Student-Initiated Form Directions:

1. Apply for admission: Visit apply.missioncollege.edu to create an account with "OpenCCC Apply" and apply to Mission College.
2. Verify that the course you are submitting for CTE Articulated Credit is articulated: 2018 - 2020 Articulation Directory or the 2020 - 2022 Articulation Directory
3. Complete the CTE Request for Articulation form with all necessary signatures (including notifying your teacher about the part of the form she or he needs to fill out and sign) and submit the form via email to: mc.careereducation@missioncollege.edu
   1. Students completing this form
      1. Must include a Mission College ID#
      2. Must enroll and complete a .5 unit or more at Mission College in order to process the Request for CTE Articulated Credit
      3. Email CTE at mc.careereducation@missioncollege.edu to inform us of the complete college course
4. After Mission College CTE receives your articulated credit form, your course information is sent to Admissions and Records so that appropriate college credit can be recorded to your transcript. Processing of this form occurs **4 weeks** after the semester in which the form is turned in. **(Fall and Spring semester only)**
5. Request a Mission College transcript.

Instructor-Initiated Form Directions:

1. Add the college course information in the first three columns of the table provided and the articulated course information in the second three columns (*see sample*).
2. Sign the form, have it signed by the appropriate school administrator, and submit it to: mc.careereducation@missioncollege.edu
   1. Please allow 14 days to process the request. All forms received will be processed as quickly as possible in the order they are received.
   2. Students completing this form must include a Mission College ID#.
3. After Mission College receives the student's CTE articulated credit form, the course information is sent to Admissions and Records so that appropriate course credit can be recorded to her or his transcript. Processing of the form occurs **4 weeks** after the semester in which the form is turned in. **(Fall and Spring semester only)**
4. All CTE Articulated students are required to enter a Mission College ID# on the Request for High School Articulation.

MISSION COLLEGE CTE
REQUEST FOR HIGH SCHOOL / ROP ARTICULATION
You are required to complete 0.5 unit or more at Mission College by the end of the term that you submit this form.

Section 1. TO BE COMPLETED BY THE HIGH SCHOOL STUDENT (*please print*):

STUDENT NAME _____   _____   _____
                                     last   *first*   *middle*

HOME ADDRESS _____

_____

EMAIL _____PHONE_____DOB_____

HIGH SCHOOL ATTENDED_____

Date course was completed_____ GRADUATION DATE_____

- HAVE YOU SUBMITTED A MISSION COLLEGE APPLICATION FOR ADMISSION?   Y____N_____
  If "yes", please include your **Mission College ID# here: G0**_____
  The Mission College ID# is required to process the CTE Articulated Credit Earned.
- Completion of a college course at Mission College is required to process this request. Have you completed a college course at Mission College? Y____ N_____. If yes, please list the course: _____
_____

Section 2. TO BE COMPLETED BY THE HIGH SCHOOL TEACHER (*please print*):

I certify that an articulation agreement is in place, and this student has met the articulation criteria for the following course(s):

Mission College Course #	Mission College Course Name	# of Units	HS / ROP Course, Month and Year Completed	Final Grade	Credit by Exam / AP
ACC 001A	*Financial Accounting*	*4*	*"Your course name"*	*A*	

_____
Instructor Name (please print)   **Phone**   **email**

_____
Instructor Signature   **Date**

_____
Principal / Administrator Name (please print)   **Phone**   **email**

_____
Principal / Administrator Signature   **Date**

FOR OFFICE USE ONLY

Requirements	Semester
Unit check completed (0.5) ___	***Circle one: Spring or Fall Yr:* ___

Approved:
Denied/Comments:

**CTE forms are only processed during full length semesters (Fall & Spring). Requests must be received by the 6th week of the semester to be processed during that semester.