



Student Process for Obtaining Shasta College Credit

Student Completes
Student Request for Credit Form
and
Shasta College Application
(if application not on file)



Student submits completed
forms mentioned above to the
Articulation Officer, Megan
McQueen, or Shasta College
Admissions



Grade Roster submitted by high
school / ROP instructor is used
to verify final exam grade of
student.



Notation of the final exam grade
submitted by high school / ROP
instructor is made on student's
Shasta College transcript.

- * Student Request for Credit Form
- * Articulation Home

Questions or Comments to:

Megan McQueen
mmcqueen@shastacollege.edu
or
[530.242.7633](tel:530.242.7633)



11555 Old Oregon Trail
P.O. Box 496006
Redding, CA. 96049-6006
530.242.7500

STUDENT REQUEST FOR CREDIT SHASTA COLLEGE HIGH SCHOOL ARTICULATION PROGRAM

Approval of this form certifies that the student named below has successfully completed an articulated course with **Shasta College**

PART 1: TO BE COMPLETED BY STUDENT (please print)

 LAST FIRST MI Shasta College STUDENT ID or SSN #
 DATE OF BIRTH PHONE EMAIL

 ADDRESS CITY, STATE ZIP

I am applying for Shasta College course credit for the following class:

Academic Year course taken (i.e. 10-11)	Shasta College course number and title (i.e. CIS 1 Computer Literacy Workshop)	Final Exam Grade Received (will be verified)	High School/ROP course name (i.e. Computer Applications I)	High School/ROP instructor name	Units (leave blank if uncertain)

IMPORTANT! By signing below, I (student or parent if student is under 18 years of age) understand that:

- In order to obtain college credit, I **must** complete (or have completed) a Shasta College application. The application is available through the College Admissions Office or online at http://www.cccapply.org/applications/CCCApply/apply/Shasta_College.html
- The articulation credit process will not be complete until a Shasta College application is on file (see #1 above) and this form is approved by the Shasta College Articulation Officer or Registrar.
- If approved, only the high school **final exam grade** listed above (not final course grade) will be posted to the student's Shasta College transcript with the notation "credit by exam" listed underneath the course.
- I will not be allowed to enroll in the above listed college course at Shasta College once the above listed college course is posted to my college transcript. In addition, once the above course and grade is posted to my college transcript, it becomes a permanent part of my college record and will not be removed for any reason.
- Important Note:** It is the student's responsibility to verify that his/her potential transfer school and major/department accepts "credit by exam" for the course listed above.

Signing below indicates that I understand and accept steps 1-5 above.

Student Signature _____ Date _____

Parent Signature _____ Date _____
 (Parent signature is NOT required for students 18 years of age or older)

Please return completed Request for Credit form to Shasta College Articulation Officer Megan McQueen (see address below) for part 2 signature below or to Shasta College's Admissions and Records Registrar (building 100).

PART 2: TO BE COMPLETED BY HIGH SCHOOL ARTICULATION OFFICER/REGISTRAR

Credit Approved Credit Denied Comments _____

Based on the articulation agreement between Shasta College and the above named school, the student named above has completed the requirements necessary to receive college credit through the Credit by Examination process.

 HS Artic. Officer or Registrar Shasta College Date Grade Verified by: