

How to Fill Out a CTE Transitions Certificate

1. Complete both sides of the application and bubble in all sections, USE PENCIL ONLY!
2. Make sure that the form is signed by the instructor and the completion date is correct.
IMPORTANT: The course completion date must be within two years and turned in to the CTE Transitions office located at SWC main campus in office 200A.
3. The current course YEAR and TERM is the year and semester you turned in the application **NOT** when the course was completed.
4. Please sign your name and provide an e-mail address and phone number, or both, in case we need to contact you. Remember your information is confidential.
5. Please allow 3-4 weeks for your request to be processed and to show on your transcript.
If you urgently need the credits for transfer or as a prerequisite please let us know!

CTE TRANSITIONS CERTIFICATE TO BE COMPLETED BY THE INSTRUCTOR

Please type or print:

_____ NAME OF STUDENT	
Attended _____ SITE WHERE COURSE TAKEN	PLEASE CIRCLE ONE: High School / Adult School / Jobs Corps / ROP Other _____
_____ COURSE TITLE	articulates _____ Southwestern College COURSE TITLE
_____ COURSE #	/ _____ COURSE GRADE
to	_____ SWC COURSE #
	/ _____ UNITS AWARDED

I certify that the above student has successfully completed the articulated course listed above with a grade of "C" or better and recommend that Southwestern College credit be awarded.

_____ INSTRUCTOR'S PRINTED NAME	_____ COURSE COMPLETION DATE	_____ INSTRUCTOR'S SIGNATURE
_____ INSTRUCTOR'S PHONE NUMBER		_____ INSTRUCTOR'S E-MAIL ADDRESS

Reverse side is to be filled out by student!