

## IMPLEMENTATION: ARTICULATION

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

## A. The Articulation Process

The articulation officer has a unique role as the key facilitator in the articulation process. The faculty, Curriculum Committee, college, and universities all maintain contact with the officer in order to articulate courses for the transfer student.

The roles of each participant is outlined well by ASSIST as shown below:

**Definition** ASSIST is a computerized student-transfer information system for California's colleges and universities that is accessed over the World Wide Web. ASSIST helps determine if credit can be received for courses already taken and how those courses will apply to specific academic goals.

ASSIST is recognized by the state of California as the official repository of student transfer information for California's colleges and universities and provides the most accurate and up-to-date information available about student transfer in California.

ASSIST is online at: <http://www.assist.org>.

### **The Role of Faculty**

The actual process of developing and reviewing curriculum and coursework to determine course comparability between institutions rests with the faculty at the respective institutions. Faculty in each discipline are responsible for reviewing course content, identifying comparable courses, and authorizing acceptance of specific courses for transferring students. Once this review, identification, and formal written acceptance process has occurred, a course or sequence of courses is said to have been articulated. Implicit in the articulation process is involvement, communication, and cooperation between the respective faculties who mutually develop curriculum and establish requirements and standards for transferable courses.

It is important to note that articulated courses are not to be construed as equivalent but rather as comparable to, or acceptable in lieu of, each other. The content of the courses on the respective campuses is such that successful completion of the course on one campus assures the necessary background, instruction, and preparation to enable the student to progress to the next level of instruction at another campus.

### **The Role of the Articulation Officer**

The articulation officer coordinates and facilitates the process of faculty review leading to courses being accepted for transfer between institutions.

## **The Role of the University**

Each university is responsible for developing and maintaining its agreements with individual community colleges. Some universities have agreements with nearly all of the community colleges in the state, while others have agreements only with a more limited number of colleges. Universities may either enter their data into ASSIST or arrange for the data entry to be done at the ASSIST Coordination Site. Each university is also responsible for formatting their agreements in a manner which they feel best meets their requirements. Some universities organize courses in a tabular, course-for-course format. Others have entered textual lists or narratives.

## **The Role of the Community College**

Transfer education is a stated priority within the mission of California's Community Colleges. The success of the community college transfer mission is related to the quality and quantity of formal transfer that exists between the community colleges and the universities. Each college works with baccalaureate degree-granting institutions to develop agreements which assure that progress from one segment of postsecondary education to another is both smooth and efficient.

## B. Articulation

Function and Use: To enter articulation data as it relates to:

- UC transferability (University of California)
- CAN (California Articulation Number System)
- General education requirements for the associate degree
- CSU pattern (California State University)
- IGETC (Intersegmental General Education Transfer Curriculum)

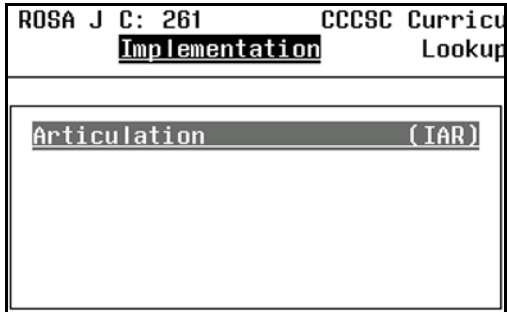
**Definition** **Articulation:** The process of developing a formal, written agreement that identifies courses (or sequences of courses) on a sending campus that are comparable to, or accepted in lieu of, specific course requirements at a receiving campus.

**A.A. or A.S. Degree:** An Associate of Arts or Associate of Science degree is granted to students who have complete 60 units of applicable course work, with a grade point average of 2.0, including the general, major, and residency requirements.

**Note:** Only approved articulation information appears in the schedule, catalog, transcripts, and the degree audit system.

The examples shown in this chapter illustrate adding and modifying articulation. Information about adding articulation records and its impact are covered in more detail in section C.

### Articulation Maintenance Menu - Associate Degree General Ed

<i>Step</i>	<i>Illustration</i>
1. Choose Implementation > Articulation. You can also type in 'IAR' and then press <ENTER> as a shortcut.	 A screenshot of a menu interface. At the top, it says 'ROSA J C: 261' and 'CCCSC Curricu'. Below that, there are two options: 'Implementation' and 'Lookup'. The 'Implementation' option is highlighted with a dark background. Below these options, there is a list of items, with 'Articulation (IAR)' highlighted.

**Step**

**Illustration**

2. Key in the name of the course you want to work with.

In this example, we want to work with the course 'ENGL 12'. Note: Capitalization and spaces are not necessary. For example, 'engl12' would also work.

Press <ACCEPT> to process the data entry.

Course Dept/Nbr: ENGL 12

Below is the 'Articulation Maintenance Menu', which is the screen that will be displayed after step two. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'Associate Degree General Ed':

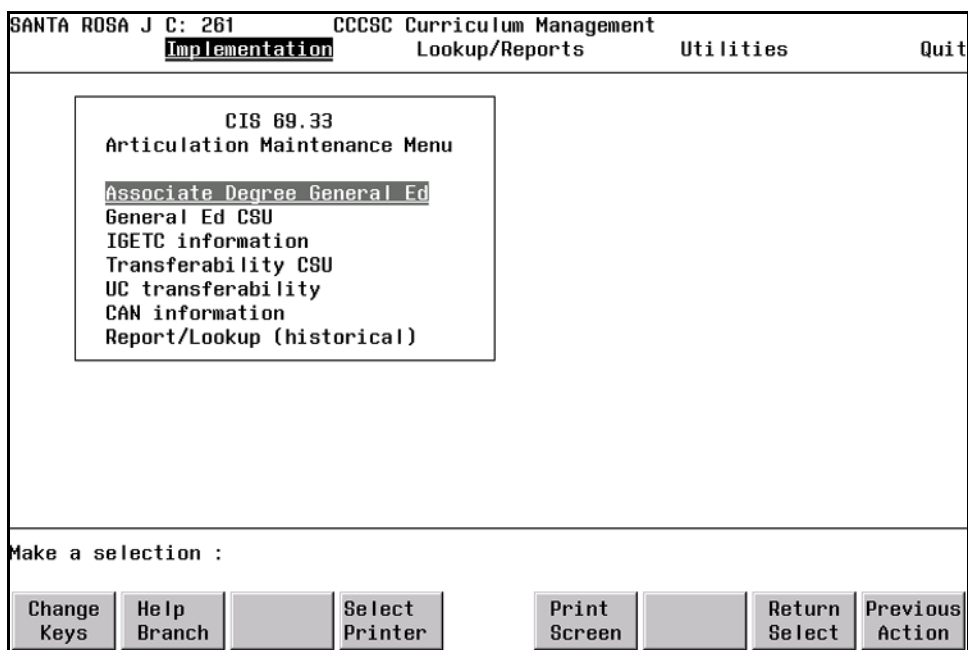


Figure 1.1 Associate Degree General Ed

Notice that a question message appears asking you if you would like to add a record, since no Associate degree GE information exists for this course:

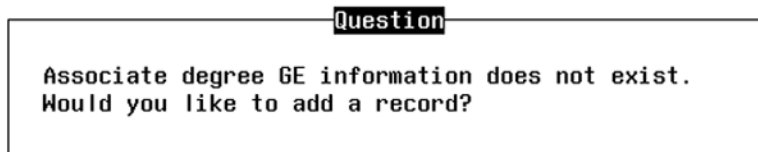


Figure 1.2 Question Message

Select the default <YES> function key (as indicated by the asterisk). The Associate Degree General Ed data entry box will appear. The name of the course has been filled in, along with a default articulation approval status of 'proposed':

Associate Degree General Ed information	
Course dept/nbr :	ENGL 12
Assoc degree (1):	█
Assoc degree (2):	—
Approval status :	P_ PROPOSED
Term effective :	—
Term inactive :	—

Figure 1.3 Associate Degree General Ed data entry box

Below you will see an explanation of the fields in *Associate Degree General Ed Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>Assoc degree (1)-(2)</b>	Identify one or two associate degree general ed areas
<b>Approval status</b>	Identifies if the associate degree general ed area is proposed or has been approved. A=approved. P=proposed.
<b>Term effective</b>	The first term this course fulfills this AA degree general ed requirement
<b>Term inactive</b>	The first term this course no longer fulfills this general ed requirement

Assume that the articulation status is still 'proposed', as the Curriculum Committee is evaluating whether this course is to be applied to the Associate Degree General Ed at your college. Therefore, the 'P' for proposed in the approval status field is correct. However, you can still fill in the remaining information.

Starting with the field 'Assoc degree (1)', identify which associate degree general ed area this course satisfies. You may use the <HELP FIELD> function to choose from the pick list. Each college will have a different list to choose from:

SANTA ROSA J C: 261 CCCSC Curriculum Management  
**Implementation** Lookup/Reports Utilities Quit

**Values for Element ASSOC-DEG-AREA**

Value	Description
01 A	ENGLISH COMPOSITION
02 B	COMMUNICATN/ANALYTIC
03 C	NATURAL SCIENCES
04 D	SOCIAL & BEHAVRL SCI
05 E	HUMANITIES
06 F	AMER HISTRY/INSTITNS
07 G	AMERICAN CULTURES
08 H	ENVIRONMENTAL/GLOBAL
09 I	INFORMATION LITERACY

Assoc degree (1): A ENGLISH COMPOSITION  
 Assoc degree (2):     
 Approval status: P PROPOSED  
 Term effective :     
 Term inactive :   

**Values for Element ASSOC-DEG-AREA**

Make a selection :  
 Only one page

Down Return Select Previous Action

Figure 1.4 Selecting a Associate Degree General Ed Area

Press the <TAB> key to highlight the value you want. We highlighted 'A' for English Composition and pressed the <ENTER> key on the keyboard to process the selection.

Notice the Associate Degree value has been added. Now <TAB> to the 'Term Effective' field and enter in 'F2004' to indicate Fall 2004 is the first term this course fulfills the AA degree general ed requirement.

Associate Degree General Ed information

Course dept/nbr : ENGL 12  
 Assoc degree (1): A ENGLISH COMPOSITION  
 Assoc degree (2):     
 Approval status : P PROPOSED  
 Term effective : F2004  
 Term inactive :   

Figure 1.5 Associate Degree General Ed Information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been added:

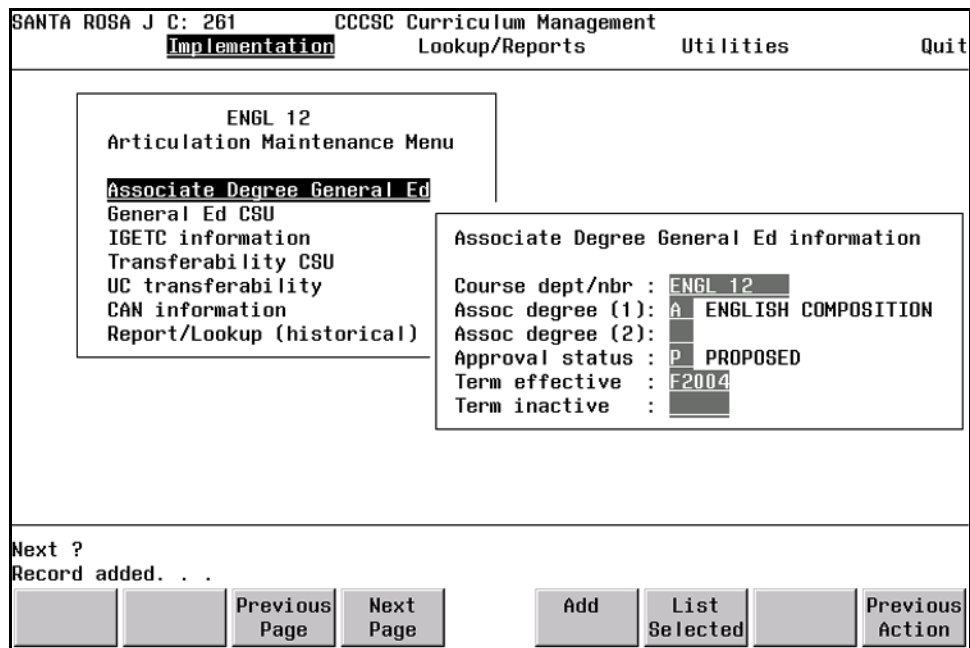


Figure 1.6 Record Added

If you want to add more associate degree general ed information for this course, use the <ADD> function key at the bottom of the screen.

To delete a record, press <CHANGE KEYS>, then the <DELETE> function key to remove the entry from the database. This option is not available right after adding a record.

If you want to delete a record that was just added, press <PREVIOUS ACTION>, select 'Associate Degree General Ed' from the Articulation Maintenance Menu, and select the record to be deleted. Press <CHANGE KEYS>, then the <DELETE> function key. Finally, press the <DELETE (YES)> function key to remove the entry from the database.

## Articulation Maintenance Menu - General Ed CSU

Follow the first two steps on page 1-3. Below is the screen that will be displayed after step two, which displays the 'Articulation Maintenance Menu'. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'General Ed CSU':

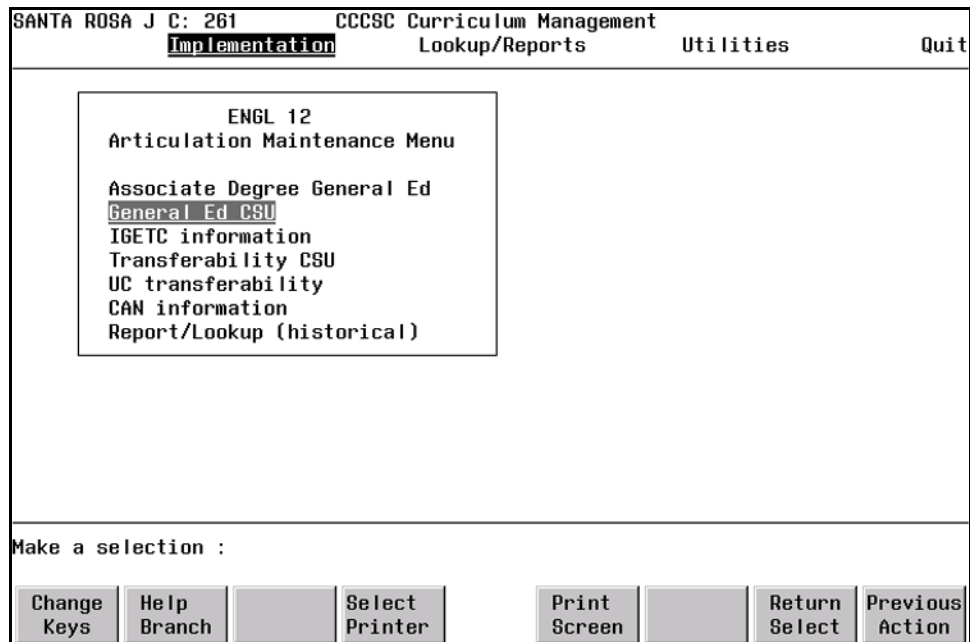


Figure 1.7 General Ed CSU

Notice that a question message appears asking you if you would like to add a record, since no CSU general ed information exists for this course:

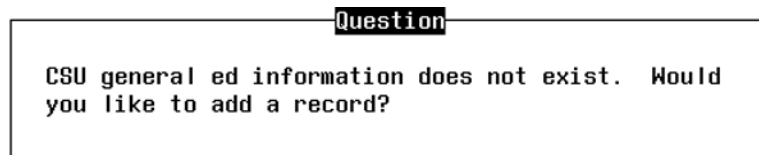


Figure 1.8 Question Message

Select the default <YES> function key (as indicated by the asterisk). The CSU General Ed data entry box will appear. The name of the course has been filled in, along with a default articulation approval status of 'proposed':

```
CSU General Ed information
Course dept/nbr: ENGL 12
CSU-GE(1)      : *
CSU-GE(2)      : _
CSU-GE(3)      : _
CSU-GE(4)      : _
CSU-GE(5)      : _
CSU-GE(6)      : _
Approval status: P PROPOSED
Term effective  : ___
Term inactive   : ___
```

Figure 1.9 CSU General Ed data entry box

Below you will see an explanation of the fields in *CSU General Ed Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>CSU-GE (1)-(6)</b>	Identify one or more CSU general ed areas
<b>Approval status</b>	Identifies if the CSU general ed areas are proposed or have been approved by the CSU. A=approved. P=proposed.
<b>Term effective</b>	The first term this course fulfills these CSU GE areas
<b>Term inactive</b>	The first term this course no longer fulfills these CSU GE areas

Assume the articulation status is still 'proposed', or that the CSU, to which you sent the course outline for approval, is still evaluating the information. Therefore, the 'P' for proposed in the approval status field is correct. However, you can still fill in the remaining information.

Starting with the field 'CSU-GE(1)', identify which CSU general ed area this course satisfies. You may use the <HELP FIELD> function to choose from the pick list:

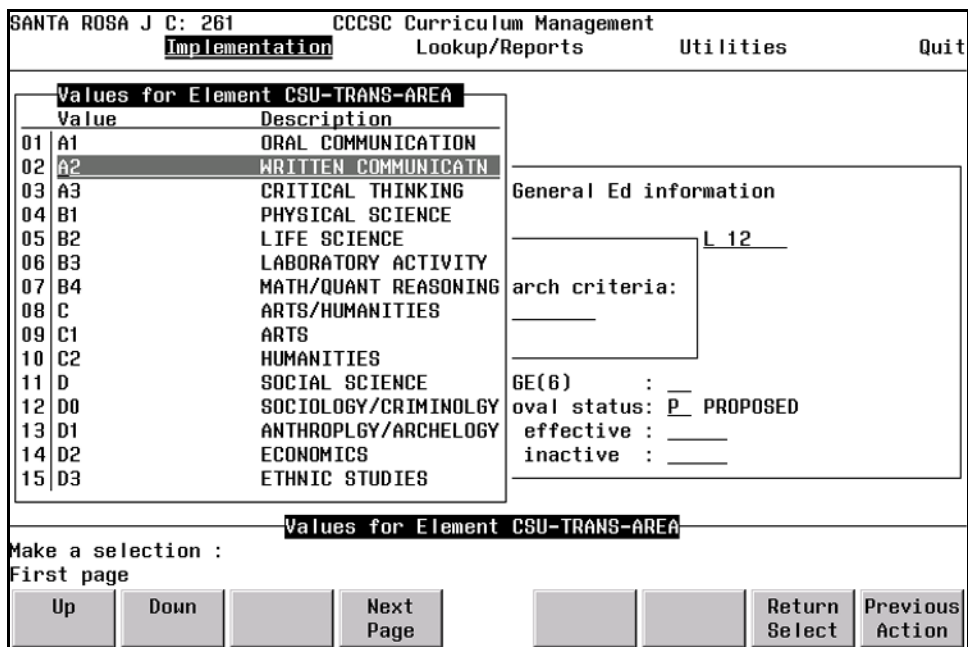


Figure 1.10 Selecting a CSU General Ed Area

Press the <TAB> key to highlight the value you want. We highlighted 'A2' for Written Communication, pressing the <ENTER> key on the keyboard to process the selection.

Notice the CSU General Ed area value has been added. Now <TAB> to the 'Term Effective' field and enter in 'F2004' to indicate Fall 2004 is the first term this course fulfills the CSU General Ed requirement.

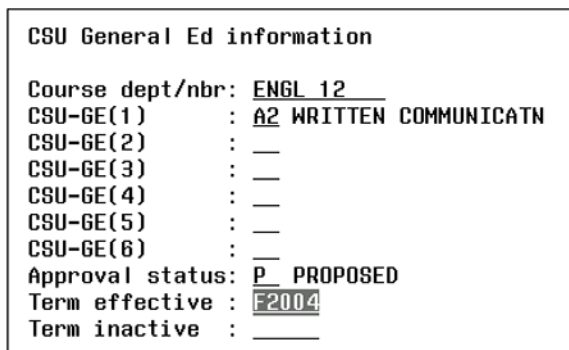


Figure 1.11 CSU General Ed information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been added:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Implementation	Lookup/Reports	Utilities	Quit
ENGL 12 Articulation Maintenance Menu			
Associate Degree General Ed <u>General Ed CSU</u>		CSU General Ed information	
IGETC information		Course dept/nbr: ENGL 12	
Transferability CSU		CSU-6E(1) : A2 WRITTEN COMMUNICATN	
UC transferability		CSU-6E(2) : █	
CAN information		CSU-6E(3) : █	
Report/Lookup (historical)		CSU-6E(4) : █	
		CSU-6E(5) : █	
		CSU-6E(6) : █	
		Approval status: P PROPOSED	
		Term effective : F2004	
		Term inactive : █	
Next ?			
Record added. . .			
	Previous Page	Next Page	Add    List Selected    Previous Action

Figure 1.12 Record Added

If you want to add more CSU general ed information for this course, use the <ADD> function key at the bottom of the screen. Use the <DELETE> function key to remove an entry from the database.

To delete a record, press <CHANGE KEYS>, then the <DELETE> function key to remove the entry from the database. This option is not available right after adding a record.

If you want to delete a record that was just added, press <PREVIOUS ACTION>, select 'General Ed CSU' from the Articulation Maintenance Menu, and select the record to be deleted. Press <CHANGE KEYS>, then the <DELETE> function key. Finally, press the <DELETE (YES)> function key to remove the entry from the database.

## Articulation Maintenance Menu - IGETC Information

**Definition** **IGETC - Intersegmental General Education Transfer Curriculum:** A comprehensive pattern of courses prospective transfer students from the California Community Colleges may complete to satisfy lower-division general education requirements for both the University of California and the California State University (not appropriate for all majors and may not be accepted by some colleges in UC campuses).

Follow the first two steps on page 1-3. Below is the screen that will be displayed after step two, which displays the 'Articulation Maintenance Menu'. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'IGETC Information':

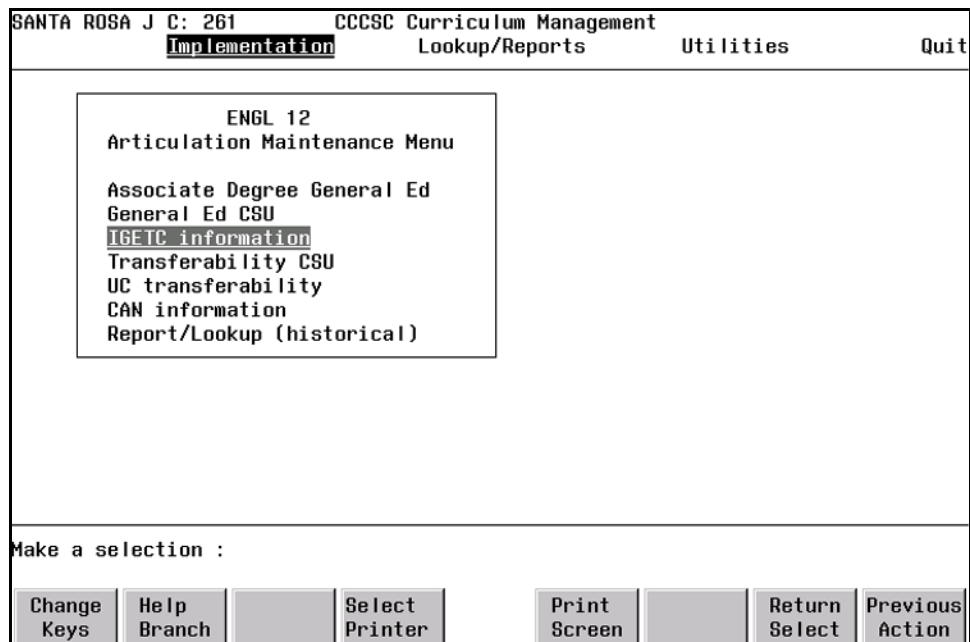


Figure 1.13 IGETC Information

Notice that a question message appears asking you if you would like to add a record, since no IGETC information exists for this course:

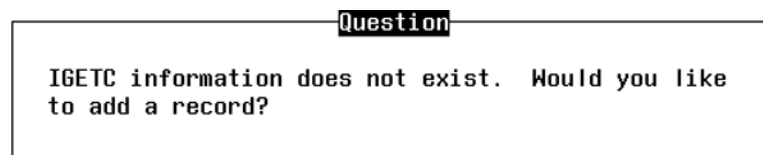


Figure 1.14 Question Message

Select the default <YES> function key (as indicated by the asterisk). The IGETC Information data entry box will appear. The name of the course has been filled in, along with a default articulation approval status of 'proposed':

```
IGETC information
Course dept/nbr: ENGL 12
IGETC (1)      : *
IGETC (2)      :
Approval status: P_ PROPOSED
Term effective :
Term inactive  :
```

Figure 1.15 IGETC data entry box

Below you will see an explanation of the fields in *IGETC Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>IGETC (1)-(2)</b>	Identify one or two IGETC areas
<b>Approval status</b>	Identifies if the IGETC areas are proposed or have been approved by the IGETC. A=approved. P=proposed.
<b>Term effective</b>	The first term this course fulfills these IGETC areas
<b>Term inactive</b>	The first term this course no longer fulfills these IGETC areas

Assume that the articulation status is still 'proposed', as the CSU and UC, to which you sent the course outline for approval, are still evaluating the information. Therefore, the 'P' for proposed in the approval status field is correct. However, you can still fill in the remaining information.

Starting with the field 'IGETC (1)', identify which IGETC area this course satisfies. You may use the <HELP FIELD> function to choose from the pick list:

SANTA ROSA J C: 261      CCCSC Curriculum Management  
**Implementation**      Lookup/Reports      Utilities      Quit

**Values for Element IGETC-AREA**

Value	Description
01 1A	ENGLISH COMPOSITION
02 1B	CRITICAL THINKING
03 <b>1C</b>	<b>ORAL COMMUNICATION</b>
04 2A	MATHEMATICS
05 3A	ARTS
06 3B	HUMANITIES
07 4	SOCIAL & BEHAVRL SCI
08 4A	ANTHRO & ARCHEOLOGY
09 4B	ECONOMICS
10 4C	ETHNIC STUDIES
11 4D	GENDER STUDIES
12 4E	GEOGRAPHY
13 4F	HISTORY
14 4G	INTDIS:SOC & BEHAV
15 4H	POLI SCI:GOV & LEGAL

arch criteria: L 12  
 PROPOSED  
 effective : \_\_\_\_\_  
 inactive : \_\_\_\_\_

**Values for Element IGETC-AREA**

Make a selection :  
 First page

Up    Down    Next Page    Return Select    Previous Action

Figure 1.16 Selecting an IGETC Area

Press the <TAB> key to highlight the value you want. We highlighted '1C' for Oral Communication, pressing the <ENTER> key on the keyboard to process the selection.

Notice the IGETC area value has been added. Now <TAB> to the 'Term Effective' field and enter in 'F2004' to indicate Fall 2004 is the first term this course fulfills the IGETC requirement.

```

IGETC information

Course dept/nbr: ENGL 12
IGETC (1)      : 1C ORAL COMMUNICATION
IGETC (2)      :
Approval status: P PROPOSED
Term effective : F2004
Term inactive  :
    
```

Figure 1.17 IGETC information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been added:

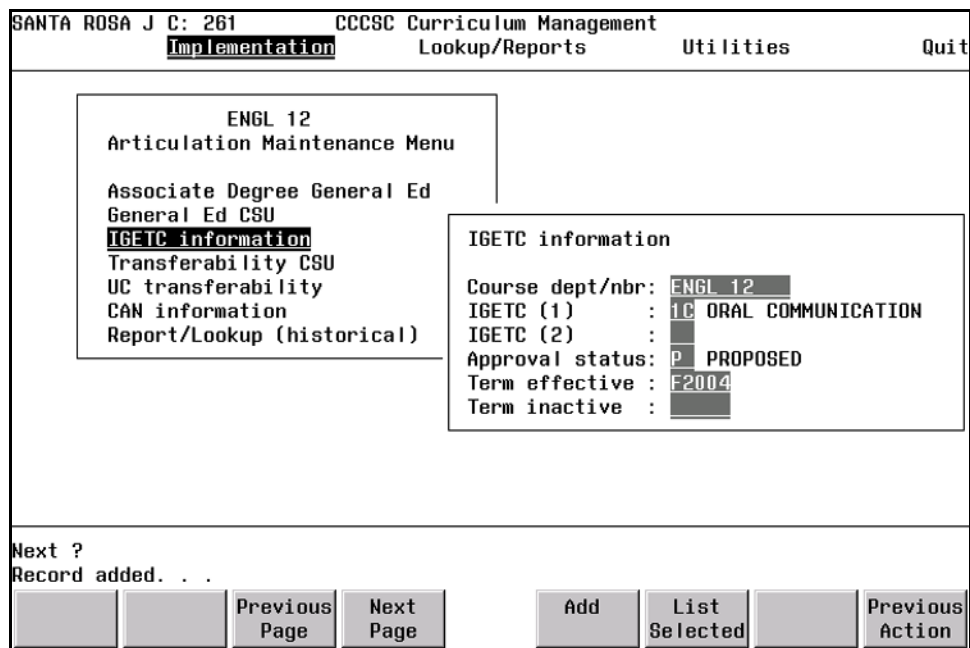


Figure 1.18 Record Added

If you want to add more IGETC information for this course, use the <ADD> function key at the bottom of the screen. Use the <DELETE> function key to remove an entry from the database.

To delete a record, press <CHANGE KEYS>, then the <DELETE> function key to remove the entry from the database. This option is not available right after adding a record.

If you want to delete a record that was just added, press <PREVIOUS ACTION>, select 'IGETC Information' from the Articulation Maintenance Menu, and select the record to be deleted. Press <CHANGE KEYS>, then the <DELETE> function key. Finally, press the <DELETE (YES)> function key to remove the entry from the database.

## Articulation Maintenance Menu - Transferability CSU

Follow the first two steps on page 1-3. Below is the 'Articulation Maintenance Menu', which will be displayed after step two. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'Transferability CSU':

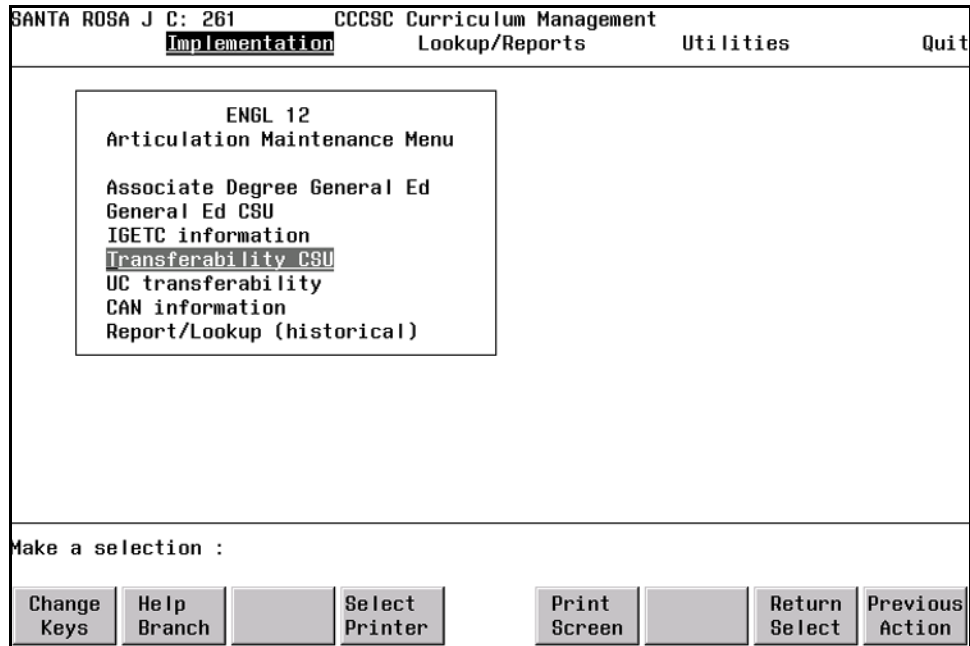


Figure 1.19 Articulation Maintenance

This course has been approved for CSU Transferability effective Fall 2003. Press <ENTER> on your keyboard to process this selection and to begin working with the CSU transferability information:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
<u>Implementation</u>	Lookup/Reports	Utilities	Quit
<u>List selected</u>			
Dept/Nbr	Approval	Transfer Status	Effctv Inactv
01   ENGL 12	Approved	01: TRANSFERABLE	F2003
Associate Degree General Ed			
General Ed CSU			
IGETC information			
<u>Transferability CSU</u>			
UC transferability			
CAN information			
Report/Lookup (historical)			
		CSU Transferability information	
		Course dept/nbr: _____	
		Transfer status: _____	
		Approval status: _____	
		Term effective : _____	
		Term inactive : _____	
<u>List selected</u>			
Make a selection :			
Only one page			
			<input type="button" value="Add"/> <input type="button" value="Previous Action"/>

Figure 1.20 List Selected: 'ENGL 12'

**Note:**

A course must be CSU transferable in order to be considered by the CSU for GE. Typically, the community college Curriculum Committee determines if a course is CSU transferable when it is approved. This means that a course outline need not be submitted to the CSU for transfer approval. The 'Transfer status' field is automatically updated when the curriculum committee approves the course. In addition, the CSU transfer status is automatically inactivated if the course number changes from CSU transferable to non-transferable.

A course outline may be submitted to the CSU for GE consideration once each year (usually in December) for an effective term of the next fall as long as the course is approved by the Curriculum Committee.

The CSU Transferability data entry box will appear. The existing CSU Transferability information is shown:

CSU Transferability information	
Course dept/nbr:	ENGL 12
Transfer status:	01 TRANSFERABLE
Approval status:	A APPROVED
Term effective :	F2003
Term inactive :	_____

Figure 1.21 CSU Transferability Information

Below you will see an explanation of the fields in *CSU Transferability Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>Transfer Status</b>	Indicates the type of transferability
<b>Approval status</b>	Identifies if the course's transferability to CSU is proposed or has been approved by CSU. A=approved. P=proposed.
<b>Term effective</b>	The first term this course is CSU transferable
<b>Term inactive</b>	The first term this course is no longer CSU transferable

Assume that you recently received notice that as of Fall 2004, the course will no longer be transferable to the CSU campuses. You will need to enter in the 'Term inactive' field the semester and year. <TAB> to the field and key in 'F2004:

CSU Transferability information	
Course dept/nbr:	ENGL 12
Transfer status:	01 TRANSFERABLE
Approval status:	A APPROVED
Term effective :	F2003
Term inactive :	F2004

Figure 1.22 CSU Transferability Information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been changed:

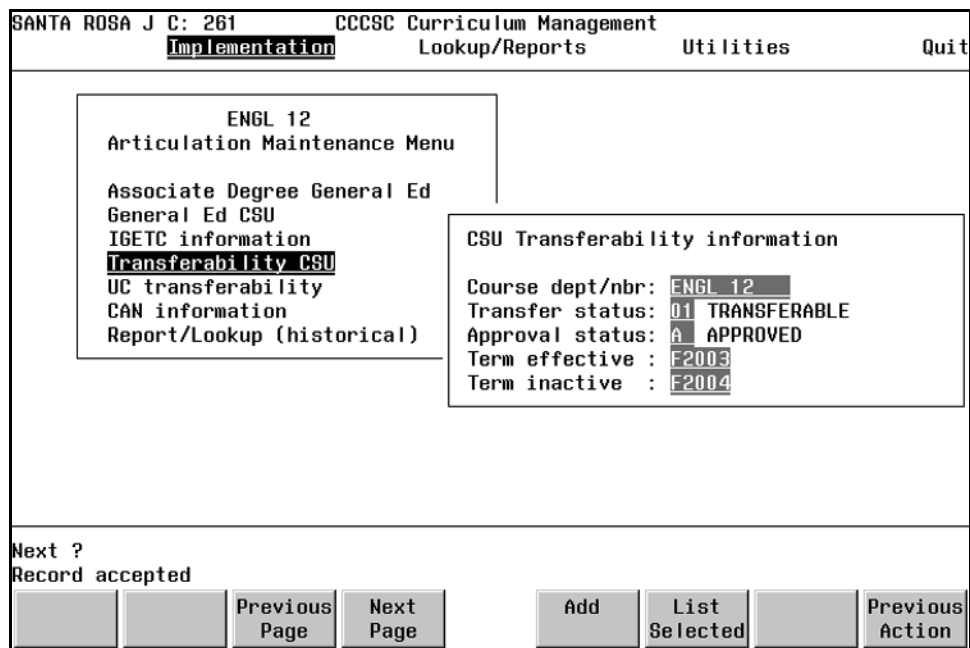


Figure 1.23 Record Added

If you want to add more CSU Transferability information for this course, use the <ADD> function key at the bottom of the screen.

To delete a record, press <CHANGE KEYS>, then the <DELETE> function key to remove the entry from the database. This option is not available right after adding a record.

If you want to delete a record that was just added, press <PREVIOUS ACTION>, select 'Transferability CSU' from the Articulation Maintenance Menu, and select the record to be deleted. Press <CHANGE KEYS>, then the <DELETE> function key. Finally, press the <DELETE (YES)> function key to remove the entry from the database.

## Articulation Maintenance Menu - UC Transferability Information

Follow the first two steps on page 1-3. Below is the 'Articulation Maintenance Menu', which will be displayed after step two. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'UC Transferability':

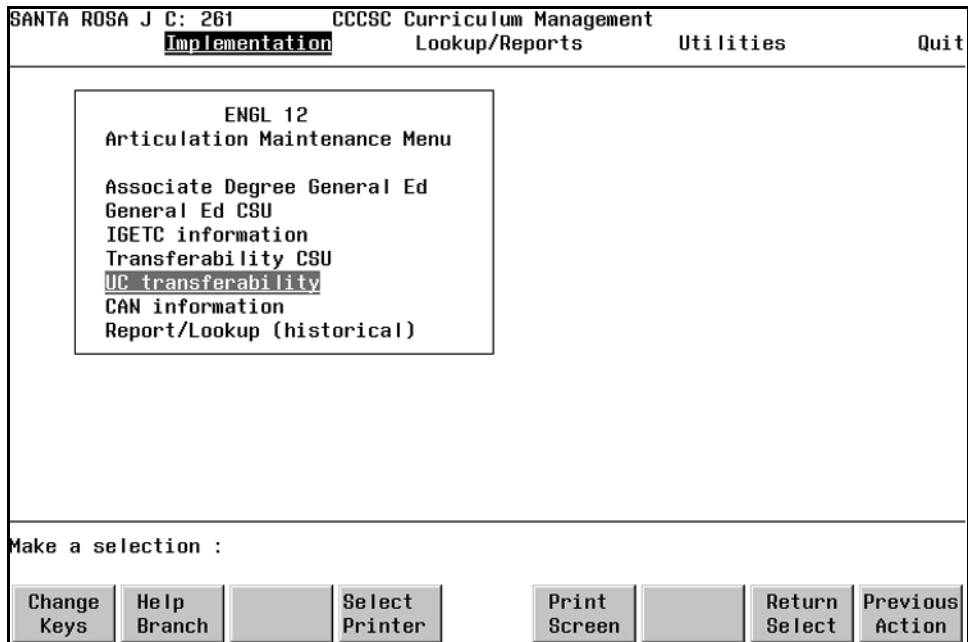


Figure 1.24 UC Transferability

This course has already been approved for UC Transferability effective F2003. Press <ENTER> on your keyboard to process this selection and to begin working with the UC transferability information:

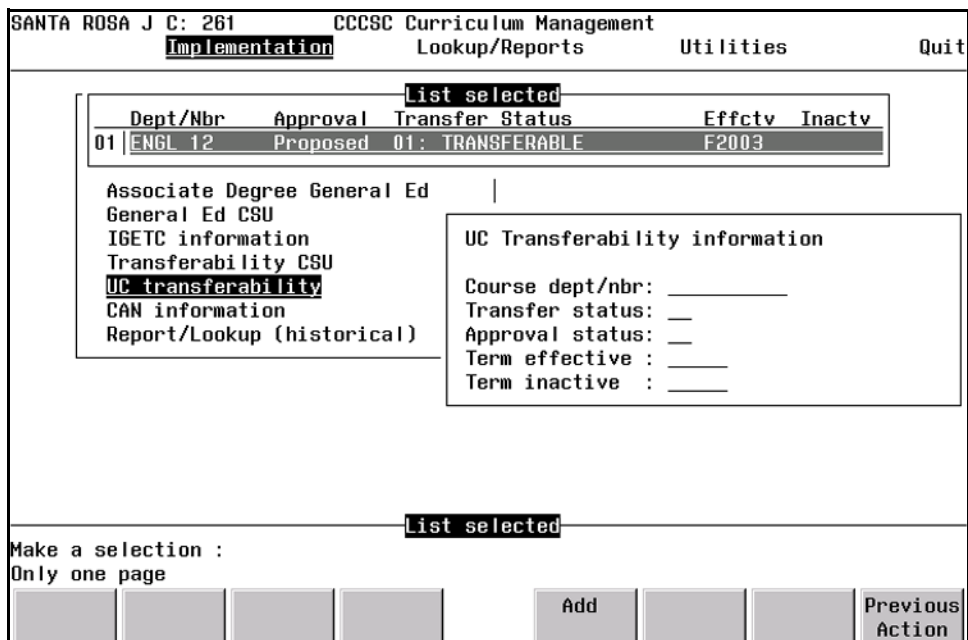


Figure 1.25 List Selected: 'ENGL 12'

The UC Transferability data entry box will appear. The existing UC transferability information is shown:

UC Transferability information	
Course dept/nbr:	ENGL 12
Transfer status:	01 TRANSFERABLE
Approval status:	A APPROVED
Term effective :	F2003
Term inactive :	

Figure 1.26 UC Transferability Information

Below you will see an explanation of the fields in *UC Transferability Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>Transfer Status</b>	Indicates the type of transferability
<b>Approval status</b>	Identifies if the course's transferability is to UC is proposed or has been approved by UC
<b>Term effective</b>	The first term this course is UC transferable
<b>Term inactive</b>	The first term this course is no longer UC transferable

Assume that you recently received notice that as of Fall 2004, the course will no longer be transferable to the UC campuses. You will need to enter in the 'Term inactive' field the semester and year. <TAB> to the field and key in 'F2004'.

UC Transferability information	
Course dept/nbr:	ENGL 12
Transfer status:	01 TRANSFERABLE
Approval status:	A APPROVED
Term effective :	F2003
Term inactive :	F2004

Figure 1.27 UC Transferability Information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been changed:

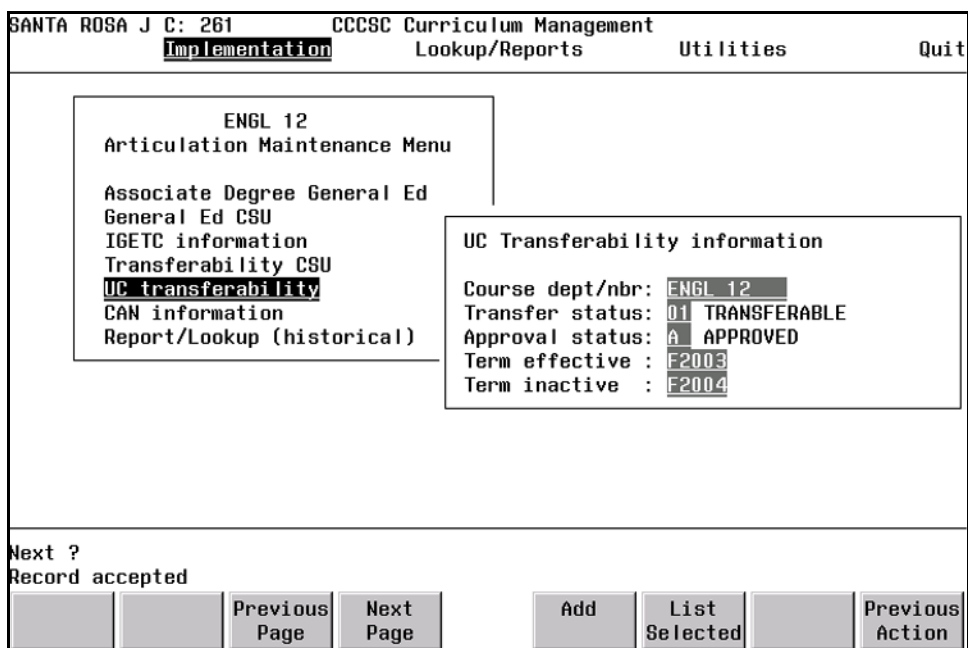


Figure 1.28 Record Added

If you want to add more UC Transferability information for this course, use the <ADD> function key at the bottom of the screen.

To delete a record, press <CHANGE KEYS>, then the <DELETE> function key to remove the entry from the database. This option is not available right after adding a record.

If you want to delete a record that was just added, press <PREVIOUS ACTION>, select 'UC Transferability' from the Articulation Maintenance Menu, and select the record to be deleted. Press <CHANGE KEYS>, then the <DELETE> function key. Finally, press the <DELETE (YES)> function key to remove the entry from the database.

## CAN Information

**Definition** **CAN - California Articulation Number system:** This cross-reference course numbering system is designed to:

- identify courses of comparable content
- maintain standards of academic rigor
- insure the courses transfer between and among participating institutions

The CAN database is available on the World Wide Web at <http://www.cansystem.org>

Follow the first two steps on page 1-3. Below is the 'Articulation Maintenance Menu', which will be displayed after step two. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'CAN Information':

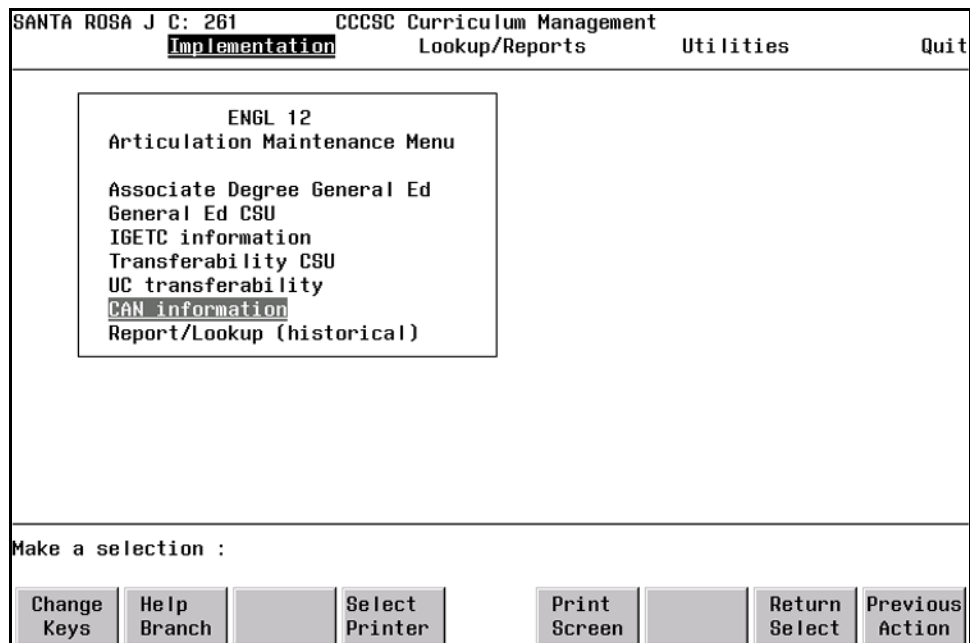


Figure 1.29 CAN Information

Notice that a question message appears asking you if you would like to add a record, since no CAN information exists for this course:

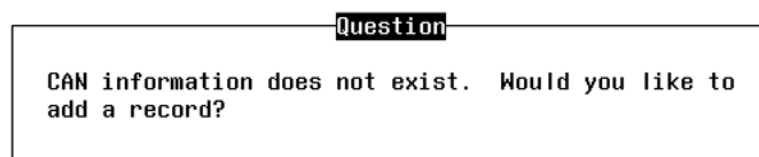


Figure 1.30 Question Message

Select the default <YES> function key (as indicated by the asterisk). The CAN Information data entry box will appear. The name of the course has been filled in:

CAN information	
Course dept/nbr:	ENGL 12
CAN department :	█
CAN suffix :	—
CAN :	—
CAN group nbr :	—
Term effective :	—
Term inactive :	—

Figure 1.31 CAN Information data entry box

Below you will see an explanation of the fields in *CAN Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>CAN department</b>	The abbreviated CAN department name
<b>CAN suffix</b>	The CAN number for this course if applicable
<b>CAN</b>	The CAN sequence letter for this course if applicable
<b>CAN group nbr</b>	This identifies a group of courses that equate to a CAN or CAN sequence. If there are multiple combinations within a course family, a group number will be assigned to identify that set of courses that equates to the CAN number.
<b>Term effective</b>	The first term the CAN is valid for this course
<b>Term inactive</b>	The first term the CAN is no longer valid for this course

Starting with the field 'CAN department', identify which CAN department this course satisfies. You may use the <HELP FIELD> function to choose from the pick list:

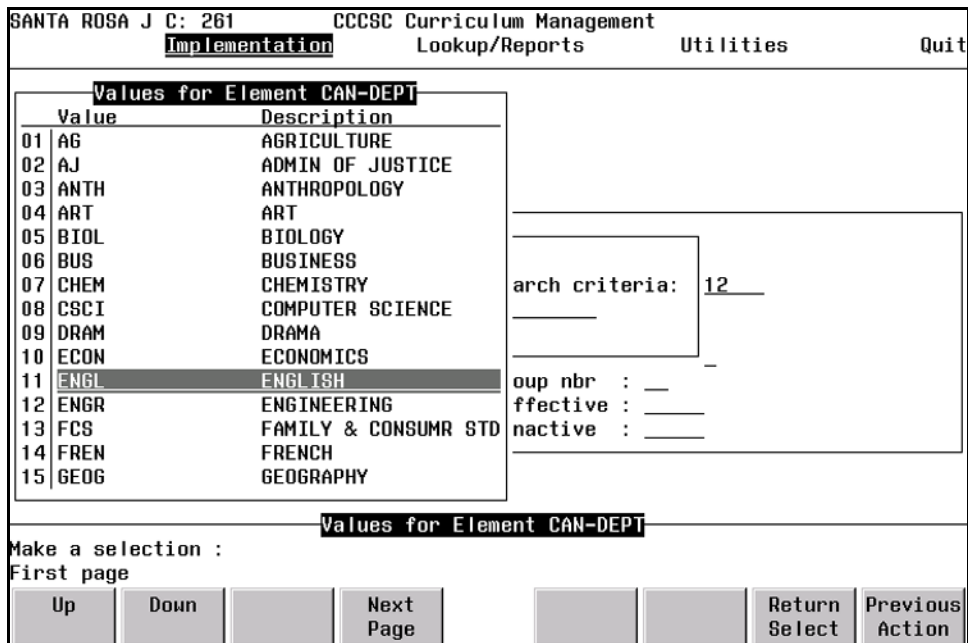


Figure 1.32 Selecting a CAN Department

Press the <TAB> key to highlight the value you want. We highlighted 'ENGLISH', pressing the <ENTER> key on the keyboard to process the selection.

Notice the CAN department value has been added:

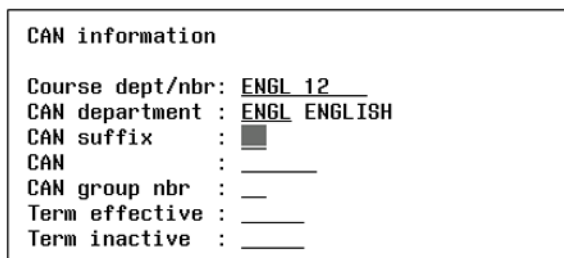


Figure 1.33 CAN Information

Now <TAB> to the additional fields and complete the data entry as shown:

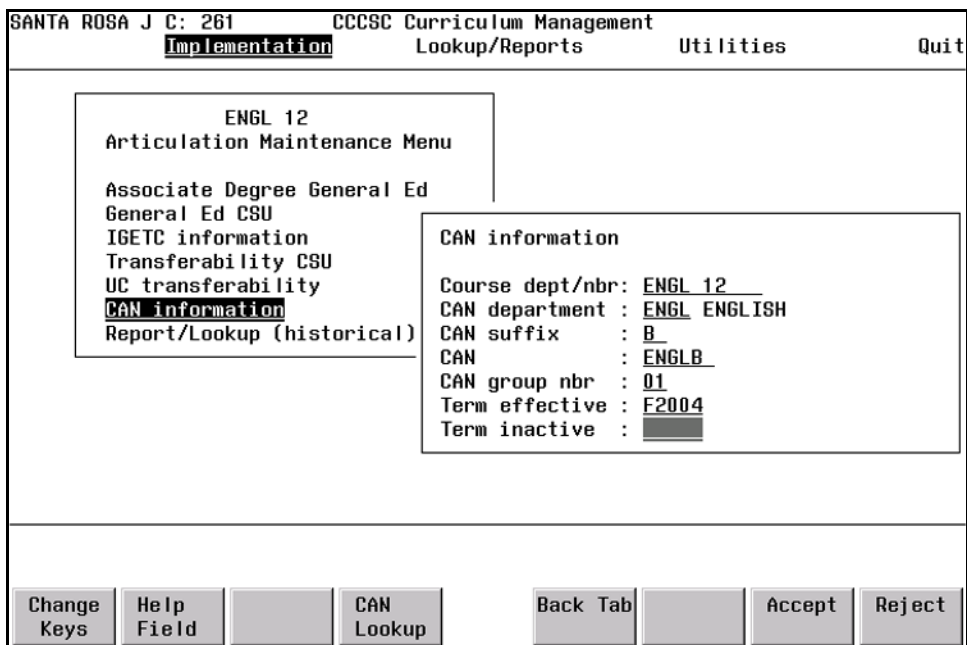


Figure 1.34 CAN Information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been added:

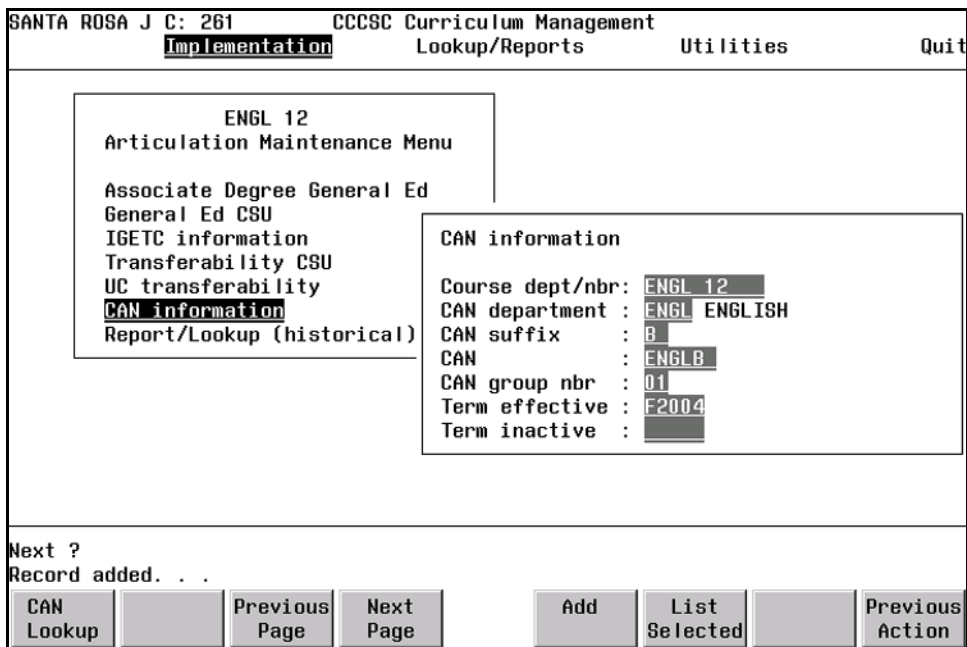


Figure 1.35 Record Added

If you want to add more CAN information for this course, use the <ADD> function key at the bottom of the screen. If you want to lookup CAN information, select the <CAN lookup> function key. Details on this can be found in the Articulation Lookup chapter.

To delete a record, press <CHANGE KEYS>, then the <DELETE> function key to remove the entry from the database. This option is not available right after adding a record.

If you want to delete a record that was just added, press <PREVIOUS ACTION>, select 'CAN information' from the Articulation Maintenance Menu, and select the record to be deleted. Press <CHANGE KEYS>, then the <DELETE> function key. Finally, press the <DELETE (YES)> function key to remove the entry from the database.

## **Articulation Maintenance Menu - Report / Lookup (historical)**

This menu branch is identical to the menu branch: Lookup / Reports > Articulation > Articulation history for a course. It is located on the Articulation Maintenance Menu again as a matter of convenience. To see this function covered, go to the Chapter 2: *Lookup: Articulation*.

## C. Adding Articulation

This area deserves emphasis as adding to existing articulation creates an articulation history.

This is best explained by illustration. For example, assume that for ENGL 1B the CSU-GE area 'C2' was approved Term Effective Fall 1981. Recently, the CSU sent information identifying that as of Fall 2004, ENGL 1B would also satisfy the GE requirement for area 'A2'.

Rather than modifying the existing record, which would in essence delete the articulation history from the database, the best choice is to add a new record. This new record would include both areas 'C2' and 'A2'.

### Step

### Illustration

1. Choose Implementation > Articulation. You can also type in 'IAR' and then press <ENTER> as a shortcut.

ROSA J C: 261 CCCSC Curricu  
**Implementation** Lookup  
 Articulation (IAR)

2. Key in the name of the course you want to work with.  
 In this example, we want to work with the course 'ENGL 1B'.  
 Press <ACCEPT> to process the data entry.

Course Dept/Nbr: ENGL 1B

<TAB> to the course version that you would like to work with until it is highlighted. In this example, we chose version '03':

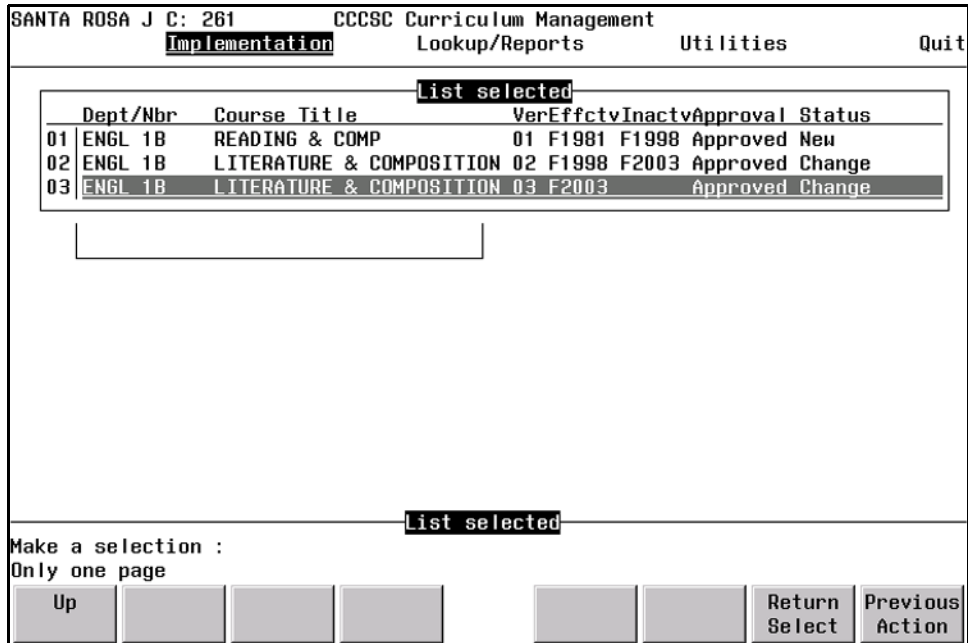


Figure 1.36 List Selected

Press the <ENTER> key on your keyboard to process this selection. Below is the screen that will be displayed, which displays the 'Articulation Maintenance Menu'. <TAB> to the menu item that you would like to work with until it is highlighted. In this example, we chose 'General Ed CSU':

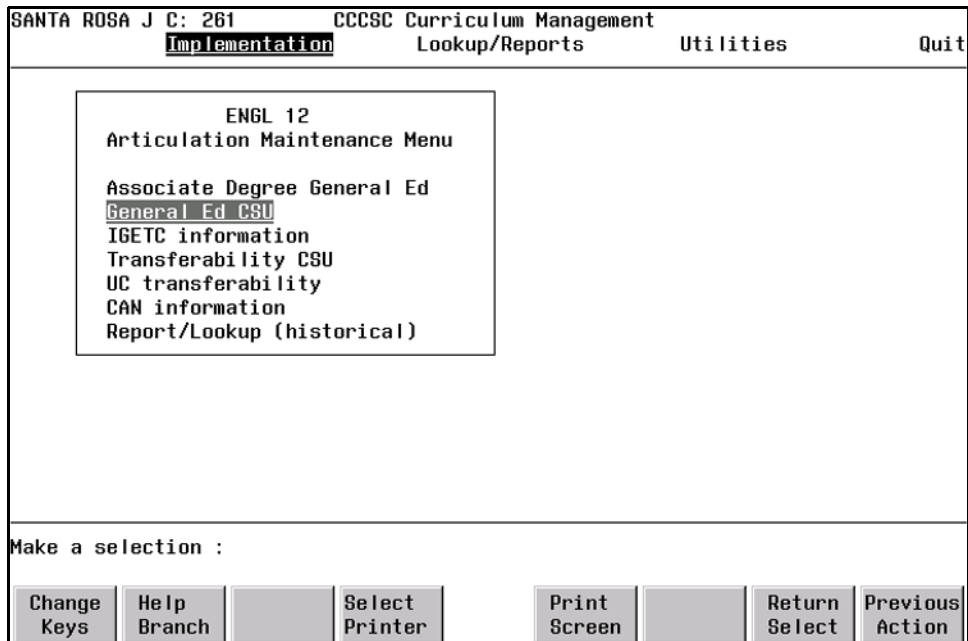


Figure 1.37 General Ed CSU

Below shows the General Ed CSU category that has been approved for ENGL 1B, effective Fall 1981. Note that the headings C1 through C6 indicate categories 1 through 6. That is, for Category 1 (C1), ENGL 1B has area 'C2' approved for transfer as of Fall 1981.

SANTA ROSA J C: 261											CCCSC Curriculum Management										
Implementation						Lookup/Reports					Utilities					Quit					
List selected																					
Dept/Nbr	Approval	C1	C2	C3	C4	C4	C5	C6	Effctv	Inactv											
01	ENGL 1B	Approved	C2						F1981												
Associate Degree General Ed						CSU General Ed information															
General Ed CSU						Course dept/nbr: _____															
IGETC information						CSU-GE(1) : _____															
Transferability CSU						CSU-GE(2) : _____															
UC transferability						CSU-GE(3) : _____															
CAN information						CSU-GE(4) : _____															
Report/Lookup (historical)						CSU-GE(5) : _____															
						CSU-GE(6) : _____															
						Approval status: _____															
						Term effective : _____															
						Term inactive : _____															
List selected																					
Make a selection :																					
Only one page																					
						Add					Previous Action										

Figure 1.38 List Selected - ENGL 1B

Instead of pressing the <ENTER> key on your keyboard to process the highlighted selection and work with the data, press the <ADD> function key. Remember in our example, ENGL 1B's CSU-GE area 'C2' was approved Term Effective Fall 1981. Recently, the CSU sent information identifying that as of Fall 2004, area 'A2' would also be satisfied. Therefore, we are choosing to go into add mode rather than modify mode.

After pressing the <ADD> function key, the CSU General Ed data entry box will appear. The name of the course has been filled in, along with a default articulation approval status of 'proposed'. Note that when adding new articulation information, the default mode is 'proposed' until you change it to 'approved'. Note also that the area values from the previous articulation record are brought in:

CSU General Ed information	
Course dept/nbr:	ENGL 1B
CSU-GE(1)	: C2 HUMANITIES
CSU-GE(2)	: —
CSU-GE(3)	: —
CSU-GE(4)	: —
CSU-GE(5)	: —
CSU-GE(6)	: —
Approval status:	P PROPOSED
Term effective	: —
Term inactive	: —

Figure 1.39 General Ed Information

Below you will see an explanation of the fields in *CSU General Ed Information*:

<b>Course dept/nbr</b>	Course discipline and number
<b>CSU-GE (1)-(6)</b>	Identify one or more CSU general ed areas
<b>Approval status</b>	Identifies if the CSU general ed areas are proposed or have been approved by the CSU. A=approved. P=proposed.
<b>Term effective</b>	The first term this course fulfills these CSU GE areas
<b>Term inactive</b>	The first term this course no longer fulfills these CSU GE areas

Starting with the field 'CSU-GE(2)', identify which CSU general ed area this course satisfies. You may use the <HELP FIELD> function to choose from the pick list:

SANTA ROSA J C: 261 CCCSC Curriculum Management  
 Implementation Lookup/Reports Utilities Quit

Values for Element CSU-TRANS-AREA

Value	Description
01 A1	ORAL COMMUNICATION
02 <b>A2</b>	<b>WRITTEN COMMUNICATN</b>
03 A3	CRITICAL THINKING
04 B1	PHYSICAL SCIENCE
05 B2	LIFE SCIENCE
06 B3	LABORATORY ACTIVITY
07 B4	MATH/QUANT REASONING
08 C	ARTS/HUMANITIES
09 C1	ARTS
10 C2	HUMANITIES
11 D	SOCIAL SCIENCE
12 D0	SOCIOLOGY/CRIMINOLOGY
13 D1	ANTHROPLGY/ARCHELOGY
14 D2	ECONOMICS
15 D3	ETHNIC STUDIES

General Ed information

L 12

arch criteria:

GE(6) : \_\_\_\_\_

oval status: P PROPOSED

effective : \_\_\_\_\_

inactive : \_\_\_\_\_

Values for Element CSU-TRANS-AREA

Make a selection :  
 First page

Up Down Next Page Return Select Previous Action

Figure 1.40 Selecting a CSU General Ed Area

Press the <TAB> key to highlight the value you want. We highlighted 'A2' for Written Communication, pressing the <ENTER> key on the keyboard to process the selection.

Notice the CSU General Ed area value has been added. Now <TAB> to the 'Term Effective' field and enter in 'F2004' to indicate Fall 2004 is the first term this course fulfills both of these CSU General Ed requirements:

CSU General Ed information

Course dept/nbr: ENGL 1B

CSU-GE(1) : C2 HUMANITIES

CSU-GE(2) : A2 WRITTEN COMMUNICATN

CSU-GE(3) : \_\_\_\_\_

CSU-GE(4) : \_\_\_\_\_

CSU-GE(5) : \_\_\_\_\_

CSU-GE(6) : \_\_\_\_\_

Approval status: P PROPOSED

Term effective : F2004

Term inactive : \_\_\_\_\_

Figure 1.41 CSU General Ed information

Press the <ACCEPT> function key to process this data entry. Notice that the fields are all highlighted. In addition, there is a message at the bottom left of the screen confirming the record has been added:

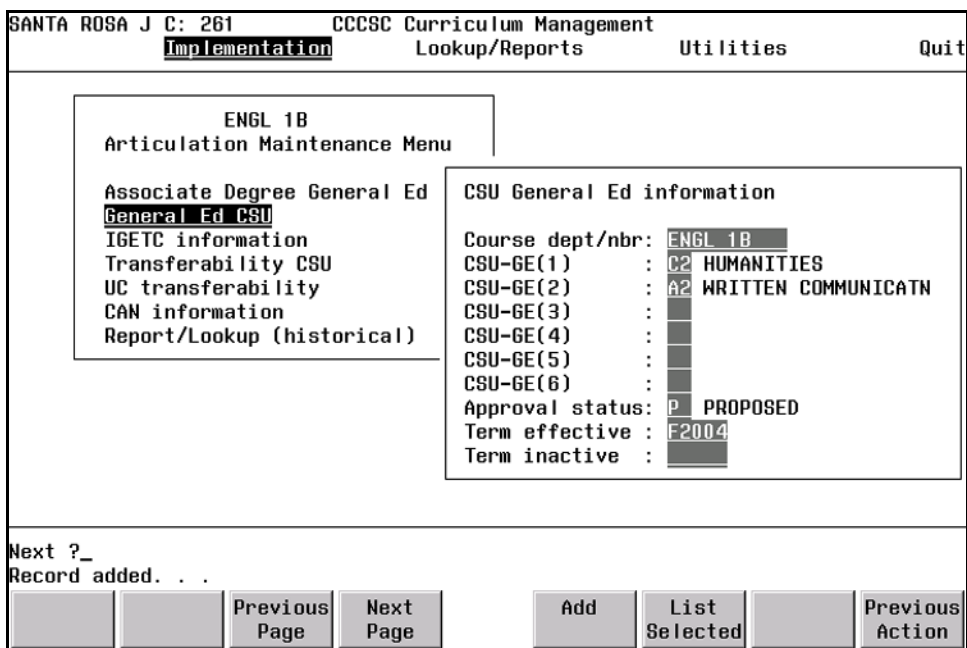


Figure 1.42 Record Added

To illustrate what the articulation history now looks like, press the <PREVIOUS ACTION> function key. Enter back in through the Articulation Maintenance Menu, selecting the 'General Ed CSU' branch:

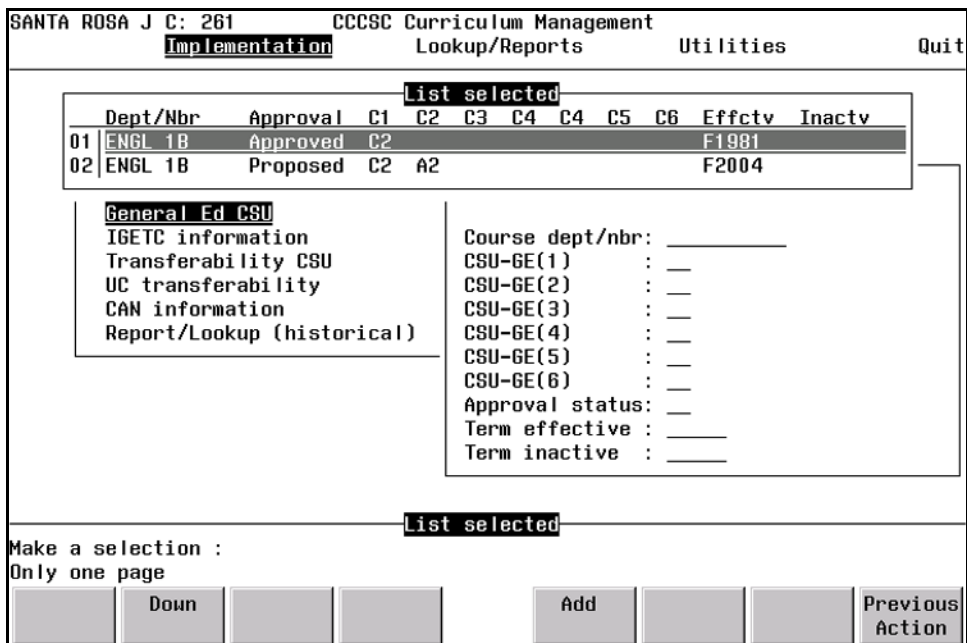


Figure 1.43 List Selected - ENGL 1B

Below is an illustration of what the articulation history now looks like after the proposed articulation is approved (this is done using the CSU General Ed data entry box, see Figure 1.39):

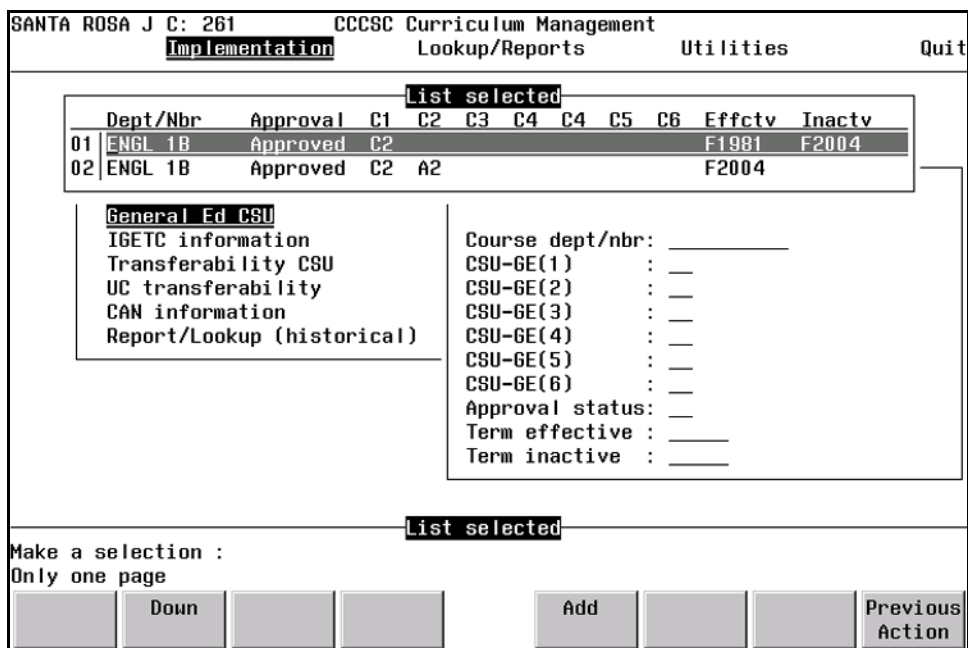


Figure 1.44 List Selected - ENGL 1B

Note how the articulation history has changed. Because ENGL 1B had an additional area approved as of Fall 2004, the software automatically inactivates the previous articulation that had an effective date of Fall 1981. The inactive date is the effective date of the newly approved articulation.