



# CTE Transitions College Credit Request

Southwestern College maintains faculty approved formal course and CTE Program articulation agreements with the Sweetwater Union and Coronado Unified High School Districts. These agreements permit students to earn college credit for selected high school coursework completed with a grade of **"B" or better**.

High school students enrolled in 10<sup>th</sup> through 12<sup>th</sup> grades may petition for college credit after completing articulated Career and Technical Education courses offered at their high schools.

## PROCESSING YOUR CREDIT

The CTE Transitions office will verify the course credit you are eligible for and process your valid credit requests. In order to process your CTE Credit Request, students must meet all of the following criteria:

1. Be enrolled in 10<sup>th</sup> through 12<sup>th</sup> grades.
2. All courses must be completed with a "B" or higher grade to receive college credit.
3. Student must submit this request for college credit within two years of course completion date.
4. Print out and complete all requested information on this form.
5. Make sure all signatures are complete with accurate dates. (Form must be signed by the student and their Parent/Legal Guardian)
6. **To hand carry or mail this form, all fields must be completed and signed and sent for college credit to:**

Counseling Office  
Attention: Scott Finn  
Southwestern College  
Cesar E. Chavez  
Admissions Center  
Building 1400, 2<sup>nd</sup> Floor  
900 Otay Lakes Road  
Chula Vista, CA 91910

7. **To send electronically, image or scan signed copy and send to:** [mwalker2@swccd.edu](mailto:mwalker2@swccd.edu)

Parents will not have access to their child's college records without the student's written consent or court order. The Family Education Rights Privacy Act (FERPA) applies to the student regardless of age.

For further assistance contact the CTE Transitions Office at (619) 421-6700 ext. 5804



# CTE TRANSITION COLLEGE CREDIT REQUEST

**All PC and Mac users please note:** This form is intended to be filled out electronically; therefore, must be downloaded to your PC/desktop first and must be opened with **Adobe Reader**. **Any forms opened/used in "Preview Mode" will not function properly.** Once form is complete, print and sign.

Semester/Session (Check one):  Fall  Spring  Summer Year: \_\_\_\_\_

Name: \_\_\_\_\_ SWC ID#: \_\_\_\_\_  
LAST NAME FIRST MIDDLE

Address: \_\_\_\_\_

High School Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**ALL FIELDS MUST BE COMPLETED AND SIGNED PRIOR TO SUBMITTING FOR COLLEGE CREDIT IN THE COUNSELING CENTER AT SOUTHWESTERN COLLEGE, BUILDING 1400**

APPROVED CTE COURSE(S)	
Course Title & Number	Units (6 max)

**STUDENT** I understand that the courses listed above are for College Credit, and that enrollment at Southwestern College creates a permanent record that must be reported to any college I apply to in the future. I agree to abide to all rules and regulations set forth in the Southwestern College catalog. I also understand that I must earn a "B" or higher grade to receive college credit, and my enrollment at Southwestern College will be limited to no more than 6 units per semester.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT** I support this request on the part of my child to attend Southwestern College. I understand that the courses are for College Credit, and that college courses may contain adult content. I understand and agree that my child is subject to the rules and regulations of Southwestern College as listed in the college catalog. I also agree to be responsible for any and all fees incurred by my child in the enrollment process. I am aware that I will not have the right to access my child's college records without his/her written consent or a court order.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CTE OFFICE** SWC Student ID number  \_\_\_\_\_ CTE credit received \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

**ADMISSIONS & RECORDS USE ONLY**

Submitted to A&R: \_\_\_\_\_ CTE Credit for Term: \_\_\_\_\_

Credit Posted:  NCRS  STAC

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_