



# HIGH SCHOOL CTE ARTICULATION CREDIT PETITION

Please refer to the second page of this form for instructions.

## STUDENT INFORMATION:

\_\_\_\_\_  
*Last Name*                      *First*                      *MI*                      *Saddleback College Student ID#*

\_\_\_\_\_  
*Street Address*                      \_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*City*                      *State*                      \_\_\_\_\_  
*Zip Code*

*Student Signature:* \_\_\_\_\_                      *Date:* \_\_\_\_\_

**NOTE:** An official high school transcript must be submitted with this form to Admissions and Records. If the student transcript is on file with Admissions and Records, then only submit this form.

## Saddleback College Course Information: "CTE Transitions High School Articulation Course Equivalencies"

To receive college credit for *All AUTO 100 classes*, the student must pass the *Auto 100 final Exam*.

The course(s) below have been approved:

Course#/Name	Course Title	Units	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

High School Transcript is on file with Admissions and Records       Official High School Transcript is Attached

\_\_\_\_\_  
*APPROVAL SIGNATURE: Counselor or "CTE Transitions Coordinator"*                      \_\_\_\_\_  
*Date*

## Admissions, Records, and Enrollment Services – Data Processing:

Input complete \_\_\_\_\_  
*(Initials/date)*



## HIGH SCHOOL ARTICULATION EARLY CREDIT PROCESS NON-CATEMA

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

Multiple CTE disciplines participate, including: 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: Please check for specific disciplines and/or courses approved by high school site.

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. Once the articulated grade is posted, the college course may not be repeated or changed.

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

*(This form does not apply for high school students who have successfully completed their enrollment into the CATEMA system)*

1. Apply: Visit [www.saddleback.edu](http://www.saddleback.edu) to apply for admission to Saddleback College. Obtain a Saddleback College Student ID number.
2. Counselor Appointment: Make an appointment with a Saddleback College counselor by calling Counseling Services at: (949) 582-4572. 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. Documents: 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. Grade Posting: 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. Credit is posted as Credit by Exam and designated with an “e” on the college transcript.

Please contact the Saddleback College Counseling Services Office at (949) 582-4572 for further information regarding the “High School Articulation Early Credit Process Non-CATEMA” to confirm your articulated class. Not all CTE classes are articulated.