



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

FROM: Dr. John Stankas, Vice Chancellor of Academic Affairs
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RE: Curricular Guidance and Information for Common Course Numbering (CCN) System Implementation (Phase I)

This memorandum provides an update on the implementation of the Common Course Numbering (CCN) system, CCN Templates and Phase I courses, curricular implications, current articulation, and guidance for local colleges.

Background

The vision of CCN is to achieve intra- and intersegmental consistency for articulating commonly numbered courses within the California Community Colleges and between the University of California (UC), California State University (CSU), and the Association of Independent California Colleges and Universities (AICCU), while preserving institutional and faculty autonomy. [Assembly Bill 1111 \(Berman, 2021\)](#) amended statute to require adoption of a student-facing CCN system for all general education and transfer pathway courses, and each community college campus incorporate common course numbers into its course catalog (see [Education Code section 66725.5](#)). The CCN system will establish a structure that maximizes credit mobility for all students, strengthening equitable transfer and student success. More specifically, it will support students in building cohesive academic plans, understanding how required courses transfer and apply to completion, and making informed course selections that support degree completion.

In 2022, the California Community Colleges Chancellor's Office (Chancellor's Office) formed the [Common Course Numbering Task Force](#) (CCN Task Force) to develop recommendations for a systemwide plan for implementation. Based on [CCN Task Force recommendations](#), the Chancellor's Office created a CCN Steering Committee, CCN Council, and two work groups that focused on development and technology processes, respectively.

Implementation Efforts

As previously reported in memorandum [ESLEI 24-22 Common Course Number Update](#), the CCN Task Force proposed a phased approach to meet the mandates. In Phase I, faculty worked in collaboration with intersegmental teams to develop a CCN Template for an initial set of high-enrollment courses to generate the first phase of CCN-aligned courses for fall 2025. During Phase II, a second cluster of courses will be used to evaluate and refine the development processes and templates, test technology-based implementation, test-drive convening practices and validate intersegmental collaboration. The goal for Phase III is to implement potential technology solutions and create CCNs for the remaining transfer courses.

Current implementation efforts include:

- A finalized 11-digit numbering system for the taxonomy
- Six CCN Phase I courses identified
- CCN templates developed by faculty
- A submission process to the Chancellor's Office Curriculum Inventory (COCI)
- Initial system-level conversations around articulation to receiving institutions
- A list of twenty-one determined Phase II courses
- A tested template development process to inform Phase II and Phase III

Taxonomy of the CCN

The 11-character CCN taxonomy will provide course identification consistency across the 116 community colleges. The taxonomy aligns with the format recommended by the CCN Task Force and establishes:

- A four-letter subject to distinguish between disciplines with similar potential abbreviations (i.e. English and Engineering),
- Adds a "C" designator in front of the number as a quick visual confirmation to students of transferability as a common course, and

- Provides a four-digit number to allow for new common course numbers to be established without duplicating numbering currently in use at many California community colleges.

Here is an example of the CCN course taxonomy: **ENGLC1000 Academic Reading and Writing**

COMPONENT	EXAMPLE
SUBJECT	ENGL = English
COURSE TYPE	C = Common Course Number
COURSE NUMBER	1000 = 100-level course

Additional guidance about the taxonomy and technology implications will be shared in a subsequent memo and in the [Common Course Numbering Month Webinar 2: Technology Implementation \(click here to register\)](#).

Completed CCN for Phase I Courses

To meet the implementation date of Fall 2025, the first six courses to receive a common number were identified by the CCN Steering Committee using the criteria suggested by the 2023 CCN Task Force Report: high enrollment courses and representing subjects from Cal-GETC.

The six Phase I commonly numbered courses are:

- ENGLC1000 Academic Reading and Writing
- ENGLC1001 Critical Thinking and Writing
- COMMC1000 Introduction to Public Speaking
- STATC1000 Introduction to Statistics
- POLSC1000 American Government and Politics
- PSYCC1000 Introduction to Psychology

CCN Templates were developed for colleges and districts that have existing honors course outlines of records that correspond to the Phase I courses. These templates are optional for use and will be addressed in a subsequent memo. Additionally, CCN Templates for colleges and districts that have embedded support courses for CCN Academic Reading and Writing and Introduction to Statistics have also been created for optional use by colleges.

Origin of the CCN Templates

The CCN Development Workgroup created the CCN Template that discipline faculty will use to distinguish identical and local components of a course. The CCN Template ensures course elements are comparable and supports consistent articulation across the community college system. The ASCCC surveyed discipline faculty to collect insight and feedback on the draft CCN Template. This feedback, with more than 1,000 responses, was used to inform and guide intersegmental discipline faculty who developed the CCNs for the Phase 1 courses.

Hosted by ASCCC, multiple convenings were held over summer 2024 and brought together discipline faculty representatives from the CCCs, CSUs, and UCs, segment articulation officers, and transfer experts. At these convenings, using corresponding C-ID descriptors as a starting point, attendees finalized the subject-specific CCN template elements. The faculty representatives provided contents for items in the CCN Template that would be identical and at the same time would create space for colleges to add needed content for local articulation purposes. The ASCCC sent the finalized CCN subject-specific template content to the Chancellor’s Office in August 2024.

Here are the course outline components for a commonly numbered course:

Course Outline of Record Elements	
Elements in a Course Outline	Components in a CCN course that are identical across all course outlines and areas that can be expanded for local needs
Subject Code & Course Number	Identical
Course Title	Identical
Lecture & Lab Units	Adheres to an Established Minimum
Course Description	Part 1: Identical Part 2: Optional Expanded Details
Pre-reqs, Co-reqs, Advisories	Identical
Course Content	Part 1: Identical Part 2: Optional Expanded Details

Course Objectives/Outcomes	Part 1: Identical Part 2: Optional Expanded Details
Methods of Evaluation, Textbooks	Representative Samples

The final CCN templates for the Phase I courses are available on [the Chancellor’s Office website](#).

Guidance for Local Colleges and District Curriculum Process

All courses aligning to a subject-specific CCN Template must be student-facing in college catalogs by Fall 2025. Locally, the discipline faculty should review the subject-specific CCN Templates and the colleges’ current course outlines to identify courses that most closely align. Any components that are not identical must be moved to the optional sections of the CCN outline. College and district curriculum committees and academic senates may consider what local curriculum processes may be implemented to expedite the local approval of their course. Colleges and districts may begin local course approval processes immediately.

Courses identified as aligning to the subject-specific CCN Templates must be submitted to COCI by December 1, 2024. These CCN courses will be considered non-substantive changes. Colleges will submit the courses through COCI as course revisions, thereby retaining the current course control number.

Articulation and Curricular Implications

During the 2024–2025 Cal-GETC submission period, CCCs will not submit revisions of these six, CCN-template-aligned Phase I courses to CSU or UC via ASSIST for review.

The Chancellor’s Office will provide submitted revised course outlines for Phase I courses to the system offices for use by the UC and CSU.

The system offices aim to use the CCN templates, along with the full Course Outlines of Record built to align with the templates, to test concepts and potentially revise articulation processes for UC transferability and Cal-GETC general education.

CSU and UC cannot guarantee that individual colleges will not need to resubmit outlines for general education or submit outlines for major preparation and/or course-to-course articulation review in the future. The course changes will not impact the current students’ articulation.

Exception for COMMC1000 Public Speaking

COMMC1000 Public Speaking is an exception. The COMMC1000 Introduction to Public Speaking aligned course outlines, and any Phase I course without prior existing IGETC/Cal-GETC and UCTCA approval, must be submitted via ASSIST for UC and CSU review by early December.

Course-to-Course and Major Preparation Consideration

Currently, the CSU Chancellor's Office and the UC Office of the President continue to seek feedback among their institutions about major preparation and course-to-course articulation of commonly numbered courses. In the meantime, colleges may add information to the CCN course outline of records they deem necessary to maintain current articulation with individual UC and CSU campuses. This should only be added in the areas where the CCN template allows for optional and expanded information.

Preview of Phase II Courses

The CCN Council and Developmental Workgroup have selected the Phase II courses. While all the process specifics have not been finalized, the ASCCC and the CCN Workgroup are evaluating what worked well during Phase I to inform the Phase II process. Here is the list of proposed Phase II courses.

- 1.** Introduction to Sociology
- 2.** United States History to 1877
- 3.** United States History from 1865
- 4.** Introduction to Literature
- 5.** Principles of Macroeconomics
- 6.** Introduction to Biological Anthropology (with lab)
- 7.** Principles of Microeconomics
- 8.** Interpersonal Communication
- 9.** Human Anatomy with Lab
- 10.** Child Growth and Development
- 11.** Introduction to Chemistry
- 12.** Chemistry sequence:
 - a.** General Chemistry for Science Majors Sequence A (one-year sequence and includes two courses), OR

- b.** General Chemistry for Science Majors I, with Lab (first semester course of the one-year sequence)

13. Argumentative Writing and Critical Thinking Through Literature

14. Art History

- a.** Survey of Western Art for Prehistory through the Middle Ages, OR
- b.** Survey of Western Art from Renaissance to Contemporary

15. Calculus sequences:

- a.** Single Variable Calculus I Early Transcendentals
- b.** Single Variable Calculus I Late Transcendentals
- c.** Single Variable Calculus II Early Transcendentals
- d.** Single Variable Calculus II Late Transcendentals

16. General survey Biology course with lab (no C-ID)

17. Astronomy with lab (no-C-ID)

Phase I Implementation Support

To support local implementation of CCN, the entire month of September will consist of CCN implementation webinars. These webinars will provide colleges with the information and resources to implement the first phase of CCN.

Each webinar will have a specific focus and will be hosted each Wednesday in September from 12 to 1 p.m. PDT. All webinars will be recorded and available on the CCN Website. Webinars will be supplemented with Chancellor's Office memos. Registration links for the September webinars are included below. Further information about technical support is forthcoming.

CCN Webinars:

September 4: [Curriculum Implementation](#)

September 11: [COCI Submission and Technology Implementation](#)

September 18: [Funding and Reporting Parameters](#)

September 25: [Student Facing Requirements](#)