

Process for an Area Technology Center Student to Earn College Credit via Articulation Agreement between SCC and the Area Technical Centers.

1. Student enrolls at Somerset Community College and completes at least 3 credit hours and designates the field and academic credential he/she is seeking.
2. Student requests an official Area Technology Center transcript to be mailed to Somerset Community College Registrar's Office – Paula Guffey, 808 Monticello Street; Somerset, KY 42501.
3. Student completes the Articulated Credit Form and turns it into the Registrar's Office.
4. Registrar reviews the transcript and attaches it to the Articulated Credit Form and submits it to the Academic Dean's Office.
5. (a.) Academic Dean's Office reviews credentials of instructor(s) and returns the form to the Registrar's Office.
(b.) Registrar notifies the student of their articulation status.
6. The Registrar adds the articulated credit earned by the student to the student's transcript.