



TO: Chief Instructional Officers
Chief Student Services Officers
Chief Information Systems Officers
Chief Business Officers
Academic Senate Presidents

FROM: John Stankas, Vice Chancellor, Academic Affairs, Equitable Student Learning, Experience, and Impact Office

RE: Common Course Numbering Implementation Allocations

This memorandum provides background information, spending guidelines, and reporting requirements for the adoption of the Common Course Numbering (CCN) system. Each college will receive \$913,043 through the 2024-2025 Apportionment as part of a one-time \$105 million appropriation.

Background

Coordination among California's postsecondary institutions is vital to minimizing duplication of course work for students and ensuring effective and efficient progress toward their educational goals. The CCN system is a statewide numbering system independent from the course numbers assigned by individual California community colleges. A California community college course with a CCN number foundationally shares the identical course title, description, objectives/outcomes, content, prerequisites, corequisites, enrollment limitation, and minimum number of units as those of other California community college CCN courses with the same course subject/prefix and number. A CCN system is central to facilitating this articulation and seamless integration of California's postsecondary institutions ([Education Code Section 66725](#)).

Early legislative efforts recognized the importance of CCN but were not deemed cost effective (SB 851, 1983 and SB 450, 1995). Concurrently, implementation efforts by public institutions suffered from lack of funding and intersegmental coordination. Recent legislative updates to CCN statute and an infusion of funds for community college implementation provided an opportunity to align statewide efforts.

[Assembly Bill 1111](#) (Berman, 2021) added [section 66725.5](#) to existing CCN statute to require each community college to a) adopt a student-facing CCN system for all general education requirement

courses and transfer pathway courses, and b) incorporate common course numbers into its course catalog. Concurrently, [Assembly Bill 183 \(Higher Education Trailer Bill, 2021-2022\)](#) provided a one-time allocation of funds to support colleges with this implementation.

To advance this work, the Chancellor's Office formed the intersegmental CCN Task Force to make recommendations for a systemwide plan and a framework for implementation (see memorandum [ESLEI 24-22 Common Course Number Update, April 15, 2024](#)). The CCN Task Force's 2023 Report proposes a phased approach to meet CCN mandates. The CCN Council, which includes both a Development Workgroup and a Technical Workgroup, refined the stages.

- [Phase I – 2024-2025](#). Faculty will work in collaboration with intersegmental leadership teams to develop the following CCN Templates that colleges will implement by Fall 2025:
 - ENGL C1000 | Academic Reading and Writing
 - ENGL C1001 | Critical Thinking and Writing
 - COMM C1000 | Introduction to Public Speaking
 - STAT C1000 | Introduction to Statistics
 - POLS C1000 | American Government and Politics
 - PSYC C1000 | Introduction to Psychology
- [Phase II – 2024-2025](#). Identify and publish a second cluster of courses. Evaluate and refine the development process and templates. Test technology-based implementations. Validate intersegmental collaboration.
- [Phase III – 2026-2027](#). Implement potential technology solutions and present the remaining transfer courses.

Funding Allocation and Spending Guidelines

From the one-time appropriation of \$105 million, the 115 colleges will receive equal allocations of \$913,043 (see Appendix A for the list of colleges receiving an allocation). Funds will be disbursed in the Apportionment process in Fall 2024 and paid according to the Chancellor's Office standard [Apportionment Payment Schedule](#).

Colleges must spend their funds to implement the provisions in the CCN statute (Education Code sections [66725-66725.5](#)) and the [Higher Trailer Education Bill of 2021-22](#). Funds allocated may be used for, but are not limited to:

- Aligning existing course curricula to the CCN system.
- Updating course catalogs and other digital course registries.

- Supporting faculty costs associated with course differentiation and curriculum approval.
- Campus communication efforts to inform students of revised course numbers and curricula.
- Other activities that advance the implementation and adoption of CCN.

Activities may include, but are not limited to:

- Supporting classified staff or augmenting staff for CCN implementation.
- Making required technological additions, modifications, and/or updates.
- Collaborating and coordinating campus implementation teams.

By implementing a CCN system, colleges must ensure that if a schedule of classes or catalog lists a course with a CCN designation, students can expect that the course is accepted universally across all California community colleges. That is, a course such as POLS C1000 (American Government and Politics) will be recognized as equivalent to POLS C1000 at any other California community college and will fulfill the same requirements for certificates, degrees, and local general education patterns. Essentially, the CCN designation ensures that courses with the same number are comparable across the state's community colleges. However, students should confirm with their college how each course will be accepted at a particular four-year college or university for transfer credit.

Required Reporting

In addition to standard term reporting to the Chancellor's Office Management Information System, colleges must provide annual updates on their CCN expenditures and progress toward implementing a CCN system. Annual reports are due to the Chancellor's Office by June 1, 2025, June 1, 2026, and June 1, 2027. The report will include, but is not limited to:

- How funds were used for each of the allowable purposes.
- The amount of the expenditures.
- Barriers to completion.
- Confirmation that each course with a CCN designation meets the CCN template requirements, thereby ensuring comparability to courses across all California community colleges.

A unique link to the CCN Annual Report will be sent to each college's Chief Instructional Officer or Vice President of Instruction. Additional instructions for reporting will be posted to the [Common Course Numbering website](#).

Common Course Numbering Implementation Allocations

September 23, 2024

The Chancellor's Office is committed to supporting the colleges in their implementation of this updated policy and will provide additional guidance and technical assistance as needed. If you have any questions, please send them directly to Transfer@CCCCO.edu.

cc: Erin Larson, Dean, Educational Services and Support
All Chancellor's Office Staff

Appendix A: Common Course Number Allocations by College

The Higher Education Trailer Bill 2021-2022 appropriated \$105 million in one-time funds for ensuring the implementation of a CCN system pursuant to Education Code 66725-66725.5. Each community college will incorporate common course numbers for all transferable and general education courses into its course catalog and ensure that the CCN system is student-facing.

College	Allocation
Allan Hancock College	\$913,043
American River College	\$913,043
Antelope Valley College	\$913,043
Bakersfield College	\$913,043
Barstow College	\$913,043
Berkeley City College	\$913,043
Butte College	\$913,043
Cabrillo College	\$913,043
Canada College	\$913,043
Cero Coso Community College	\$913,043
Cerritos College	\$913,043
Chabot College	\$913,043
Chaffey College	\$913,043
Citrus College	\$913,043
City College of San Francisco	\$913,043
Clovis Community College	\$913,043
Coastline College	\$913,043
College of Alameda	\$913,043
College of Marin	\$913,043
College of San Mateo	\$913,043

Common Course Numbering Implementation Allocations
September 23, 2024

College of the Canyons	\$913,043
College of the Desert	\$913,043
College of the Redwoods	\$913,043
College of the Sequoias	\$913,043
College of the Siskiyou	\$913,043
Columbia College	\$913,043
Compton College	\$913,043
Consumnes River College	\$913,043
Contra Costa College	\$913,043
Copper Mountain College	\$913,043
Crafton Hills College	\$913,043
Cuesta College	\$913,043
Cuyamaca College	\$913,043
Cypress College	\$913,043
De Anza College	\$913,043
Diablo Valley College	\$913,043
East LA College	\$913,043
El Camino College	\$913,043
Evergreen Valley College	\$913,043
Feather River College	\$913,043
Folsom Lake College	\$913,043
Foothill College	\$913,043
Fresno City College	\$913,043
Fullerton College	\$913,043

Common Course Numbering Implementation Allocations
September 23, 2024

Gavilan College	\$913,043
Glendale Community College	\$913,043
Golden West College	\$913,043
Grossmont College	\$913,043
Hartnell College	\$913,043
Imperial Valley College	\$913,043
Irvine Valley College	\$913,043
LA City College	\$913,043
LA Harbor College	\$913,043
LA Mission College	\$913,043
LA Pierce College	\$913,043
LA Southwest College	\$913,043
LA Trade-Tech College	\$913,043
LA Valley College	\$913,043
Lake Tahoe Community College	\$913,043
Laney College	\$913,043
Las Positas College	\$913,043
Lassen College	\$913,043
Long Beach City College	\$913,043
Los Medanos College	\$913,043
Madera College	\$913,043
Mendocino College	\$913,043
Merced College	\$913,043
Merritt College	\$913,043

Common Course Numbering Implementation Allocations
September 23, 2024

MiraCosta College	\$913,043
Mission College	\$913,043
Modesto Junior College	\$913,043
Monterey Peninsula College	\$913,043
Moorpark College	\$913,043
Moreno Valley College	\$913,043
Mt. San Antonio College	\$913,043
Mt. San Jacinto College	\$913,043
Napa Valley College	\$913,043
Norco College	\$913,043
Ohlone College	\$913,043
Orange Coast College	\$913,043
Oxnard College	\$913,043
Palo Verde College	\$913,043
Palomar College	\$913,043
Pasadena City College	\$913,043
Porterville College	\$913,043
Reedley College	\$913,043
Rio Hondo College	\$913,043
Riverside City College	\$913,043
Sacramento City College	\$913,043
Saddleback College	\$913,043
San Bernardino Valley College	\$913,043
San Diego City College	\$913,043

Common Course Numbering Implementation Allocations
September 23, 2024

San Diego Mesa College	\$913,043
San Diego Miramar College	\$913,043
San Joaquin Delta College	\$913,043
San Jose City College	\$913,043
Santa Ana College	\$913,043
Santa Barbara City College	\$913,043
Santa Monica College	\$913,043
Santa Rosa Junior College	\$913,043
Santiago Canyon College	\$913,043
Shasta College	\$913,043
Sierra College	\$913,043
Skyline College	\$913,043
Solano Community College	\$913,043
Southwestern College	\$913,043
Taft College	\$913,043
Ventura College	\$913,043
Victor Valley College	\$913,043
West Hills College Coalinga	\$913,043
West Hills College Lemoore	\$913,043
West LA College	\$913,043
West Valley College	\$913,043
Woodland Community College	\$913,043
Yuba College	\$913,043