



ORANGE COAST COLLEGE

Procedure for Obtaining Technical Advanced Placement (TAP) Credit for Articulated HSD/ROP Course

1. Earn a grade of “A” or “B” in an articulated CE course at your high school/ROP.
2. Obtain your official high school transcript showing the title and course number of your articulated CE class(es).
3. Apply to OCC using the online enrollment application as follows:
 - Go to the college website at www.orangecoastcollege.edu.
 - Click on the "Apply" tab at the top right of the home page.
 - Choose your starting point and click on it, then scroll down and click step 1: Apply Online to OCC and click on the “Apply Now” button.
 - Fill out and submit an application.
 - If you need assistance, please call the Answer Center @ 714-432-5072.
 - Allow two to five business days to receive an email of admission.
4. Upon receipt of your notice of admission, call the OCC counseling office at 714-432-5078 to schedule an appointment with a counselor. NOTE: The counseling office is located on the third floor of Watson Hall located off of Pirate Way and Fairview Road.
5. Present your official high school transcript to the OCC counselor at your appointment and request that the counselor sign your TAP Petition on the reverse side of this form.
6. Present the signed TAP petition form and your official high school transcript to the Graduation Office, which is on the first floor of Watson Hall.
NOTE: You may need to complete a Prerequisite Clearance Form before you can enroll in certain classes. If your ROP class satisfies a prerequisite for an OCC class, then you need to complete the online Prerequisite Clearance Form. For example, before enrolling in FSM A190, you need to complete the online Prerequisite Clearance Form showing completion of FSM A160, the prerequisite for FSM A190.
<https://occssp.formstack.com/forms/clearancerequest>
7. The Graduation Office will process your TAP petition and post credit(s) for your articulated courses on your OCC transcript when you are enrolled as an OCC student.

For questions or assistance regarding the processing of TAP credits for CE classes, please call the Office of Career Education at 714-432-5582.