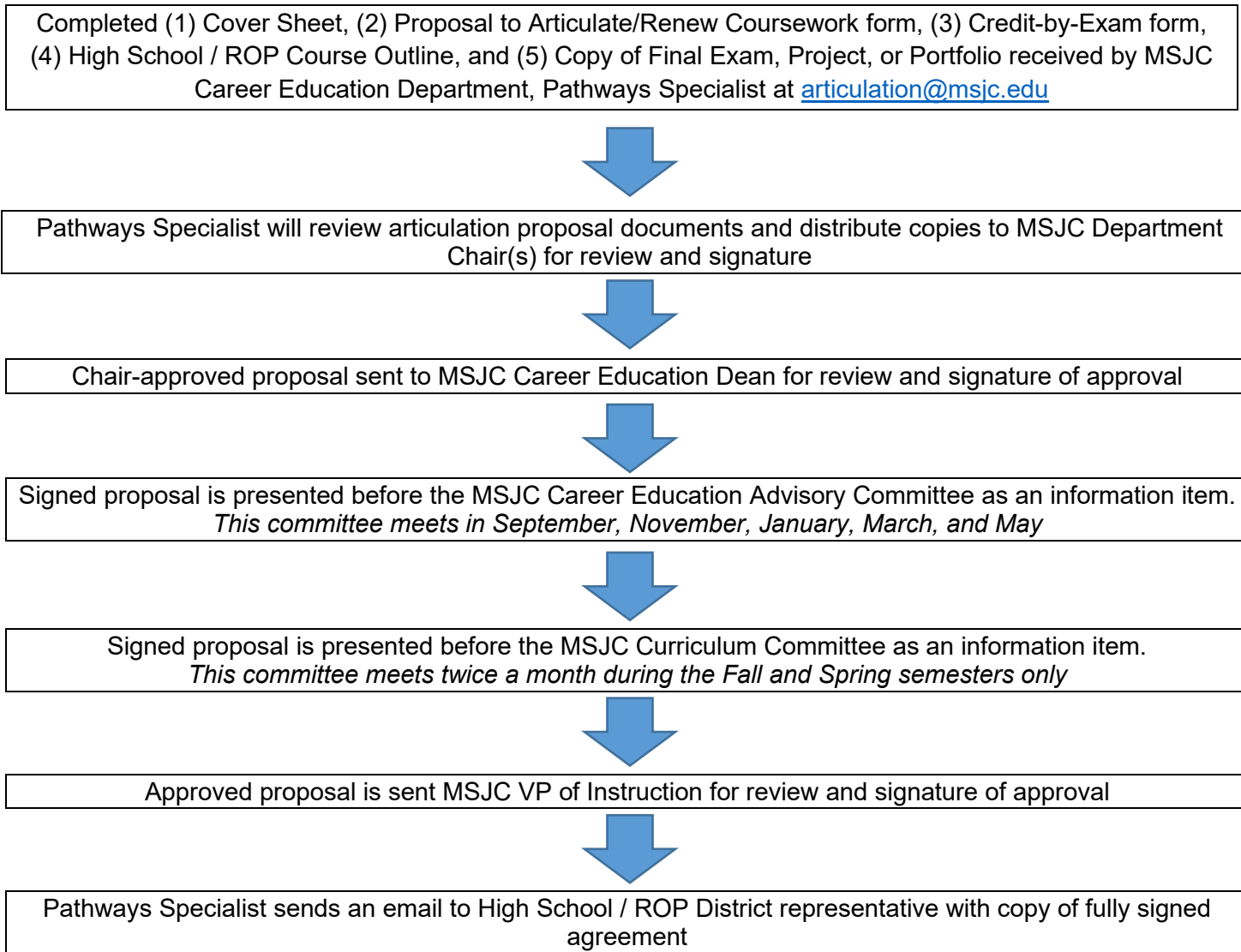
- MSJC Course Name & Number
- High School / ROP / District Course Name & Number
- Method(s) of competency to be used for the Credit-by-Exam assessment
- Who will administer the credit exam (High School teacher, Counselor, etc.)?
- Where will the credit exam be taken (local High School, District Office, etc.)?

When finished, submit the completed (1) *Cover Sheet*, (2) *Proposal to Articulate/Renew Coursework*, and (3) *Credit-by-Exam* forms to articulation@msjc.edu. Please make sure to include your High School Course Outline and Final Exam when submitting your articulation proposal.

For questions, or assistance, contact articulation@msjc.edu

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM ARTICULATION PROPOSAL APPROVAL PROCESS

ARTICULATION PROPOSAL APPROVAL PROCESS



All records of agreements, as well as hard copies, are maintained within the MSJC Career Education Department. Requests for information or copies of existing articulation agreements should be directed to the MSJC Career Education Department by sending an email to articulation@msjc.edu. The MSJC Career Education Department keeps an updated list of articulated classes. This list can be found in the Articulation Toolkit located at <https://bit.ly/MSJCArticulationTools2022> as *Master Articulation Agreement List*.

Please note the following information:

- MSJC Articulation is course-to-course alignment
- Courses are considered aligned if competency & skill requirements are the same
- MSJC utilizes a Credit-by-Exam process
- Credit exams should adequately measure students' mastery of the course content
- Most agreements are active for three years, except Child Development which is two years
- Agreements will be reviewed periodically

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM CATEMA INSTRUCTIONS FOR HIGH SCHOOL TEACHERS

SET UP A TEACHER ACCOUNT IN CATEMA (one time)

If you have already created a CATEMA account for MSJC, you may utilize the same login information. If you know your username, but not your password, click the "Forgot Password" link. If you do not know your username, please email articulation@msjc.edu. Do NOT set up a new CATEMA account.

If you have never created a CATEMA account for MSJC, please follow the directions below:

- Go to www.catema.com
- Select **Mt. San Jacinto College**
- Select **New Teacher** (tab at the top)
- Select **Create Account** from the drop-down menu
- Fill in the requested information

After you complete the steps above, the CATEMA system will send an email notification of your new account to our MSJC CATEMA Administrator for approval. Once approved, you will be notified of your account approval by email.

ADD YOUR CLASSES IN CATEMA (every year)

To create a new class in CATEMA, please follow the steps below:

- Login to **CATEMA** and enter your **Username** and **Password**
- Select **View Class List** from the Main Menu
- On the Classes page, click **Add New Class** in the upper right corner
- Enter the **School Class Name** (your school's name for this class/course)
- Select the **Semester** in which the new class will be held (All Year, First, or Second Semester)
- Select the **Class Period** of the new class (1 through 10, or 0 for early period)
- Select the **High School** where the class is being held
- Select the **System Course** that this class relates to
- **Repeat** the above steps for each class period for each course you want in the system
- The **CATEMA** system will send an email notification of your new course(s) to our CATEMA Administrator for approval
- When notified of class approval, **direct your students** to create a CATEMA account and register for your class

IN ORDER FOR A CLASS TO BE APPROVED BY THE CATEMA ADMINISTRATOR, AN APPROVED ARTICULATION AGREEMENT MUST BE IN PLACE AND ACTIVE FOR THE CURRENT YEAR.

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM CATEMA INSTRUCTIONS FOR HIGH SCHOOL TEACHERS

ACCEPT STUDENTS (every year)

Review your class rosters and *Accept* students who are actively enrolled in your class

- From the Teacher Task Menu, Select **View Class List**
- In the **Class List**, click the **blue arrow** to view the desired class roster
- To “**Accept**” students, click “**Yes**” to the right of their name
- Students who registered in error, can be switched to a different section, or not accepted into the class
- Click “**No**” and student will be removed from your roster when you click “**Save**”
- If a student drops your class after you accepted them, just go back in and select “**No**”

ENTER STUDENT GRADES / MAKE CREDIT RECOMMENDATIONS (end of the year)

Follow your articulation agreement guidelines regarding grading scale and testing requirements. You may enter grades at any time of the school year.

- From the Teacher Task Menu, Select **View Class List**
- In the **Class List**, click the **blue arrow** to view the desired class roster
- To recommend that the student receive college credit **enter their course grade** and **exam grade**, then click the **Credit** button in the last column
- If your student didn't meet the standard for earning college credit, click the **No Credit** button. No grade or exam score is necessary.
- To make a recommendation for credit, you **must** enter a course grade and an exam grade for the student.

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>. You may access the MSJC Articulation Toolkit at <https://bit.ly/MSJCArticulationTools2022> or email articulation@msjc.edu

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM

FREQUENTLY ASKED QUESTIONS FOR TEACHERS

What is the difference between Articulation, Dual Enrollment, and Concurrent Enrollment?

HIGH SCHOOL ARTICULATION:

- High school courses taken by high school students during the traditional school day
- Articulated credit is Credit-by-Exam. Student's final exam grade is the grade that is posted to the MSJC transcript.
- Courses are aligned with a community college course in the same discipline
- Courses are taught by the high school faculty
- Courses are offered on the high school campus
- Serves high school students only

DUAL ENROLLMENT:

- College courses taken by high school student
- Courses typically offered on the high school campus during traditional school day
- Courses are taught by high school faculty who meet community college minimum qualifications
- Primarily serve high school students

CONCURRENT ENROLLMENT:

- College courses taken by high school students outside of the traditional school day
- Courses are typically offered on community college campus or online
- Courses are taught by community college faculty
- They are open to the public

All three methods provide high school students the opportunity to get a “jump-start” on their education – saving valuable time and money in the process! In addition, students will gain confidence in their ability to complete college work which should help them to transition into post-secondary education more easily.

What does Credit-by-Exam (CBE) mean? Credit-by-Exam means that a student has satisfactorily passed an exam approved or conducted by MSJC faculty.

What grade do my students need to receive in my high school class to get college credit? Students will be eligible to take the credit exam if they have an “A” or “B” in the course at the time the exam is offered. If they score a “C” or higher on the credit exam, students will earn credit at MSJC.

How will my students know they have received the credit?

- A letter from the MSJC Career Education Office will be sent to the student's home address
- Students can also request a copy of their transcript, or log-in to their MyMSJC Self Service account via the MSJC website, to review their unofficial transcript and verify their credit

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM FREQUENTLY ASKED QUESTIONS FOR TEACHERS

What high school classes are articulated with MSJC? The MSJC Career Education Department keeps an updated list of articulated classes. This list can be found in the Articulation Toolkit located at <https://bit.ly/MSJCArticulationTools2022> as *Master Articulation Agreement List*. For more information or questions, please contact the MSJC Career Education Department by sending an email to articulation@msjc.edu.

Where can I find MSJC Course Outlines to see if my high school class aligns with a similar class offered at MSJC? Go to <http://www.curricunet.com/msjc/> and click Course under the Search tab on the left-hand side of the page. Then you can search by course disciplines.

What is the role of the High School teacher in regard to high school articulation?

- Communicate with students and their parents about earning college credit via their articulated class early in the school year
- Add all articulated class sections to CATEMA at the beginning of each semester/year
- Ensure students have completed the MSJC application, set-up their CATEMA account, and registered for their class(es) in CATEMA before the end of the semester
- Assign grades and recommend credit/no credit in CATEMA at the end of semester/year for students
- Stay informed and updated on the current articulation process and know how to direct students regarding their questions and concerns
- Work with your High School District Career Education Lead on renewal of the course articulation agreement when expiration is approaching

What is the role of the college faculty in regard to high school articulation?

- Work with secondary teachers and other college personnel to review requests to articulate coursework
- Approve articulation agreements
- Promote ongoing dialogue with secondary sites to ensure that the curriculum standards set by the college are maintained and promote student progress

What is CATEMA and why do I need an account?

The **C**areer **A**nd **T**echnical **E**ducation **M**anagement **A**pplication (CATEMA) system is a web-based system for managing information relating to advanced educational courses, schools, students, teachers, counselors, administrators, and staff. Teachers will need to set up an account so that students can link and register for the articulated class(es) they are taking. Teachers will use CATEMA to make credit recommendations for their students. MSJC will be using CATEMA to validate articulated credits for students. Teachers will need to have their CATEMA account set-up as well as ensure their students have completed their MSJC Application and set-up their CATEMA accounts. MSJC Career Education Staff are unable to make classroom visits, or give classroom presentations, until all students have a current CATEMA Account.

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>.

You may access the MSJC Articulation Toolkit at <https://bit.ly/MSJCArticulationTools2022>
or email articulation@msjc.edu.

ADVISING HIGH SCHOOL STUDENTS

MSJC awards college credit to high school students who successfully pass a career-related articulated high school course and approved credit exam. Articulation credits will be awarded to the high school student's MSJC transcript within one (1) semester after the high school student passes the articulated course. To receive college credit, the high school student must have a MSJC student ID number and a CATEMA account, meet the grade requirements, and pass the approved credit exam before the end of the current academic year.

Students will be eligible to take the credit exam if they have an "A" or "B" in the course at the time the exam is offered. Students that earn an 80 percent or better on the exam will have the associated letter grade noted on their MSJC transcript. A student scoring between 70 and 80 percent on the credit exam will have a "P" (Pass) added to their transcript indicating that credit has been earned.

An essential part of the articulation of High School / ROP courses is the necessary advisement of students. **Students need to know ALL of the following:**

1. For a student to receive college credit, an active articulation agreement **must** be in place between the student's high school district and MSJC at the time the student was enrolled in the high school class.
2. All approved high school / ROP coursework **must** be completed with a "B" grade or better and student must pass the end-of-course final credit exam with a "C" or better.
3. Articulated credit is Credit-by-Exam. Student's final exam grade is the grade that is posted to the MSJC transcript.
4. Students **must** complete a MSJC application to receive a student ID number (will request a Social Security Number). Students are not required to complete an assessment or New Student Orientation for Articulation purposes.
5. Students will need to create a CATEMA account. (www.catema.com)
 - *Students will need their MSJC ID Number in order to create a CATEMA Account*
6. Articulated course credit **must** be requested by the High School / ROP teacher or counselor in CATEMA before credit will be processed and awarded.

NOTE: These rules cannot be waived or modified in any way.

The MSJC Career Education Department has materials and brochures available to assist high school / ROP instructors and counselors with student advisement. These materials include, but are not limited to: lesson plans, instructional videos, parent letter(s), frequently asked questions (FAQ's), and articulation instructions for students, parents, and teachers For questions or concerns, please contact the MSJC Career Education Department by sending an email to articulation@msjc.edu.

For further information and assistance, you may access the Articulation Toolkit at <https://bit.ly/MSJCArticulationTools2022>.

CATEMA ARTICULATION

KEY ROLES & RESPONSIBILITIES FOR HS



Listed below are the High School Teacher and Student roles involved in the Articulation process, and the successful implementation of CATEMA, including suggestions for who within the education system most often absorbs responsibility for these activities. Most of the activities associated with these roles occur once or twice a year and require a low level of effort.

**Denotes critical (non-optional) CATEMA roles*

K-12	ACTIVE TIME	ACTIVITIES
K-12 Administrator* (K-12 Lead for CATEMA) - District Pathways Lead - Principal or VP	Ongoing, especially during the Beginning & End of Semester	<ul style="list-style-type: none"> - Monitor teacher and student activity in the system to be sure that class records for articulated classes are created, student enrollment records are created, and final grades are submitted - Participate in planning sessions with college to refresh or generate new articulation agreements - Generate reports for articulated course classes (and award of credit)
High School Teachers*	Beginning of Semester	<ul style="list-style-type: none"> - For each class offered: create a new “class record” in CATEMA for the current school year - Help students create their CATEMA System account and enrollment record for the class - Accept the student enrollment records on the class roster
	End of Semester	<ul style="list-style-type: none"> - Enter final grades for current students and make a credit recommendation - Correct any errors in student account information (e.g. misspellings) - Participate in articulation planning sessions, as needed
Students*	Beginning of Semester	<ul style="list-style-type: none"> - One Time: Create a CATEMA System account after applying to Mt. San Jacinto College through OpenCCC and obtaining a college student ID number - For each articulated class: log into CATEMA and create an additional enrollment record
High School Counselors, High School Pathways Leads <i>(if present)</i>	Ongoing and/or as needed	<ul style="list-style-type: none"> - Be an on-site help for teachers and students with their accounts - Be able to reference CATEMA to help students understand articulated courses, eligibility for credit and how to obtain their college transcript

For more information and resources on CATEMA and high school articulation, visit: <https://www.catema.com/acsys/login.php?sdb=msjc>

**HIGH SCHOOL
STUDENTS &
PARENTS**

STUDENT PROCESS FOR RECEIVING ARTICULATED CREDIT

Process for Current High School / ROP Students:

1. The student enrolls in the approved articulated course at their high school.
2. If the articulated course is a prerequisite to other courses, student(s) may request the MSJC CTE Department to provide verification to the Enrollment Services office for clearance.
3. The student then applies to MSJC utilizing the online application found on our website at: www.msjc.edu (must have Social Security Number). Click the red **Apply Now** button. Follow the instructions.
 - *If students do not supply their Social Security Number when applying, or are a Dream Act/AB540 student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their MSJC ID Number*
4. The high school teacher assists students in creating a student account in CATEMA (students will need their MSJC Student ID) (www.catema.com)
5. The student completes the articulated course with an “A” or “B” **and** passes the pre-approved end-of-course credit exam when offered.
6. After the end-of-course credit exam is graded, the high school instructor will indicate each student’s grade in their CATEMA account. Articulation is credit-by-exam. Therefore, the EXAM grade is the grade that is transcribed to the MSJC transcript. Students that earn an 80 percent or better on the exam will have the associated letter grade noted on their MSJC transcript. A student scoring between 70 and 80 percent on the credit exam will have a “P” (Pass) added to their transcript indicating that credit has been earned.
7. The MSJC CTE Department will verify the status of all articulation agreements, review grade information in CATEMA, and then submits a request to Enrollment Services so the appropriate credit can be posted to the student’s transcript.
8. Credit for articulated courses will be granted by the Dean of Enrollment Services, or designee, after the request has been forwarded from the MSJC CTE Department.
9. Students can verify credit posting by logging into MyMSJC Account Self-Service.
10. An award letter is then mailed to the student.

Please note: High school students are eligible to apply for college credit for successfully passing an articulated course for up to three (3) years after completion. To receive college credit, an active articulation agreement **must** be in place between the student’s high school district and MSJC at the time the student was enrolled in the high school class. If a student fails to create a CATEMA account while enrolled in the course and chooses to later come back and request credit, transcription of credit is contingent on verification of course grade and exam grade from high school teacher at the time of enrollment. If that is not possible, credit cannot be awarded.

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM

MSJC APPLICATION INSTRUCTIONS FOR HIGH SCHOOL STUDENTS

Before beginning the application process, you **must** have the following information ready:

- Permanent Address
- Telephone Number
- Email Address (personal email address recommended)
- Social Security Number (SSN)
 - *If you are a DREAM ACT (AB 540) student or don't have an SSN, please complete the CCCApply and MSJC application without it. After completing the MSJC Application, you should receive a confirmation email that includes your MSJC ID number and activation information for your MyMSJC Account. If you do not receive the confirmation email within 24 hours, you may contact your teacher for assistance.*
- Alien Registration Number and Expiration Date (if applicable)

To get started, follow the directions below:

Click on **Enroll Now** on the MSJC Homepage at www.msjc.edu. Click **First Time Students**. Click **Step 2 – Application**. Click **Start your CCCApply application**. Click **Apply Now**. Submitting an Admissions Application is as easy as 1-2-3!

1. Create an **OpenCCC Account**, or log in if you have an existing OpenCCC Account.
2. Submit an **Admissions Application** to Mt. San Jacinto College (as you fill out the MSJC application, make sure you answer each question as accurately as possible)
3. Receive an email confirmation that your application has been processed

Tips for completing the application:

- **Enrollment Information Section:**
 - **Term:** Choose the closest available semester of study (i.e. Fall, Spring, Summer)
 - **Intended Major or Program of Study:** Please choose an **Intended Major** or **Program of Study** and do NOT select **Undecided** – selection can be changed at anytime
 - **Educational Goal:** Choose AA, Certificate, or AA w/transfer
- **Education Section:**
 - Select **Enrolling in High School and College at the Same Time** under College Enrollment Status
 - Select **Yes** for attended high school in California for three or more years
 - Select **I have attended high school** and type name of the high school
 - After you have finished the MSJC application click on the **Submit Your Application** button

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>.

You may also email articulation@msjc.edu

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM CATEMA INSTRUCTIONS FOR HIGH SCHOOL STUDENTS

Before setting up a CATEMA account, you must have the following information ready:

- MSJC ID Number = College ID Number
- High School Name
- Graduation Year
- Email Address (use personal email address)
- Mailing Address
- Teacher's Name
- Course Name
- Class Period

Retrieving your MSJC ID Number:

Your **MSJC ID Number** will be the **College ID Number** used when setting up a student account in **CATEMA**. After completing the MSJC Application, you should receive a confirmation email that includes your MSJC ID Number and activation information for your MyMSJC Account.

To retrieve your MSJC ID Number via self-service, please follow these directions:

1. Go to the Account Management webpage: login.msjc.edu
2. Select: ***What is my MSJC username and Student ID?***
3. Enter your ***Last Name*** and ***Social Security Number****

**NOTE: If you did not provide an SSN on your admissions application, you will not be able to use this online tool. If you do not receive the confirmation email within 24 hours and you're unable to retrieve your ID using the self-service tool, please contact your teacher for assistance.*

Creating a CATEMA Account:

To create a Student **CATEMA** account, please follow the directions below:

- Go to www.catema.com
- Select **Mt. San Jacinto College**
- Select **New Students** (tab at the top)
- Select **Create Account** from the drop-down menu
- Fill in the requested information

Username and Password will be automatically generated. Save this information!

Enrolling in an Articulated Course:

Login to **CATEMA** (www.catema.com):

- Select **Add Class Enrollment**
- From the drop-down menus, select the following:
 - High School
 - Teacher's Name
 - Course Name
 - H.S. Class Period
- Click **Submit**

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>.

You may also email articulation@msjc.edu

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM

FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

What is the difference between Articulation, Dual Enrollment, and Concurrent Enrollment?

HIGH SCHOOL ARTICULATION:

- High school courses taken by high school students during the traditional school day
- Articulated credit is Credit-by-Exam. Student's final exam grade is the grade that is posted to the MSJC transcript.
- Courses are aligned with a community college course in the same discipline
- Courses are taught by the high school faculty
- Courses are offered on the high school campus
- Serves high school students only

DUAL ENROLLMENT:

- College courses taken by high school student
- Courses typically offered on the high school campus during traditional school day
- Courses are taught by high school faculty who meet community college minimum qualifications
- Primarily serve high school students

CONCURRENT ENROLLMENT:

- College courses taken by high school students outside of the traditional school day
- Courses are typically offered on community college campus or online
- Courses are taught by community college faculty
- They are open to the public

All three methods provide high school students the opportunity to get a “jump-start” on their education – saving valuable time and money in the process! In addition, students will gain confidence in their ability to complete college work which should help them to transition into post-secondary education more easily.

What is high school articulation?

An articulated high school course is one in which a determination has been made that a course offered at the high school level is comparable to a specific community college course. High school students have the potential to earn college credits to use at the community college, CSU, UC or private college level by taking these high school classes. Articulation is Credit-by-Exam.

What does Credit-by-Exam (CBE) mean?

Credit-by-Exam means that a student has satisfactorily passed an exam approved or conducted by MSJC faculty.

Do all high school classes qualify for articulation?

No. Typically the introductory level courses linked to college Career Education certificates and degree programs are available for credit.

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

Who can participate in an articulated class?

Any high school student that wants to earn college credit. Articulated courses are taught at a college level, and college level work and maturity are expected. Some high school classes and teachers have their own guidelines for who can enroll in their articulated class.

SAVE TIME

3 UNITS = 54 CLASS HOURS
AND MORE THAN 100
HOMEWORK HOURS

SAVE 150 HOURS

SAVE MONEY

FOR A 3-UNIT CLASS,
STUDENTS PAY \$46 PER
UNIT AND OVER \$100 FOR
A TEXTBOOK

SAVE \$250

GET READY

CERTIFICATE
ASSOCIATE DEGREE
TRANSFER

Why should a student participate in an articulated class?

- Time: 3 units = 54 class hours and more than 100 homework hours
→ Save 150 hours
- Time: 60 units needed to transfer to Four-Year college – 3 units in high school taken = 57 units left
- Money: For a 3 unit class, students pay \$46 per unit and over \$100 for a textbook - Save \$250
- Goals: Classes can be used towards a Career Education Certificate, Associate Degree, Transfer to a Four-Year College
- Articulated courses are rigorous coursework, teaching real-world skills needed for today's employers and industries

What is the student's responsibility in regard to high school articulation?

- Create an OpenCCC Account
- Complete the MSJC application
- Create a CATEMA Account and link to their teacher and class period
- Pass the class with a "B" or better **and** pass the end-of-course final credit exam with a "C" or better (Note: it is the end-of-course final credit exam grade that is posted to the MSJC transcript.)

What if I don't pass my high school articulated class?

No harm, no foul...at least on the college side. There will be no college record generated for you, thus the course will not be listed on your transcript from MSJC.

What is CATEMA and why do I need an account?

The **C**areer **A**nd **T**echnical **E**ducation **M**anagement **A**pplication (CATEMA) system is a web-based system for managing information relating to advanced educational courses, schools, students, teachers, counselors, administrators and staff. Students will need to set up an account and register for the articulated class(es) they are taking so that teachers can make credit recommendations for their students. MSJC will use CATEMA to validate articulated credits.

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

I don't want to major in this subject, can I use this credit for something else?

Yes. In addition to applying the articulated credit towards a Career Education Certificate, many classes can also be used to meet general education requirements, units needed for an Associate Degree, and/or transfer to a 4-year college.

I don't plan on going to college. Do I still need to fill out the MSJC application?

Life plans change. If you find yourself at college at some point in life, you will already have college units; saving you time and money. There is no cost to you to complete the MSJC application and CATEMA, so why not have the credits on file for a rainy day?

I plan to go into the military after high school, do I still need to fill out the MSJC application? Is there a benefit to me by taking this course?

Yes. You can get more money in the military if you have some college units behind you. Complete the process to get articulated credits and you could start at a higher salary. Want to go to college while enlisted or after the military? You will already have college units to put towards this goal.

I plan on attending another community college after high school. Can I use these credits there?

Yes. Articulated credit can be used towards a Career Education Certificate or to meet general education requirements and/or units needed for an Associate Degree, or Transfer to a Four-Year College from a community college. Of course, each college is different and may have different requirements, so you'll want to check with the college you are attending to find out how you can use your articulation credit.

You'll also want to request your transcript from MSJC to be sent to your college of choice so they can transfer these units and account for them in regards to your educational plan and goal at that college.

I'm going on straight to a 4-year college, can I use these credits there?

Each college is different and may have different requirements, so you'll want to check with the college you are attending to find out how you can use your articulated credit. Most likely yes. Typically, articulated credit can be used to meet general education requirements, elective credits, and/or units needed for a major at a 4-year college.

You'll also want to request your transcript from MSJC to be sent to your college of choice so they can transfer these units and account for them in regards to your educational plan and goal at that college.

Please note, you will need to request your MSJC transcripts as soon as possible as the deadline for transcripts to be received by many CSU's and UC's is July 1st.

I'm not going to attend MSJC, why do I have to complete this process?

- If you find yourself at college at some point in life, you will already have college units; saving you time and money
- There is no cost to you to complete the MSJC application and CATEMA and have your articulated credits on file with a college
- Articulated credit can be used towards a Career Education Certificate or to meet general education requirements and/or units needed for an Associate Degree, or Transfer to a 4-year college from a community college
- Some 4-year colleges may accept articulated credit

MT. SAN JACINTO COLLEGE HS ARTICULATION PROGRAM

FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

Why does my Social Security Number (SSN) need to be included on the CCCApply/MSJC application?

The SSN is used as a means of identifying student records and to facilitate financial aid. If you don't include your SSN there will be additional steps you may need to take to receive your benefit of college credit.

- *If you are a DREAM ACT (AB 540) student or don't have an SSN, please complete the CCCApply and MSJC application without it. After completing the MSJC Application, you should receive a confirmation email that includes your MSJC ID number and activation information for your MyMSJC Account. If you do not receive the confirmation email within 24 hours, you may contact your teacher for assistance.*

I don't have a Social Security Number (SSN).

If you are a DREAM ACT (AB 540) student or don't have a SSN, please complete the CCCApply/MSJC application without it and then work with your teacher in retrieving your MSJC ID Number.

What grade do I need to receive in my high school class to get college credit?

Students will be eligible to take the credit exam if they have an "A" or "B" in the course at the time the exam is offered. If they score a "B" or higher on the credit exam, students will earn credit at MSJC.

How do I receive credit for my articulated coursework?

- Create an OpenCCC Account
- Complete the MSJC application
- Create a CATEMA account (www.catema.com) and link to your teacher and class period
- Pass the class with a "B" or better **and** pass the end-of-course final credit exam with a "C" or better
- Your teacher will submit your credit recommendation to MSJC and credit will be posted to your MSJC transcript

How will I know I have received the credit?

- A letter from the MSJC, Career Education Office will be sent to your home address
- Students can also request a copy of their transcript, or log-in to their MyMSJC Self Service account via the MSJC website, to review their unofficial transcript and verify their credit

PLEASE NOTE: The MSJC Career Education Department processes all request for credit at the end of each academic year. The time it takes for the students' credit to be reflected on their MSJC transcript can vary depending on the number of recommendations received.

If I have questions or concerns, who can I contact?

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>.

You may contact the MSJC Career Education Department by sending an email articulation@msjc.edu