



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

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CTE Transitions Program
Credit-by-Exam
Program Resource Handbook

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CTE Transitions Program

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CTE Transitions Program

TEACHER & STUDENT CTE CREDIT PROCESS

During CTE Course Instruction:

1. Teachers and students complete the [CATEMA registration and enrollment](#).
2. Students complete [course and final examination with a grade of "A" or "B"](#).
3. Teacher [enters student grades into CATEMA, prints and signs class roster](#).
**Send to SDCCD CTE Transitions Program office.*

No Later Than 18 months After High School Graduation:

4. Student submits [SDCCD online college application](#)
**Students should only submit one online application or credit approval may be significantly delayed!*
5. Student [submits student petition form](#) and [official High School transcript](#) to SDCCD CTE Transitions Program office.
6. CTE Transitions office processes student certification documents and student services office posts college credit on student's permanent SDCCD college transcript.



CTE Transitions Program

TEACHER QUICK REFERENCE

Phase 1: Create CATEMA Account & Add Classes [NEW TEACHERS ONLY]

- ✓ At <http://techprep.sdccd.edu/> click '**High School Teachers**' then the '**CATEMA**' link.
- ✓ On the Login page, click '**New Teachers**' --> '**Create Account**'
- ✓ On the '**Teacher Task Menu**', click '**Add New Classes**'. **[ADD CLASSES EACH YEAR]**
- ✓ *For student CATEMA enrollment procedures please see "**STUDENT QUICK REFERENCE**"

Phase 2: Accept your Students

AFTER your students "enroll" in your class

- ✓ From the **Teacher Task Menu**, Select '**View Class List**'. To "Accept" students, click the **blue arrow** link on the right side of each class record listed.
- ✓ **Review roster for accuracy.** Once a student is enrolled in your class you can view their username or correct any errors in the student name, DOB, or ID number by clicking the student name.

Phase 3: Submit Student Grades/Credit Recommendations

- ✓ From the **Teacher Task Menu**, Select '**View Class List**.' Click the **blue arrow** link on the right side of each class record listed then click '**View**' link.
- ✓ For each student enrollment record, make your "credit recommendations" and submit. Repeat for each of your classes. **If you miss this step your students DO NOT receive credit.**
- ✓ **Review roster for accuracy.** Make sure the rating you choose for the students at the top matches and/or averages out to the grade you enter in the course grade section box below.
- ✓ Click '**Student List**' to view/print the roster that lists your students' name and grade awarded.
- ✓ **Print, sign and date** each roster at the bottom in **black ink**, thus certifying the grades. Mail to the CTE Transitions Program office at 3375 Camino Del Rio South, Suite 125, San Diego, CA 92108.



CTE Transitions Program

STUDENT QUICK REFERENCE

STEP 1: NEW USERS: Create Tech Prep CATEMA Account [ONE TIME ONLY]

- ✓ Go to the CATEMA Login page <https://www.catema.net/>
- ✓ Click '**New Students**' → '**Create Account**'
- ✓ Enter your *correct* name, home/residential address, current e-mail address and date of birth.
*Once entered, name, birth date and ID number can only be changed by the teacher or CTE staff member.
- ✓ **Student ID:** Use your High School ID #
 - Since High school ID numbers are not 9-digit numbers, fill in the rest of the space with 0s (i.e. 1234567000)

RETURNING USERS:

- ✓ LOG IN: If you cannot get into your CATEMA account, use the links "**Go To Student Login Assistant**" and/or "**View Student Login Information**" below the **purple** log-in box to determine username/password. If you still can't get in, do not create another account; contact the CTE Transitions Program office.

STEP 2: Create Class Enrollment Record [COMPLETED FOR EACH COURSE]

- ✓ After creating an account, you will be directed to drop down boxes to enroll in your class and '**Submit**'.
- ✓ Use the '**Add Class Enrollment**' link on the **Student Task Menu** screen to enroll in additional classes. This must be done for every class you wish to receive credit for.

Step 3: Student must complete CTE course and final examination with a grade of "A" OR "B"

NO LATER THAN 18 MONTHS AFTER HIGH SCHOOL GRADUATION

Step 4: SDCCD (City, Mesa, Miramar) Online College Application [ONE TIME ONLY]

- ✓ Go to: <https://applyonline.communitycollege.net/studentappview.cfm> Click '**New Application**'.
*You will not receive college credit if you do not complete a SDCCD college application.
- ✓ If you already started an application, go to '**Resume Application**'. For student ID use the same ID number you used when you started the original application (most likely SSN).
- ✓ **IMPORTANT: Do not complete another college application if you have one for any other class!** If you are unsure of your college application status, please contact the CTE Transitions Program office.

Step 5: Student submit *petition form* and *official high school transcript*

- ✓ Send documents to the CTE Transitions Program, 3375 Camino Del Rio South, San Diego, CA 92108



SDCCD Online College Application Tips and Tricks!

- **You will need to know your SSN #: (Do NOT use High School ID)** In 24-48 hours you will be emailed your 7-digit college CSID # (College Student ID #).
- **If you do not wish to use your SSN:** check the “none” box. An 8-digit number referred to as the ‘Application ID’ or ‘ID number’ will be assigned to you for use in replacement of your SSN. In 24-48 hours you will be emailed your 7-digit college CSID # (College Student ID #).
- **If you do not receive CSID # by e-mail:** (check junk mail too) then you can try using the retrieve CSID link at <https://studentweb.sdccd.edu/studentid/>. This only works if you used your SSN for the online application or have the 8 digit application ID#
- **“Suffix” does not mean high school grade-level:** Make sure you only select Jr. or Sr. if you actually have a “Jr.” or a “Sr.” in your name.
- **If you get an error message:** *“Validation Error. The information you provided does not match our records....”* Most likely your name is already in the system and just needs to be entered exactly as it was before. To avoid duplicate applications, contact us so we can fix the issue (619) 388-6752.
- **Do not enter information differently to rush an application through:** It will result in multiple applications in the college system and you will NOT receive college credit.



CTE Transitions Program

APPLYING FOR COLLEGE CREDIT

HIGH SCHOOL STUDENTS MUST COMPLETE ALL STEPS TO OBTAIN COLLEGE CREDIT:

1. **Complete CATEMA class enrollment** at the time of course instruction.
2. **Earn a grade of 'A' or 'B'** in CTE high school course and on the final exam.

NO LATER THAN 18 MONTHS AFTER HIGH SCHOOL GRADUATION:

3. **Complete an *online* SDCCD (City, Mesa, and Miramar) college application. [ONE TIME ONLY]**
**Do not complete more than one application. If you do not know your college student ID (CSID#), please contact the CTE Transitions office at (619) 388-6572.*
4. **Submit *student petition form* and *official High School transcript*** to CTE Transitions Office. **Submit in person or by mailing to CTE Transitions Program, 3375 Camino Del Rio S. San Diego, CA 92108.*

HOW TO VIEW/REQUEST COLLEGE TRANSCRIPT:

Once student submits **all required documents (above)** to the CTE Transitions Program office, it will take approximately 7- 14 business days until student can view college grades, *unofficial* transcript and/or submit a request to receive an *official* San Diego Community College District (SDCCD) transcript.

- **To view your *Unofficial* SDCCD transcript**, visit <https://studentweb.sdccd.edu/e-grades/> using your SDCCD CSID number and follow the listed instructions on the webpage.
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- **To request an *Official* SDCCD transcript**, visit the online transcript request web page <https://studentweb.sdccd.edu/transcript/index.cfm> and follow the listed instructions on the webpage.

A college CSID number and personal identification number (PIN) is required in order to submit an online request for your official college transcript.

To create a PIN, follow these steps after entering your CSID number:

1. Enter birth date (format: 2 digit month, day, and year; do not include dashes).
2. Go to next screen and enter birth date again to confirm.