HOW TO CLAIM CREDIT FOR ARTICULATED COURSES

3 EASY STEPS:

1. Bring your High School/ROP Completion of Articulation Course form if you received a “B” or higher in the course(s) signed by your ROP/High School instructor to the Career Education Office at SAC in R-116.

2. Bring your High School transcripts (official or unofficial) showing the grade received for the course (usually 2 semesters).

3. Register in at least one class at SAC or SCC for the current semester.

Once you complete the process, “Credit by Exam” units will be added to your college transcript. No letter grade is given.

Remember: You have 2 years after completing the course to claim credit.
High School/ROP Completion of Articulation Course

Student’s Name: _______________________________ DOB: _______
Male:_____ Female:_____ Social Security Number: ________-______-_______
Phone Number: ( ) ______-___________ Major:_______________________
Address:__________________________________________ Apt #_________
                                         Street

_________________________________ City __________ State __________ Zip Code
E-mail Address: __________________________________________

The above student has completed the following articulated course(s):
_____________________________________________________________________

at__________________________________________

High School or ROP

which articulates with___________________________________________________.

RSCCD Course

_________________________________ _________ Fall____ Spring____ Full____

High School/ROP Instructor Date Semester

Instructions for the Student: To receive credit or advanced placement, present your copy of this form and your
high school/ROP transcripts to the Career Education Office in R-107 @ Santa Ana College.

To be completed by a RSCCD Instructor/Counselor:

Action: ________Advanced Placement

________Credit by Examination (attach form)

RSCCD Instructor/Counselor Signature: __________________________ Date: _______

Distribution: *RSCCD High School/ROP Articulation Office
              *High School/ROP Instructor
              *Student