

High School Articulated Credit: New Agreement Request

Office of Educational Services

What is High School Articulated Credit?

Riverside Community College District offers articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework.

Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals.

Students must receive a “B” or better in both the class and final to earn articulated credit and for the grade to be posted on an official RCCD transcript

Determining Course Alignment

Before submitting a request, you MUST determine course alignment by following the directions below:

- Review your High School Course Content and Standards and compare with equivalent RCCD Course Content and Standards.
- Identify if your high school course aligns with an RCCD (Moreno Valley, Norco or Riverside City College) course
- Once alignment is determined, the New Articulation Proposal form can be found in the high school articulation site, [click here](#).

Establishing a New High School Articulation Agreement

1. Complete a New Articulation Proposal Form
2. Attach the secondary official course outline of record
3. Include sample of exam and/or final project (one of the two or both) **in PDF's only**
 - Agreements are valid for up-to three years
 - You will be contacted to renew the agreement(s) prior to its expiration date

Only CTE courses can be articulated

Riverside Community College District

Proposal to Articulate Secondary to Post Secondary Coursework

This request is for new articulation

Name of Secondary District

Submitted by (Name/E-mail)

Oftentimes, RCCD faculty will want to meet with the secondary faculty who teach this course to help them determine whether or not articulation is feasible. Please list all faculty within the secondary district who teach the course.

Faculty Name	School Site	E-mail Address

Secondary Course Equivalency *(List all courses that must be completed successfully for articulation, e.g., Engineering 1A/1B)*

Course Number

Course Name/Title

Length of Course ▼

CALPADS Code

Length of Course

Post-secondary (RCCD) Course Equivalency *(List only one RCCD course per form**)*

Course Number

Course Name/Title

Number of Units

Please use one form for each request. The proposal packet should be accompanied by the **secondary** school district or **ROP** official course outline of record (COR*), and sample final exams. Send the complete proposal packet, via e-mail attachment, to:

Adriana Martinez
 Educational Services
 Adriana.Martinez@rccd.edu

How to Determine College Course Compatibility?

[Click here](#) Select "Search" to proceed to menu screen

Indicate course not program

Select subject

Click Search

The screenshot shows the CurriQunet website interface. At the top left is the CurriQunet logo. Below it is the RCCD Riverside Community College District logo. The main navigation bar includes a 'Login' button. Below the navigation bar, there are search filters: 'Selections: Course', 'Filters: Subjects 1', and 'Status 0'. A 'Reset' button is located below the filters. A 'Keyword Search' input field is present, followed by a 'Search' button. A blue arrow points to the 'Search' button with the text 'Click Search'. Another blue arrow points to the 'Course' dropdown menu with the text 'Indicate course not program'. A third blue arrow points to the 'Subjects 1' dropdown menu with the text 'Select subject'. Below the search filters, there are two main sections: 'Find Courses or Programs' and 'Log in to CurriQunet META'. The 'Find Courses or Programs' section includes instructions on how to use the search filters. The 'Log in to CurriQunet META' section includes a list of actions: 'Create a Proposal (Create, Edit, Reinstate, or Archive a Course or Program)', 'Review In-Progress Proposals', and 'Run Reports'. A 'Login' button is located at the bottom of the 'Log in to CurriQunet META' section.

*You do not have to log into the system to access the college course outlines

Approval Time Frame for an Agreement

March 31st, Deadline for New Agreements.

Agreements received after deadline will be effective the following academic year

Once submitted to reviewing faculty, if approved, agreement will be returned to secondary district for superintendent or designee signature prior to moving forward for final signatures

Agreements are valid for up to three years

The secondary course outline attached herein has been reviewed by the college discipline/department faculty and it has been determined that (check one below):

Sufficient equivalency exists and the course **IS** recommended for articulation.

Sufficient equivalency does not exist and the course is **NOT** recommended for articulation.

College Faculty Representative Name Signature Date

The college and secondary district agree to the following terms and conditions:

- Students must receive a final grade of a "B" or better in the course and on their final exam in order to be eligible for articulated credit.
- By October 1st of each year, the secondary district will send RCCD CTE Projects Office a list indicating the names of all teachers teaching the secondary articulated course, their school site, and their e-mail address.
- The secondary district agrees to inform instructors within their district who teach the articulated course that the course is articulated and they will encourage the use of CATEMA to facilitate the articulation process.
- The specific competencies and criteria required to establish equivalency are outlined in the secondary course outline of record (COR) and/or other document(s), and attached herein. The secondary district will ensure that their instructors adhere to the COR and will notify RCCD immediately if there are changes made to the official COR.
- Instructors will inform all students about their eligibility to receive articulated credit and will instruct students on the application process. Neither the secondary district nor RCCD colleges will require any student to apply for articulated credit.
- In utilizing the on-line articulation application system (CATEMA), instructors certify that the grade assigned to each student is the final grade received in the class and that it is the final grade that appears on the student's official high school transcript.
- This agreement is effective on the date noted below for three years and may be renewed thereafter for additional three year periods. This Agreement can be terminated by either party at any time by proper written notification to the other party. In the event of termination during a school year, students in articulated courses at the time of termination will receive credit providing all other course requirements are met.

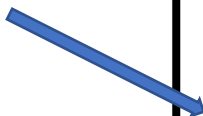
Agreement Approval Signatures:

Secondary District Superintendent or Designee Date

College Vice President of Instruction or Designee Date

College President Date

Effective Date: 7/01/2023 to 6/30/2026



Date will differ depending when agreement is submitted

What Happens After Agreement Is Approved?

Approved agreements will be sent and you can now set-up your account in CATEMA and enter your course(s) as they appear in contract and have your students begin the process


*If agreement is denied, you will be notified and can be revised and resubmitted for a second review

TEACHERS

Quick Start Guide

Step 1: First-time users – Create your account (one time only)

- Go to www.catema.com/rccd.
- Click on **NEW TEACHERS**, found in the gray bar across the top. This will give you the option to create account or information. Click on **Create Account** to set up your teacher profile. Setting up your account is simple, and should only take a minute or two.



The screenshot shows the CATEMA website interface. At the top, there is a navigation bar with links for Home, New Students, Visitors, New Teachers, and Colleges. The 'New Teachers' link is highlighted with a red arrow. Below the navigation bar is the CATEMA logo, which consists of the word 'CATEMA' in a stylized font with a house icon integrated into the letter 'A'. Below the logo is the text 'Riverside Community College District'. In the center, there is a login form for existing users. The form has a title '(For Users with Existing Account)' and two input fields: 'Username' and 'Password'. Below the input fields are the buttons 'Login' and 'Forgot Password?'. Below the login form, there is a link 'Go To Student Login Assistant' and a link 'View Student Login Information'. At the bottom of the page, there is a footer with the text 'CATEMA® System Privacy & Security Browser Requirements Copyright STATeas™ 2001-2016'.

(For Users with Existing Account)

Username

Password

[Login](#) [Forgot Password?](#)

*Returning **STUDENTS!**, if you already have a login account,*

[Go To Student Login Assistant](#)

[View Student Login Information](#)

CATEMA® System
Privacy & Security
Browser Requirements
Copyright STATeas™ 2001-2016

How Does Articulated Credit Show on RCCD's Official Transcript?

High School Articulated credit will show as *CE-HS* and will list the college course name, not the high school class name.

Example of an RCCD Unofficial Transcript

For two-semester classes, Semester 1 begins in Fall and Semester 2 ends in Spring. Final grade will show for the Spring term and the current year

High School Articulated Credit Designation

College Course name for high school articulated class

COLL	IGETC	GE CSU Level	Course Number	Course Title	Grade	Notatn	GPA Attempted	Units Completed	Grade Points	G.P.A.
----- Spring 2021 (02/2021 - 06/2021) -----										
RIV		A	ENE-4	Intro to Engineering Design	A	CE-HS	3.50	3.50	14.00	
SEMESTER TOTAL							3.50	3.50	14.00	4.0000
CUMULATIVE TOTALS							3.50	3.50	14.00	4.0000
----- Spring 2022 (02/2022 - 06/2022) -----										
RIV	3A	C1	A	MUS-19		Music Appreciation	A	3.00	3.00	12.00
SEMESTER TOTAL							3.00	3.00	12.00	4.0000
CUMULATIVE TOTALS							6.50	6.50	26.00	4.0000

Let's Connect!

For additional high school articulation inquiries please contact:

Adriana.Martinez@rccd.edu