

# High School Articulation

## Step One: Completing the College Application

### Information to Gather:

*Before beginning the application process*

- Permanent Address
- Telephone Numbers
- Email Address
- Date of Birth
- Social Security Number: highly recommended, though not needed for Dream Act (AB540) students
- Alien Registration Number and expiration date: needed for Permanent Residents

### Links to the College Application

Select a college website: and look for the **CLICK HERE** or

**APPLY ONLINE** link to begin application:

**Moreno Valley:** <http://mvc.edu/services/ar/apply.cfm>

**Norco:** <https://www.norcollege.edu/services/enrollment/admissions/Pages/index.aspx>

**RCC:** <https://www.rcc.edu/services/admissions/Pages/Apply.aspx>

Each site will direct student to create an OpenCCC account, then to college application.

### Hints for Completing Application

*Enrollment Information Section:*


- **Term:** Semester of Study, select **Upcoming college term**
- **Intended Major or Program of Study:** Select any career field
- **Education Goal:** Select "**Discover/formulate career interests, plans, and goals**"

*Education Section:*

- Select "**Enrolling in HS and college at the same time**" under College Enrollment Status
- Select "**No**" for attended high school in California for three or more years
- Select "**I have attended high school**" and type name of high school. A pop-up box will then appear with the high school name, select your high school

### RCCD Student Email

Within three to five business days, students will receive a WELCOME EMAIL. Save this email!



Name: Pat Smith RCCD ID Number: 1234567 WebAdvisor User ID: ps1234567 RCCD Student Email: Psmith47@student.rcc.edu	<u>WRITE YOUR INFORMATION:</u>  RCCD ID NUMBER:  RCCD EMAIL:
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# STUDENTS

## Quick Start Guide

### Step 1: First-time users – Create your account (one time only)

- Go to [www.catema.com/rccd](http://www.catema.com/rccd).
- Click on **NEW STUDENTS**, found in the gray bar across the top. This will give you the option to **create account** or **information**. Click on **Create Account** to set up your student profile.

Home New Students Visitors New Teachers Colleges

**CATEMA**

Riverside Community College District

(For Users with Existing Account)

Username

Password

**Login** [Forgot Password?](#)

Returning **STUDENTS!**, if you already have a login account,  
[Go To Student Login Assistant](#)

[View Student Login Information](#)

CATEMA System  
Privacy & Security  
Browser Requirements  
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Once you have submitted an application to Moreno Valley College, Norco College, or Riverside City College, the respective college will email you in 3-5 business days with your college ID.

[Login Page](#)

\*Required Data

First Name\*

Middle Initial

Last Name\*

College ID\*  (enter your 7 digit College ID)

Date of Birth\* Month  Day  Year

Ethnicity\* \*Select\*

Gender\* \*Select\*

High School & Grad Yr\* \*Select\* Your High School  Year

Email Address\*

Phone Number  <Area  <( 7 digit#, no dashes)

Mail Addr\* (St., P.O. Box, and Apt.#)

City, State, Zip\*  CA

[For Username and Password explanation, click here](#)

Click Next to continue... Your Username and Password will be auto-assigned.

**Next...**

Fill out all the sections to create your user account & click **Submit**.

After your new student account has been created, make note of your username and password, and save it in a safe location. Your **“Username”** and **“Password”** will be automatically generated, based on your personal information.

## Step 2: Create class enrollment record(s)

- Create an enrollment record for each CTE articulated class you are taking. Select the following from the drop-down lists and click **Submit**...
  - High School
  - Teacher
  - Class Name
  - Class Period

### Student - Class Enrollment Application

rccd



Enrollment Application  
Pretend Student

[Student Task Menu](#)

2019-20 School Year

\*Required Data

\*High School\*

[\*Select\* High School Offering Class ▼]

\*Teacher's Name\*

\*Course Name\*

\*H.S. Class Period\*

[ Clear All ]

[ Submit ]

My Classes For This School Year

ID#	High School	School Class Name,(Teacher)	Sem	Period	Course ID	Status
No Class Enrollment Applications Yet For This Year!						

## Auto – Generated Username and Password

The **Username** is created by combining the following characters...

- => First 3 letters of the high school name (lower case)
- => First letter of the first name (lower case)
- => First 3 letters of the last name (lower case)
- => Birth day - 2 digits (01, 02, 03, ... 31) ; example - birthday July 9th - use 09

EXAMPLE: For Central High School student Barry Jones, born on July 9th...

The **Username** will be "cenbjon09"

The **Password** is created in a similar manner...

- => First (3) three letters of the high school name (lower case)
- => Last (6) six digits of your college ID#

EXAMPLE: Barry Jones from Central High School with a College ID# 5610121

The **Password** will be "cen610121"

Questions? Email [cte-info@rccd.edu](mailto:cte-info@rccd.edu)