



## **2 + 2 Articulation Process for WHCCD**

1. High school and college instructors meet and agree on 2 + 2 articulation agreement for a specific course and sign off (Form A).
2. Additional signatures needed to be gathered and submitted to CTE administrator at the college.
3. Once 2 + 2 agreements are complete CTE administrator at college sends the complete agreement to WHCCD Registrar, local high school partner, and ROP offices.
4. A letter will be sent to the student and teacher explaining the 2 +2 process and the responsibilities for the teacher and for the student (mid-semester). The instructor is responsible for Form B (Roster Verification) and the student is responsible for Form C (Request for Credits). Once the course/semester has been completed the high school instructor needs to complete Form B and send to CTE administrator at the college.
5. When the student completes request for credits to be posted to transcript (Form C) they send it to the CTE administrator at the college who verifies student request for 2 + 2 units and sends all documentation to the Registrar at WHCCD Office.
6. Once the units have been verified an e-mail will be sent to the student from the Office of the Registrar explaining that their units have been posted on their transcript. A student has up to 4 years from the time they take the course to get credit posted to their transcripts.

## **2 + 2 Articulation Contact Information**

**West Hills College Coalinga** - 300 Cherry Lane, Coalinga, CA 93210

- Raquel Rodriguez- CTE Administrator- 934-2218- [raquelrodriguez@whccd.edu](mailto:raquelrodriguez@whccd.edu)

**West Hills Community College District** - 9900 Cody Street, Coalinga, CA 93210

- David Castillo- Workforce Development- 934- 2166- davidcastillo2@whccd.edu
- Maria Lourenco- Academic Services Manager- 934-2227- [marialourenco@whccd.edu](mailto:marialourenco@whccd.edu)
- Keith Stearns- Registrar- 934-2234- keithstearns@whccd.edu

**West Hills College Lemoore** - 555 College Avenue, Lemoore, CA 93245

- James Preston- CTE Administrator- 925-3146- [jamespreston@whccd.edu](mailto:jamespreston@whccd.edu)



**2 + 2 Articulation Process- West Hills College Lemoore- Roster Verification- Form B**

High School Course Information:

- Name of High School:
- Class Completed:
- School Year Class was Completed:
- Teacher of High School Class:
- Teacher Contact Phone:
- Teacher Contact E-mail:

Dear CTE Administrator,

The following students have completed the requirements outlined in the 2 + 2 agreement for the \_\_\_\_\_ course which articulates with the \_\_\_\_\_ course at West Hills College Lemoore.

Name:

Signature: \_\_\_\_\_ 3/9/2017

\*Please attach list of students with names and birthdates.



**2 + 2 Articulation Process- West Hills College Lemoore- Request for Credits (Form C)**

Dear CTE Administrator,

I am requesting that my units be posted to my transcripts for the following college course:

Student Name:

Student Signature:

Today's Date: 3/9/2017

Current Semester:

Student ID #:

Birthdate:

Contact Phone Number:

High School Course Information:

- Name of High School:
- Class Completed:
- Teacher of High School Class:
- School Year Class was Completed:

\*If you are attending West Hills College Lemoore please bring this form to the administration building or send to the following contact:

Attn: James Preston or CTE Administrator  
West Hills College Lemoore  
555 College Avenue, Lemoore, CA 93245

\*If you are attending West Hills College Coalinga please bring this form to the administration building or send to the following contact:

Attn: Raquel Rodriguez or CTE Administrator  
West Hills College Coalinga  
300 Cherry Lane, Coalinga, CA 93210

\*\*Please note that request for units that are completed more than 3 years after the high school class has been completed will not be processed.