

# How to get your students college credit.



## Tech Prep

### Phase 1: Send Applications



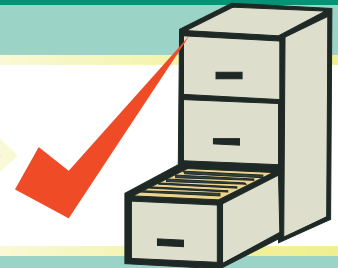
#### Students complete college application form

All applications must be filled out within the first two months of class. Applications must be complete and legible.



#### Mail applications to Tech Prep office

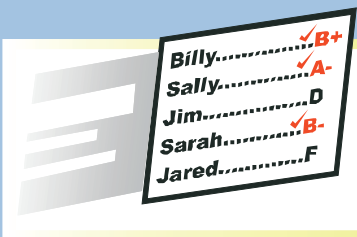
When sending applications, include the teacher's name, class name, and course number.



#### Applications are recorded at the Tech Prep office

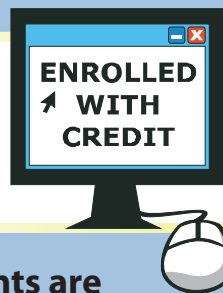
Applications are processed and held on file until the student finishes the articulated course.

### Phase 2: Send Grades



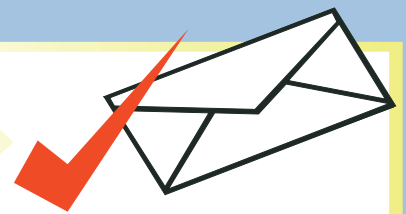
#### Send grade roster to Tech Prep office by June 30th

All students with an "A" or "B" will be eligible for college credit. Grade roster templates are available on the Tech Prep website.



#### Students are awarded credit & enrolled in Palomar College

Grade verification must be received before any credit can be awarded.



#### Congratulation letter is sent to student's home

Congratulation letter confirms college credit awarded and verifies college enrollment.

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[www.palomar.edu/techprep](http://www.palomar.edu/techprep)

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