

Create & Manage Articulation Agreements

Once signed in, you will see your **My Articulation Courses dashboard**. This user-friendly dashboard is designed to help teachers manage their articulation agreements with ease. Here's what you can do from your dashboard:

1. Submit New Agreements:

- Easily submit new articulation agreements directly from the dashboard.
- Ensure all necessary details and documentation are included for a smooth submission process.

2. Resubmit Updated Agreements:

- If you need to make changes to an existing articulation request that has been rejected by the college, you can resubmit it with the updated information.
- Keep track of all resubmissions and their statuses to ensure everything is up to date.

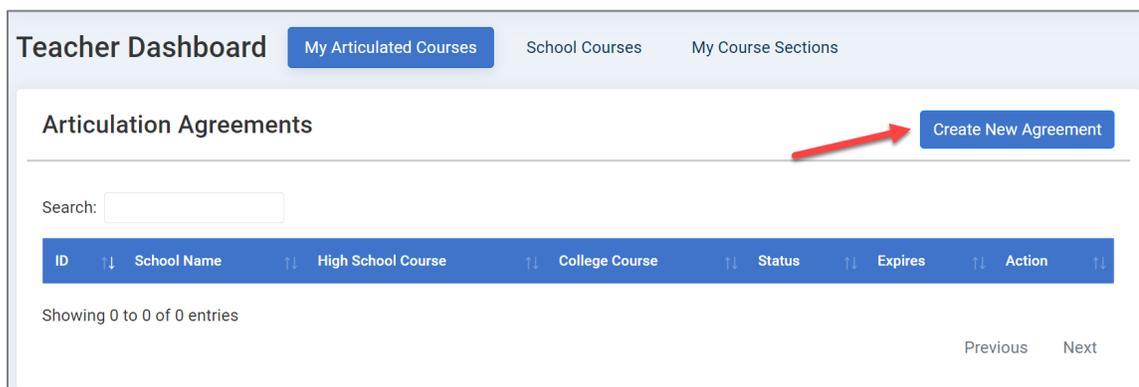
3. Renew Existing Agreements:

- When agreements are nearing their expiration date, you can quickly renew these agreements, ensuring continuous articulation without interruption.

Submitting a New Articulation Request

The first step in submitting your high school course for consideration of an articulation agreement with the college is to submit a new course articulation request. Follow these steps to ensure your request is completed accurately and efficiently:

1. From the My Articulated Courses dashboard, click **Create New Agreement**.



2. **Select your School Name:** Your account profile can be associated with multiple schools within one district/ROP. For details on managing school associations, see [Managing Your User Profile](#).

3. Select your High School Course Title:

- Choose from the list of courses with existing articulation agreements for the selected school.
- If your course isn't listed and the college has enabled new course submission, click **Add New High School Course**.



High School/ROP Course Information

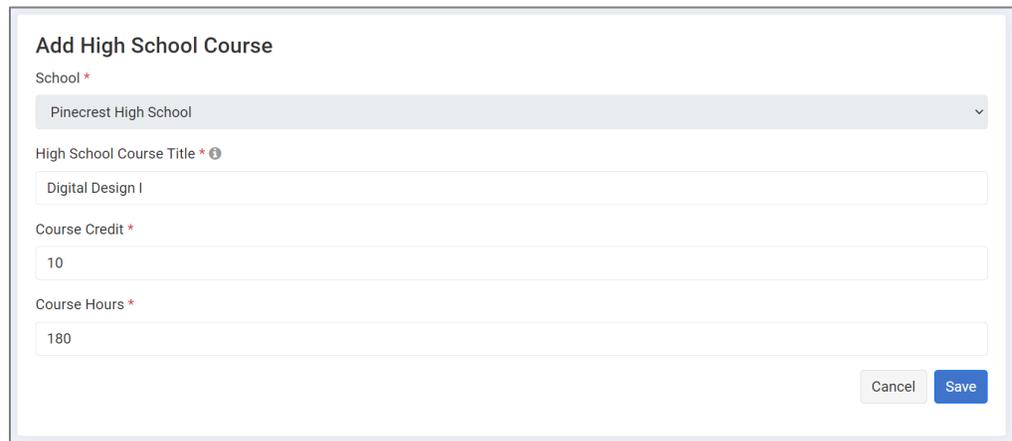
School Name
Pinecrest High School

High School Course Title * ⓘ
Select a high school course title...

High School Course Credit *

Add New High School Course

- **On the New High School Course form:**
 - Enter the official **High School Course Title** (e.g., Digital Design I or Automotive Technology 2). Avoid abbreviations and lowercase titles, as this title will appear on the articulation agreement.
 - Enter the **Course Credit** and **Course Hours** as numerical values.
 - **Save** the course, to return to the New Articulation Agreement form.



Add High School Course

School *
Pinecrest High School

High School Course Title * ⓘ
Digital Design I

Course Credit *
10

Course Hours *
180

Cancel Save

Notes:

- If you need to change the course title, click Add New High School Course again to overwrite the previous entry.
- If the college has not enabled new course submission (i.e. the Add New High School Course button is not displayed), the College Coordinator or School Staff (Counselor or Principal) will need to add the high school course for you.

4. Answer the questions:

- Has this course been updated and reviewed within the last 5 years?
- Textbook used
- Number of sections of this course being articulated

5. Add your Course Curriculum files:

- Upload documents like course outlines, final exams, and syllabi. At least one course curriculum file is required.
- Click **Browse** to upload files from your computer. Note: Documents should be saved and uploaded as Microsoft Word, Excel, or Adobe PDF files. Ensure file names do not contain special characters (e.g., " * : < > ? / \ |) as they will not upload correctly. There is a maximum upload size limit of 25 MB per file.
- Select the appropriate **Document Type** category (e.g., Course Syllabus, Final Exam).
- Click **Add File**. Files must be uploaded one at a time. To remove a file, click Delete next to the file you wish to remove.

Document	Document Type	Date Added	Size	Delete
Syllabus - Digital Design I.pdf	Course Syllabus	07-30-2024	61 KB	✖

6. Select the College Course Number and Title you are requesting to articulate your high school course with:

- Only college courses available for articulation will appear for selection.
 - Once a course is selected, the Course Units and Industry Sector fields will display automatically, as these fields are pre-populated and cannot be changed.
7. Add any **Additional Information** relevant to your request (optional).
8. Click **Save & Submit** to send your articulation request to the College Coordinator, the first level of approval.

Note: Once submitted, an agreement cannot be edited unless it is rejected and returned to the High School Teacher.

Approval Process for Articulation Requests

1. Initial Review by the College Coordinator:

- After you submit your articulation request, it will first be reviewed by the College Coordinator.
- If the College Coordinator approves your request, it will be forwarded to the next stage (Faculty approval).

2. Review by the College Faculty Member:

- The approved request will be sent to a College Faculty member for further consideration.
- If the College Faculty member approves, the request moves to the final stage of approval.

3. Final Approval by the College Supervisor:

- The request is then sent to the College Supervisor, typically the Division Dean.
- The College Supervisor will determine the effective date (when the agreement becomes active) and the expiration date (when the agreement expires).

4. Notification of Rejection and Revisions:

- If your request is rejected at any stage (by the College Coordinator or Faculty member), you will receive an email notification.
- You can sign in to your dashboard to open the agreement in edit view, make the necessary revisions based on the feedback provided, and resubmit your request for another review.

This structured process ensures that all articulation requests are thoroughly reviewed and approved at multiple levels, maintaining the quality and standards of the agreements.

Renewing an Existing Agreement

The CTE Course Connect system will alert you when your articulation agreements are about to expire, typically 60 days before the expiration date (as set by the College Coordinator). You will see a notification at the top of your Teacher dashboard when agreements are expiring soon.

Note: You have one or more agreements expiring within the next 60 days. ✕

Teacher Dashboard My Articulated Courses School Courses My Course Sections

Articulation Agreements Create New Agreement

Search:

ID	School Name	High School Course	College Course	Status	Expires	Action
A1060	Pinecrest High School	Digital Design I	GDSN 164	Active	07/31/2024	Renew

Showing 1 to 1 of 1 entries

Previous 1 Next

To renew an agreement directly from the dashboard, follow these steps:

1. Click **Renew** for the agreement that is expiring soon.

Articulation Agreements Create New Agreement

Search:

ID	School Name	High School Course	College Course	Status	Expires	Action
A1060	Pinecrest High School	Digital Design I	GDSN 164	Active	07/31/2024	Renew

Showing 1 to 1 of 1 entries

Previous 1 Next



2. A copy of the active agreement is created and saved as a draft. You will see an advisory message indicating this. Click OK to continue.

Renewal Draft Created

A copy of this agreement has been saved as a draft on your dashboard (Agreement A1061). You may make any needed revisions to the draft and submit it for approval. If approved, the new agreement will take effect and the agreement expiring soon will be archived.

OK

3. Click **Edit** to update the new draft with any new course information or keep the current information if no changes are needed.

Articulation Agreements						Create New Agreement
Search: <input type="text"/>						
ID	School Name	High School Course	College Course	Status	Expires	Action
A1061	Pinecrest High School	Digital Design I	GDSN 164	Draft (Renewal)	N/A	 Edit
A1060	Pinecrest High School	Digital Design I	GDSN 164	Active	07/31/2024	

4. Click **Save & Submit** to submit the renewal request. The request will go through the same approval process as the original agreement (see Submitting a New Articulation Request above).

Renew Articulation Agreement		Cancel	Delete Draft	Save & Submit
High School/ROP Course Information				
School Name	Pinecrest High School			
High School Course Title * 	Digital Design I			
High School Course Credit *	10			



Note:

- You can delete a draft by clicking **Edit**, then at the top of the renew form, click **Delete Draft**.
- Once the renewal is approved, the previous active agreement will be archived, and the newly renewed agreement will become the active agreement.