

**MT. SAN JACINTO COLLEGE
SECONDARY TO POST-SECONDARY
HIGH SCHOOL ARTICULATION FOR TEACHERS**

**STEP ONE:
DETERMINING COURSE ALIGNMENT & SUBMITTING AN ARTICULATION REQUEST**

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

- Review your HS/ROP Course Content and Outline and compare with equivalent MSJC Course Content and Outline (located at www.curricunet.com/MSJC)
- Identify if HS/ROP Course aligns with MSJC Course
 - To assist with identifying course alignment complete the *Course-to-Course Crosswalk* to compare Competency & Skill Requirements
- Attend Articulation & Training Day to meet with MSJC Faculty (Fall & Spring dates available)
- Once alignment is determined email Susanne Mata at smata@msjc.edu for Articulation *Course-to-Course Crosswalk* and *Course Content and Standards* Documents

When completing the *Course-to-Course Crosswalk* be sure to include the following information:

- High School/ROP/District Name
- High School Instructor Name and Email
- HS/ROP/District Course Name & Number
- Mt. San Jacinto College Course Name & Number
- HS /ROP/ District Competency & Skill Requirements
- Aligning Mt. San Jacinto College Competency & Skill Requirements

When completing the *Course Content & Standards* be sure to include the following information:

- MSJC Course Name & Number
- HS/ROP Course Name & Number
- MSJC Prerequisites
- HS/ROP Prerequisites
- Advisories and/or Recommendations
- General Course Description
- Course content (Main & Sub Topics)
- Course Competencies & Skill Requirements
- Methods for End of Course Assessment
- Textbook(s) or other supporting materials (including software)
- Special equipment needed for instruction
- Other relevant information

When finished submit the completed *Course-to-Course Crosswalk* and *Course Content & Standards* to Susanne Mata at smata@msjc.edu. Please make sure to include your High School Course Outline when submitting your Articulation request.

Please note the following information:

- MSJC Articulation is Course-to-Course Alignment
- Courses are aligned if Competency & Skill requirements are the same
- Credit exams should adequately measure student's mastery of the course content
- MSJC utilizes a Credit-by-Exam process
- Agreements will be reviewed periodically



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**STEP TWO:
SETTING UP A TEACHER ACCOUNT IN CATEMA**

If you have already created a CATEMA Account you may utilize the same login information. Do NOT set up a new CATEMA Account.

If you have not created a CATEMA Account 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 notice of your new account to our MSJC Website Administrator for approval. You will be notified of your account approval by email, or by phone if no email address is available.

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 **High School Name** of the course you are adding (the local name or description)
- Select the **Semester** in which the new class will be held
- Select the **Class Period** of the new class (1 through 8, 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 notice of your new course(s) to our Website Administrator for approval
- When notified of class approval, your students may **Register** for the class

Should you have any questions please contact Susanne Mata at smata@msjc.edu for assistance.