



November 18, 2024

Common Course Numbering Submissions into the Chancellor's Office Curriculum Inventory (COCI) System Instructions

Common Course Numbering COCI v4.2

On Tuesday, November 19th at 3:00 PM, COCI will be updated to add the functionality needed for colleges to adopt common course numbers. Common course numbering functionality will be released over three phases. This phase 1 release focuses on colleges being able to adopt common course numbers by modifying existing credit courses that already have a course control number (CB00) assigned. This update specifically includes:

- Course designation as *Traditional* or *Common*
- Menu to select common course from a list of all CCN templates published to the CCCCO website.
- Confirmation screen displaying all **Part 1 identical and required** content that will be added to the course as read only fields.
- Optional document upload field to attach the optional, supplemental **Part 2** fields.
- Common course number search options added to the public and logged in course reports and common course numbers added to the data export.

COCI Workflow

College Submitters will need to take the following steps in COCI for each course:

1. Log in to COCI.
2. Navigate to the **All-Courses** page.
3. Apply search criteria needed to locate the course.
4. Once the course is identified in the results table, select either **Edit** or **Edit working Copy** in the **Action** column.
5. On the **Attributes** tab, click on the drop down for the **Course Type** field and change the selection from **Traditional** to **Common**.



6. On the **Attributes** tab, click on the drop down for the **Common Course Number** field and make a selection.
 - a. NOTE: the **Common Course Number** field is not editable until the **Course Type** field has been set to **Common**.
 7. Review the field-level changes that will be made to the course as part of adopting the common course and click either **Confirm** or **Cancel**.
 - a. NOTE: If the course fails to meet the **Minimum Unit Value** established for the common course selected the user will see a validation error on the **Common Course Number** field and the selection for this field will be reset to null.
 - b. NOTE: clicking **Cancel** will return the user to the **Attributes** tab with the **Course Type** field reset to **Traditional** and the **Common Course Number** disabled.
 - c. NOTE: clicking **Confirm** will return the user to the **Attributes** tab.
 8. Optional: Go to the **Summary** tab, scroll to the bottom of the tab and click **Browse** on the **Common Course Numbering - Optional Supplemental** to upload the template updated from the **COCI Dashboard**.
 9. On the **Summary** tab input, a future date in the **COR Effective Start Date** field.
 10. On the **Summary** tab input, a date in the **District Governing Board Approval** field
 - a. NOTE: the date in the **District Governing Board Approval** field must be *prior* to the date entered in the **COR Effective Start Date** field or a validation error will be triggered.
 11. From any tab, click **Submit Course** and review any field changes in addition to the fields modified when the specific common course number was selected and click either **Return to Working Copy** or **Submit Course**.
 12. Update the course status from **Approved** to **Active** in accordance with local policy.
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Common Course Numbers, Part 2 fields and the Course Outline of Record

For the purpose of this phase 1 release, COCI assumes the course outline of record has been updated in the local curriculum management system to reflect the adoption of



the **Part 1: Identical and Required** content and the **Part 2: Optional College** content.

Colleges *are not required* to evidence this in the COCI Course Form for phase 1, but if they would like to, the options to demonstrate the adoption of **Part 2: Optional College** content are:

1. Upload the **CCN Supplemental Fields Workbook**
2. Update the **Course Outline of Record**

Users that elect the first option when modifying their courses as part of this phase 1 implementation will have the **Part 2: Optional College** content populated in the corresponding fields with no further action required as part of the phase 2 release currently scheduled for March 2025.

Users that elect the second option or who chose to take no action with this phase 1 release will be required to populate the **Part 2: Optional College** fields manually in phase 2. A deadline for compliance has not been set, but colleges should expect to see one established as we get closer to the phase 2 release in March of 2025.

Common Course Numbering Phase 2 - March 2025

The second phase release will add support for:

- Common Courses to be created as new courses.
- Initiating sub changes as part of adopting a common course
- Option to select which version of the course is displayed when the common course COR effective date is in the future and the current, non-common course version is in Active status.
- Additional required fields on the course form for both traditional and common courses that replace the document upload Course Outline of Record

Fall 2024 Drop In Support (no registration required)

Access Link: <https://us06web.zoom.us/j/81406025577>



California
Community
Colleges

RAUL ARAMBULA

Dean

Office of Equitable Student Learning, Experience and Impact
Educational Services and Support

Day of Week	Date	Time
Wednesday	11/20	9:00 - 9:30
Thursday	11/21	1:00 - 1:30
Friday	11/22	9:00 - 9:30
Monday	11/25	9:00 - 9:30
Tuesday	11/26	9:00 - 9:30
Wednesday	11/27	9:00 - 9:30
Monday	12/02	9:00 - 9:30
Tuesday	12/03	9:00 - 9:30
Wednesday	12/04	9:00 - 9:30

Chancellor's Office

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