

# Articulation Handbook

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



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

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San Jacinto - Menifee Valley - Temecula Valley - San Geronio Pass

## PURPOSE & BACKGROUND

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Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school 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 while increasing academic confidence.

### 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 college's Pathway Department Chairs and Deans.
- 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.
- Articulated credit is credit-by-exam, therefore, the grade on the approved final exam determines the grade posted to the MSJC transcript. Students will be eligible for college credit 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 final exam, students will earn credits at MSJC.
- Transcribed credit for articulated courses will 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.** A student's intent to petition for articulated credit is indicated by creating a CATEMA account and enrolling in their course(s) in CATEMA.
- Students will have up to three academic years in which to request that articulated credit be posted to their MSJC transcript. 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** final exam grade.

The terms and conditions of Articulation Agreements and the procedures for awarding student credit are outlined in this handbook.

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

Currently, the MSJC K-12 Partnerships Program is responsible for the development and maintenance of standard Articulation Agreements and facilitating the awarding of student credit under those agreements.

## DEFINITIONS

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**Agreement** – An official agreement between MSJC and a secondary district that outlines which two courses (secondary and post-secondary) are equivalent in content and 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** – **C**areer **A**nd **T**echnical **E**ducation **M**anagement **A**pplication. The online software used to maintain records and 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 varies 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.

**Secondary** – For the purpose of articulation, the term secondary generally refers to a high school. Typically, the Secondary CTE Lead initiates the articulation development process. Teachers and Counselors 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 3 units.

**HIGH SCHOOL  
TEACHERS &  
MSJC FACULTY**

## IMPORTANT ARTICULATION DATES & DEADLINES

# SAVE THESE DATES!

### Fall 2024

☑ **Wednesday, November 6, 2024**

👉 High School Teachers Articulation Training Day

9:00 am – 12:00 pm: Virtual (Zoom)

3:30 pm – 4:30 pm: meet with MSJC faculty via Zoom

☑ **Friday, December 13, 2024**

👉 Recommended deadline for high school teachers to create CATEMA account\*

### Spring 2025

☑ **Friday, February 7, 2025**

👉 Recommended deadline for high school students to complete MSJC Application\*

☑ **Friday, February 28, 2025**

👉 Recommended deadline for high school students to create CATEMA Account\*

☑ **Wednesday, March 12, 2025**

👉 K-12 Summit - Location TBD

☑ **Friday, March 21, 2025**

👉 Deadline to submit 2025-26 Articulation Proposals (new and renewal)

MSJC K-12 Partnership 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](mailto: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/MSJCArticulationTools24-25>

For further information and assistance, please see

<https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).

You may access the MSJC Articulation Toolkit at [bit.ly/MSJCArticulationTools24-25](https://bit.ly/MSJCArticulationTools24-25).



# INFORMATION FOR HIGH SCHOOL STAFF

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## How can High School Students receive college credit via Articulation?

**Articulation - Credit-by-Exam for High School 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 exam are comparable to those in a course of the same major at MSJC. **The final exam score will be used as a Credit-by-Exam for the comparable MSJC course** (California Education Code §55753.5).

Students will be eligible for college credit if they have an “A” or “B” in the course at the time the exam is offered. Students that earn 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 exam will have a “P” (Pass) added to their transcript indicating that credit has been earned. The teacher will evaluate the student on the course performance objectives. The teacher’s recommendation reflects job readiness as well as the academic score given in the class. Recommendation of credit is at the high school teacher’s discretion.

**Articulation Agreements:** The process for establishing an Articulation Agreement for a high school course can be initiated by either the Community College faculty in the appropriate discipline or the High School CTE Lead. However, the most productive method is for all parties to collaborate on the requests. MSJC K-12 Partnerships Program facilitates Articulation Training Day in the Fall to bring high school teachers and MSJC faculty together for the review of curriculum and the development of articulation proposals.

Upon completion of the appropriate forms, the MSJC K-12 Partnerships Program will coordinate the review and approval of proposed agreements. MSJC will maintain all signed articulation agreements and distribute digital copies as needed.

For students to receive Articulated credit, an Articulation Agreement must be active when the student is in the course.

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

- Create a **CATEMA account**
- Add **current-year class sections** to **CATEMA**
- Maintain class roster in **CATEMA**
- Post grades and make recommendations for college credit in **CATEMA** and add notes, as needed

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

- Complete the **MSJC application** (*Students should use their Social Security Number when applying. If they are a DREAM ACT (AB 540) student, don’t have an SSN, or don’t have it at the time of application, they can complete the CCCApply and MSJC application without it.*)
- Within 24 hours after submitting the MSJC Application, students should receive a welcome email that includes their MSJC ID number and activation information for their MyMSJC Account. If they do not receive the welcome email within 24 hours, students should contact their teacher for assistance.
- Create a **CATEMA account**
  - *Students will need their MSJC ID Number when creating their CATEMA account*
  - *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.*
- Earn at least a “B” in the class, and a “C” or better on the end-of-course final exam

For further information and assistance, please see

<https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).

You may access the MSJC Articulation Toolkit at [bit.ly/MSJCArticulationTools24-25](http://bit.ly/MSJCArticulationTools24-25).

# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## ARTICULATION PROPOSAL INSTRUCTIONS FOR HIGH SCHOOL PERSONNEL

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### DETERMINING COURSE ALIGNMENT & SUBMITTING AN ARTICULATION PROPOSAL

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

- Review your High School 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 ([bit.ly/MSJCArticulationTools24-25](http://bit.ly/MSJCArticulationTools24-25)). For courses without outlines in the folder, please email [articulation@msjc.edu](mailto:articulation@msjc.edu)
- Identify if high school course aligns with MSJC course
- Once alignment is determined, Articulation Proposal forms can be found in the Articulation Toolbox at [bit.ly/MSJCArticulationTools24-25](http://bit.ly/MSJCArticulationTools24-25)

You will need to submit:

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

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

- High School District Name
- High School Instructor Name(s) and Email Address(es) from all sites
- High School 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 Course Name & Number
- Method(s) of competency to be used for the Credit-by-Exam assessment
- Who will administer the final exam (high school teacher, Counselor, etc.)
- Where will the final 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 along with your (4) **High School Course Outline** and (5) **sample High School Final Exam, Project, or Portfolio** to [articulation@msjc.edu](mailto:articulation@msjc.edu). Proposals not submitted **in full** will not be processed.

For questions or assistance, contact [articulation@msjc.edu](mailto:articulation@msjc.edu)

# MSJC HIGH SCHOOL ARTICULATION PROGRAM ARTICULATION PROPOSAL APPROVAL PROCESS

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## ARTICULATION PROPOSAL APPROVAL PROCESS

Completed (1) Cover Sheet, (2) Proposal to Articulate/Renew Coursework form, (3) Credit-by-Exam form, (4) High School Course Outline, and (5) Copy of High School Final Exam, Project, or Portfolio received by MSJC K-12 Partnerships Program, Career Pathways Specialist at [articulation@msjc.edu](mailto:articulation@msjc.edu)



Career Pathways Specialist will review articulation proposal documents and distribute copies to MSJC Department Chair(s) for review and signature



Chair-approved proposal sent to appropriate MSJC Pathway Dean for review and signature of approval



Signed proposal is presented before the MSJC Career Education Advisory Committee as an information item  
*This committee meets in September, November, January, March, and May*



Signed proposal is presented before the MSJC Curriculum Committee as an information item  
*This committee meets twice a month during the Fall and Spring semesters only*



Approved proposal is sent to the MSJC VP of Instruction for review and signature of approval



Career Pathways Specialist sends an email to High School District representative with copy of the fully signed articulation agreement

All records of agreements are maintained within the MSJC K-12 Partnerships Program. Requests for information or digital copies of existing articulation agreements should be directed to the MSJC K-12 Partnerships Program by sending an email to [articulation@msjc.edu](mailto:articulation@msjc.edu). The MSJC K-12 Partnerships Program keeps an updated list of articulated classes. This *Master Articulation Agreement List* can be found in the Articulation Toolkit located at [bit.ly/MSJCArticulationTools24-25](http://bit.ly/MSJCArticulationTools24-25).

### **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
- Final exams should adequately measure students' mastery of the course content
- Most agreements are active for three years, except Teacher Education and Developmental Studies which is two years
- Agreements will be reviewed periodically



# MSJC HIGH SCHOOL 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](mailto: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](http://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. Questions about CATEMA account or approval email can be directed to [articulation@msjc.edu](mailto:articulation@msjc.edu).

## 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 or First/Second Semester)
- Select the **Class Period** of the new class (1 through 10, or 0 for zero period)
- Select the **High School** where the class is being held
- Select the MSJC **Course Name** that this class is articulated with (i.e. AH 105)
- **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 ACADEMIC YEAR.**

## ACCEPT STUDENTS (throughout each 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, return to the roster, and select **No**

## ENTER STUDENT GRADES & MAKE CREDIT RECOMMENDATIONS (end of the course)

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 (A or B)** and **exam grade (A, B, C, or P)**, then click the **Credit** button in the last column
  - Grade transcribed to MSJC transcript is the **EXAM GRADE**
- If your student didn't meet the standard for earning college credit, click the **No Credit** button. No grade or exam score is necessary, but it is preferred. Additionally, comments are required when recommendations do not match grades or for other special circumstances.
- To make a recommendation for credit, you **must** enter a course grade (**A or B**) and an exam grade (**A, B, C, or P**) for the student.
- You may **Edit a Student's Record** by clicking on the EID# to the left of their name to:
  - Change the student's course name or period
  - Manually reset a student's enrollment record
  - Add a comment
    - **Comments** are required when recommendations do not match grades

# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## FREQUENTLY ASKED QUESTIONS FOR TEACHERS

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### 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 offered on the high school campus during traditional school day
- Courses are taught by high school faculty who meet community college minimum qualifications
- Serves high school students only

#### 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 MSJC faculty
- Courses 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 facilitate their transition into post-secondary education.

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

**What grade do high school students need to receive in articulated high school class to receive college credit?** Students will be eligible for college credit 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 final exam, students will earn credit at MSJC. The final exam score is recorded on the student’s MSJC transcript.

### How will my students know they have received the credit?

- Via their MyMSJC Account, students can check Self-Service to verify their credit. They can view their unofficial transcript and order an official transcript to be sent to another institution.

# MSJC HIGH SCHOOL ARTICULATION PROGRAM FREQUENTLY ASKED QUESTIONS FOR TEACHERS

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**What high school classes are articulated with MSJC?** The MSJC K-12 Partnerships Program keeps an updated list of articulated classes. This *Master Articulation Agreement List* can be found in the Articulation Toolkit located at [bit.ly/MSJCArticulationTools24-25](https://bit.ly/MSJCArticulationTools24-25). For more information or questions, please contact the MSJC K-12 Partnerships Program by sending an email to [articulation@msjc.edu](mailto: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?** MSJC Course Outlines for currently articulated classes can be found in the Articulation Toolbox ([bit.ly/MSJCArticulationTools24-25](https://bit.ly/MSJCArticulationTools24-25)). For courses without outlines in the folder, please email [articulation@msjc.edu](mailto:articulation@msjc.edu).

**What is the role of the high school teacher regarding high school articulation?**

- Early in the school year, communicate with students and their parents about earning college credit via their articulated class
- At the beginning of each semester/year, add all articulated class sections to CATEMA
- Before the end of the semester, ensure students have completed the MSJC application, set-up their CATEMA account, and registered for their class(es) in CATEMA
- At the end of semester/year for students, assign grades and recommend credit/no credit in CATEMA
- Attend Articulation Training Days to stay informed and updated on the current articulation process and learn how to direct students regarding their questions and concerns
- When expiration is approaching, work with your High School District Career Education Lead on renewal of the course articulation agreement

**What is the role of the MSJC faculty regarding high school articulation?**

- Work with high school teachers and other college personnel to review requests to articulate coursework
- Approve articulation proposals
- 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 **Career And Technical Education Management Application (CATEMA)** system is a web-based system for managing information relating to advanced educational courses, schools, students, teachers, counselors, administrators, and staff. High school teachers will need to set up an account so that students can link and register for the articulated class(es) they are taking. High school teachers will use CATEMA to make credit recommendations for their students. MSJC will be using CATEMA to validate articulated credits for students. High school teachers 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.

For further information and assistance, please see

<https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).

You may access the MSJC Articulation Toolkit at [bit.ly/MSJCArticulationTools24-25](https://bit.ly/MSJCArticulationTools24-25).

# ADVISING HIGH SCHOOL STUDENTS

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MSJC awards college credit to High School students who successfully pass a career-related articulated High School course and approved final 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 an MSJC student ID number and a CATEMA account, meet the grade requirements, and pass the approved final exam before the end of the current academic year.

Students will be eligible for college credit if they have an "A" or "B" in the course at the time the exam is offered. Students that earn 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 exam will have a "P" (Pass) added to their MSJC transcript indicating that credit has been earned. The final exam score will be used as a Credit-by-Exam for the comparable MSJC course.

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

1. For a High School 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 coursework **must** be completed with a "B" grade or better and student must pass the end-of-course final exam with a "C" or better.
3. Articulated credit is Credit-by-Exam. A student's final exam grade is the grade that is posted to the MSJC transcript.
4. High School students **must** complete a MSJC application to receive a student ID number. Application will request a Social Security Number. Students should activate their MyMSJC account and complete the New Student Orientation.
5. Students will need to create a CATEMA account. ([www.catema.com/msjc](http://www.catema.com/msjc))
  - *Students will need their MSJC ID Number in order to create a CATEMA Account*
6. Articulated course credit **must** be recommended by the High School teacher or counselor in CATEMA before credit will be processed and awarded.
7. Once credit is posted to the MSJC transcript, it cannot be removed.

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

The MSJC K-12 Partnerships Program has materials and brochures available to assist High School instructors and counselors with student advisement. These materials include, but are not limited to: 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 K-12 Partnerships Program by sending an email to [articulation@msjc.edu](mailto:articulation@msjc.edu).

For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).  
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## 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.

K-12	ACTIVE TIME	ACTIVITIES
<b>K-12 Administrator*</b> <b>(K-12 Lead for CATEMA)</b> - District Pathways Lead - Principal or VP	Ongoing, especially during the beginning & end of semester	<ul style="list-style-type: none"> <li>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</li> <li>Participate in training days with college to refresh or generate new articulation agreements</li> <li>Generate reports for articulated course classes (and awarding of credit)</li> </ul>
<b>High School Teachers*</b>	Beginning of Semester	<ul style="list-style-type: none"> <li><b>One Time:</b> Create a CATEMA System account</li> <li><b>Every Year:</b> For each class offered, <b>create a new class record</b> in CATEMA for the current school year</li> <li>Help students create their CATEMA System accounts and enrollment records for the class</li> <li><b>Accept the student enrollment records</b> on the class roster</li> </ul>
	End of Semester	<ul style="list-style-type: none"> <li><b>Enter final grades</b> for current students and <b>make a credit recommendation</b></li> <li>Add comments, if necessary</li> <li>Correct any errors in student account information</li> <li>Participate in articulation planning sessions and training days</li> </ul>
<b>Students*</b>	Beginning of Semester	<ul style="list-style-type: none"> <li><b>One Time:</b> Create a CATEMA System account after applying to MSJC through OpenCCC and obtaining an MSJC student ID number</li> <li>For each articulated class: log into CATEMA and create an enrollment record</li> </ul>
<b>High School Counselors, High School Pathways Leads</b>	Ongoing and/or as needed	<ul style="list-style-type: none"> <li>Be an on-site help for teachers and students with their CATEMA accounts</li> <li>Be able to reference CATEMA to help students understand articulated courses, eligibility for credit and how to obtain their college transcript</li> </ul>

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

For more information and resources on CATEMA and high school articulation, please see <https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).  
 You may access the MSJC Articulation Toolkit at [bit.ly/MSJCArticulationTools24-25](http://bit.ly/MSJCArticulationTools24-25).

# INFORMATION FOR MSJC FACULTY

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## What is Articulation?

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

**Articulation - Credit-by-Exam for High School Courses:** Articulation awards 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 exam are comparable to those in a course of the same major at MSJC. The final exam score will be used as a Credit-by-Exam for the comparable MSJC course (California Education Code §55753.5).

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**Articulation Agreements:** The process for establishing an articulation agreement for a high school course can be initiated by either the community college faculty in the appropriate discipline or the high school CTE Lead. However, the most productive method is for all parties to collaborate on the requests. MSJC K-12 Partnerships Program facilitates Articulation Training Days twice a year to bring high school teachers and MSJC faculty together for the review of curriculum and the development of articulation proposals.

Upon completion of the appropriate forms, the MSJC K-12 Partnerships Program will coordinate review and approval of proposed agreements. MSJC will maintain all signed articulation agreements and distribute digital copies as needed.

## What is the role of the MSJC Faculty in Articulation?

- Meet with high school teachers annually and as needed to discuss curriculum alignment
  - Advise on and help to align articulated course curriculum and exams
  - Participate in Articulation Training Days each semester, if available
- Review and approve articulation agreements, as appropriate
  - Review and approve initial proposal in Adobe Sign
  - Approve placement on Curriculum Committee Agenda via CourseLeaf
- Provide feedback and suggestions regarding curriculum alignment, as necessary
- Once provided with proposals, MSJC faculty must respond within 30 days of receipt
  - When denying a proposal, MSJC faculty must provide reason, via email to [articulation@msjc.edu](mailto:articulation@msjc.edu), as to why agreement is denied. Please include information such as:
    - Is articulation possible with revision?
    - Can we arrange a meeting with high school teachers to discuss agreement-proposal modifications?
    - Any information helpful in determining next steps for high school districts

Please direct any questions to [articulation@msjc.edu](mailto:articulation@msjc.edu)

## CATEMA ARTICULATION KEY ROLES & RESPONSIBILITIES FOR CC



Listed below are the Community College and Faculty 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.

COMMUNITY COLLEGE	ACTIVE TIME	ACTIVITIES
<p style="text-align: center;"><b>CATEMA System Administrator/ Manager/ Coordinator*</b> (Sometimes 2 roles)</p> <ul style="list-style-type: none"> <li>- Workforce Director, or,</li> <li>- College Pathways Lead,</li> <li style="text-align: center;">or,</li> <li>- CTE Staff Member (High School/Community Liaison)</li> </ul>	<p>Ongoing, especially during the beginning &amp; end of Semester</p>	<ul style="list-style-type: none"> <li>• Create and manage college user accounts and overall system configuration</li> <li>• Approve new high school teachers and articulated classes in CATEMA</li> <li>• Monitor activities to be sure that class records and student enrollment records are created, and that final grades are submitted. Mark student enrollment records "Credit Awarded" when posted</li> <li>• Liaise with college Enrollment Services department, to share information about student participation and outcomes to be integrated into Colleague</li> <li>• Generate summary and detail reports on courses and awarding of credit</li> <li>• Assist all system users, as needed</li> </ul>
<p style="text-align: center;"><b>Enrollment Services*</b> Enrollment Services Staff Member, with approval from Enrollment Services Leadership</p>	<p>End of Semester</p>	<ul style="list-style-type: none"> <li>• Input awarded student credit into Colleague</li> </ul>
<p style="text-align: center;"><b>Community College Faculty</b></p>	<p>As needed</p>	<ul style="list-style-type: none"> <li>• <i>Does not use CATEMA</i></li> <li>• Advises on and help to align articulated course curriculum and exams</li> <li>• Approve articulation agreements, as appropriate</li> </ul>

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

For more information and resources on CATEMA and high school articulation, visit  
<https://www.msjc.edu/highschoolarticulation> and <https://www.catema.com/msjc>

**HIGH SCHOOL  
STUDENTS &  
PARENTS**

# STUDENT PROCESS FOR RECEIVING ARTICULATED CREDIT

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## Process for current high school students:

1. The student is in an approved articulated course at their high school.
2. The student then applies to MSJC [see *MSJC Application Instructions for High School Students* document and/or *MSJC Application PowerPoint*].
3. After receiving the *MyMSJC Account Activation* email, students should activate their account to be able to access Self-Service, complete orientation, and request transcripts.
4. The high school teacher assists students in creating a student account in CATEMA (students will need their MSJC Student ID) ([www.catema.com/msjc](http://www.catema.com/msjc)).
5. The student completes the articulated course with an “A” or “B” **and** passes the pre-approved end-of-course final exam with a “C” or better.
6. After the end-of-course final exam is graded, the high school instructor will indicate each student’s grade and credit recommendation in their CATEMA account. Articulation is credit-by-exam. Therefore, the EXAM grade is the grade that is transcribed to the MSJC transcript.
  - a. Students that earn 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 exam will have a “P” (Pass) added to their transcript indicating that credit has been earned.
7. The MSJC K-12 Partnerships Program will verify the status of all articulation agreements, review grade information in CATEMA, and then submit 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 K-12 Partnerships Program.
9. Once credit is posted to the MSJC transcript, it cannot be removed.
10. Students can verify credit posting by logging into MyMSJC Account Self-Service.

**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** have been 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 **will not** be awarded

Need help? Ask your teacher about MSJC Zoom office hours. For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).



# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## MSJC APPLICATION INSTRUCTIONS FOR HIGH SCHOOL STUDENTS

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Before beginning the MSJC application process, please have the following information ready:

- Permanent Home Address
- Telephone Number
- Email Address (personal email address required)
- Social Security Number (SSN) or Alien Registration Number and Expiration Date

**To get started, follow the directions below:**

Click on **Enroll Now** on the MSJC Homepage at [www.msjc.edu](http://www.msjc.edu). Click **First Time Students**. Click **Step 2 – Application**. Click **Start your CCCApply application**. Create an **OpenCCC Account**, or log in if you have an existing OpenCCC Account.

1. 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)
2. Receive an email confirmation that your application has been submitted
3. Within 24 hours, you should receive another 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, please contact your teacher for assistance

**Tips for completing the application:**

- **Enrollment Information Section:**
  - **Term:** Choose the next available semester of study (i.e., Spring, Summer)
  - **Intended Major or Program of Study:** Please choose an **Intended Major** or **Program of Study** (do NOT select **Undecided**) – selection can be changed at anytime
  - **Educational Goal:** Choose AA, Certificate, or AA w/transfer (do NOT select **Undecided**)
  - **Choosing **Undecided** may prevent your application from being processed!**
- **Education Section:**
  - Select **Enrolling in High School and College at the Same Time** under College Enrollment Status
  - Select **Yes** or **No** 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

You may access **MSJC Application Presentation** in the Articulation Toolkit <https://bit.ly/MSJCApplicationTools24-25> in the **Articulation Tools – STUDENTS** folder. The PowerPoint will walk you through EVERY PAGE of the application.

Need help? Ask your teacher about MSJC Zoom office hours. For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation>. You may also email [articulation@msjc.edu](mailto:articulation@msjc.edu)

# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## CATEMA INSTRUCTIONS FOR HIGH SCHOOL STUDENTS

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

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

### Don't have your MSJC ID Number?

Within 24 hours after submitting the MSJC Application, you should receive a welcome email that includes your **MSJC ID Number** and activation information for your MyMSJC Account. The subject line of the email is "MyMSJC Account Activation." Check Spam/Junk mail folder.

**Can't find it?** Are you SURE that you completed and submitted your MSJC application? Immediately after submission, you would have received an email that says "Thank you for applying to Mt. San Jacinto College." (This is different from your CCC Apply Account creation email.) To verify that you submitted the application, login to your CCC Apply account. Under **My Applications**, it'll list your Account Information and then **Submitted Applications**. If you submitted an application, it will be listed there. If it's listed under **In-Progress Applications**, you did not finish and submit. You can resume the application or, if it has expired, you'll need to **Start a New Application** at the top of the page.

If you have confirmed that the application was submitted, you can request a new welcome email:

1. In a web browser, navigate to <https://selfservice.msjc.edu/requestWelcome>.
2. Enter your **Personal Email Address** that you applied with and select the **Account Type**: Student
3. Click **Submit**
4. If the email address you provided matches the personal email address on file, you will receive an email containing your MyMSJC account information. Review your personal email Inbox as well as Spam/Junk in the case the email was filtered.

**NOTE:** If you do not receive the welcome email within 24 hours and you're unable to request a new one, please contact MSJC Technology Support Services: <https://support.msjc.edu> and create a help ticket by clicking **Report an issue**.

### Creating a CATEMA Account

This is different from your CCC Apply account and your MyMSJC Account. If you have not created **THIS** account before, none of those previous login credentials will work.

To create a Student **CATEMA** account:

- Go to <http://www.catema.com/msjc>  
*NOTE: When you're at the CORRECT CATEMA login page, the MSJC logo will be at the top.*
- Select **New Students** (tab at the top)
- Select **Create Account** from the drop-down menu
- Fill in the requested information

**Username and Password are automatically generated. Save this information!**

### Enrolling in an Articulated Course:

Login to **CATEMA** (<http://www.catema.com/msjc>)

For each course you're in:

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

Need help? Ask your teacher about MSJC Zoom office hours. For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu).

# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

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### 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 offered on the high school campus during traditional school day
- Courses are taught by high school faculty who meet community college minimum qualifications
- Serves high school students only

#### 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 MSJC faculty
- Courses 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 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 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.

# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

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### 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, college students pay \$46 per unit and sometimes 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 regarding 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 exam with a "C" or better (Note: it is the end-of-course final 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 Career And Technical Education Management Application (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.

# **MSJC HIGH SCHOOL ARTICULATION PROGRAM FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS**

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## **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 planning to attend 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 regard to your educational plan and goal at that college. Before requesting transcripts, verify that your credit has been posted via your MyMSJC Account – Self-Service

## **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 plan to attend 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 regarding your educational plan and goal at that college. Before requesting transcripts, verify that your credit has been posted via your MyMSJC Account – Self-Service.

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 1<sup>st</sup>.

## **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



# MSJC HIGH SCHOOL ARTICULATION PROGRAM

## FREQUENTLY ASKED QUESTIONS FOR STUDENTS AND PARENTS

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### 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 may be additional steps you may need to take to receive financial aid after high school.

### 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.

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

Students will be eligible for college credit 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 final exam, students will earn credit at MSJC.

### How do I receive credit for my articulated coursework?

- Create an OpenCCC Account
- Complete the MSJC application
- Use the correct MSJC ID number when creating your CATEMA account ([www.catema.com/msjc](http://www.catema.com/msjc)) and link to your teacher and class period
- Pass the class with a "B" or better **and** pass the end-of-course final exam with a "C" or better
- Your teacher will submit your credit recommendation to MSJC and your college credit will be posted to your MSJC transcript

### How will I know I have received the credit?

- 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 K-12 Partnerships Program processes all requests 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. Seniors are prioritized for posting by end of June. All credit is generally posted by July 31 following the academic year.

### Can I have the credit removed from my MSJC transcript?

- Once credit is posted to the MSJC transcript, it cannot be removed.

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

Need help? Ask your teacher about MSJC Zoom office hours. For further information and assistance, please see <https://www.msjc.edu/HighSchoolArticulation> or email [articulation@msjc.edu](mailto:articulation@msjc.edu). You may access MSJC Articulation Resources for Students at [bit.ly/MSJCArticulationTools24-25](http://bit.ly/MSJCArticulationTools24-25) in the **Articulation Tools – STUDENTS** folder.

# Our Campuses



## **San Jacinto Campus**

1499 N. State Street  
San Jacinto, CA 92583



## **Menifee Valley Campus**

28237 La Piedra Road  
Menifee, CA 92584



## **Temecula Valley Campus**

41888 Motor Car Parkway  
Temecula, CA 92591



## **San Geronio Pass Campus**

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