



APPLICATION PROCESS FOR ARTICULATED ADVANCED PLACEMENT CREDIT 2006-2007

STEP 1: MAKE APPLICATION TO FERRIS STATE UNIVERSITY

The first step in applying for articulated advanced placement credit is that the student makes application for admission to Ferris State University. This should be done in the fall of the student's senior year, August through December. Make sure that the student completes the section on the admissions application that asks for the name of the career center, high school career program, or consortium s/he is attending. Students may go to the Ferris online admissions webpage and apply for *free* at:

<http://www.ferris.edu/admissions/application/>

STEP 2: COMPLETE ALL REQUIRED ASSESSMENTS

The second step in applying for articulated advanced placement credit is the scheduling and completion of assessments, portfolio reviews, etc. that are required for the credit(s) the senior will be attempting to articulate. This process begins shortly after the beginning of the winter semester, mid-January, and should be completed by April, in most instances.

To determine what kind of assessment is required for the credit(s) the student will be attempting to articulate, please refer to the Articulation Handbook. If a hardcopy of the Handbook is not available to you, you can access it on the Articulation website at:

<http://www.ferris.edu/htmls/administration/academicaffairs/articulation>

If the assessment is noted as "NOCTI," then you are expected to contact NOCTI to schedule the exam; if the assessment is noted as "Articulation Assessment," then you are expected to contact the Ferris department chair of the college offering the credit(s) to schedule an exam time and place. If the assessment indicates "Portfolio Review," you are to contact the Ferris department of the college offering the credit(s) and schedule a time and place for the review to take place. If the assessment indicates "No Assessment" and the "Required Score" indicates "B" this means that the student must complete the career center program with a "B" grade and is, therefore, not required to take an assessment. For your reference, the Articulation Handbook has a complete listing of all the colleges and their department personnel to help you in scheduling Articulation Assessments and Portfolio Reviews.

STEP 3: MAKE APPLICATION FOR ARTICULATED CREDITS

The third and final step in making application for articulated credits is the actual act of filling out the application form and applying for the articulated credits. This form is called the Application-Verification Form (A/V Form) and it is in the Articulation Handbook and can be copied. Again, if you do not have access to the handbook, the A/V form can be downloaded from the Articulation website at the link noted above. Please note that when filling out the A/V form, it must be filled out completely with signatures, assessments must be attached to verify scores, and articulated credits must be identified on the second page in order for the form to be processed. This form and accompanying materials must be received in the Articulation Office by May 15th.