

How to Request Credit for High School Articulation

Student -

Step 1: Eligibility

Determine that you have met the eligibility requirements by answering the following questions:

- Will you apply for admission and register for classes at an LSC campus within 15 months of high school graduation?
- Will you apply for articulated credit within 15 months of high school graduation? (or 36 months for Nursing students)
- Did you complete your Career and Technical course with final grade 80 or higher?
- If you completed an articulated Career and Technical course in your freshman or sophomore year, did you also complete additional articulated Career and Technical courses in your junior or senior year?
- Will you declare your major and select a Tech Prep AAS degree plan in which your articulated course is included, even as an elective?

If you answered **yes** to all of the above questions, then **you are ELIGIBLE** for articulated credit and you may **proceed to Step 2: Processing**.

Note: You must complete 6 regular, non-developmental course credits at LSC within 1 year of application date before articulated credit is granted.

Step 2: Processing

The following steps tell you exactly how to get your course processed for credit (CR) on your college transcript record:

- Go to the campus of your choice to see an Advisor.

Bring your High School Transcript with you.

How?

Either have it sent before you get there or ask your high school registrar for a copy in a sealed envelope.

- Ask for the Prior Learning Assessment (PLA) application by High School Articulation or download the application from www.lonestar.edu/collegetechprep and take it with you when see an Advisor.

- Complete the top portion of the "Application for Prior Learning Assessment by High School Articulation" form.

Additional Notes:

- Only courses that have articulation agreements on file with LSC can be awarded credit. These are listed online by school district and statewide crosswalk.
- There is no fee for processing this form.
- When your request is approved, CR for course credit will be posted to your LSC college transcript. You will not receive a letter grade for this credit.

College admissions or advising staff member -

Step 1: Application and Transcript

- Print the current application for high school articulation accessible at www.lonestar.edu/collegetechprep
- Find course abbreviations on the high school transcript that include a "-TP" or indicate A in course type column for articulating

Step 2: Confirm Eligibility

- Review the above listed criteria for student eligibility and indicate on the application as met according to the transcript

Step 3: Application

- Student completes top section of the form requesting contact information
- Advisor fills in the middle course specifics by reviewing course abbreviations on transcript and articulated course lists online through Local Articulations and Statewide Articulation lists
- Advisor signs legibly and includes telephone extension
- Send to Student Information Services at DSTC for processing

Instructional Program Division – The head of the division (dean) is **not** required to sign the application for articulated credit as of Spring 2007.

Student Information Services Office – If applications are signed by the student and advisor and all criteria are met, then post the class with a grade of credit (CR) to the student's transcript.

Call the LSC secondary articulation office at 832/813-6779 if you have any questions concerning this process or articulation agreements.