Mission College
High School & Adult School Flowchart
for CATEMA users

**NEW AGREEMENT DEVELOPMENT**

- On articulation day CTE office exchanges curricula with potential partner; if agreeable, helps partners complete articulation agreement
- CTE office gathers original, signed documents, distributes copies
- CTE office records and activates articulation agreement in CATEMA and CTE website

**BIANNUAL AGREEMENT RENEWAL**

- CTE office sends electronic biannual review notice to college instructors and partners
- Partners and college instructors respond to CTE office, indicating “change” or “no change”
- Meetings are held for agreements to make curriculum changes
- CTE office updates agreements with changes as indicated by college and partners
- CTE office activates updated agreements for current academic year and posts on CTE website

**STUDENT ENROLLMENT**

- After course has been in session for 3 weeks, CTE students complete the admissions application online at www.missioncollege.edu
- After 1 day of submitting the college application, the student creates a CATEMA account
- Mission college ID numbers will be matched to CATEMA accounts to ensure proper awarding of credit
- The student completes articulated course and/or exam with grade of “B” or better
- At the end of each term, the teacher will recommend students for credit via CATEMA

**AWARDING CREDIT**

- All recommendations for credit by the 1st week of June
- College credit is awarded within a month
- Students can request transcripts via Mission college website or in person at admissions & records

**REVISED: 10-14-2019**