

CAREER CENTER COURSE CREDIT APPLICATION

Name: _____ Date: _____

Complete the following about the career and technical program you completed:

1. Which level of program did you complete? Adult Program High School Program
2. If it was a high school program, which high school did you attend?

3. Please indicate the starting and ending month and year of the program.
Start Date _____ End Date _____

4. Which career center provided the career and technical program?
 South Central Career Center (SCCC) Ozark Mountain Technical Center (OMTC)
5. Select the Missouri State University-West Plains (MSU-WP) course that corresponds with the program you completed:

South Central Career Center (SCCC)

- Automotive Body and Collision Repair
(900 clock hour = 24 credit hours)
- Automotive Mechanics Technology
(900 clock hour = 24 credit hours)
- Carpentry
(900 clock hour = 24 credit hours)
- Commercial and Advertising Arts
(900 clock hour = 24 credit hours)
- Culinary Arts
(900 clock hour = 24 credit hours)
- Welding Technology
(900 clock hour = 24 credit hours)

Ozark Mountain Technical Center (OMTC)

- Auto Body Repair
(1050 clock hour = 24 credit hours)
- Auto Mechanics
(1050 clock hour = 24 credit hours)
- Carpentry
(1050 clock hour = 24 credit hours)
- Computer Installer and Repair
(1050 clock hour = 24 credit hours)
- Culinary Arts
(1050 clock hour = 24 credit hours)
- Welding Technology
(1050 clock hour = 24 credit hours)
- Agriculture Business & Management
(700 clock hour = 18 credit hours)
- Agriculture Mechanics & Technology
(700 clock hour = 18 credit hours)
- Animal Science Systems
(700 clock hour = 18 credit hours)
- Plant Science / Horticulture Systems
(700 clock hour = 18 credit hours)

In order to process this application, the student must be currently enrolled at Missouri State University-West Plains and have successfully completed 12 credit hours at Missouri State University-West Plains.

The transferability of these courses to other institutions must be confirmed as these courses may not be accepted by other institutions.

Student Signature: _____ Date: _____

Received by the office of registration & records: _____ Date: _____

Comments: _____

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1. Credit for coursework completed at career centers will be awarded if
 - a. A formal articulation agreement exists between Missouri State University-West Plains and the career center.
 - b. The career center is state accredited.
2. Only 700-1050 clock-hour programs will be considered for credit. These programs are typically completed in one year for adult programs and two years for high school programs.
3. Students must attain a 'C' grade or better in the applicable course work to receive credit.
4. Up to 24 credit-hours may be awarded from a career center.
5. Credit for this course will be transcribed upon completion of 12 credit-hours of coursework at Missouri State University-West Plains.
6. The career center programs will appear on the Missouri State University-West Plains as one **24 credit-hour FCA 160** course (900-1050 clock-hour culinary arts program), one **24 credit-hour TEC 120** course (900-1050 clock-hour technical programs) or one **18 credit-hour AGR 150** course (700 clock-hour agriculture programs.)
7. A 'P' (passing) letter grade will be assigned for these courses on the student's transcript.
8. The student must complete the Career Center Course Credit Application, located at <https://experts.missouristate.edu/display/WP16/Registration+and+Records> or in the office of registration and records.
9. The completed form must be submitted to the Missouri State University-West Plains office of registration and records.
10. Confirmation of the course information will be made from the student's high school transcript.
11. Credit for the approved course(s) will be included on the student's Missouri State University-West Plains transcript.
12. The transferability of these courses must be confirmed because they may not be accepted for credit at other institutions.
13. The student will be notified via University email when credit has been awarded.
14. The credit-hours awarded for career center programs may be applied toward the following degrees:
 - a. TEC 120 - Associate of Applied Science (AAS) in Technology – General Technology Option: 24 credit-hours.
 - b. FCA 160 – Associate of Applied Science (AAS) in Entrepreneurship – Culinary Arts Option: 24 credit-hours.
 - c. AGR 150 – Associate of Applied Science (AAS) in General Agriculture: 18 credit-hours.
 - d. A portion of the 18-24 credit-hours may be applied toward electives in other programs, depending on the program.
15. For more information, contact the office of registration and records at [\(417\) 255-7979](tel:4172557979).