

High School Articulation

Step One: Completing the College Application

Information to Gather:

Before beginning the application process

- Permanent Address
- Telephone Numbers
- Email Address
- Date of Birth
- Social Security Number: highly recommended, though not needed for Dream Act (AB540) students
- Alien Registration Number and expiration date: needed for Permanent Residents

Links to the College Application

Select a college website: and look for the **CLICK HERE** or **APPLY ONLINE** link to begin application:

Moreno Valley: <http://mvc.edu/services/ar/apply.cfm>

Norco: <http://www.norcocollege.edu/Pages/apply.aspx>

RCC: <http://www.rcc.edu/services/admissions/Pages/Getting-Started.aspx>

Each site will direct student to create an OpenCCC account, then to college application.

Hints for Completing Application

Enrollment Information Section:


- **Term:** Semester of Study, select **Spring 2018**
- **Intended Major or Program of Study:** Select any career field
- **Education Goal:** Select "Discover/formulate career interests, plans, and goals"

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 high school. A pop-up box will then appear with the high school name, select your high school

RCCD Student Email

Within three to five business days, students will receive a WELCOME EMAIL. Save this email!



Name: Pat Smith RCCD ID Number: 1234567 WebAdvisor User ID: ps1234567 RCCD Student Email: Psmith47@student.rcc.edu	<u>WRITE YOUR INFORMATION:</u> RCCD ID NUMBER: RCCD EMAIL:
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The RCCD ID Number will be the **College ID Number** used when setting up student account in CATEMA.

Tips for Retrieving your RCCD ID Number:

If you lose the Welcome Email, or have applied to the college previously, you may use **WebAdvisor** to retrieve your ID number (as long as you included your Social Security Number when applying**)

- Go to college website, and Click on **WebAdvisor**
- Select: **Learn your WebAdvisor User Name and Password**
- Enter: Your **last name** and **Social Security Number**
- **If you did not supply your SSN when applying, or are a Dream Act/AB540 student: You will need to visit one of the college admissions offices, and bring identification

• Step Two: Setting up Student Account in CATEMA

Did you receive articulated credit last year via CATEMA? Just login this year, using the same username and password. Do not set up a new account.

Information to Gather:

- RCCD ID Number = College ID Number
- Date of Birth
- High School Name
- Graduation Year
- Email Address
- Mailing Address
- Teacher's Name
- Course Name
- Class Period

Link to CATEMA

www.catema.com

Creating the Student Account

- Select **Riverside Community College District**
- Select **New Students** (tab at the top)
- Select **Create Account** from the drop down menu
- Fill in the requested information

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

Example:	
Catema's Data	
USERNAME:	arlpstu01
PASSWORD:	ar123456

Catema's Data	Write Your Information
USERNAME:	
PASSWORD:	



Enrolling in Articulated Class

After logging in to CATEMA:

- Select: Add Class Enrollment

From the drop down menus, select the following:

- High School
- Teacher's Name
- Course Name
- Class Period

Click Submit

Retrieving Lost CATEMA
username and password

Username:

- Go to www.catema.com
- Select **Riverside Community College District**
- Click **Go To Student Login Assistant**
- Enter **High School Name, Student Name, and Date of Birth**
- Click **Username**

Password:

- After finding Username, click **Continue Login to Your Task Menu**
- Enter your **College ID number** (7-digit number emailed to students once they apply)
- Click **Find Password**

Questions? Email cte-info@rccd.edu