# **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: <a href="http://mvc.edu/services/ar/apply.cfm">http://mvc.edu/services/ar/apply.cfm</a>

Norco: <a href="https://www.norcocollege.edu/services/enrollment/">https://www.norcocollege.edu/services/enrollment/</a>

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 WRITE Yo

RCCD ID Number: 1234567 WebAdvisor User ID: ps1234567 RCCD Student Email:

Psmith47@student.rcc.edu

WRITE YOUR INFORMATION:

RCCD ID NUMBER:

RCCD EMAIL:

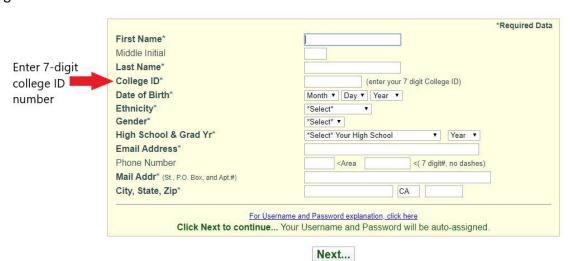
# STUDENTS Quick Start Guide

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

- Go to <u>www.catema.com/rccd</u>.
- 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.



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.



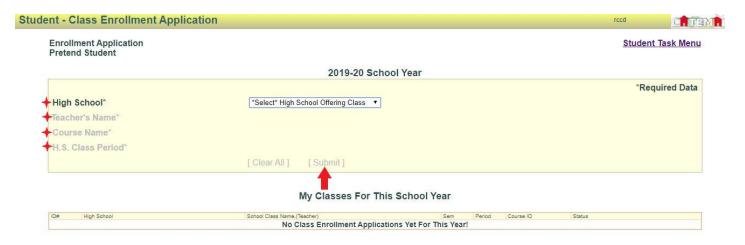
Fill out all the sections to create your user account & click **Submit**.

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.

Login Page

# 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**...
  - o High School
  - o Teacher
  - Class Name
  - Class Period



# 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 "cenbion09"

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