



STUDENT MODULE

No role is more important than the teacher in the classroom in this entire process of helping students earn early college credit. The Student Module is designed to support and guide the teacher step by step throughout the entire process. It provides the teacher as the facilitator the content, tools and resources (step by step screenshots) needed to support the teacher.

The following documents are included:

- Process for Students
- Frequently Asked Questions for Students and Parents
- Student Checklist: CATEMA Prep Guide for Students
- Parent & Student Permission Forms

Module 1: Student Preparation

- Distribute and collect Parent & Student Permission Form
- Distribute Student Checklist
- **Best Practice:** Assign permission forms as HW assignment or extra credit. Main purpose is utilize online grading system to track forms.

Once the previous items are complete, students will be ready to submit an application and enroll in the CATEMA system. It is highly recommended that the application to Saddleback College and CATEMA enrollment be completed on two separate sessions to allow sufficient time for the Saddleback ID# to be obtained.

Module 2: Student Application to Saddleback College

- Lesson 1: Create an OpenCCC account
- Lesson 2: Submit a Saddleback Application
- Lesson 3: Obtain a Saddleback ID#

Module 3: CATEMA Enrollment

- Create an account in CATEMA
- Returning students in CATEMA
- Enrolling in CATEMA