

High School Articulated Credit: New and Renewal Agreements

Office of Educational Services

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, please reach out if unsure.

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 search interface. At the top left is the 'curriQunet' logo. Below it is the RCCD logo and the text 'RIVERSIDE COMMUNITY COLLEGE DISTRICT' and 'MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE'. On the right side of the header, there is a 'Login' button. Below the header, there are three dropdown menus: 'Selections: Course', 'Filters: Subjects 1', and 'Status 0'. Below these are 'Reset', 'Keyword Search', and 'Search' buttons. A blue arrow points from the text 'Indicate course not program' to the 'Course' dropdown. Another blue arrow points from 'Select subject' to the 'Subjects' dropdown. A third blue arrow points from 'Click Search' to the 'Search' button. The main content area has a dark blue background with two white boxes. The top box is titled 'Find Courses or Programs' and contains instructions: 'Select Courses or Programs from the "Type" dropdown at the top of the page. Enter the course or program in the "Keyword Search". To refine your search, use the College or Subject filters.' The bottom box is titled 'Log in to CurriQunet META' and contains the text 'Please log in to the system to:' followed by 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 at the bottom of this box.

*You do have to log into the system to access the college course outlines

Searching for College Course Outline

AMY 10 - Survey of Human Anatomy and Physiology	Units	Status	Last Modified	Details
An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. Total of 54 lecture hours.	3.00	Historical	Jun 16, 2020	Course Outline

Select "Course Outline"




Discipline: Biological Sciences (Anatomy)

RIVERSIDE COMMUNITY COLLEGE DISTRICT INTEGRATED COURSE OUTLINE OF RECORD

BIOLOGICAL SCIENCES (ANATOMY) 10

AMY-10 : Survey of Human Anatomy and Physiology

College: **RIV** 
 Lecture Hours: 54.000
 Total Student Learning Hours: 54.000
 Units: 3.00
 Grading Methods: Letter Grade

Ensure to select the college closets to your location to articulate with



Course Description

Prerequisite: None

Course Credit Recommendation: Degree Credit

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. Total of 54 lecture hours.

Entrance Skills:

Before entering the course, students should be able to demonstrate the following skills:

Student Learning Outcomes:

Upon successful completion of the course, students should be able to demonstrate the following skills:

1. Discuss the structure and function of cellular structures, cellular transport processes, and the cell cycle.
2. Identify basic chemical principles as they relate to anatomy and physiology.
3. Demonstrate a basic understanding of the levels of structural organization, the relationship between various systems of the body, and the importance of homeostasis.
4. Use appropriate anatomical and physiological terminology when discussing structures, regions, principles and relationships.
5. Describe the characteristics of each of the four basic tissue types and be able to categorize the various tissues of the human body into one of the four tissue types.
6. State the major functions and organs of each system of the human body and demonstrate a basic understanding of physiology significant to each system.

Course Content:

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.

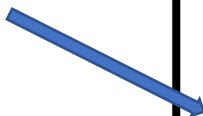
Agreement Approval Signatures:

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 two buttons: 'Login' and 'Forgot Password?'. Below the login form, there is a link for returning students: 'Returning **STUDENTS!**, if you already have a login account, [Go To Student Login Assistant](#)'. At the bottom of the page, there is a link for 'View Student Login Information' and a footer with copyright information: 'CATEMA® System Privacy & Security Browser Requirements Copyright STATeas™ 2001-2016'.

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

[Go To Student Login Assistant](#)

[View Student Login Information](#)

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

Teacher Support

Let's Connect!

For additional high school articulation inquiries please contact:

Adriana.Martinez@rccd.edu