TO: Chief Instructional Officers
Chief Student Services Officers
Articulation Officers
Academic Senate Presidents

FROM: Rowena Tomaneng, Deputy Chancellor and Acting Vice Chancellor of Academic Affairs
Cheryl Aschenbach, Academic Senate for California Community Colleges President

RE: Common Course Numbering (CCN) System Update and Implementation (Phase II)

This memorandum provides an update on the implementation of the Common Course Numbering (CCN) project, including:

- Phase I implementation efforts
- Taxonomy of the CCN courses and guidance for the use of CCN numbering designation
- Phase II courses, curricular implications, current articulation, and guidance for local colleges
- Phase III course list
- Funding reporting

Background

[Education Code section 66725](#) requires adoption of a student-facing CCN system for all general education and transfer pathway courses, and each community college campus shall incorporate common course numbers into its course catalog. The legislative intent of CCN is to facilitate articulation and seamless integration of California postsecondary institutions for effective and efficient progression among the segments. CCN balances the need to achieve intra- and intersegmental consistency for articulating commonly numbered courses within the California Community Colleges (CCCs) and between the University of California (UC), California State University (CSU), and private postsecondary institutions while preserving institutional and faculty autonomy. For students, the CCN system establishes 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. For complete history and other memos related to CCN, please see the project website.

Phase I Implementation Efforts

Phase I courses were successfully submitted to the Chancellor's Office Curriculum Inventory (COCI) and to the Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) systems. In Phase I, and under the direction of the Academic Senate for the California Community Colleges (ASCCC), faculty groups worked in collaboration with intersegmental discipline-specific teams to develop an initial six CCN Template sets for high-enrollment courses. These template sets are on target to be student-facing for Fall 2025.

Taxonomy of the CCN and Guidance for the use of numbering designation

The 11-character CCN taxonomy provides course identification consistency across all California community colleges. For details on the CCN taxonomy, please see ESLEI 24-60 COCI Submission Steps, Technological Updates and Taxonomy Parameters, Transition from TOP to CIP. Here is an example of the CCN course taxonomy: **ENGL C1000 Academic Reading and Writing**

COMPONENT	EXAMPLE
SUBJECT	ENGL = English
COURSE TYPE	C = Common Course Number
COURSE NUMBER	1000

In collaboration with the ASCCC, the CCN Development Workgroup has developed a numbering designation system. For colleges that wish to adopt the CCN taxonomy and numbering convention for non-CCN courses, the specific bands within each level of course numbering may be used to delineate whether a course is a common course or a local course. Commonly numbered courses will be enumerated during the development process, while colleges may choose to use the local number sets to assign to local courses. Community colleges are required to use the taxonomy for CCN courses, while its use for non-CCN courses is optional. The table below illustrates the CCN numbering convention. The number designations are not meant to serve as the primary indicator for students to identify common courses (this is the role of the "C"

preceding a course number). Instead, the number bands are designed to prevent overlap between common course numbers and local course numbers.

COURSE NUMBER	COMMON COURSES WILL BE ASSIGNED A NUMBER IN RANGE FROM:	LOCAL COURSES WILL BE ASSIGNED A NUMBER IN RANGE FROM:
1XXX – 100-LEVEL COURSE	1000-1399	1400-1999
2XXX – 200-LEVEL COURSE	2000-2399	2400-2999
3XXX – 300-LEVEL COURSE	3000-3399	3400-3999
4XXX – 400-LEVEL COURSE	4000-4399	4400-4999

Implementation of Phase II Courses

During Phase II, a second set of templates is being developed based on evaluation and refinement from Phase I work. For information on the origin of the CCN Templates, please review memorandum ESLEI 24-53 Curricular Guidance and Information for Common Course Numbering (CCN) System Implementation (Phase I). The Phase II Templates will be released in two batches: Phase II, Part A and Phase II, Part B.

Phase II, Part A includes the following courses, and the templates can be found on the Chancellor's Office Course Outline of Record Submission website:

- Two History courses: United States History to 1877; United States History since 1865
- Two English courses: Introduction to Literature; Critical Thinking and Writing through Literature
- Two Economics courses: Principles of Macroeconomics; Principles of Microeconomics
- Two Art History courses: Survey of Western Art from Prehistory to the Medieval Era; from the Renaissance to Contemporary

Phase II, Part B templates are expected to be released to colleges in late April or May 2025. These course templates include:

- Three Biology templates: Human Anatomy with Lab; Human Physiology with Lab; General Biology with Lab (non-major, with lecture, lab, and lecture/lab variations)
- Three Chemistry templates with lecture, lab, and lecture/lab variations: Introduction to Chemistry with Lab; General Chemistry I with Lab; General Chemistry II with Lab

- Four Math templates: Single Variable Calculus I Early Transcendentals, II Early Transcendentals; Single Variable Calculus I Late Transcendentals, II Late Transcendentals
- One Astronomy template with lecture, lab, and lecture/lab variations: Introduction to Astronomy with Lab
- One Anthropology template with lecture, lab, and lecture/lab variations: Introduction to Biological Anthropology with Lab
- One Communication Studies template: Interpersonal Communication
- One Sociology template: Introduction to Sociology
- One Child Development template: Child Growth and Development

GUIDANCE FOR LOCAL COLLEGES AND DISTRICT CURRICULUM PROCESS

Courses aligning with a subject-specific CCN Template in Phase II, Part A must be student-facing in college catalogs by Fall 2026. Courses aligning with a subject-specific CCN Template in Phase II, Part B must be student-facing in college catalogs by Fall 2027. Discipline faculty should review the subject-specific CCN Templates alongside their college's current course outlines to identify courses that most closely align. Any components that are not identical must be placed in the optional sections of the CCN outline. College and district curriculum committees, as well as academic senates, may consider implementing local processes to expedite course approval. Colleges and districts may begin the local approval process immediately. These CCN courses will be considered non-substantive changes and will be submitted through COCI as course revisions, allowing the current course control number to be retained.

ARTICULATION AND CURRICULAR IMPLICATIONS

Local course outlines of record (CORs) must be revised to include or accommodate the template content for Phase II and will then be reviewed at the COR level during the upcoming review cycle. The submission and review of CORs with CCN updates for Cal-GETC will proceed as usual in ASSIST. The revisions to CCN Phase II courses including course identifier and course outline updates must be made in the ASSIST Data Management application Curriculum area and submitted in Workflow by established deadlines, to be reviewed for Cal-GETC area(s) for the 2026-2027 academic year. Each revised COR will be reviewed according to the general education guidelines set by the Intersegmental Committee of Academic Senates (ICAS) and shared in the updated Cal-GETC standards. Currently, CCN templates alone do not automatically confer specific articulation approval or Cal-GETC approval with the CSU or UC. These revised courses will retain existing Cal-GETC articulation for a two-year period even if further revisions by the UC or CSU are required. Colleges will have two years to resubmit. During that time, existing Cal-GETC approvals remain intact, thus protecting the student.

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. Course articulation information will be updated in ASSIST for the next academic year, per the regular articulation cycle timelines. In the meantime, colleges may add information to the CCN CORs 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.

LOCAL COURSE OUTLINES OF RECORD AND SUBMISSION TO COCI

Colleges are to update their existing courses by using the CNN Course templates for Phase II. Colleges wishing to create a new course may follow local curriculum policies and procedures, submit the course to COCI as they would any new course, receive a control number, and then revise the new course using the CCN process.

Phase III Preview

The CCN Phase III list of recommended courses was compiled by the CCN Development Workgroup, vetted by the CCN Steering Committee, and confirmed by the CCN Council. This listing is based on criteria established by the CCN Task Force.

Course Title	C-ID
1. Financial Accounting	ACCT 110
2. Managerial Accounting	ACCT 120
3. Introduction to Criminal Justice	AJ 110
4. Concepts of Criminal Law	AJ 120
5. Understanding Art	ARTH 100
6. Survey of Modern Art	ARTH 150
7. Anatomy and Physiology I	BIOL 115S
8. Anatomy and Physiology II	BIOL 115S
9. Introduction to Business	BUS 110

Course Title	C-ID
10. Business Communication	BUS 115
11. Legal Environment of Business	BUS120
12. Business Law	BUS125
13. Child, Family, and Community	CDEV 110
14. Introduction to Chicana/o Studies	CHS 101
15. Argumentation and Debate	COMM 120
16. Intercultural Communication	COMM 150
17. Business Statistics	Currently aligned with Math 110
18. Psychology Statistics	Currently aligned with Math 110
19. Principles and Practices of Teaching Young Children	ECE 120
20. Introduction to Curriculum	ECE 130
21. Observation and Assessment	ECE 200
22. Practicum in Early Childhood Education	ECE 210
23. Health, Safety, and Nutrition	ECE 220
24. Teaching in a Diverse Society	ECE 230
25. World History to 1500	HIST 150
26. World History since 1500	HIST 160
27. Western Civilization I	HIST 170
28. Western Civilization II	HIST 180
29. Introduction to Kinesiology	KIN 100
30. Finite Mathematics	MATH 130

Course Title	C-ID
31. Business Calculus	MATH 140
32. Multivariable Calculus	MATH 230
33. Music Appreciation	MUS 100
34. Music Fundamentals	MUS 110
35. Microbiology	NO C-ID
36. Introduction to Philosophy	PHIL 100
37. Introduction to Logic	PHIL 110
38. Introduction to Political Theory and Thought	POLS 120
39. Introduction to Comparative Government and Politics	POLS 130
40. Introduction to Biological Psychology	PSY 150
41. Introduction to Research Methods in Psychology	PSY 200
42. Introduction to Research Methods in Psychology with Lab	PSY 205B
43. Social Problems	SOCI 115
44. Introduction to Statistics in Sociology	SOCI 125
45. Introduction to Marriage and Family	SOCI 130
46. Introduction to Gender	SOCI 140
47. College Composition for multi-language learners	TBD

Reporting Requirements

As previously noted in memorandum ESLEI 24-55 Common Course Numbering Implementation Allocations, colleges must spend their designated allocation to implement the provisions in the CCN statute (Education Code sections 66725-66725.5). 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.

A unique link to the CCN Annual Report will be sent to each college's Chief Instructional Officer. Each college should solicit collaboration with representatives from the curriculum committee, academic senate, and the articulation officer to complete the funding report. A list of the funding report questions can be found here.

Phase II Update and Implementation Support

The Chancellor's Office will be hosting a webinar for Phase II implementation and CCN updates on April 14, 2025, at 12:00 p.m. Please register here. The Chancellor's Office is committed to supporting the colleges in their CCN implementation and will provide additional guidance and technical assistance as needed. If you have any questions, please send them directly to Transfer@CCCCO.edu.