



ORANGE COAST COLLEGE
Technical Advanced Placement (TAP)
Petition Form
(for ROP/High School Students)

Please refer to the reverse side of this form for instructions.

STUDENT INFORMATION:

_____	_____	_____	_____
<i>Last Name</i>	<i>First</i>	<i>MI</i>	<i>College Student ID Number</i>
_____			() _____
<i>Street Address</i>			<i>Telephone Number</i>
_____	_____	_____	_____
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<i>Birthdate:</i> _____		<i>College Email Address:</i> _____	
<i>Student Signature:</i> _____			<i>Date:</i> _____

NOTE: The high school “TAP Certificate of Course Completion” or official high school transcript must be attached to this form.

COLLEGE COURSE INFORMATION:

The course(s) below have been approved:

_____	_____	_____
<i>Course #/Name</i>	<i>Course Title</i>	<i>Units</i>
_____	_____	_____
<i>Course #/Name</i>	<i>Course Title</i>	<i>Units</i>
_____	_____	_____
<i>Course #/Name</i>	<i>Course Title</i>	<i>Units</i>
<i>APPROVAL SIGNATURE: Counselor or “TAP Coordinator”</i>		<i>Date</i>

Admissions, Records, and Enrollment Services—Data Processing:

Data input complete _____ *Transcript sent to student* _____
(initials/date) (initials/date)

(over)



ORANGE COAST COLLEGE

Technical Advanced Placement Process

(for ROP/High School Students)

1. *Student completes an articulated course at high school or ROP.
2. During the semester the student takes the articulated course, student applies online to OCC at www.cccapply.org
3. Student receives Certificate of Completion and articulation packet from instructor containing:
 - * Technical Advanced Placement (TAP) Petition for Credit form(s)
 - * Department Portfolio Approval form (if required)
4. Student must meet with an Orange Coast College Counselor and have his/her Petition for Credit signed off by the Counselor. Counselor sends a copy of the Petition and Certificate to the Career Services office.
5. Student presents copies of completed forms to Admissions and Records:
 - * Technical Advanced Placement (TAP) Petition(s) for Credit, signed off by Counselor
 - * Official high school transcript and a copy of Certificate of Completion signed by instructor & high school Principal or ROP Administrator
 - * Department Portfolio Approval (if required)
6. The Admissions office processes the Technical Advanced Placement (TAP) Petition(s) for Credit.
7. Student contacts Admissions and Records Office to have credit posted on the official transcript when student has completed at least 12 units with a minimum 2.0 GPA, with at least one course in the articulated pathway.

* For students to be concurrently enrolled in high school and college they must complete the OCC Early Start Petition.



Technical Advanced Placement Certificate of Completion

*This is to certify that the student named below has successfully completed a high school/ROP
Course that is articulated with a college of the Coast Community College District.*

Name of Student: _____ Student ID Number: _____

Name of School District/ROP: _____

HS/ROP Articulated Course: _____ Offered at: _____

Date High School/ROP Course Completed: _____

CCCD College: _____ College Course: _____

Based upon an Articulation Agreement between a college of the Coast Community College District and the above named District/ROP, it is recommended that the student be given credit at the above named college, in accordance with the terms of the official articulation agreement, for the course completed at the high school/ROP. The undersigned certify that the student has completed the above Articulated Course. Please note that articulation for this certificate will only be honored up to two (2) years from the date the high school/ROP class was completed. Most courses require "B" grade or better for articulation. Student must submit official high school/ROP transcript to college in order to receive college credit.

HS / ROP Instructor Signature Date