

# Tech Prep

**Getting college credit for high school students through Tech Prep in 3 easy steps:**

## Step 1. Articulate Your Course



How do I articulate my high school course?

- Submit the Following to the Tech Prep Office:
  - o Completed Request to Articulate Form ([www.palomar.edu/techprep](http://www.palomar.edu/techprep))
  - o A course outline for your class
  - o A final exam or directions for a final

## Step 2. Schedule an Ambassador Visit



My Contract has been approved, what do I do now?

- E-mail ([techprep@palomar.edu](mailto:techprep@palomar.edu)) or call (760-744-1150 x2692) the Tech Prep Office with requested time(s) and date(s) for an Ambassador to visit your class
- Be sure to remind your students to bring their Social Security Numbers on the day of the scheduled

## Step 3. Submit Your Grades



I've had an Ambassador visit my class, what do I do now?

- At the end of the school year, submit the following:
  - o Signed Tech Prep Credit By Exam Form
  - o Tech Prep Student Grade Roster
  - o A copy of your high school class grade roster is required for both semesters for verification of student enrollment
- Mail your students grades to:
  - o Palomar College, Tech Prep Office  
1140 Mission Road San Marcos, CA 92069-1487