

CTE Transitions

College Credit Student Tutorial



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

City College • Mesa College
Miramar College • Continuing Education

How To Request College Credit:

1. Successfully complete **CATEMA system** enrollment during the high school CTE course.
2. Earn a grade of '**A**' or '**B**' in your CTE course and on your final CTE exam or assessment .

You must complete steps 3, 4 and 5 no later than 18 months after high school graduation:

(Example: If you graduate in **June 2016**, you have until **December 2017** to complete the final steps for credit)

3. Complete **SDCCD online college application**
(Website link: <https://applyonline.communitycollege.net/studentappview.cfm>)
4. Submit **Student Petition for Credit** to CTE Transitions Office
(Download link: http://techprep.sdccd.edu/resources/CTE_Transitions_Petition_for_Credit.pdf)
5. Submit *official* **high school transcript** to CTE Transitions Office

How To View or Request a College Transcript:

Once you submit **all required documents** (in previous slide) to the CTE Transitions office, it will take approximately **7- 14 business days** until you can view college grades, *unofficial* transcript and/or submit a request to receive an *official* San Diego Community College District 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.
- **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:
Enter birth date (format: 2 digit month, day, and year; do not include dashes).
Go to next screen and enter birth date again to confirm.

For Program Assistance...

Please contact our office at **(619) 388-6572**

OR

Visit our website at **techprep.sdccd.edu**