



## **Mid-State Technical College Transcripted Credit Contract Responsibilities**

This is a summary of the process followed by the Mid-State Technical College (MSTC) in preparing transcripted credit agreements. The departments involved in planning, implementing and reporting on transcripted credit agreements are:

1. High School Relations Office
2. Academic Departments (Associate Deans/Deans)
3. High School STW Coordinators (at individual school districts)
4. Academic Affairs (Vice President of Academic Affairs)
5. Registrar (Student Records Manager)
6. Business Office
7. Certification Office (Human Resources)

The duties of each unit are:

1. High School Relations Office
  - Processes Transcripted Credit MOU.
  - Coordinates development of agreements with Associate Deans /Deans.
  - Provides articulation and contract specifics to Deans.
  - Processes completed agreements for MSTC and School District signatures.
  - Receives MSTC course registration forms from school districts and submits them to Student Records Manager.
  - Sends course roster to high school teachers.
  - Confirms actual course enrollments with Student Records Manager.
  - Forwards to school district final rosters with technical college grades.
  - Approves school district financial reimbursement report.
2. Academic Divisions
  - Determines if high school will articulate transcripted credit or advanced standing courses.
  - Provides MSTC oversight of high school program.
3. High Schools
  - Requests the transcripted credit course.
  - Assigns high school teacher to teach the transcripted credit course.
  - Has students complete MSTC course registration forms and forwards them to MSTC.
  - Teaches the course and assign grades.
  - Submit grades to MSTC High School Relations office.

#### 4. Business Office

- Prepares 38.14 contract/articulation agreements.
- Enters contract data into MSTC contract reporting system.
- Confirms actual enrollments and process contract billing instructions.
- Coordinates year-end contract reporting to WTCS office.
- Submits contract bills to school districts.
- Receives payment and post contract revenue (4601).
- Issues reimbursements to school districts for teacher cost.

#### 5. Academic Affairs

- Vice President approves all contract/articulation agreements.

#### 6. Student Records Manager

- Registers students.
- Issues course rosters.
- Issues final course grades (WEB only) to students.
- Issues transcripts (on request).
- Reviews FTE, student registration coding for WTCS reporting consistency.

#### 7. Human Resources

- Evaluates high school teacher credentials to determine if high school teacher meets certification requirements.
- Processes high school teacher certification to WTCS for approval.
- Informs high school teacher of certification approval.