



# High School Articulation

## Congratulations!

You have enrolled in a high school class that is articulated with Imperial Valley College. This means that you are eligible to earn college credit once you successfully pass the course.

### Who can participate in high school articulation?

- Any high school student who is enrolled in an articulated High School class. Must have an overall High School GPA of a 2.0 or higher.

### What is an articulated class?

- An articulated class taught at a high school that is equivalent to a class offered at a local community college. Articulation is a process that allows a student to receive a letter grade, along with the unit value of the college course on their college transcript for high school classes.

### What are the benefits?

- Articulated classes provide high school students the opportunity to get a "jump-start" on their college education while saving time and money in the process. In addition, students will gain confidence in their ability to complete college material work, which will later make their transition from high school to college much easier.

### What will parents want to know?



- **It's FREE!!!** There is no fee when applying to a California Community College. And there is no fees associated with earning articulated credit for a college.
- Based on a typical three unit community college course, a student would save approximately \$160 on tuition and save \$1,665 on a typical three unit university course.
- Applying for articulated credit is voluntary. Your student will only receive credit if they pass the class. If they don't meet the passing grade required for articulation, there is NO negative impact on their college transcript---ONLY passing grades are recorded for the purposes of articulation.
- **OPTING OUT:** Students have the option of declining college credit by submitting a form once they received their IVC exam/project final grade.
- Just like high schools, community colleges must abide by the Family Rights and Privacy Act (FERPA), so any personal information, including SSN, that a student provides as part of the articulation application process, will be kept strictly confidential.
- Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average and for determining scholarship awards.

### How do you get the credit?

- In order to get college credit for articulation, student must earn a "C" or better in class and on IVC exam/project. Credit is automatically awarded on Imperial Valley College transcript by September following the completing of the high school course.

### What is the students responsibility in regards to high school articulation?

- Create an OpenCCC Account.
- Complete the IVC application.
- Create a student account in CATEMA, and link it to their teacher and class period.
- Sign the **Parent Permission Form** and return it to HS teacher.
- Fulfill the minimum requirements to obtain credit. Student must pass the high school course and IVC final exam/project with a "C" or better.

## Step 1

### Checklist: **Applying to Imperial Valley College**

Before you start ...



Make sure you have the following information readily available:

*(Reminder: Always protect your identity. If you haven't memorized the following information and have to write it down, be sure to keep it in a safe place and do not share it with anyone, especially your SSN.)*

- Legal Name (First Middle and Last)
- Permanent & Mailing Address
- Date of Birth
- Social Security Number (SSN)\*
- Alien Registration Number and expiration date: needed for Permanent Residents

#### \* Why do we ask for SSN?

Providing your social security number is optional—you can complete the college application without it. *However*, once you establish your official college profile, you can only add your SSN by appearing in person and proving your identity. Since most forms of financial aid are tied to your social security number, if your college doesn't have your SSN they can't connect your financial aid to your student records. If you forget your student ID number, you can usually retrieve it online with your SSN, otherwise, you will have to go to Imperial Valley College Admissions & Records office and prove your identity to retrieve your student ID number.

### **Imperial Valley** College Application Process

You must apply to a college in order to establish a student record and receive a student ID number. A student ID number is required for articulated credit. The college application is a two-step process.



#### Step 1:

- Go to the IVC Homepage: [www.imperial.edu](http://www.imperial.edu)
- Click on **APPLY NOW**. Then **Go to the OpenCCC Online Application** link to create an account. (All community colleges use OpenCCC).
- For your records: Write down your user name and password.

A green L-shaped arrow points to a rectangular box containing the text: Username: \_\_\_\_\_ Password: \_\_\_\_\_

- Use a personal e-mail address (one that you frequently use).



#### Step 2:

- You will automatically be redirected back to the IVC application. If not, go to the APPLY NOW icon from the homepage, then select the Open CCC Online Application link, select Sign In and enter your OpenCCC user name and password.
- Complete and submit your IVC application.**



#### Step 3:

- You will receive a confirmation e-mail from Imperial Valley College which confirms your acceptance. **Your IVC ID number (also known as G#) will be included in this e-mail.**
- The email may take up to 24 hours to arrive. Remember to check your Junk/Spam e-mail box. If you don't receive your e-mail, you can contact Admissions & Records Office at 760-355-6101.
- For your records: Write down your IVC ID number.

A green L-shaped arrow points to a rectangular box containing the text: G00 \_\_\_\_\_

Now that you have your college ID number, **your teacher** will give you instructions about how to apply for articulated credit.

## Step 2

### Checklist: **Creating a Student Account in CATEMA**

Before you start ...



Have you participated in High School Articulation before? Then, you already have an account. Just login using username and password.


Make sure you have the following information readily available:

- IVC ID number
- Date of Birth
- High School Name
- Graduation Year
- E-mail Address
- Mailing Address
- Teacher
- Course Name
- Class Period



Step 1:

- Go to the IVC Homepage: **www.imperial.edu**
- Under the **Courses & Programs** dropdown menu, select the **CTE Transitions**.
- Click on **CATEMA Login** link.
- Click on **New Student**, then select **Create Account**.
- For your records: Write down your user name and password.



Username: _____ Password: _____
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### **Enrolling in Articulated Class**



Step 2:

- After logging in to CATEMA, select **Add Class Enrollment**.
- From the dropdown menu, select High School, teacher's name, name of IVC course, and class period.
- Click **Submit**, your class will appear at the bottom of the page, and you may then log out of CATEMA.

### **How to retrieve your CATEMA username and password:**

#### **Username:**

- 1) Click on **Go To Student Login Assistant**.
- 2) Enter your High School Name, Student Name and Date of Birth.
- 3) Click **Find Username**.

#### **Password:**

- 1) After finding your Username, click on **Continue**.
- 2) Login to your Task Menu, enter your IVC ID number (6-digit number, G00XXXXXX)
- 3) click on **Find Password**.