

# ARTICULATION AGREEMENT CERTIFICATE OF CREDIT

Between

*Pattonville High School  
Maryland Heights, MO*

And

ST. CHARLES COMMUNITY COLLEGE  
ACADEMIC & STUDENT AFFAIRS

St. Charles Community College has agreed to grant college credit to students completing the courses in the Business and Office Education Program at *Pattonville High School* according to the matched listings below.

<b>High School Name</b>	<b>SCC Matching Credit Allowance</b>	<b>Credit</b>
Introduction to Microsoft Office	BTC/CPT 103 Microcomputer Applications	3

**Student Instructions:** To obtain credit for course work on the St. Charles Community College transcript, the following course work must be completed **within 3 years** of high school graduation.

- All high school courses work being articulated must be with a **grade of “B” or better**.
- These articulated courses have been designed for **dual credit at your high school** & for credit at SCC towards an **Associate of Applied Science Degree**, but *not for the Associate of Arts (transfer) Degree.*
- Request your high school **send an unofficial copy of your transcript** to the Office of the Registrar at SCC.
- **Complete an on-line SCC application** at [www.stchas.edu/admissions/application-for-admission.html](http://www.stchas.edu/admissions/application-for-admission.html).
- When **meeting with an SCC counselor/advisor** to registrar, **identify yourself as a Tech Prep Articulation student**
  - \* Present your white copy of this Tech Prep Certificate
  - \* Complete your advisement & registration for classes for the first semester
- **Should you wish to transfer any of these articulated credits** from St. Charles Community College to another college or university, please **check with a counselor/advisor at that transfer institution** to determine if they will approve the transfer of these articulation credits at that transfer institution.

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Vice President for Academic & Student Affairs      Date

\_\_\_\_\_/\_\_\_\_\_  
High School Official      Date