





## HIGH SCHOOL ARTICULATION EARLY CREDIT PROCESS NON-CATEMA

Saddleback College maintains faculty-approved formal course and CTE Program articulation agreements with the following high school districts: Capistrano Unified School District, College and Career Advantage (formally known as South Coast ROP/Capo-Laguna ROP), Coastline Regional Occupational Program, Laguna Beach Unified School District, Saddleback Valley Unified School District, JSerra Catholic High School, and New Vista School.

\*Seventeen disciplines have been articulated: Accounting, Advanced Manufacturing, Architecture, Automotive Technology, Business Management, Cinema, TV, and Radio, Computer Information Management, Computer Maintenance Technology, Culinary Arts, Foods and Nutrition, Drafting Technology, Early Childhood Education, Fashion Design, Horticulture, Journalism, Kinesiology, Photography, Theatre Arts Entertainment and Theatre Technology. \*NOTE: Only certain disciplines and/or courses are approved by each high school district/ROP.

These agreements permit students to earn advanced placement and/or credit from Saddleback College for selected high school or Regional Occupational Program (ROP) coursework completed with a grade of **“B” or better**. Advanced placement allows students to waive an introductory college course.

### **Refer to the following procedures for receiving Saddleback College credit:**

*(This form does not apply for high school student who have been enrolled and completed in CATEMA articulated classes.)*

1. Apply for admission to Saddleback College.
2. Make an appointment with a Saddleback College counselor by calling the Counseling Services Office appointment desk at: (949) 582-4572. Remember to bring **your OFFICIAL high school transcript** to this appointment. The counselor will verify whether the high school or ROP course has been evaluated by faculty for course credit, and will assist you in completing the **“High School Articulation Credit Petition”**. The counselor will refer you to the “CTE Transitions Coordinator” if necessary.
3. Once documents have been reviewed and either the counselor or the “CTE Transitions Coordinator” (if applicable) approves the petition for course credit, both the **“High School Articulation Credit Petition”** form and **an OFFICIAL High School Transcript** will be forwarded to the Office of Admission & Records for processing.
4. The Office of Admission & Records (A&R) will then post the approved course credit to the college transcript. **NOTE:** Per A&R, the “High School Articulation Credit Petitions” are processed in the semester for which they are approved, at the **end** of the semester. An **OFFICIAL** high school transcript must be submitted to A&R for college record.

Please contact the Counseling Services Office or the “CTE Transitions Coordinator” at Saddleback College for further information regarding the “High School Articulation Early Credit Process Non-CATEMA” to confirm your articulated class. Not all CTE classes are articulated.