



## Common Course Numbering

### Communications Toolkit

Education Code Sections 66725-66725.5 [via [Assembly Bill No. 1111 \(Berman\)](#)] require implementation of a student-facing common course numbering (CCN) system across the California Community Colleges. The CCN system will assign the same course number to comparable courses across all California community colleges in order to “streamline transfer from two- to four-year postsecondary educational institutions and reduce excess credit accumulation.”

## Talking Points - Chief Technology Officers

CCN requires updating course databases across the institution. This alignment ensures that course numbers are standardized across all systems, from registration to advising tools.

CTOs need to ensure that CCN is seamlessly integrated into all relevant platforms and degree audit tools.

CTOs will play a key role in managing the technical aspects of the transition to CCN, including updating course catalogs, ensuring data accuracy and minimizing disruptions during the changeover.

IT departments should provide training and ongoing support for staff, faculty and students on how to navigate the updated systems under the new course numbering schema.

CTOs must implement rigorous data validation processes to ensure that course numbers are accurately updated across all platforms and that there are no discrepancies in the system.

Regular audits and maintenance are essential to ensure that the integrity of the CCN data is maintained, particularly as courses are added, modified or removed.

CCN provides an opportunity to streamline and simplify user interfaces across student and faculty portals, making it easier for users to search for and select courses.

By standardizing course numbers, CTOs can enhance search and filter functionalities in course catalogs, advising systems, and registration portals, leading to a more user-friendly experience.

CTOs will need to work closely with academic affairs, student services and registrars to ensure that all technological aspects of CCN are implemented consistently across the institution.

As with any major system update, it's critical to ensure that all student data remains secure and that CCN implementation complies with relevant data protection regulations (e.g., FERPA).

CTOs need to be aware of updating the tracking system to address priority of assignment of adjunct faculty.

It is important to ensure that a mechanism is in place or modified to ensure student repetition is addressed (i.e., students can't re-enroll in the equivalent class after renumbering).