

COMMUNITY COLLEGES OF SPOKANE ARTICULATION AGREEMENT

Web Technologies, Multimedia Courses Spokane Community College and Graphic Design, Photoshop Fundamentals and Computer Animation Central Valley High School

WHO IS ELIGIBLE?

Any student who has attended an articulated high school program where there is a signed agreement with Community Colleges of Spokane may receive college credit for instruction received at the high school.

PROCEDURES

CCS and High School Faculty

CCS faculty and high school faculty will partner to identify competencies and/or critical objectives a student will need to successfully transition into the professional/technical program(s) being articulated.

Instructional faculty within the two educational systems will determine whether similarities in educational experiences provided to students in the two systems result in duplication of required competencies as described above. Where duplication of competencies is evident, an attempt will be made to enter into an articulation agreement.

High School Instructor's Documentation of Competencies

Participating faculty at the high school will certify in writing the areas and levels of competency achievement by the student. This will become part of the student's permanent record and will be forwarded to the college upon request by the student and/or the college.

Student Documentation of Competencies

Students must secure the written certification of their teachers that they have accomplished competencies and/or critical objectives that comprise the agreed-upon articulation minimum course content for every CCS course for which they desire college credit. College credit will be granted only for those CCS courses listed in the appropriate Articulation Agreement.

Student Application for College Credit

The procedures described in the CCS manual, **College Credit by Non-Traditional Means, Revised 2003**, shall be used by the student desiring college credit for high school courses.

Please Note: The intent of Articulation is to give recognition to professional/technical work completed in a high school program. Students are expected to enroll in the same professional/ technical program at the college. Most credits received are **not transferable** to a 4-year institution.

Steps for Receiving Credit by Articulation at Community Colleges of Spokane following Enrollment at SCC or SFCC:

- Step 1.* **Notify your high school instructor** that you wish to receive college credit for your work in a professional/vocational program that has an ARTICULATION AGREEMENT with Community Colleges of Spokane.
- Step 2.* Work with your high school instructor **to meet the requirements** of the Articulation Agreement for your school. Your instructor will have a list of requirements or view the CCS website: <http://ccs.spokane.edu/Students/Articulation/MASTER.htm>.

- Step 3.* **Obtain a community college application** for admission from your high school counselor, college Admissions Office or web page at: <http://www.scc.spokane.edu> or <http://www.spokanefalls.edu>.
- Step 4.* **Complete the application** and remit with a \$15 non-refundable fee to Spokane Community College (SCC) or Spokane Falls Community College (SFCC) within 12 months of high school graduation. Applications are taken on a first come, first serve basis. Apply on or before December 1 of your senior year for the best chance to be accepted into the program of your choice.
- Step 5.* You will receive a letter from the Admissions Office regarding admission status. **Follow instructions in the letter in regards to testing, advising and registration.**
- Step 6.* **Complete 10 credits** with a grade of 2.0 in each class. Sometime during this quarter, notify the college program director of the vocational program that you will be using the Articulation Agreement.
- Step 7.* Make an appointment with a college instructor in the program you have chosen. This teacher will assist you with the **Application for Nontraditional Credit form #4020**.
- Step 8.* Take the completed Application for Nontraditional Credit form to the **Transcript Office**. Credit will then be posted to your official college transcript. There is a charge of \$5 per credit, plus a \$10 processing fee. (Example: 5 credits, cost \$35.)

Steps For Receiving Credit By Direct Transcription While Still In High School

- Step 1.* **Enroll** in the articulated high school class(es) offering college credit at your high school.
- Step 2.* **Register online** at www.pc3connect.org/wa/newtec for the class(es) in which you enrolled.
- Step 3.* **Inform your teacher** of your intent to earn college credits for the class.
- Step 4.* **Complete the competencies** outlined by your teacher – earning a “B” (3.0) grade or better.
- Step 5.* **Print** the online registration form. Maintain one copy for your own records.
- Step 6.* **Submit registration form and payment** (\$5.00 per credit plus \$15.00 processing fee) made out to the college indicated: Spokane Community College or Spokane Falls Community College then mail to:

Vee Sutherlin, MS 1009
Community Colleges of Spokane
501 N Riverpoint Blvd, P O Box 6000
Spokane WA 99217-6000

- Step 7.* A transcript will be generated upon receipt of payment and verification of grade by teacher.

Review specific Articulation Agreement: <http://ccs.spokane.edu/Students/Articulation/MASTER.htm>

CCS and High School Counselors/Advisors

CCS and high school counselors will cooperate toward developing, disseminating, and presenting professional/technical career information to students within the public school system. Such information will include, as a minimum, an orientation on career programs at the high school and community college levels and the articulation agreements that have been established among the systems of education.

Publicity

The colleges and high schools will develop methods of publicizing the agreements to encourage students to take advantage of seamless transitions and advanced placement opportunities.

