

HIGH SCHOOL AND COLLEGE ARTICULATION (2+2) PROCESS

Revised July, 2005

- A. High School teachers and College instructors meet to discuss course competencies.
 - Articulation Agreements are established between high school and college courses that are similar in content and rigor.
 - Articulation Agreements are signed by teachers and administrators.
 - Credit for articulated classes is valid for two years.
- B. High school counselor or teacher informs students about articulation benefits and process.
 - Students enroll in course that articulates with College of the Sequoias.
 - Students complete the high school articulated class with a grade of “A” or “B”.
 - Students must compete one semester (3 units or more) at COS with a “C” or better average.
- C. High school teachers will create the articulated class record on the CATEMA online database
 - In the Fall, students go to www.catema.com to “enroll in class” by entering the following:
 - Full name and birthdate
 - Social Security Number
 - High school, grad year and zip code
 - Ethnicity and gender
 - In the Spring, teachers go to CATEMA to recommend students for credit.
 - This all must be done prior to the beginning of the next school year.
- D. Teachers may sign articulation certificates for **Qualifying** students at the end of the school year.
 - Counselors and teachers at the High School level will explain to the students the advantages of the articulated class and will relate the importance of telling the COS counselor that they have credit for the articulated class.
 - Teachers inform students the importance of taking their high school transcript to COS when they **meet with a college counselor** and register for classes.
 - Students may either print an articulation certificate and have it signed by their teacher or print an articulation transcript from the CATEMA website.
- E. COS staff will upload student information into the Banner student records system.
 - Counselors at COS may verify that the student received credit by accessing CATEMA database, or by viewing student’s high school transcript. The symbol “#” on a high school transcript will designate an articulated class.
 - Counselor will inform and/or enroll student in the next sequential class in that pathway.
- F. At the end of each semester at COS, the names from the data bank will be cross-referenced with the names of the students completing that semester.
 - If there is a match, and the student has completed at least 3 units with a “C” average in their classes at COS, the articulated class credits will automatically be entered on the COS transcript. The grade entered on the COS transcript will be the same grade that they received in the high school course.
 - This process will be repeated at the end of each semester for each student, until the two year time period has lapsed.