

INSTRUCTOR ARTICULATION CHECKLIST

Before submitting your student articulation paperwork to the Career Pathways Articulation Office at Mt. SAC, please make sure the following steps have been completed and documents are attached.

Pre-Approval & Student Articulation Forms

Required Information	Completed
Forms can be accessed from: http://mtsac.edu/hsarticulation/forms.html	
Articulation Pre-Approval Form MUST be submitted 3 or more weeks in advance of any scheduled exam or paperwork submission. Please provide copies of confirmation pages if no Mt. SAC ID. Confirmation will be sent by wetransfer or fax & must be retrieved within 7 days.	
A valid Confirmation Number is 8 digits only - NO ALPHA. CCCIDs ARE NOT ACCEPTABLE. (Typically 3 alpha and 3 digits)	
Student is informed that Mt. SAC will post a grade and units of credit on a Mt. SAC official transcript if all requirements are met. The minimum grade for posting is "C." Once posted, grades WILL NOT be removed.	
Student portion of the Student Articulation Request Form is complete INCLUDING STUDENT SIGNATURE IN INK.	
Instructor portion of the form is complete, including the ending date, final grade, and INSTRUCTOR SIGNATURE IN INK.	
A summer contact for instructors is greatly appreciated should there be difficulties processing the student forms.	

Attachments

Documents Needed:	Status	Completed
Comprehensive Unofficial Student Transcript	Required	

Complete and accurate paperwork is greatly appreciated and will assist with timely processing. **Incomplete forms will be returned.**

Submit forms to:

Mt. San Antonio College
Marie Tyra, Articulation 77-2050E
1100 N. Grand Ave.
Walnut, CA 91789

Questions?
Claudia Wittenberg 909-274-4866
Marlene Ward 909-274-5405