

Articulated High School Course's
SCC Internal Process

1) High School Articulation Process at SCC:

- The request to articulate courses can begin in many different ways. When a request is initiated either by the high school or the community college, the following people need to be informed via email:
 - SCC CTE Transitions Coordinator, Miela Zitelli, Zitellm@scc.losrios.edu
 - SCC Articulation Officer, Richard Yang, Yangr@scc.losrios.edu
 - SCC Relevant Dean
 - SCC Department Chair
 - SCC Faculty Member
 - High School Faculty Members
- The SCC Articulation Officer, after consulting with the relevant department, will send the high school faculty member the SCC approved course outline and inform the SCC instructional dean, department chair, and relevant faculty member.
- The SCC faculty member works with the high school faculty member in reviewing curriculum, course content, student learning outcomes, and assessment. If the articulation proposal is approved, the SCC final exam or assessment is provided to the high school faculty member to administer at the end of the course. If the high school faculty member cannot administer the community college course final exam or assessment, then the SCC faculty member must approve the high school final exam or assessment. This needs to be attached to the articulation request form for audit purposes.
- The SCC faculty member and the high school faculty member will work together to complete the articulation request (<http://www.scc.losrios.edu/articulation>). The CTE Transitions Coordinator will facilitate the process and arrange necessary meetings. The CTE Transitions Coordinator will submit the original signed paperwork, along with supporting documents, to the address below for remaining approvals and signatures and presentation to the Curriculum Committee.

SCC Instructional Services; Curriculum
3835 Freeport Blvd
Sacramento, CA 95822-1386

- The Curriculum Liaison will track the articulation agreement through the curriculum process and inform the AVP's office when the agreement has been approved. The AVP's office will provide a PDF for posting and distribution to all relevant parties: High School Faculty, SCC Faculty, the CTE Transitions Coordinator, and California Statewide Career Pathways. Original documents will be retained by the Curriculum Liaison in the master curriculum files. The AVP's office will update the Sacramento City College High School Articulation Agreement spreadsheet and post to the SCC articulation web site.
- Once approved by the SCC Curriculum Faculty Chair, and unless the course of study or course of record changes, this articulation agreement is valid for two academic years from the date on which it was approved. After two years, a Course Articulation Renewal (no changes to course of study or course of record) or a new Course Articulation Agreement (course of study or course of record has changed) will need to be initiated and approved. The college or high school can request a course review at any time. It is the responsibility of both instructors to notify one another of any significant changes.

2) Process at the High School:

- Once the articulation agreement is approved, students will take the relevant high school course and the corresponding SCC approved final examination or final assessment at the end of the semester.

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- The high school instructor may contact the SCC Admissions, Records & Enrollment Office (Outreach) if students need assistance with completing the application process. An Outreach Specialist/ CTE Transitions Coordinator may visit the class and give a brief presentation on how to complete the enrollment application.

The high school student applies for enrollment to SCC by completing the Los Rios Community College District Enrollment Application for SCC at www.scc.losrios.edu and obtains a Los Rios Student Identification Number.

- Within 15 days of the class ending, the high school faculty member submits to the address shown below an Articulated Course Student Grade List and Los Rios Student Identification Number for students who received a grade of "A" or "B" in the course and on the final exam or assessment. In addition, the high school instructor must attach signed Parent/Guardian Permission forms for each student. Scanned and emailed submissions are not acceptable.

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- If credit has not been granted 30 days after the semester ends, please call SCC Admissions and Records at 916-555-2351.

3) Process at SCC:

- After the Instructional Services Office receives and reviews the Articulated Course Student Grade List and signed Parent/Guardian Permission forms, an ISA/Schedule Technician sets up a class section (LEC 731/ LAB 731A) for the articulated course. This generates a unique class number for the relevant lecture and lab.
- The ISA/Schedule Technician inputs the class information into PeopleSoft while adhering to the following.
 - The class is not posted on the web schedule and the class fees are waived.
 - The accounting Method is set to "O" (Other classes).
 - The day and time are set at TBA.
 - The name of the community college instructor who approved the original articulation is assigned as the instructor of record with no assigned FTE.
 - The enrollment cap is set at 40.
- The unique five-digit class number, and the section numbers for lecture and lab, are written on the Articulated Course Student Grade List. This is sent to A&R with the Parent/Guardian Permission Forms where the grades will be inputted on the high school student's community college transcript. A copy of the roster with final grades will be sent to the community college instructor of record, the relevant dean, and the CTE Transitions Coordinator.
- A hard and soft copy of all records will be maintained by semester in the AVPI's office.
- SCC Admissions and Records office will post the grade for the articulated course to the high school student's college transcript in the semester earned. A copy of the grade roster, and address labels will be sent by A&R to the CTE Transitions Coordinator and the AVPI.
- The CTE Transitions Coordinator will send certificates/letters to the successful students advising them of next steps.
- The CTE Transitions Coordinator will ensure that high school grades are received in the semester earned, and these will be posted to the community college transcript in the semester earned.

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- The student's official SCC transcript will identify the articulated course as "credit by exam-high school articulation*", with a grade of "A" or "B" 30 days following the end of the high school course.

* California Code of Regulations, Title 5, Section 5501 (c) and Section 55050 (e) & (f).

Notes: Sacramento City College will not offer articulation for any course that is already articulated with another community college. California State University and the University of California (and other transfer institutions) may or may not accept credit for the high school articulated Career-Technical education courses.