

North Orange County Community College District
Fullerton College
CTE Articulation Program Information for Students and Parents

How to Earn College Credit While Enrolled in a High School/ROP Course
Information Guide for Students and Parents

What is CTE and Articulation?

Fullerton College, part of the North Orange County Community College District (NOCCCD) in partnership with local high schools is committed to developing CTE programs that **allow students to earn college credit while completing the high school education.**

Articulation is a method designed to connect high schools and ROPs with community colleges by means of a formal articulation agreement for courses taught at both the high school and community levels. The agreement allows students to earn community college credit through successful completion of the high school/ROP course or program. This prevents a student from repeating a course in high school/ROP and college and thus duplicating their learning. The articulation process allows students to move from one course, program, or educational level to the next without loss of time or resources.

Successful Completion of a CTE Articulated High School Course Entitles You To:

1. Earn community college credit while still in high school/ROP.
2. Waive most fees for community college course(s) completed through the articulated high school/ROP course.
3. Allows students to receive college credit and/or advanced placement through successful completion of the articulated high school/ ROP course.
4. Allows students to advance to the next level of classes for which this course serves as a prerequisite.

Articulation Process and Requirements for Students

For high school/ROP students who want to earn community college credit at Fullerton College for their high school/ROP course:

1. Student enrolls in and completes with a grade of “B” or better an articulated course at your high school/ROP. **(this may vary by course – check with your high school instructor).*
2. Receive and complete a Fullerton College CTE **Student Articulation Procedure Checklist** and a **Student CTE Articulation Certification Form** from your teacher at the end of your high school/ROP course.
3. Enroll at Fullerton College and complete the Matriculation program (assessment, orientation, and advisement). *Contact Fullerton College’s Counseling Department for more information about the Matriculation Program.*

4. Successfully complete six or more academic units at Fullerton College within two years of completing the high school/ROP course.
5. Send your completed ***Student CTE Articulation Certification Form*** and a sealed official high school or ROP transcript and a sealed copy of your Fullerton College transcript to the CTE Coordinator, Candy Cantrell, at Fullerton College. (see name/address below).
6. After successfully completing six units of credit, the CTE Coordinator will send all of your articulation forms and transcripts to the Admissions and Records office for processing.
7. At the end of the semester in which the forms were submitted, the Admissions and Records Office will issue college credit for your articulated course(s) and notify the CTE Coordinator.
8. The student may check their college transcripts online via the My Gateway for verification of units.

If you have any questions or need any help with this process, please contact the CTE Coordinator at Fullerton College.

Please send the Student CTE Articulation Certification form and your official transcripts to:

Fullerton College
Gabriella Fernandez
CTE Coordinator
320 Chapman Avenue
Fullerton, CA 92832
(714) 992 – 7203
ccantrell@fullcoll.edu

North Orange County Community College District Career Technical Education

Student Articulation Procedure/Checklist

Step		Date Completed
1	Student enrolls in and completes with a grade of “B” or better* an articulated high school/ROP course <i>*grade requirements may vary by course – check with your high school/ROP instructor.</i>	
2	Student obtains and completes CTE Articulation Certification Form from high school / ROP instructor.	
3	Student enrolls in Fullerton College and completes the Matriculation program (assessment, orientation, and advisement).	
4	Student sends CTE Certification form and a sealed official high school or ROP transcript to CTE Coordinator at Fullerton College (see name/address below)	
5	Student successfully completes a minimum of six academic units with a grade of “C” or better within two years of completing high school/ROP articulated course.	
6	Student sends or gives a sealed copy of their Fullerton College transcript (with at least 6 units of successful Fullerton College academic credit) to the Fullerton College CTE Coordinator, Candy Cantrell.	
7	The CTE Coordinator will send the student’s articulation form, high school/ROP and Fullerton College transcripts to the Admissions and Records office for processing.	
8	The Admissions and Records office will issue college credit for the articulated course(s) and notify the CTE Coordinator.	
9	The CTE Coordinator will notify the student that they have completed the articulation process and received credit on their transcript for the articulated course(s).	

If a student needs any help with this process, please contact the CTE Coordinator at Fullerton College.

Please send the completed attached form and requested materials to:

Fullerton College
 Gabriella Fernandez
 CTE Coordinator
 320 Chapman Avenue
 Fullerton, CA 92832
 (714) 992-7203
ccantrell@fullcoll.edu

STUDENT CTE ARTICULATION CERTIFICATION FORM

North Orange County Community College District
Petition for Credit through Career Technical Education Articulation

The following student has successfully met the requirements necessary for receiving CTE articulated college credit. Please enter all information below. *(Please Print)*

Last Name First Name Birthdate SSN or College ID #

Student Home Address City State Zip Code

Student Contact Phone # Student Contact E-Mail High School / ROP

Ethnicity: _____ Gender: ___ Male ___ Female

Are You A High School Senior? Yes ___ No ___ Year of Graduation _____

Have You Submitted a Fullerton College Application For Admission? Yes ___ No ___

For High School/ROP Use Only

Name of ROP/High School Course Completed	Fullerton College Course Number and Name	Final Grade	Date Completed

High School Instructor (Print in Blue Ink) School Phone # and Ext.

High School Instructor - Signature (Sign in Blue Ink) Date

For CTE Office Use Only

Item/Action	Date	By
Sealed High School Transcript		
College Application		
College Counseling Review		
Sent to Admissions and Records		
Notice Received of Units Posted		
Notice to Partner		
Notice to Student		

