

How to get your students college credit.



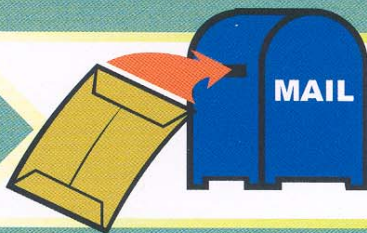
Tech Prep

Phase 1: Send Applications



Students complete college application form

All applications must be filled out within the first two months of class. Applications must be complete and legible.



Mail applications to Tech Prep office

When sending applications, include the teacher's name, class name, and course number.



Applications are recorded at the Tech Prep office

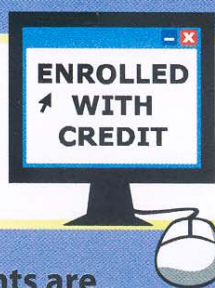
Applications are processed and held on file until the student finishes the articulated course.

Phase 2: Send Grades



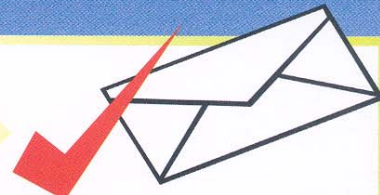
Send grade roster* to Tech Prep office

All students with an "A" or "B" will be eligible for college credit. Deadlines will be either Jan. 31 or June 30, depending on length and time of high school



Students are awarded credit & enrolled

Grade verification must be received before any credit can be awarded.



Congratulation letter is sent to student's home

Congratulation letter confirms college credit awarded and verifies college enrollment.

*Grade roster templates are available on the Tech Prep website

Tech Prep Dept. - Palomar College

1140 W. Mission Road - San Marcos, CA 92069

760-744-1150 extensions 3047 or 2692

www.palomar.edu/techprep

Tech Prep Dept. - MiraCosta College

1 Barnard Drive - Oceanside, CA 92056

760-757-2121 extension 6578

www.miracosta.edu/techprep