Congratulations!

You have enrolled in a high school class that is articulated with a local community college. This means that you are eligible to earn college credit once you successfully pass the course.

High School Class Name

Passing grade required for articulation is (or final exam score)

This class is articulated with:

College Name

College Course Name   *Units*

What is an **articulated class?** It is a class taught by a high school or ROP teacher that is equivalent (the same as) a class taught at the community college. High school and community college teachers first have to meet and agree that their courses are equivalent. Then the school district and community college sign a formal agreement to articulate.

What are the **benefits?** Articulation provides 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 makes their transition from high school to college much easier.

What will **parents** **want to know?** Articulation saves time and money **($$NO COST$$).** Based on a typical three unit college course, a student would save approximately $238 on tuition and textbooks and 216 hours in class and study time. In some instances, students could earn an entire college semester's worth of credit.

Applying for articulated credit is voluntary. Your student will only receive credit if they pass the class. If they don't meet the passing grade required for articulation, there is NO negative impact on their college transcript—ONLY passing grades are recorded for the purposes of articulation.

Just like high schools, community colleges must abide by the Family Rights and Privacy Act (FERPA), so any personal information, including SSN, that a student provides as part of the articulation application process, will be kept strictly confidential.

How do you get the **credit?** In order to get college credit for articulation, students must establish a student record with the community college that is awarding the credit. Credit becomes a permanent part of the student's college record and in many cases appears on the college transcript. Students and parents may want to complete the college application process together *(see back)*. If you have all the information needed for the application, it should take about a half hour.

If you have any questions about articulation, please contact CTE Transitions at:

<h1 style="text-align:center">Checklist: Creating a Student Profile</h1>

Before you start …

Make sure you have the following information readily available:

(Reminder: Always protect your identity. If you haven't memorized the following information and have to write it down, be sure to keep it in a safe place and do not share it with anyone, especially your SSN and date of birth.)

- Legal Name (First Middle and Last)
- Complete address (including zip code)
- Date of Birth
- Social Security Number (SSN)*
- Personal e-mail address

* Why do we ask for SSN?

Providing your social security number is optional—you can complete the college application without it. *However,* once you establish your official college profile, you can only add your SSN by appearing in person and proving your identity. Since most forms of financial aid are tied to your social security number, if your college doesn't have your SSN they can't connect your financial aid to your student records. If you forget your student ID number, you can usually retrieve it online with your SSN, otherwise, you will have to go to a campus admissions office and prove your identity to retrieve your student ID number.

College Application Process

You must apply to a college in order to establish a student record and receive a student ID number. A student ID number is required for articulated credit. The college application is a two-step process.

Step 1:

a) Go to this link: _____

b) **Click to apply. Follow to OpenCCC and create an account.** All community colleges use OpenCCC.

c) Write down your user name and save your password.

d) Use a personal e-mail address (one that you check frequently).

Step 2:

a) You will *automatically* be redirected *back* to the college application.

b) Answer each question as accurately as possible.

c) If the college has a supplemental question asking if you are a Career Transitions student, answer YES.

c) After you submit your application, write down your confirmation number.

Step 3:

a) A community college ID number will be e-mailed to the personal e-mail address you provided within 72 hours. When you receive your college ID number, write it down here.

Now that you have your college ID number, your teacher will give you instructions about how to apply for articulated credit.