

Tech Prep College Credit Course Information Instructions

Complete all sections so that it can be entered into a statewide database.

COORDINATOR SECTION

Date Box

- Write in the date for the appropriate box. Select only one.
- If there are **NO CHANGES**, please insert a date in the box so we know no changes were made to courses.
- Write Consortium Name
- Check the box for **YES** or **NO** if this is a 2+2 Tech Prep Program Pathway
- Write out the complete Pathway name

HIGH SCHOOL SECTION

- Write in complete High School Name
- Write full name of City where the High School is located
- If you use a Certificate Title, write the name of the title
- Write the name of the High School Career Cluster used by the school district
- Write the official High School Course Name
- H.S. Program/H.S. Course ID: *Leave blank-For Office use only*

COLLEGE SECTION

- Write out official College name
- Program Name(s): *List all programs to which the high school course may articulate for credit*
- College Course ID: *Usually 4 alpha and 4 numeric characters*
- College Course Name: *Official course title*
- College Course Credit: *Total semester credits for college course*
- Tech Prep Articulated Credit: *Semester credits that the college will accept for the high school course*

NOTES

Include **SPECIAL CONDITIONS**, examples:

- *Completion of two or more high school courses required (course names)*
- *Partial credit for a college course*
- *Credit for more than one college course (course names)*
- *Student may select one of several programs & courses listed*

CONTACT

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Forms and Instructions can be downloaded from the CTE website at:

<http://www.cte.mnscu.edu/hstocollegetrans/articulation/articulation.html>