



CTE Transitions Coordinator

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CHECKLIST FOR PROCESSING ARTICULATED COURSE STUDENT GRADE LISTS

From the high school instructor—*within 15 days of course completion submit the following to the SCC Instructional Services Office:*

- Articulated Course Student Grade List with each student's LRCCD Student ID number.
* Please use Los Rios Student ID number and **DO NOT** use student's Social Security Number.
- Corresponding Parent/Guardian Permission forms for each high school student listed.

At the SCC Instructional Services Office--*within 30 days of receipt of the Articulated Course Student Grade List and Parent/Guardian Permission forms, complete the following steps:*

- Instructional Services Office** generates a unique five-digit "class number" for the articulated course. The "section numbers" assigned to all articulated courses will be: **LEC 731** and where applicable, **LAB 731A**. The instructor of record will be the community college instructor who approved the articulated course. The FTE for the course will be recorded as "0."
- AVP of Instruction** then sends a copy of the Grade List, notated with the new "class number" and "sections 731/731A," along with the Parent/Guardian Permission Forms to the **Supervisor of Admissions & Records**.
- Supervisor of Admissions & Records** enters the grades and generates address labels.
- After the grades have been entered, the **Supervisor of Admissions and Records** sends a digital copy of the Grade List and the address labels to the **CTE Transitions Coordinator**.
- CTE Transitions Coordinator** forwards a copy of the Grade List and address labels to the Deans and notifies the department faculty member of the number of credit earners.
- CTE Transitions Coordinator** arranges for congratulatory communication to the students, along with information on how to access the college transcript online and 'the next steps' towards completing a certificate or attending SCC.