



Instructor Process from Start to Finish

1. Complete Request to Articulate form (Not needed if course is already articulated)

- Online at http://www.chaffey.edu/career_transitions/request2articulate.pdf
 - Hardcopy available by emailing act.staff@chaffey.edu
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2. Thoroughly review and understand articulation agreement criteria

- Specific articulation agreement will be forwarded after “Request” is received
 - Career Transitions line for questions and clarifications: 909/652-6831
 - Earned credit will be applied when all criteria have been met
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3. Facilitate Student Enrollment at Chaffey College

- Students must first obtain a Chaffey Student ID number by enrolling at the college
 - Instructions can be found here:
http://www.chaffey.edu/career_transitions/student_instructions.shtml
 - OpenCCC log-in help line: 877-247-4836
 - Career Transitions line for questions and clarifications: 909/652-6831
 - **IMPORTANT - Students must:**
 - Use an actively checked e-mail address
 - State that they are a current high school student and put their expected graduation date
 - Answer “YES” on the last question before they submit, titled Career Transitions
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4. Teachers must create a CATEMA account and create classes

- Instructions can be found here:
http://www.chaffey.edu/career_transitions/CATEMA_Quick_Start_Teachers.pdf
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5. Students must create a CATEMA account and add classes

- Instructions can be found here:
http://www.chaffey.edu/career_transitions/CATEMA_Quick_Start_Students.pdf
 - A Chaffey ID number is needed to create their account.
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6. Facilitate course assessment

- Refer to Articulation Agreement for specific requirement(s)
 - Contact the Career Transitions office in advance to ensure compliance
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7. Update CATEMA for ALL Career Transitions students

- Login to your CATEMA account and update records (Credit or No Credit) for each student.
 - Include exam grade if required.
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8. Submit assessment material to Chaffey College Career Transitions

- Refer to Articulation Agreement for specific requirement(s)
 - Career Transitions assessment questions/facilitations: 909/652-6831
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On behalf of students, thank you for your Career Transitions partnership.