



# Frequently Asked Questions for Teachers

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## 1. What is CATEMA?

The **Career And Technical Education Management Application (CATEMA)** is a web-based system that manages the articulated class credit with Saddleback College. Saddleback College will be using CATEMA to validate and transcribe articulated credits earned for students.

## 2. Why CATEMA?

CATEMA is automating and transcribing credit earned in their HS articulated class in a seamless manner for the students. It is streamlining an old paper petition process which required students meeting with a Saddleback Counselor and submitting all necessary documents for review. The paper petition will always be made available for students not entered in the CATEMA system. The paper process has historically yielded low participant numbers from a pool of thousands who are eligible to receive credit.

## 3. What is the role of the teacher in regards to CATEMA?

- Attend a CATEMA Teacher Training
  - Create a CATEMA account
  - Create a class in CATEMA for each class period that is articulated for the students to enroll into.
- To communicate with students and their parents about earning college credit via their articulated class.
- Distribute & Collect Student/Parent Permission Forms.
- Support students with the Saddleback College application process, create their CATEMA account, and register for their class(es) in CATEMA
- Award credit/no credit and enter grades into CATEMA at the end of the year for students
- (see teacher process illustration or teacher checklist for more detail)

## 4. What grade do my students need to receive in my articulated class to get college credit?

Students will be eligible to earn credit if they have an “A” or “B” for the entire year. Articulated courses from the high school are counted as credit by exam.

## 5. Who can apply?

High school students in the 9th thru 12th grade taking an articulated class.

## 6. What are the Cost and Fees?

There are no costs and fees for the students. They do not need to pay any fees or tuition for earning college credit through your high school articulated classes