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

**STUDENTS AND PARENTS**

**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)*

**Do all high school classes qualify for articulation?**

No. Typically the introductory level courses linked to college Career and Technical Education (CTE) certificates and degree programs are available for credit. Click here for a list of current articulated classes *[LINK TO ARTICULATION SPREADSHEET]*

**What is high school articulation?**

An articulated high school course is one in which a determination has been made that a course offered at the high school level is comparable to a specific community college course. High school students have the potential to earn college credits to use at the community college, CSU, UC or private college level by taking these high school classes.

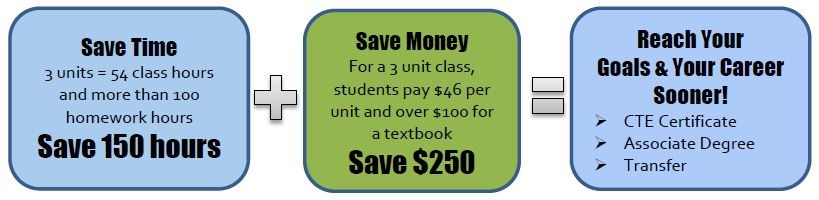
**Who can participate in an articulated class?**

Any high school student that wants to earn college credit. Articulated courses are taught at a college level, and college level work and maturity are expected. Some high school classes and teachers have their own guidelines for who can enroll in their articulated class.

**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 limits to how many units a high school student can earn with Dual Enrollment or Concurrent Enrollment.

**Why should a student participate in an articulated class?**



* Time: 3 units = 54 class hours and more than 100 homework hours. Save 150 hours
* Time: 60 units needed to transfer to a Four-Year college – 3 units in high school taken = 57 units left
* Money: For a 3 unit class, students pay $46 per unit and over $100 for a textbook. Save $250
* Goals: Classes can be used towards CTE Certificate, Associate Degree, Transfer to Four-Year College
* Articulated courses are rigorous coursework, teaching real-world skills needed for today’s employers and industries

**What is the student’s responsibility in regards to high school articulation?**

* Create an OpenCCC Account (refer to “Creating an OpenCCC Account” video for step-by-step instructions)
* Complete the MSJC application (refer to “Completing the MSJC application” video for step-by-step instructions)
* Create a CATEMA Account and link to their teacher and class period (refer to “Creating a CATEMA Account” video for step-by-step instructions)
* Pass the class ***and*** the end of course credit exam with a “B” or better

**I don’t want to major in this subject, can I use this credit for something else?**

Yes. In addition to applying articulated credit towards a CTE Certificate, many classes can also be used to meet general education requirements, units needed for an Associate Degree, and/or Transfer to a Four-Year College.

**I don’t plan on going to college. Do I still need to fill out the MSJC application?**

Life plans change. If you find yourself at college at some point in life, you will already have college units; saving you time and money. There is no cost to you to complete the MSJC application and CATEMA, so why not have the credits on file for a rainy day?

**I plan to go into the military after high school, do I still need to fill out the MSJC application? Is there a benefit to me by taking this course?**

Yes. You can get more money in the military if you have some college units behind you. Complete the process to get articulated credits and you could start at a higher salary. Want to go to college while enlisted or after the military? You will already have college units to put towards this goal.

**I plan on attending another community college after high school. Can I use these credits there?**

Yes. Articulated credit can be used towards a CTE Certificate or to meet general education requirements and/or units needed for an Associate Degree, or Transfer to a Four-Year College from a community college. Of course each college is different and may have different requirements, so you’ll want to check with the college you are attending to find out how you can use your articulation credit.

You’ll also want to request your transcript from MSJC to be sent to your college of choice so they can transfer these units and account for them in regards to your educational plan and goal at that college.

**I’m going on straight to a 4 year college, can I use these credits there?**

Each college is different and may have different requirements, so you’ll want to check with the college you are attending to find out how you can use your articulated credit. Most likely yes. Typically, articulated credit can be used to meet general education requirements, elective credits, and/or units needed for a major at a Four-Year College.

You’ll also want to request your transcript from MSJC to be sent to your college of choice so they can transfer these units and account for them in regards to your educational plan and goal at that college.

Please note, you will need to request your transcripts as soon as possible as the deadline for all requests is July 1st.

**I’m not going to attend MSJC, why do I have to complete this process?**

* If you find yourself at college at some point in life, you will already have college units; saving you time and money
* There is no cost to you to complete the MSJC application and CATEMA and have your articulated credits on file with a college
* Articulated credit can be used towards a CTE Certificate or to meet general education requirements and/or units needed for an Associate Degree, or Transfer to a Four-Year College from a community college
* Some Four-Year Colleges may accept articulated credit

**What if I don’t pass my high school articulated class?**

No harm, no foul….at least on the college side. There will be no college record generated for you, thus the course will not be listed on your transcript from MSJC.

**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. Students will need to set up an account and register for the articulated class(es) they are taking so that teachers can make credit recommendations for their students. MSJC will be using CATEMA to validate articulated credits for students.

**Why does my Social Security Number (SSN) need to be included on the CCCApply/MSJC application?**

The SSN is used as a means of identifying student records and to facilitate financial aid. If you don’t include your SSN there will be several follow up steps you will need to take to receive your benefit of college credit.

Should you choose not to include your SSN, please be advised that you will not be able to retrieve your MSJC ID Number by yourself. This will prevent you from making a CATEMA account, the system in which we track your college credit received. In addition, you will also need to physically come to a MSJC campus location (Menifee or San Jacinto) with a parent or guardian, show an identification card (driver’s license) and SSN card, in order to access your MSJC ID Number.

**I don’t have a Social Security Number (SSN).**If you are a DREAM ACT (AB 540) student or don’t have a SSN, please complete the CCCApply/MSJC application without it and then work with your teacher in retrieving your MSJC ID Number.

**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 I need to receive in my high school class to get college credit?**

Students will be eligible to take the 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 do I receive credit for my articulated coursework?**

* Create an OpenCCC Account
* Complete the MSJC application
* Create a CATEMA account ([www.catema.com](http://www.catema.com)) and link to your teacher and class period
* Pass the class *and* Credit by Exam with a “B” or better
* Your teacher will submit your credit recommendation to MSJC and a transcript will be generated with your course completion

**How will I know I have received the credit?**

* A letter from the MSJC, CTE Office will be sent to your home address
* You can also request a copy of your transcript, or log-in to your EagleAdvisor account via the MSJC website, to review your unofficial transcript and verify your credit. Official transcripts can be ordered online at: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/How-do-I-request-Transcripts.aspx>

PLEASE NOTE: We process the request for credit soon after the high school teacher provides their recommendation for credit. However, the time it takes for the MSJC, CTE Office to request the credit to be reflected on the transcript, and the transcript being generated with this notation can take different amounts of time.

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

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