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 Articulation Officer
  - 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 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 assessments that need to be attached to the articulation request form. This is necessary for audit purposes.

- SCC and high school faculty members should work together to complete the articulation request, (http://www.scc.losrios.edu/articulation) submit the original signed paperwork, along with supporting documents to the below address for remaining 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 AVP Instructional Services Assistant when the agreement has been approved. The AVP Instructional Services Assistant will provide a PDF for posting and distribution to all relevant parties: High School Faculty, SCC Faculty and California Statewide Career Pathways. Original documents will be retained by the Curriculum Liaison in the master curriculum files. The AVP Instructional Services Assistant 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.

- 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/ Articulation Coordinator may visit the class and give a brief presentation on how to complete the enrollment application.
• High School Student applies for enrollment to SCC by completing the Los Rios Community College District Enrollment Application at www.scc.losrios.edu (Apply at SCC) and obtains a Los Rios Student Identification Number.

• Within 15 days of the class ending, the high school faculty member submits an Articulated Course Student Grade List and Los Rios Student Identification Number for students who received a grade of “A” or “B” 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:
• When the Instructional Services office receives the Articulated Course Student Grade List and signed Parent/Guardian Permission forms, an ISA/Schedule Technician sets up a class section so that credit can be awarded.

• The ISA/Schedule Technician inputs the class information into PeopleSoft.
  o The class is not posted on the web schedule.
  o The class fees are waived.
  o The accounting Method is set to “O” (Other classes).
  o The day and time are TBA.
  o An instructor name is added to the class with no FTE.
  o The enrollment number is usually set at 40 max.

• Once the Class Number is generated, the ISA/Schedule Technician sends this information, the grade list and permission forms to SCC Admissions and Records.

• SCC Admissions and Records enroll students and posts grades for each student.

• The student’s official SCC transcript will identify the articulated course as “credit by exam-high school articulation*, with a grad 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 UC transferable course or any course that is already articulated with another community college. SCC will not pursue high school articulation for SCC courses that are approved for A-G General Education requirements at California State University. California State University and University of California (and other transfer institutions) may or may not accept credit for high school articulated Career-Technical Education courses.