How to identify if a noncredit course is part of an approved or active CDCP program using the Community Colleges Curriculum Inventory System (COCI)

The Chancellor's Office has been experiencing multiple requests from colleges regarding how to identify CDCP noncredit courses that are part of an active or approved program that is eligible for enhanced funding. Given staffing capacity the Chancellor's Office is not able to provide this information on demand. Below please find the instructions on how to access that information in COCI.

The four categories that are eligible for Career Development and College Preparation (CDCP) enhanced funding:

- English as a Second Language (ESL)
- Elementary and Secondary Basic Skills
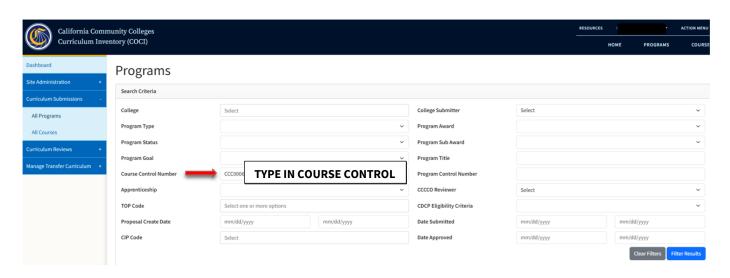- Short-term Vocational
- Workforce Preparation

Each course must be checked individually following the instructions provided below:

1- Log into COCI and go to the Program Screen

If you need Support logging into COCI contact us at cociappsupport@openccc.zendesk.com

- **Enter** the **Course Control Number** into the assigned field **(see below)**
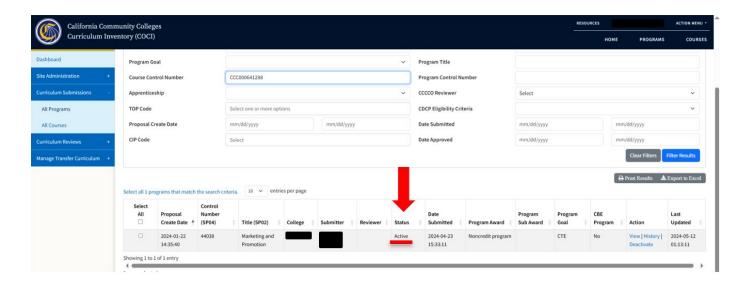- Press **ENTER**

NOTE: If your course does not have a control number that means it is not approved.

2- The program associated with that course will appear on your screen

- ▪ If a course is associated with an **APPROVED CDCP PROGRAM(S)** a list will appear as shown in the example below
- ▪ Confirm that the **STATUS** indicates **ACTIVE or APPROVED**

NOTE: If **NO** list or results appear, this means the course **is NOT** associated with an **ACTIVE or APPROVED** CDCP program. Please see **your college curriculum specialist or articulation officer** for further assistance.

NOTE: It is possible to have **the same course** associated with **multiple approved or active CDCP Programs**. In the example above only one program contains the course.