



COURSE ARTICULATION GUIDE (p. 1 of 2)

RENEWING EXISTING ARTICULATION AGREEMENTS

1. Obtain the renewal form from the [CTE Articulation website](#)
2. Fill in all fields on the renewal form (Mission College and your school side)
3. Obtain the articulated course agreement being renewed from the 2020-2022 Course Articulation Directory and attach it to the completed renewal form (See table below for more information)
4. Submit the completed form via email to the department chair with a cc to: monica.nolasco@wvm.edu (see page 2 of this document for list of department chairs) requesting approval for renewal

If renewal is **Approved** by department chair?

1. Obtain signatures (*teacher, school principal, district superintendent*), upon department chair approval
2. Provide a final signed copy to Monica Nolasco @ monica.nolasco@wvm.edu (optional) Request assistance for electronic signatures from Monica Nolasco
3. The agreement will be filed in the 2022-2024 CTE Articulation Directory and may be viewed on the CTE Articulation website. ctearticulation.missioncollege.edu

If renewal is **Not Approved** by department chair?

1. Proceed based on department chair feedback

To view existing agreements go to the directory → [2020-2022 Articulation Agreement Directory on the Mission College CTE Website](#)

For agreements not available on the 2020-2022 directory, you may view them in the directory → [2018 – 2020 Articulation Agreements Directory on the Mission College CTE website](#)

CTE AREA FORM TO COMPLETE

For departments under this column complete the <u>entire agreement form</u>	For departments under this column complete the <u>renewal form</u>	Notes
Business		
Child Development	Accounting	
Engineering		
Graphic Design		
Health Occupations		
Hospitality	Fire Technology	
	Computer Applications	<i>Renewal Requirements:</i>

Complete Addendum form & attach to the renewal form.

Required for articulation renewal: Windows 10 for CAP 70

Version 16 or later for the following courses:

CAP 33A
CAP 33B
CAP 46D
CAP 46E
CAP 62B
CAP 63B

NEW COURSE ARTICULATION AGREEMENTS PROPOSAL

- Go to: ctearticulation.missioncollege.edu to access the Course Outline Record (COR) for the course you are submitting a proposed Articulation Agreement
<https://mission.elumenapp.com/public/>
- Download the New 2022 - 2024 Articulation Agreement form from the CTE website under the heading "Instructor Forms"
- Use the COR to complete the entire form (your school side and Mission College side)
- Email the proposed agreement to CTE area department Chair (see page 2 for list) requesting a review of proposed agreement

[Find the Renewal and New Course Agreement forms](#) on the CTE website. These forms can be found under the heading "Instructor Forms".

CTE Articulation Q &A

Q: If I have an existing agreement for 2020-2022, is the only form to complete, the renewal form?

A: It depends. See table on page 1 to see the department's form request. Some renewals will require the entire form be completed prior to review. Some departments will only require the renewal form.

Q: Who do I send the completed articulation renewal/agreement form to?

A: Send the form to the CTE Area department chair with a cc to: Monica Nolasco

Q: Am I required to complete just my school side of the form?

A: It depends. Some departments ask that both sides be completed (Mission College and your school side). Please refer to the table ("CTE Area Form to Complete" on page 1) for more information

Q: What happens to the form once it is signed by all?

A: The approved agreements will be available on the CTE website: ctearticulation.missioncollege.edu under "For Instructors" tab in the CTE Articulation 2022-2024

Q: What is the articulation agreement deadline for 2022-2024 academic years?

A: May 2022.

Q: Can I submit a proposed agreement during June or July?

A: If proposing in June or July, the process may take longer due to limited faculty and staff availability

Q: Can I propose agreements in August for the year implementing the agreement?

A: Agreements submitted in August, will be considered for the following academic year.

Q: Will we have an opportunity to sign agreements on Articulation Day?

A: Yes

Q: Will we be able to sign agreements electronically prior to Articulation Day?

A: Yes. This is an option

Q: If the articulation agreement is signed before Articulation Day, should I attend the event in April?

A: It is completely up to you. On Articulation Day, you will have an opportunity to connect with the CTE Area Department Chair, ask questions, receive updates and connect with the college leadership and other region wide partners

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MANAGING APPROVED NEW COURSE AGREEMENTS

After receiving approval from the Department Chair:

- Gather signatures on your school side and email the signed form to the Department Chair with a CC to mc.careereducation@missioncollege.edu
- CTE staff will obtain the required signatures at Mission College
- Approved and signed agreements [will be posted to the 2020 - 2022 CTE Course Articulation Directory on the CTE website under the heading "For Instructors"](#)

MANAGING DEPARTMENT RECOMMENDATIONS

The department chair will provide reasons why a course is not articulatable and may recommend an alternate course and / or make additional recommendations.

CTE DEPARTMENT CHAIR CONTACT INFORMATION

GRAPHIC DESIGN

Mark Garrett - Chair

Mark.garrett@missioncollege.edu

HOSPITALITY

Daniel Arias-Chair

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BUSINESS & COMPUTER APPLICATIONS

Pat Hudak - Co-Chair

Pat.hudak@missioncollege.edu

FIRE TECHNOLOGY

David Rose-Chair

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Julie Golden-Co-Chair

Judie.golden@missioncollege.edu

COMPUTER INFORMATION SYSTEMS

Wael Abdeljabbar - Chair

Wael.abdeljabbar@missioncollege.edu

HEALTH OCCUPATIONS

Marsha Oliver - Chair

Marsha.oliver@missioncollege.edu

ACCOUNTING

Teresa Thompson-Chair

Teresa.thompson@missioncollege.edu

Ann Cowels - Community Health Worker Director

Ann.cowels@missioncollege.edu

Cynthia Anderson - CNA Director

Cynthia.anderson@missioncolleg.edu