



## Chesapeake College Upper Shore Career Connections

Dear High School Student:

Chesapeake College has CTE (Career & Technology Education) Program articulation agreements with each public school system in its service region. This program provides a seamless transition from high school to college, allowing students to earn free college credits for high school courses through the articulation process! Complete this form with your Counselor and bring your copy of this form with you on the day you plan to register for college classes.

I have previously submitted my application for admission to Chesapeake College.

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

High School Attended: \_\_\_\_\_ Graduation Mo/Year: \_\_\_\_\_

Name of completed CTE Program: \_\_\_\_\_

(Please refer to your school's articulation agreement with Chesapeake College for the college major/code.)

Major you plan to pursue at Chesapeake College: \_\_\_\_\_ Code: \_\_\_\_\_

(Refer to your school's articulation agreement with Chesapeake College for the correct major and code.)

(Please read and sign.) I, \_\_\_\_\_, request my official high school transcript be sent to Chesapeake College, Office of Admissions, to verify I have met the CTE Program requirements.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature (required if student under 18) Date

**EACH STUDENT MUST HAVE THE COUNSELOR COMPLETE THE FOLLOWING:**  
 Student is a CTE Program Completer YES NO Month/Year Completed: \_\_\_\_\_  
 I recommend the aforementioned student for articulated college credit. I have verified that the student has completed the high school sequence of courses with a grade of "B" or better.

\_\_\_\_\_  
Print Name Print Title

\_\_\_\_\_  
Signature Date

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- High School Counselor: Please do the following:**
- 1.) Make a copy of this form and provide it to the student. Make a copy for your records.
  - 2.) **Inform student that he/she MUST bring a copy of this form to the college on the registration day.**
  - 3.) Counselors please send a list of all participating CTE students each semester to Jeanine Gallagher via Email or Fax: [jgallagher@chesapeake.edu](mailto:jgallagher@chesapeake.edu) or Fax: 410-827-5878.
  - 4.) Send the student's official high school transcript to the "Office of Admissions" once final grades are posted. *Evaluations may take up to two weeks after receiving transcript. College credit for high school CTE courses will be posted to the college transcript after the student completes the college program gateway course with a grade of "C" or better.*