



## **Articulation – Transcribed Credit or Advanced Standing Role of High School Teacher**

### **Pre-Agreement Responsibilities:**

1. Participate in the fall Cluster-Focused Articulation Workshop. Meet with Gateway faculty to review information on Gateway programs, courses available for transcribed credit, and advanced standing agreements up for review on the 3-year cycle. Be prepared to share your course materials, including textbooks, lesson plans, tests/quizzes, etc.
2. Work with Gateway faculty to review course materials and complete the “*Articulation Agreement Checklist*” This determines your eligibility for transcribed credit.
3. After determination is made as to which type of agreement should be pursued, forward the appropriate request form to the College Connection office: “Request for Transcribed Credit Agreement” or “Request for Advanced Standing Agreement”. The Gateway faculty will sign and submit the “*Articulation Agreement Checklist*” to the College Connection office, with his/her recommendation. **This is just a recommendation. Full review of course materials will be completed by January 1.**

### **Transcribed Credit**

4. Complete the “*Request for Transcribed Credit*” form and submit to the College Connection office. Submit the certification application (Form VE – CE 112) to the College Connection office. If your request is approved, sign the MOU (available in mid-April).

### **Advanced Standing**

5. Submit the “*Request for Advanced Standing*” form and submit to the College Connection office with required materials. Your request will be submitted to Gateway faculty for full review.
6. You will be notified by January 1 of approval or denial of your request. It is possible you will be asked to submit additional materials for review.



## Articulation – Transcribed Credit *Role of High School Teacher*

### School Year Responsibilities (for transcribed credit courses):

1. (August for first semester and year-long courses; January for second semester courses)  
**Planning** Meet with your Gateway faculty liaison to review the course syllabus, grading scale, etc. Our instructor will contact you to set up a time to meet.
2. (September for first semester and year-long courses; January for second semester courses)  
**Pre-Registration** Your Gateway College Connection Coach will contact you to schedule a time to come into your classroom and register your students for the transcribed credit course. Before the registration day, discuss transcribed credit with your students, making sure they understand:
  - Transcribed credit is FREE college credit. There is no cost to the student
  - This is VOLUNTARY – only interested students should register
  - Students who register will earn both high school and college credit (dual credit)
  - This is a college-level course. Those students registering for the Gateway credit might be asked to complete extra assignments.
  - All Gateway policies must be followed, including the college grading scale. It is possible the student may earn one grade for the high school academic record and a different grade for the Gateway academic record
  - A student may withdraw from the Gateway transcribed credit course (while remaining in the high school course) **up until 80% of the course completion**. The student who withdraws will receive a “W” on their Gateway academic record. The student must meet with their high school teacher and complete a Gateway course withdrawal form to submit by the final due date. No late withdrawal forms will be accepted.
  - **Each student must know his/her birth date and social security number for the Gateway course registration form. A complete student record cannot be created without this information.** A registration form submitted without DOB and SSN will delay the student’s registration and could result in the student not receiving the Gateway college credit for the course.
3. (September for first semester and year-long courses; January for second semester courses)  
**Registration Forms**
  - Distribute the parent letter (*provided by the College Connection office; you may personalize with your contact information*)
  - For students absent from school on course registration day, please have that student complete the registration form and turn in to your College Connection Coach as soon as possible.
  - The College Connection Coach will need at least 30 minutes to assist your students with the registration form. Please remember that all students must know their DOB and SSN to register
  - **Approximately two weeks after your students have completed the Gateway course registration form, log-in to your Web Advisor account and check your course roster for errors.** Students cannot be added or dropped unless there has been an error and this error is caught early! If you

are unsure how to check your course rosters, ask your College Connection Coach or your Gateway faculty liaison for instructions. You will also receive PDF instructions at the beginning of the school year. Be sure to memorize or write, in a secure place, your Gateway ID (this is your log-in) and your password.

4. **Requests to Withdraw from Transcribed Credit Course**

Withdrawal forms are accepted up until 80% course completion. Any students left on your Gateway roster after the 80% course completion date must be given a grade at the end of the semester, even if that grade is a “D” or “F”. Please remember that this is a college course, and should be treated as such.

5. (January/February for first semester or year-long courses; June for second semester courses)

**Final Grades**

- All final grades **must be entered within 48 hours of the end of the course**. Many students will be anxious to request a transcript, but a transcript cannot be provided if a grade is not entered.
- Log-in to Web Advisor and enter letter grades for each student on your roster, except those who withdrew from the course. If you are unsure how to enter grades, follow the instructions on the PDF document *Entering Grades on Web Advisor*. You may also ask your Gateway faculty liaison for help.

**Questions? Contact Jane Finkenbine, Director, College Connection  
at 262.767.5404 or finkenbinej@gtc.edu**