**HIGH SCHOOL ARTICULATION PROCESS | Frequently Asked Questions (FAQ’S )**

**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, 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 students, courses typically offered on the high school campus during traditional school day, courses are typically taught by high school faculty who meet community college minimum qualifications, these courses serve primarily 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, 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 much easier. To learn more, click here… *[LINK TO COLLEGE CREDIT 101 BOOKLET]*

**What high school classes are articulated with *MSJC*** *(LINK TO ARTICULATION SPREADSHEET)*

**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.

**How many articulated credits can a student earn while in high school?**

Students can earn up to 9 units of articulated credit. There is no limit to how many units a high school student can earn with Dual Enrollment or Concurrent Enrollment courses.

**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.

**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 end of course 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 will my students know they have received the credit?**

* A letter from the MSJC, CTE Office will be sent to the student’s home address
* Students can also request a copy of their transcript, or log-in to their EagleAdvisor account via the MSJC website, to review their unofficial transcript and verify their credit

**What is the role of the teacher in regards to high school articulation?**

* To communicate with students and their parents about earning college credit via their articulated class early in the school year
* Add all articulated class sections into CATEMA at the beginning of each semester/year
* Ensure students have completed the MSJC application, set-up their CATEMA account, and registered for their course(s) in CATEMA
  + Please note: MSJC representatives are unable to provide classroom support until all students are registered in CATEMA
* Assign grades and credit/no credit into 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
* Attend Articulation Training Day - typically two training sessions a year (Fall and Spring)
* Renew the course articulation agreement following the 3 year renewal cycle ensuring currency of articulation

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

* Work collaboratively 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

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

Susanne Mata, Director of CTE Projects, [smata@msjc.edu](mailto:smata@msjc.edu)