

2017
2018

HIGH SCHOOL ARTICULATION HANDBOOK



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 COLLEGE PARKWAY, FOLSOM, CA 95630

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INTRODUCTION

Folsom Lake College (FLC) helps connect high school students to college Career and Technical Education (CTE) programs to give students a head start on college and careers by completing articulated high school courses.

These opportunities are created through articulation agreements, based on a collaboration between college faculty and secondary instructors. This collaborative process directly benefits students and has an additional benefit of promoting communication, collegiality, and interaction between secondary and post-secondary faculty.

FLC has established procedures, in accordance with Title 5 regulations and according to LRCCD Board Policy, to approve certain Career and Technical Education (CTE) high school and ROP courses for articulated college credit.

This handbook will provide guidance, procedures, and appropriate forms regarding the articulation of courses for credit between Folsom Lake College and high school districts or Regional Occupational Programs (ROP).

IMPORTANT DATES & DEADLINES

FALL 2017

August 19, 2017
Start of Fall Semester

October 20, 2017
Articulation Proposal Submission Deadline

December 8, 2017
Los Rios Application Complete

December 15, 2017*
Grade Roster Submission

SPRING 2018

January 13, 2018
Start of Spring Semester

March 16, 2018
Articulation Proposal Submission Deadline

May 4, 2018
Los Rios Application Complete

May 15, 2018*
Grade Roster Submission

*Grade Rosters should be submitted by no later than the Grade Roster Submission date or within two weeks of course completion.

FLC Career and Technical Education Department representatives are unable to make classroom visits for enrollment application workshops until the articulation is approved.

HIGH SCHOOL ARTICULATION EXPLAINED

An articulated high school course is one in which a determination has been made that a course offered at a secondary school is comparable to a specific community college course. High school students have the opportunity to earn college credit on a college transcript at FLC for their high school course.¹

Articulation of high school courses is facilitated at Folsom Lake College by the CTE Transitions Coordinator. High school teachers and their FLC faculty discipline counterparts collaborate to complete an articulation proposal. The determination of course comparability is made by FLC discipline faculty through a formal process approved by the FLC Curriculum Committee.

Once an articulation is approved, students completing the articulated high school course can apply the course to FLC requirements. Per Title 5, students may only be granted college credit if they have also qualified under the "Credit by Examination" process.

CREDIT BY EXAMINATION

Students may earn college credit for articulated coursework through the Credit by Examination (CBE) process. Credit by examination means that a student has satisfactorily passed an exam or demonstration of course mastery approved or conducted by FLC with oversight by the FLC discipline faculty. The faculty member(s) who normally teach the college course must determine that the nature and content of the exam is comparable in content and rigor to the final exam of the FLC course. The course must have been listed in the catalog when the student took the class.

Credit may only be granted to a student who is registered at the college, in good standing, and who completes both the articulated course **and** the final examination with a minimum grade of A or B. The student's FLC transcript will be notated with the student's grade and a notation that reads "Articulated High School Course – Credit by Exam." CBE units do not count towards the college's 12-unit residency requirement.

¹ California State University, the University of California, and other transfer institutions may or may not accept credit for articulated high school CTE courses.

BENEFITS OF ARTICULATION²

For High School Students and Parents

- Minimizes course duplication and reduces costs for students.
- Allows students to receive both high school and college credit and/or advanced placement in college programs.
- Provides incentive for students to continue their education.
- Facilitates student transition from high school to college.
- Prepares students for higher education.
- Results in college transcript after completing the articulated high school course (if a student receives a B or higher).
- Articulated courses can also meet certificate and major requirements for some degrees (primarily CTE) at FLC.
- Encourages student enrollment at community college.
- Qualifies students to be placed in the next course in the sequence.
- Exposes students to college and career pathways and skills which increases their chances for college and workplace success.
- Eliminates student fees for most high school students. Some student populations such as AB 540 or Adult School may not be eligible.

For High School Teachers and College Faculty

- High school instructors gain first-hand knowledge of the articulated college programs.
- College staff gain first-hand knowledge of the articulated high school, ROP, and adult programs.
- Establishes an integrated program to encourage continuing education.
- Provides increased cooperation, understanding, and knowledge of the articulated college programs.
- Provides increased cooperation, understanding, and increased respect and collegiality among articulated instructors of the secondary and post-secondary institutions.
- Demonstrates to instructors that how/what they are teaching is connected with all levels of education.

² “Bay Region Guide to High School to Community College Course-to-Course Articulation: Framework for Effective Practice,” North/East and South/West Bay Region’s Career Pathways Consortia Systems Alignment Working Groups 2016, Version 3.6

INFORMATION FOR HIGH SCHOOL STUDENTS

Folsom Lake College provides the opportunity for students to earn college credit for approved high school courses taken while in high school that will count toward certificate and degree programs at FLC. Students do not pay for these articulated high school courses.

Units will be posted to the FLC transcript in the same semester the course was completed only if the CTE Transitions Coordinator has received and can verify the following:

- Student has received an A or B in the course **and** on the final exam
- Student has turned in the **Parent/Guardian Permission** form³
- Teacher has turned in the **Articulated High School Course Grade Roster** complete with Los Rios Student ID number⁴

Units earned through Credit by Examination (CBE) will not count toward the 12-unit Folsom Lake College residency requirement. Articulated classes can clear prerequisite requirements for higher level FLC courses and may transfer to four year schools, based on FLC transfer and four year articulation processes.

ADVISING HIGH SCHOOL STUDENTS

It is important that students receive the information necessary so they can make the most of the opportunity to earn college credit through articulated courses. The following information should be communicated to high school students enrolled in an articulated course:

- Students should be notified at the beginning of the semester that they are enrolled in an articulated course and have the opportunity to earn college credit.
- Students must complete a Los Rios application in order to receive a Los Rios Student ID number.
- Articulated course credit must be requested by the high school teacher or counselor.
- Coursework, including the final exam, must be completed with a grade of A or B.
- All paperwork must be completed in a timely manner.

Note: These rules cannot be waived or modified in any way. Requests for college credit cannot be approved if the high school course grade or final exam grade is less than a B or if the articulation agreement is no longer in effect or the class is no longer listed in the catalog at the time the student took the course.

³ The **Parent/Guardian Permission** form is signed by the parent/guardian and submitted to the student's high school teacher. The high school teacher mails the original forms directly to the FLC CTE Transitions Coordinator.

⁴ High school students will need to complete the online Los Rios application in order to obtain a Los Rios student identification number. **It is recommended that students attend the Los Rios Application Workshop at their high school.**

HOW TO DEVELOP AN ARTICULATION AGREEMENT

The request to articulate a course can be initiated by various representatives of the high school/ROP or by the community college. The most effective method is for all parties to collaborate on the request. This process is facilitated at FLC by the CTE Transitions Coordinator.

THE ARTICULATION PROCESS

1. Initiate communication between the high school and the college. Contact the FLC Transitions Coordinator at hsarticulation@flc.losrios.edu for assistance determining course eligibility for articulation.⁵
2. After consulting with the relevant department, the CTE Transitions Coordinator will send the high school faculty member the FLC official course outline for review and inform the following:
 - FLC Faculty Member
 - FLC Department Chair
 - FLC Department Dean
 - FLC Articulation Officer
3. The high school/ROP teacher and FLC college faculty collaborate and compare the FLC official course outline and high school district course outline (not syllabi) and competencies to determine if completion of the high school/ROP course with an A or B adequately measures mastery of FLC course content. The high school course must closely approximate the college's in curriculum, course content, student learning outcomes, textbooks, and assessments. A visit to the high school classroom may be advisable.

FLC discipline faculty are ultimately responsible for ensuring the integrity of FLC curriculum.
4. The FLC final exam or assessment⁶ is provided to the high school teacher or administrator.
 - If the high school teacher cannot administer this evaluation, then the FLC faculty member must approve the high school final exam or assessment using the **Exam Review** form (Appendix D). A copy of the final exam or assessment must be attached to the articulation request form for audit purposes.
5. The high school teacher and FLC faculty member will work together to complete the **High School Course Articulation Agreement** form (Appendix A), and must be signed by the high school teacher and administrator. Submit completed forms to the CTE Transitions Coordinator as a packet:
 - Current high school district CTE Course Outline/Course of Study with district code number and date of approval or date of approved revisions
 - Copy of FLC-approved high school final exam or assessment
 - FLC Course of Record for the comparable course (provided by FLC)
 - Completed **High School Course Articulation Agreement** (Appendix A)

⁵ FLC will not offer articulation for any course that is already articulated with another community college.

⁶ Demonstrations of course mastery (typically a final exam or project) can be achieved in many ways. These may include a written exam, business plans, skills demonstrations, or presentations, among others. High school/ROP teachers must fully familiarize themselves with the kind of course mastery demonstrations required for the student to achieve a grade of A or B in an articulated course. FLC faculty will provide feedback to the high school/ROP instructor regarding course alignment, student learning outcomes, and final assessment expectations.

Documents should be mailed to: CTE Transitions Coordinator
Folsom Lake College
10 College Parkway
Folsom, CA 95630

6. The articulation packet will be reviewed and the **High School Course Articulation Agreement** will be forwarded for signature at FLC in the following order: Department Faculty, Department Chair, Department Dean, Articulation Officer, and Curriculum Committee Chairperson. Once all signatures are collected, the agreement is returned to the CTE Transitions Coordinator, who will retain original documents in the master files.
7. Once approved by the Curriculum Committee, the CTE Transitions Coordinator will notify the high school and all interested parties. A copy will be sent to the high school, the agreement will be posted to the Statewide Pathways website, and the FLC website will be updated to reflect the approved and active articulation agreement(s).
8. This articulation agreement is valid for two academic years from the semester in which it takes effect, unless the course of study or course of record changes. The college or high school can request a course review at any time or cancel the agreement should courses no longer be aligned. It is the responsibility of both instructors to notify one another of any relevant changes.

ARTICULATION RENEWAL

Articulation agreements must be renewed either every two years, or earlier if there are significant changes to the course of study or course of record. If there have been no such changes, a **High School Course Articulation Agreement Renewal** (Appendix E) should be submitted in the final semester of the current agreement.

If there have been changes to the course of study or the course of record, a new **High School Course Articulation Agreement** (Appendix A) should be initiated and approved.

MY CLASS HAS BEEN ARTICULATED. NOW WHAT?

Congratulations! It is important to make sure your students are aware that this is a college-equivalent course and they may be eligible to earn credit upon its completion, as long as they earn a grade of A or B in your course and on the final exam. Use the checklist below to ensure students receive college credit.

CHECKLIST FOR HIGH SCHOOL/ROP TEACHERS

The articulated course is taught according to the approved articulation agreement. HS/ROP faculty teaching an articulated course shall complete the following tasks within the given timeline for students to obtain college credit at Folsom Lake College:

1. Contact FLC's CTE Transitions Coordinator at the beginning of the term (August/January) to begin the process by emailing hsarticulation@flc.losrios.edu.
2. Schedule the CTE Transitions Coordinator to come to your class to help students complete the Los Rios application prior to the end of term (computer access will be necessary). Direct students to complete an online Application for Admission for FLC at www.flc.losrios.edu.
 - This process must be completed and students MUST obtain their Los Rios Student ID number by the last day of the FLC semester or the student may not be eligible for college credit.
3. Distribute and collect completed **Parent/Guardian Permission** form (Appendix B) before the end of the term. This **must** be mailed or delivered with the grade roster at the end of the term in order for students to receive college credit.
4. Administer the FLC approved final exam to students by the end of the graded term.
5. Complete the **Articulated High School Course Grade Roster** (Appendix C). Only students earning a letter grade of A or B on the final exam **and** in their coursework are eligible for college credit and may be placed on the grade roster.
6. Submit the **Articulated High School Course Grade Roster** and **Parent/Guardian Permission** form to the CTE Transitions Coordinator. HS/ROP faculty are encouraged to duplicate the documents for their own records prior to mailing.

Mail original documents to: CTE Transitions Coordinator
Folsom Lake College
10 College Parkway
Folsom, CA 95630

7. The articulated course will be posted to the current semester on the student's FLC transcript. If all forms are not received in a timely manner, the grades may not post until the following semester.

Fall 2017 Semester Timeline

Los Rios Application Complete	December 8
Testing Completed	December 15
Grade Roster Submitted	December 15*

Spring 2018 Semester Timeline

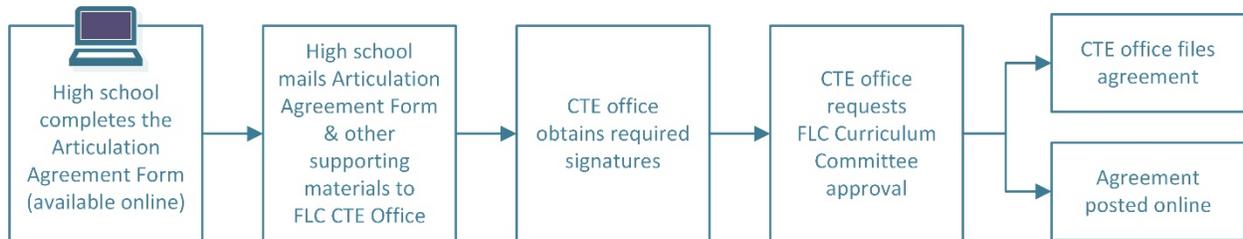
Los Rios Application Complete	May 4
Testing Completed	May 15
Grade Roster Submitted	May 15*

*Grades should be submitted by no later than the listed date or within two weeks of course completion.

Students will have no more than 12 months following the last day of the semester in which they complete the high school course to request credit from FLC.

1) DEVELOP AN ARTICULATION AGREEMENT ONE SEMESTER PRIOR TO INSTRUCTION:

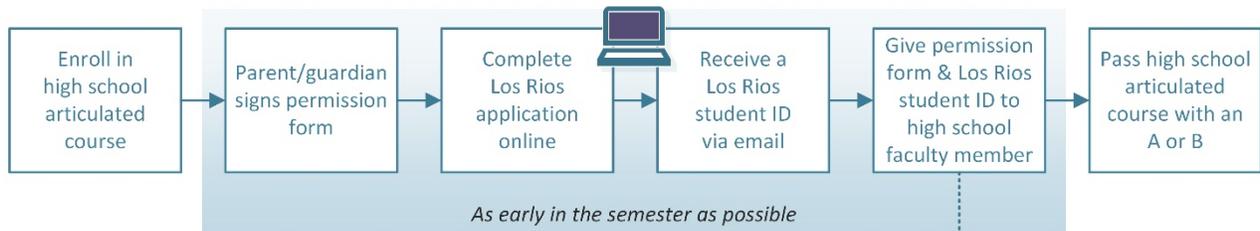
(Allow 1 semester to complete this process. Agreements must be renewed every 2 years.)



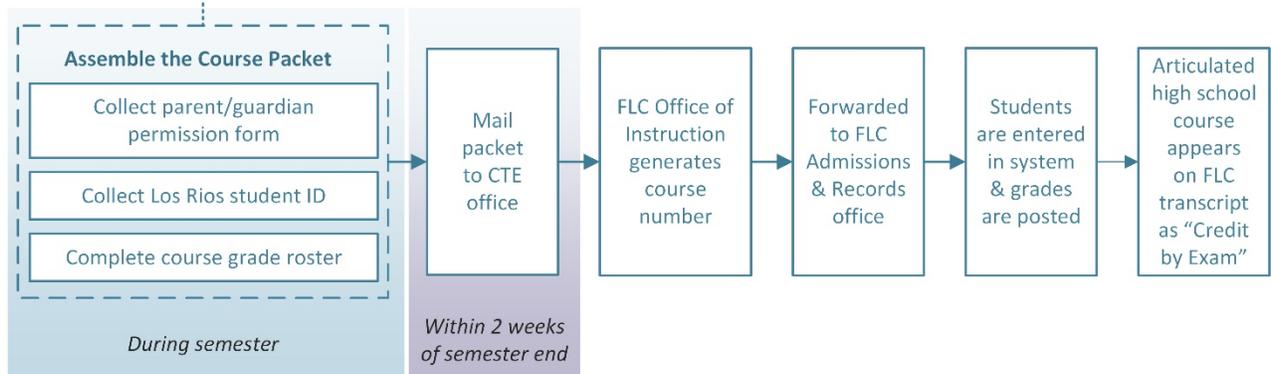
2) COMPLETE TASKS DURING SEMESTER OF INSTRUCTION:

(Approved Articulation Agreement in effect.)

HIGH SCHOOL STUDENT TASKS:



HIGH SCHOOL FACULTY MEMBER TASKS:



ARTICULATION CONTACTS

Vicky Maryatt

Dean, Career and Technical Education (CTE)

maryatv@flc.losrios.edu

(916) 608-6925

Claudio Cisneros

CTE Transitions & Outreach

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(916) 608-6407

John Alexander

Scheduling Dean

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Instructional Scheduling Assistant

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(916) 608-6530

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Articulation Officer / Counselor

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(916) 608-6579

Christine Wurzer

Supervisor, Admissions & Records

wurzerc@flc.losrios.edu

(916) 608-6645

Teri Munger

K-14 CTE Pathways Technical Assistance Provider, Greater Sacramento Region

mungert@arc.losrios.edu

(916) 484-8021

LEGAL DESCRIPTION OF ARTICULATION

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66700, 70901 and 70902, Education Code.

5 CA ADC § 55051
5 CCR § 55051
Cal. Admin. Code tit. 5, § 55051

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

TITLE 5. EDUCATION

DIVISION 6. CALIFORNIA COMMUNITY COLLEGES

CHAPTER 6. CURRICULUM AND INSTRUCTION

SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES

ARTICLE 5. ALTERNATIVE METHODS FOR AWARDING CREDIT

This database is current through 11/30/07, Register 2007, No. 48

§ 55051. Articulation of High School Courses.

(a) For purposes of this section, the term "articulated high school course" means a high school course or courses **that the faculty in the appropriate discipline**, using policies and procedures approved by the curriculum committee established pursuant to section 55002, **have determined to be comparable to a specific community college course**.

(b) The governing board of a community college district may adopt policies to permit articulated high school courses to be applied to community college requirements in accordance with this section. Articulated high school courses may be accepted in lieu of comparable community college courses to partially satisfy:

(1) requirements for a certificate program, including the total number of units required for the certificate; or,

(2) The major or area of emphasis requirements in a degree program.

(c) Articulated high school courses used to partially satisfy certificate or major/area of emphasis requirements shall be clearly noted as such on the student's academic record. Notations of community college course credit shall be made only if community college courses are successfully completed or if **credit is earned via credit by examination**.

(d) Except through credit by examination, as defined in section 55753, high school courses may not be used to satisfy:

(1) The requirement of section 55063 that students complete at least 60 semester or 90 quarter units in order to receive an associate degree; or,

(2) Any general education requirement for the associate degree established by the district.

GLOSSARY⁷

ARTICULATION - A planned process that links two or more educational institutions together to facilitate a smooth transition for students to move from one course, program, or educational level to the next. Its purpose is to coordinate policies and practices among sectors of the education system, minimizing or eliminating course repetition. Successful completion of an articulated course assures faculty that the student has taken the appropriate course, received the necessary instruction and preparation, and that similar outcomes can be assured, enabling progression to the next level of instruction.

ARTICULATION AGREEMENT - A written commitment that is agreed upon at the state level or approved by the lead administrators of a secondary institution and a postsecondary educational institution; or a sub-baccalaureate degree-granting postsecondary educational institution and a baccalaureate degree-granting postsecondary educational institution; and to a program that is designed to provide students with a non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked through credit transfer agreements between the two institutions (Perkins IV Act).

CREDIT BY EXAMINATION - Students receive college credit for articulated coursework based upon a written examination or other demonstration of course mastery. The content/format of this demonstration is the purview of the college faculty. The exam may be the final exam in the course at the secondary site or an additional exam taken at the college. In addition, a minimum grade of A or B in the secondary course is also required, as defined by the articulation agreement for the course.

CATEMA - Career and Technology Education Management Application. This is online software that may be utilized to award student credit through articulation.

COR—Course Outline of Record or Course Outline. This is the “official” district-level course outline for the class that is articulated. **A teacher’s syllabus is not the course outline of record.** The format for course outlines vary by district, but at a minimum, the COR should include: course title, course summary, length of the course in hours, number of credits or units awarded, prerequisites (if any), student learning outcomes or course objectives (skills and competencies), measurement methods, required equipment, required/recommended textbooks, and outline approval date.

POST-SECONDARY—For the purpose of this document, the term post-secondary means community colleges or community college districts.

ROP—Regional Occupational Program/Center

SECONDARY—For the purpose of articulation, the term secondary normally means high school or regional occupational program (ROP), however, it sometimes includes adult schools and other secondary sites.

⁷ “Bay Region Guide to High School to Community College Course-to-Course Articulation: Framework for Effective Practice,” North/East and South/West Bay Region’s Career Pathways Consortia Systems Alignment Working Groups 2016, Version 3.6



HIGH SCHOOL COURSE ARTICULATION AGREEMENT

Once approved by the FLC Curriculum Faculty Chair, and unless the course of study or course of record changes, this articulation agreement is valid for two academic years from its effective date. After two years, a Course Articulation Renewal (if no changes to course of study or course of record) or a new Course Articulation Agreement (if course of study or course of record has changed) will need to be initiated and approved. The college or high school can request a course review at any time.

Agreement Effective Academic Years: (Ex. 2017/18 – 2018/19)		Semester to Initiate Agreement Renewal: (Ex. Spring 2019)	
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High School District:		High School Name, Address:	
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College Course Title:		HS Course Title:	
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College Course Number: (Ex. BUSTEC 363)		HS Course Number:	
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College Faculty Name, Email Address, Phone Number:		HS Faculty Name, Email address, Phone Number:	
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College Units:		College Hours (Lec/Lab):		HS Credits:		HS Total Hours:	
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HS Course Description:
(This course is an introduction to...)

HS Learning Outcomes and Objectives:
(At the conclusion of this course, the students should be able to:)

HS Course Evaluation and Assessment Methods:
(Include any industry certification and licensure)

--

**HS Course Sample
Textbooks or Other
Support Materials:**
(Including software)

--

**HS Course of Study and
Final Assessment**
(Attach)

--

Approval	Name	Signature	Date
HS Department Faculty			
HS Administrator			
College Department Faculty			
College Department Chair			
College Department Dean			
College Articulation Officer			
College Curriculum Chair			

Return form to: Folsom Lake College, CTE Transitions Coordinator
10 College Parkway, Folsom, CA 95630

Additional Articulation Requirements

College credit will be granted only **if the student:**

1. Completes the course and final assessment(s) with a grade of A or B.
2. Applies for enrollment at FLC by completing the Los Rios Community College District Enrollment Application at www.flc.losrios.edu (Apply Now) and obtains a Los Rios Student Identification Number.
3. Returns signed Parent/Guardian Permission Form to the high school faculty member by the given deadline.

College credit will be granted only if at the end of the semester, **the HS Faculty Member:**

1. Submits a signed grade roster listing each student who earned the required A or B grade and the student's Los Rios Student Identification Number.
2. Submits Parent/Guardian Permission Forms for each student who earned the required A or B grade by the given deadline.



CREDIT BY EXAM REVIEW

High School/ROP Course Name & Number	FLC Course Name & Number

1. What assessment method(s) will be used for the CREDIT BY EXAM?*

- Written Quizzes Portfolio
 Lab Project Hands-on demonstration
 Other (please explain): _____

2. Who will administer the exam?

- HS/ROP teacher HS/ROP counselor
 FLC faculty FLC staff

3. Where will the exam be given?

- At high school (Name): _____
 Online
 At FLC
 At another location (please specify): _____

4. Does the completed CREDIT BY EXAM need to be reviewed by FLC faculty/dean prior to credit being awarded?

- Yes No

Please note: Students must earn an A or a B on the CREDIT BY EXAM **and** in the course to be eligible for college credit. The letter grade will be posted to the student's FLC transcript with a notation that reads "Credit by Exam."

****If using a written exam, please attach a copy of the exam along with the answer key. If using another method, please attach a copy of the instructions, a description and examples, if possible.***

I have reviewed samples of the final exam for the above class and the grading criteria. I verify that completion of the final exam with a grade of A or B is indicative of mastery in the subject matter and is comparable, in rigor and comprehensiveness, to the final exam given for this class at Folsom Lake College.

Folsom Lake College Discipline Faculty _____

Date _____



HIGH SCHOOL COURSE ARTICULATION AGREEMENT RENEWAL

Once approved by the FLC Curriculum Faculty Chair, and unless the course of study or course of record changes, this articulation agreement is valid for two academic years from its effective date. After two years, a Course Articulation Renewal (if no changes to course of study or course of record) or a new Course Articulation Agreement (if course of study or course of record has changed) will need to be initiated and approved. The college or high school can request a course review at any time.

Agreement Effective Academic Years: (Ex. 2017/18 – 2018/19)		Semester to Initiate Agreement Renewal: (Ex. Spring 2019)					
High School District:		High School Name, Address:					
College Course Title:		HS Course Title:					
College Course Number: (Ex. BUSTEC 363)		HS Course Number:					
College Faculty Name, Email Address, Phone Number:		HS Faculty Name, Email address, Phone Number:					
College Units:		College Hours (Lec/Lab):		HS Credits:		HS Total Hours:	

Has the **course of study** or **course of record** changed since the most recently updated agreement? Yes No

If YES, stop here and complete a new High School Course Articulation Agreement.

If NO, complete this form and attach the high school course of study and final assessment for review.

HS Course of Study and Final Assessment
(Attach)

Approval	Name	Signature	Date
HS Department Faculty			
HS Administrator			
College Department Faculty			
College Department Chair			
College Department Dean			
College Articulation Officer			
College Curriculum Chair			

Return form to: Folsom Lake College, CTE Transitions Coordinator
10 College Parkway, Folsom, CA 95630

Additional Articulation Requirements

College credit will be granted only **if the student:**

1. Completes the course and final assessment(s) with a grade of A or B.
2. Applies for enrollment at FLC by completing the Los Rios Community College District Enrollment Application at www.flc.losrios.edu (Apply Now) and obtains a Los Rios Student Identification number.
3. Returns signed Parent/Guardian Permission Form to the high school faculty member by the given deadline.

College credit will be granted only if at the end of the semester, **the HS Faculty Member:**

1. Submits a signed grade roster listing each student who earned the required A or B grade and the student’s Los Rios Student Identification Number.
2. Submits Parent/Guardian Permission Forms for each student who earned the required A or B grade by the given deadline.



LOS RIOS APPLICATION WORKSHEET

Congratulations on your decision to enroll in a high school class articulated with Folsom Lake College!

Most of the questions on the application will be ones that you can answer without any assistance; however, there are some where you might need information from your parent. In order to complete the Los Rios Application and ensure that you don't have any problems with enrollment, you must have the following information ready when you start the application.

This worksheet must be completed and brought to the Los Rios ID Workshop. This worksheet will not be collected.

1. **Email address:** _____

You must have an email address/account. If you don't have one, please create one ahead of time.

2. **Social Security Number:** _____ - _____ - _____

- If you do not have a Social Security number or do not want to provide one, the student will NOT receive a Los Rios Student ID number via the on-line registration process.
- Students can complete and submit the application online without entering a Social Security number, but **MUST** come to Admissions and Records in person with a picture ID to obtain a Los Rios ID number at one of our following locations:

Folsom Lake College
10 College Parkway
Folsom, CA 95630

El Dorado Center
6699 Campus Drive
Placerville, CA 95667

Rancho Cordova Center
10259 Folsom Boulevard
Rancho Cordova, CA 95670

- A Los Rios ID number is required for receiving credit for the articulated high school class.

3. **For non-U.S. Citizens:**

Visa type (if applicable): _____

Visa/Alien number: _____

Country of citizenship: _____

Issue date of visa/alien number: _____

4. **Which semester and year are you applying for?** _____

*Select the semester and year when you are actually completing the class at your high school. **Do not select a future semester.** If you have a Los Rios Student ID number from a past enrollment, you still need to complete a new application.*

5. **Which Los Rios College are you planning to attend?** FOLSOM LAKE COLLEGE

Select Folsom Lake College, not the college you plan to attend after you've graduated from high school.

6. **Student Enrollment Status:** ENROLLED IN HIGH SCHOOL AND COLLEGE AT THE SAME TIME

Indicates you are currently enrolled in high school and have not yet graduated.

7. **The date you began your present stay in California:** _____

If you were born in California, this is your birthdate. Otherwise, you may have to get this date from your parent.

- If you have lived in California less than 2 years, be prepared to answer questions about your parent such as: Do you intend to make California your permanent residence?, Have you filed California state income tax?, etc.

8. **Answer the following questions about your parent or guardian** (if you are under 19 years of age): name, country of citizenship, and when their present stay in California began. This **MUST** be filled out.

Note: High School Articulation courses are free for all high school students (except F-1 international students).

If you have questions regarding the Los Rios application process, please contact the CTE Transitions Coordinator: Claudio Cisneros (916) 608-6407 or cisnerc@flc.losrios.edu



PROCESS FOR CONFERRING ARTICULATED CREDIT

STEP 1: High School Instructor

By the Grade Roster submission date or within two weeks of course completion, submit the following to the Folsom Lake College CTE Office.

- ✓ **Los Rios Student ID Number**
 - High school student completes a Los Rios Application (must select FLC) for the semester in which college credit will be awarded and receives a Los Rios Student ID.
 - Online application available at: http://www.losrios.edu/lrc/lrc_app.php.
 - Students who already have a Los Rios Student ID must resubmit an application each term in which articulated credit is being requested in order to reactivate their Student ID.
- ✓ **Parent/Guardian Permission for Articulated Course Credit**
 - Parent/guardian signature is required for all students, regardless of age.
 - Los Rios Student ID must be included on this form.
- ✓ **Grade Roster¹**
 - Students earning an A or B in an articulated course **and** on the final exam are eligible for college credit.
 - High school teacher completes Articulated High School Course Grade Roster with required information including Los Rios Student ID, letter grade, and teacher signature.
- ✓ **Mail Packet**
 - Folsom Lake College, CTE Transitions Coordinator
10 College Parkway
Folsom, CA 95630

STEP 2: Folsom Lake College – CTE Office

Within one week of receipt of the Articulated High School Course Grade Roster and Parent/Guardian Permission forms, complete the following steps.

- ✓ **Grade Roster Review**
 - Grade roster is reviewed for accuracy including listing of only eligible students (A or B in articulated course **and** on the final exam) and all necessary information (Los Rios Student ID, etc.).
- ✓ **Forward Grade Roster**
 - Send a copy of the grade roster to the Scheduling Dean and Instructional Office to request class number generation.
 - Send the grade roster and parent/guardian permission forms to the Admissions & Records Supervisor.
 - A copy of the grade roster should also be forwarded to the Area Dean.

¹ If grade rosters or parent/guardian forms are not received in a timely manner, the grades may not post until the following semester. Students will have no more than 12 months following the last day of the semester in which they complete the high school course to request credit from FLC.

STEP 3: Folsom Lake College – Scheduling Dean & Instructional Office

In response to class number request from the CTE Office, complete the following steps.

- ✓ **Create Schedule Spreadsheet**
 - The Scheduling Dean adds the class to the schedule spreadsheets and sends a request to the Instructional Services Assistant for the class to be added to PeopleSoft, thus generating a class number
- ✓ **Generate Class Number**
 - The Instructional Services Assistant (Scheduling) generates the course in PeopleSoft.
 - The “section number” assigned to all articulated courses will be **510** for Lecture and, where applicable, **510A** for Lab. The instructor of record will be the community college instructor who approved the articulated course. The FTE for the course will be recorded as “0.”
 - The class is not posted on the web schedule and class fees are waived.
 - The day and time are set as CBE (Credit by Exam).
 - A unique, five-digit “class number” is generated for the articulated course for the semester in which the grades were earned.
 - Notify the CTE Transitions Coordinator, the Admissions & Records Supervisor, and Area Dean of the newly generated course number.

STEP 4: Folsom Lake College – Admissions & Records Office

Within one week of receipt of the FLC class number, Articulated High School Course Grade Roster, and Parent/Guardian Permission forms, complete the following steps.

- ✓ **Enroll Students in FLC Class**
 - Update majors for all students, check for proper term activation, and enroll students.
- ✓ **Post Grades**
 - Grades are entered in PeopleSoft.
 - Students will receive credit and a grade on their FLC transcript in the semester earned.
 - Transcript is annotated with: “Articulated High School Course – Credit by Exam,” FLC course, units awarded, and grade earned.
- ✓ **College Credit Notification/Archive Grade List**
 - Send notification of grade posting completion to the CTE Office, Instructor of Record, and Area Dean.
 - An electronic copy of all documents will be maintained by semester in the Admissions and Records Office.

STEP 5: Folsom Lake College – CTE Office

Following confirmation that grades have posted, complete the following steps.

- ✓ **Send Notifications and File Originals**
 - Notify high school teacher that college credit has been awarded.
 - Maintain original documents.



Articulation Agreement Submission Checklist

Required documents to forward an Articulation Agreement for signatures:

- Current high school district CTE Course Outline/Course of Study with district code number and date of approval or date of approved revisions.¹
- Copy of FLC-approved high school final exam or final assessment.
- FLC Course of Record for the comparable course (FLC provides high school instructors with a copy).
- Completed Articulation Agreement Form.

After signing the agreement and compiling the above documents, please forward the complete submission packet to the next signee.

For assistance, please contact the CTE Transitions Coordinator:
Claudio Cisneros (916) 608-6407 or cisnerc@flc.losrios.edu

¹ An instructor syllabus does not fulfill this requirement.