



## **HOW TO CLAIM CREDIT FOR ARTICULATED COURSES**

### **3 EASY STEPS:**



**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.**



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



**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**



## Career Education Office

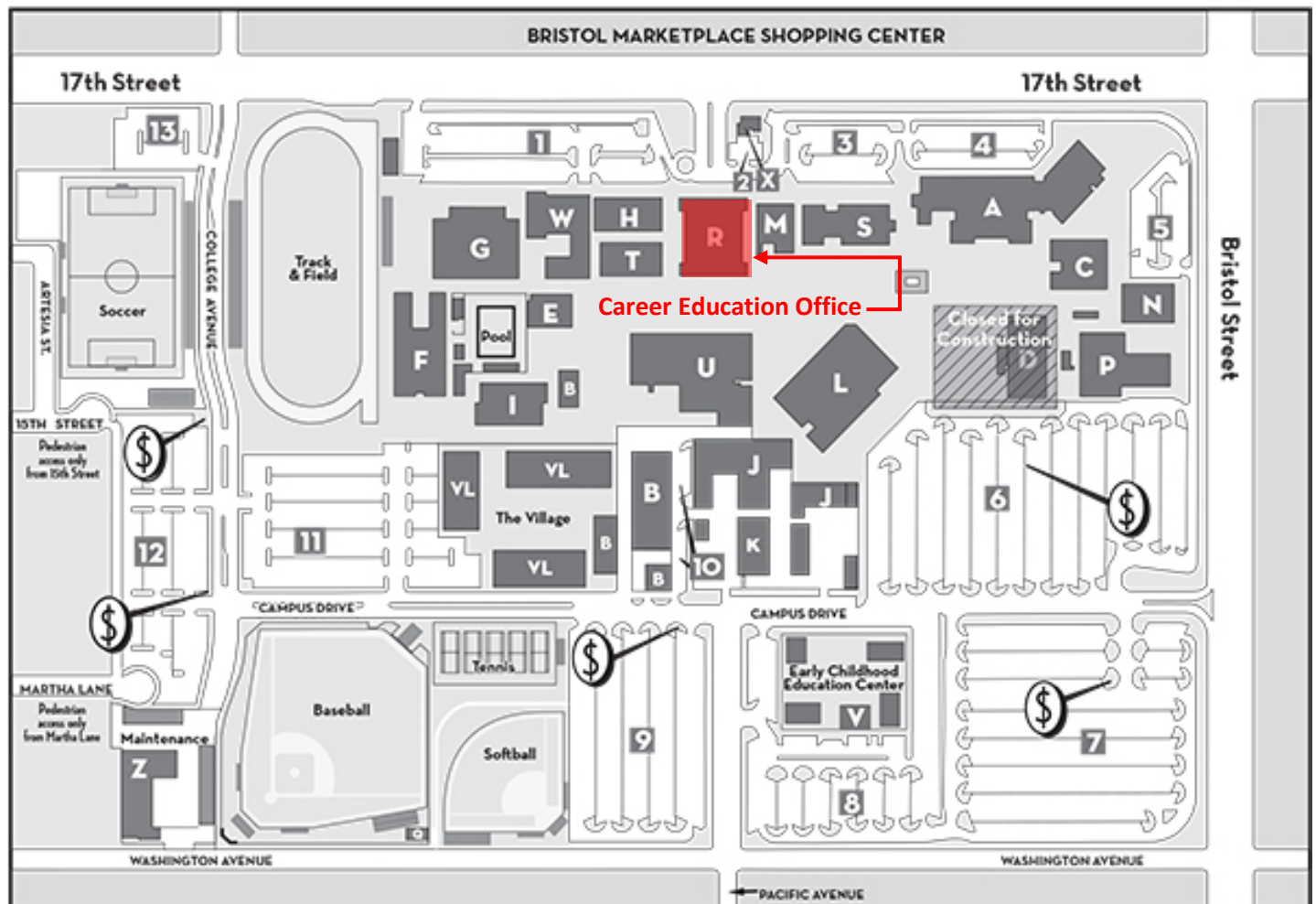
Santa Ana College  
 1530 W. 17<sup>TH</sup> St. Building R-116  
 Santa Ana, CA 92706  
 714.564.6811

### SAC FACILITIES

- |  |  |
|--|--|
| <b>A</b> Cesar Chavez Building / Business / Computer Lab   | <b>T</b> Technical Arts  |
| <b>B</b> Middle College High School                        | <b>U</b> Johnson Center / Student Business Office / Bookstore / Cafeteria / International Students Program |
| <b>C</b> Fine Arts / Art Gallery                           | <b>V</b> Early Childhood Education Center  |
| <b>D</b> Dunllap Hall / Amphitheatre                       | <b>VL</b> The Village  |
| <b>E</b> Fitness Center                                    | <b>W</b> Exercise Science  |
| <b>F</b> Locker Rooms                                      | <b>X</b> Security / Safety   |
| <b>G</b> Cook Gym  | <b>Z</b> Maintenance   |
| <b>H</b> Hammond Hall                                      |  |
| <b>I</b> Classroom Building                                |  |
| <b>J</b> Auto Shop / Quick Center                          |  |
| <b>K</b> Welding / Auto Diesel                             |  |
| <b>L</b> Neally Library                                    |  |
| <b>M</b> Planetarium                                       |  |
| <b>N</b> Music Building                                    |  |
| <b>P</b> Phillips Hall Theatre                             |  |
| <b>R</b> Russell Hall                                      |  |
| <b>S</b> Administration Building / Admissions / Counseling |  |

### PARKING

- |               |                                    |
|---------------|------------------------------------|
| <b>1</b>      | Staff Parking                      |
| <b>2 - 3</b>  | Visitor Parking                    |
| <b>4 - 5</b>  | Staff Parking                      |
| <b>6 - 13</b> | Student Parking (except as posted) |
| <b>\$</b>     | Permit Dispenser (\$2 for 8 hours) |



Rancho Santiago Community College District

**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

\_\_\_\_\_ High School/ROP Instructor \_\_\_\_\_ Date \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Full \_\_\_\_\_  
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