

# **Requesting High School Articulated Credit via Transcript Review**

Office of Educational Services

# What is Transcript Review?

Transcript Review is a separate process from CATEMA. Transcript Review allows you to request high school articulated credit if you missed the opportunity to do so while still enrolled in your high school articulated course.

Students have up-to four years from the time they complete the high school course to request articulated credit via Transcript Review. There must be an active articulation agreement during the year the course was completed.

**\*If you have already requested articulated in CATEMA, you do not need complete this process.**

# Benefits of requesting credit



- Reduces the need to repeat coursework in college
- Opportunities to receive early college credit through articulation
- Students may earn a maximum of 16 units
- Articulated credit is FREE!

For a 3-unit class,  
students would pay  
**\$138** (at \$46 per unit)  
and over  
**\$100** for a textbook

**SAVE \$250**

**Step 1: Complete your college application by selecting one of the links below if you have not done so already:**

[Moreno Valley College](#)

[Norco College](#)

[Riverside City College](#)

\*Apply to the college closest to you

Information you will need for the college application:

- Full legal name
- Permanent address
- Telephone Numbers
- Personal email address (not your high school email)
- Date of birth
- Social Security Number: highly recommended, not needed for Dream Act or AB540 students

## **Step 2: Complete Transcript Review Request Form**

After you have completed the college application your next step is to complete the request form below:

[Transcript Review Request Form](#)

\*Please note, you must complete a college application first to obtain a college ID number

## Step 3: Submit Official High School Transcript

After you fill out the Transcript Review request form, contact your high school registrar and request your official high school transcript to be sent by one of the following methods:

Electronically send to: [cte-info@rccd.edu](mailto:cte-info@rccd.edu)

Or send by mail

*Mailing Instructions:*

Riverside Community College District  
Attn: Adriana Martinez – Ed Svcs 3rd Floor  
3801 Market Street  
Riverside, CA 92501

\*If sending by email, they must be sent via the high school registrars office

\*If sending by mail, they must be sealed and official transcripts

\*It takes approximately 4-6 weeks to process articulated credit requests

# What happens after I submit all items for Transcript Review?

Once all items are received, you will be contact if the request was approved. If your request was approved you can order an official college transcript, if needed, from your home college by selecting the appropriate link below

Moreno Valley College Transcript: [Student Transcripts \(mvc.edu\)](http://mvc.edu)

Norco College Transcript: [Admissions & Records \(norcollege.edu\)](http://norcollege.edu)

Riverside City College Transcript: [Transcript Requests \(rcc.edu\)](http://rcc.edu)

If your request was denied, an explanation will be provided.



# Get an early start!

Remember:

You can revisit this resource and or email the  
high school articulation office at:

[cte-info@rccd.edu](mailto:cte-info@rccd.edu)