



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

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**STEP ONE: COMPLETING THE COLLEGE APPLICATION**

**Before beginning the application process you must have the following information ready:**

- Permanent Address
- Telephone Number
- Email Address (recommended to use a personal email address)
- Social Security Number (SSN)
  - *If you do not supply your Social Security Number when applying, or are a Dream Act/AB540 student, you will need to visit one of the college admissions offices with your parent or guardian and bring identification in order to obtain your MSJC ID Number.*
- Alien Registration Number and Expiration Date (needed for Permanent Residents)

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

Click on the “**Apply Now**” button on the MSJC Homepage at [www.msjc.edu](http://www.msjc.edu) to submit an admissions application. It's as easy as **1-2-3!**

1. Create an **OpenCCC Account** or login if you have an existing **OpenCCC Account** already
2. 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)
3. Create a **CATEMA** account to receive your college credit

*Note: The confirmation email you receive will only confirm that your application has been processed. It will NOT provide a Student ID number or EagleAdvisor log in information.*

**Tips for completing application:**

- **Enrollment Information Section:**
  - **Term:** Choose current semester of study (i.e. Fall, Spring, Summer)
  - **Intended Major or Program of Study:** Please choose an **Intended Major** or **Program of Study** and do not select “**Undecided**” – selection can be changed at anytime
  - **Educational Goal:** Choose AA, Certificate, or AA w/transfers
- **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
  - After you have finished the MSJC application click on the “**Submit Your Application**” button and wait for further instructions from your teacher

***Should you have any questions or concerns please contact your teacher.***

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

**Before beginning the application process you must have the following information ready:**

- MSJC ID Number = College ID Number
- High School Name
- Graduation Year
- Email Address
- Mailing Address
- Teacher's Name
- Course Name
- Class Period

**Retrieving your MSJC ID Number:**

The MSJC ID Number will be the **College ID Number** used when setting up student account in **CATEMA**.

**Tips for retrieving your MSJC ID Number:**

You may use **EagleAdvisor** to retrieve your MSJC ID Number (as long as you included your Social Security Number when applying). To retrieve your MSJC ID Number please follow the directions below:

- Go to [www.msjc.edu](http://www.msjc.edu) and click on **EagleAdvisor**
- Select: **What is my MSJC username and Student ID?**
- Enter your **Last Name** and **Social Security Number**

*Please note: if you did not supply your Social Security Number when applying, or are a Dream Act/AB540 student, you will need to visit one of the college admissions offices and bring identification in order to obtain your MSJC ID Number.*

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**Creating a CATEMA Account:**

To create a Student **CATEMA** Account please follow the directions below:

- Go to [www.catema.com](http://www.catema.com)
- Select Mt. San Jacinto College
- 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!***

**Enrolling in an Articulated Course:**

Login in to **CATEMA** ([www.catema.com](http://www.catema.com)):

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

**Retrieving CATEMA Username and Password:**

To retrieve your Student **CATEMA** Username and Password please follow the directions below:

- Go to [www.catema.com](http://www.catema.com)
- Select **Mt. San Jacinto College**
- Click **Go To Student Login Assistant**
- Enter **High School Name, Student Name, and Date of Birth**
- Click **Username**
- After finding Username, click **Create a new enrollment record**
- From the drop down menus, select the following:
  - High School
  - Teacher's Name
  - Course Name
  - H.S. Class Period
- Click **Submit**