

## CTE Articulation: High School Instructor Reference Guide

# Submitting a New Articulation Request

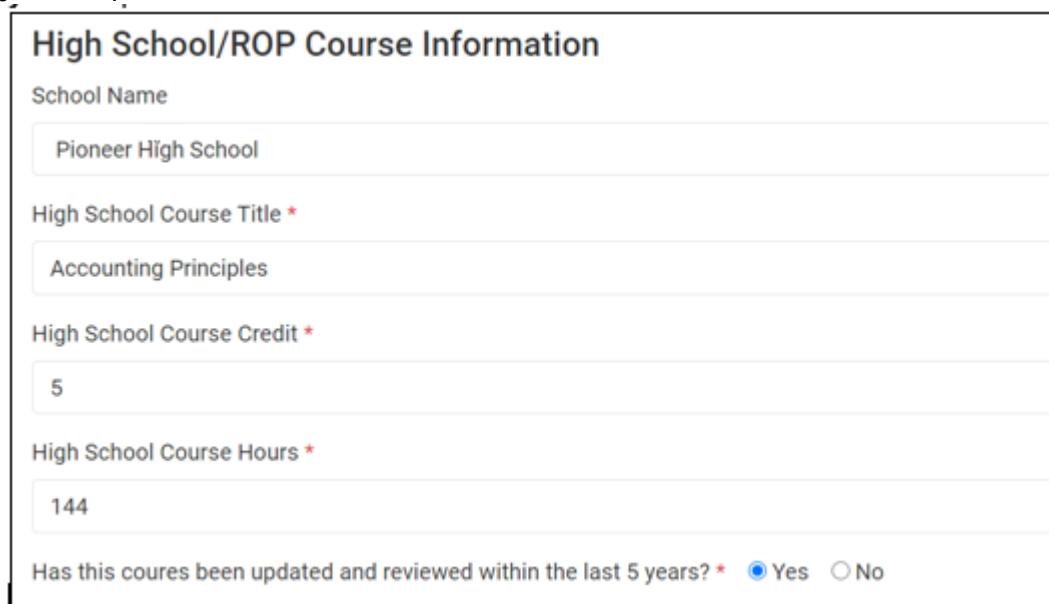
1. From the Dashboard, click **Create New Agreement**.



The screenshot shows the CitrusCollege Articulation Agreement Dashboard. At the top, there is a navigation bar with links for Home, About, Agreements, Students, Teachers, Faculty, Dashboard, and a user profile for Jon Cornelison. Below the navigation bar is a header bar with the text 'Articulation Agreement Dashboard' and a 'Create New Agreement' button. The 'Create New Agreement' button is highlighted with a red box.

2. Complete the **Create Articulation Agreement** form as follows:

- a. Select your **School Name**. Note that your account profile can be associated with one or more schools within one district/ROP. See Managing Your User Profile below for instructions on how to manage school associations.
- b. Add your **High School Course Title**, **Course Credit** and **Course Hours**.
- c. Answer the **Has this course been updated and reviewed within the last 5 years?** question.



The screenshot shows the 'High School/ROP Course Information' form. It includes fields for School Name (Pioneer High School), High School Course Title (Accounting Principles), High School Course Credit (5), High School Course Hours (144), and a question about course updates within the last 5 years (Yes is selected). The 'Create New Agreement' button is highlighted with a red box.

High School/ROP Course Information	
School Name	Pioneer High School
High School Course Title *	Accounting Principles
High School Course Credit *	5
High School Course Hours *	144
Has this course been updated and reviewed within the last 5 years? *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

- d. Add your **Course Curriculum** files (e.g., course outlines, final exams, syllabus, etc.)
  - i. Click **Browse** to upload files from your local, and select the appropriate **Document Type** category, and then click **Add File**.

**Course Curriculum**

Add a New Document

Note: Document should be saved as a ".doc", ".docx", or ".pdf" extension.  
Also, please make sure that files names do not contain any special character eg. ("\* ; < > ? / \ ) as the file will not be uploaded correctly.  
There is a maximum upload size limit of 25 MB per file.

1 Course Outline.pdf	2 Browse	3 Course Outline	Add File
----------------------	----------	------------------	----------

- ii. Files must be uploaded and added one at a time.
- iii. Any file attached to a request can be removed by clicking **Delete** for the given file you wish to delete.

**Course Curriculum**

Document	Document Type	Date Added	Size	Delete
Course Outline.pdf	Course Outline	11-10-2020	551 KB	

- e. Select the **College Course Number and Title** you are requesting to articulate your high school course with. Note only college courses that are available for articulation appear for selection. Once a course is selected, the **Course Units** and **Industry Sector** display automatically as these fields are pre-populated and cannot be changed.

### College Course Information

College Course Number and Title \*

ACCT 100 - Introduction to Accounting

Course Units

3

Industry Sector

Finance and Business

- f. Add any **Additional Information** to be included in consideration of your request.

### Additional Information (Optional)

Please use the textbox below for any notes or additional information to include with this request

Cancel

Save & Close

Save & Submit

3. Click the **Save & Close** button to save your articulation request as a draft request. Draft requests are saved to your dashboard and you can return to edit and finalize the request later.

*Note: in order to save a draft, you must add values for the following required fields: High School Course Title, Course Credit, Course Hours, College Course Number and Title, as well as the answer to if this course has been reviewed within the last 5 years. You can return later to change any of these values and add course curriculum files.*

4. Click **Save & Submit** to send your articulation request to the High School/ROP Articulation Administrator, the first level of articulation approval.

*Note: all fields are required in order to send a request to the High School/ROP Articulation Administrator. Also, after an agreement is submitted it can no longer be edited, unless it is rejected and returned to the High School Instructor (see below).*

5. After an articulation request is sent to the High School/ROP Articulation Administrator it will be reviewed and if approved, will be forwarded to the College Articulation Coordinator and then to College Faculty member for consideration.
6. If approved by the faculty member the request is sent to the College Articulation Supervisor (typically the Division Dean) followed by the College Vice President for final approval. The College will determine the effective date, which determines when the agreement will be active; and expiration date, which determines when the agreement will expire.