KELLOGG
COMMUNITY COLLEGE

**REQUEST FOR AN ARTICULATED
TECHNICAL EDUCATION COURSE**

Office of the Registrar
450 North Avenue • Battle Creek, MI 49017-3397
(269) 965-4129 • www.kellogg.edu/registrar

INSTRUCTIONS
To articulate a technical education course to Kellogg Community College, complete this form and a KCC Application for Admission and send them with your high school transcript showing the final grade for the course(s) to your instructor(s).

NAME and ADDRESS

First   Middle Initial   Last

Street

City   State   Zip Code

Articulation is from: CAREER AND TECHNICAL EDUCATION CENTER NAME

KCC ID or SOCIAL SECURITY NUMBER

DATE OF BIRTH

TELEPHONE NUMBER

DATE OF HIGH SCHOOL GRADUATION

STUDENT ENDORSEMENT
I understand that the modules entered below will become a part of my Kellogg Community College academic record once I have successfully completed one semester at KCC. I further understand that grades of "W," "I," and Audit are not considered successful completion. Acceptance of this course work at other institutions is solely decided by those institutions.

Signature   Date

FOR OFFICE USE ONLY

Articulated course information entered on KCC transcript by:

Name   Date

☐ Application on File   ☐ KCC Semester Successfully Completed

Routing: Student ⟶ Instructor ⟶ Counselor ⟶ KCC Registrar's office

INSTRUCTOR'S INSTRUCTIONS
Upon the student's completion of the program:
· The instructor should check the box for each RMTC module which the student has mastered.
· Have the student complete the top portion of the request form, and forward the form to the technical education counselor.
· The counselor must attach a copy of the student's transcript showing the final degree(s) for the program.
· The counselor will have the student complete an Application for Admission (to KCC).
· The counselor will attach the student's transcripts and completed application to the articulation request form and
  forward the package to the Registrar's office at Kellogg Community College.

See attached for list of modules to articulate:
☐ Electricity and Electronics
☐ Heating, Ventilation, Air Conditioning and Refrigeration
☐ Machine Tool
☐ Robotics
☐ Welding

Instructor's Signature   Date