

## ARTICULATION PROCESS | Frequently Asked Questions (FAQ's)

### What is the difference between Articulation, Dual Enrollment and Concurrent Enrollment?

- **HIGH SCHOOL ARTICULATION:** High school courses taken by high school students during the traditional school day, courses are aligned with a community college course in the same discipline, courses are taught by the high school faculty, on the high school campus, serves high school students only.
- **DUAL ENROLLMENT:** College courses taken by high school students, courses typically offered on the high school campus during the traditional school day, courses are typically taught by high school faculty who meet community college minimum qualifications, these courses serve primarily high school students.
- **CONCURRENT ENROLLMENT:** College courses taken by high school students outside of the traditional school day, courses are typically offered on community college campus, courses are taught by community college faculty, and they are open to the public.

All three methods provide high school students the opportunity to get a “jump-start” on their education – saving valuable time and money in the process! In addition, students will gain confidence in their ability to complete college work which should help them to transition into post-secondary education much easier.

## Information for Teachers

### What is CATEMA and why do I need an account?

The **Career And Technical Education Management Application** (CATEMA) system is a web-based system for managing information relating to advanced educational courses, schools, students, teachers, counselors, administrators and staff. Teachers will need to set up an account so that students can link and register for the articulated class(es) they are taking. Teachers will use CATEMA to make credit recommendations for their students.

What is the role of the teacher in regards to high school articulation?

- To communicate with students and their parents about earning college credit via their articulated class early in the school year.
- Add all articulated class sections into CATEMA at the beginning of each semester/school year.
- Ensure students have completed the college application, set-up their CATEMA account, and register for their class(es) in CATEMA.
- Accept/not accept each student enrollment in their class(es) in CATEMA.
- Assign grades and recommend credit/no credit in CATEMA at the end of semester/year for each student on their CATEMA roster(s).
- Renew articulation agreements as they expire.
- Inform college should course content change

### **What is the role of college faculty in regards to high school articulation?**

- Work collaboratively with secondary teachers and other college personnel to review requests to articulate coursework.
- Approve articulation agreements.
- Promote ongoing dialogue with secondary sites to ensure that the curriculum standards set by the college are maintained and promote student progress.

### **What is the process to submit a proposal form?**

Teachers interested in articulating their high school course should look at the *Riverside City College course catalog* for course descriptions to find the course that would best match their H.S. course. Review your district's course outline and compare it to the college's course outline, which can be found on *RCCD Course Outlines for Review*. Fill out the proposal form and email it along with course outline final exam and/or final project to: [Adriana.Martinez@rccd.edu](mailto:Adriana.Martinez@rccd.edu)