| **Task** | **Deadline** |
| --- | --- |
| **Spring Term – Palomar College Application** ***(2-3 Days to Process)*** | August 10 – May 15th |
| **Create CATEMA Account and Enroll in CATEMA Course** | June 1st |

# **ACE Student – Step 1: Apply to Palomar College**

### **STEP 1A: LOG INTO YOUR OPENCCC ACCOUNT**

**For New Users:**

* This step is required only once
* Create account through [CCCApply](https://account.cccmypath.org/auth/realms/OpenCCC/login-actions/registration?client_id=cccapply&tab_id=taDBFolWTqo)
* You will need to use a non-school email address, as their high school email will be deactivated after graduation

**For New Users:**

* Login to [CCCApply](https://account.cccmypath.org/auth/realms/OpenCCC/protocol/openid-connect/auth?client_id=cccapply&kc_locale=en&cccMisCode=061&redirect_uri=https://www.opencccapply.net/uPortal/openid_connect_login?cccMisCode=061%26nonCredit=false%26locale=en&locale=en&response_mode=fragment&response_type=code&scope=openid)

### **1B. COMPLETE THE PALOMAR COLLEGE APPLICATION:**

* Use the Step-by-Step Walkthrough of the Application available on the application page.
* Make sure to apply for the SPRING SEMESTER
* After completing the application, activate your Palomar student email through the MyPalomar student portal.
* Look for your Palomar Student ID number in your email within 24 to 72 hours after your application is complete.

**If You Do Not Receive Your ID Number:**

* Contact the Admissions Office at admissions@palomar.edu or (760) 744-1150, Ext. 2164 if you do not receive your ID number after 72 hours.

**ACE Student – Step 2: Enroll in CATEMA Course**

**2A. CREATE A CATEMA ACCOUNT:**

* If the student already has an existing CATEMA account then can directly sign in [here.](https://www.catema.com/acsys/login.php?sdb=palomar)
* After receiving their Palomar ID, students must create a CATEMA account.

**2B. SIGN IN AND ENROLL:**

* If the student already has an existing CATEMA account, they can sign in [here](https://www.palomar.edu/ace/ace-student-step-2-enroll-in-catema-course/).

**ACE Student – Step 3: Receiving Credit**

## **3A. RECEIVING CREDIT:**

* **Pass Both Semesters:** Achieve a grade of B or higher in both semesters of the high school course.
* **Pass Final Exam/Project:** Obtain a grade of B or higher on the final exam/project. This grade will be posted on the official transcript.
* **Transcript Notation:** The final exam grade will be displayed on the college transcript with a notation indicating Credit by Exam.
* **Grades Below B:** Students who receive a C or lower will not have anything posted on their transcript.

**After Completion of the Course:**

* **Post Grades on CATEMA:** Teachers will post final course and exam grades on CATEMA.
* **Enrollment and Transcripts:** Palomar College will enroll students and post official grades on transcripts. Credit is transcribed over the fall semester following course completion.
* **Requesting Transcripts:** Request transcripts to be sent to another institution. The first two transcript requests are free! This is typically done once a student is a graduating senior.
  + **No Need for Palomar Students:** If the student plans to attend Palomar College after graduation, there is no need to submit transcripts.

**Credit Transfer Information:**

* Depending on the course, credits may satisfy prerequisites or count toward certificates, Associate Degrees, and/or transfer to a four-year institution. The application of transfer credit, including credit by exam, is determined by each individual college or university.
* Most transferable articulated courses are recognized as lower-division elective credits. It is recommended that students consult with a counselor for detailed information on how their credits will transfer to a specific CSU or UC campus and major.

**Contact Information:**

**Email:** ctetransitions@palomar.edu

For questions or concerns, contact the CTE Articulation/Credit by Exam program: