PCC Dual Credit Process Flowchart – HS Instructors

Dual Credit Articulation Application

Instructor Qualification Review
(Appropriate PCC Division Dean)

Meet with department liaison, review course requirements, align course content, create syllabus
(PCC Faculty Liaison – member of appropriate academic department)

Yes

Articulation Agreement Completed

Resume and college transcripts, with degree conferred, must be included for application to be considered complete. Web print-off transcripts are not accepted. Copies of official documents can be considered.

If no, review reasons, determine if they can be resolved. If they can, resubmit documentation with additions.

If no, consult with DC Coordinator and Liaison about needed corrections, make indicated adjustments, then resubmit when completed.

Yes

Course Request Numbers (CRNs) will be issued. Students that have applied for admission to PCC must now register for course the appropriate term in which it is offered, and may now earn college credit upon successful completion of the course.

If yes, Articulation Agreements will be created in DC Office. Multiple signatures required, including classroom instructor and high school administrator sign.