

# The California College Guidance Initiative

CMP Convenings

Spring/Fall 2024



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The Official College & Career Planning  
Platform of the State of California



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# California College Guidance Initiative

## Who We Are

- ▶ **Manager of CaliforniaColleges.edu**, the State of California's free and official college and career planning platform.
- ▶ A **legislatively-authorized** service provider to all California school districts ([California Education Code 60900.5](#)).
- ▶ A crucial component of **California's Cradle to Career Data System**, as established by AB 132.

## Who We Are Not

- ▶ A vendor or a grant-funded program.





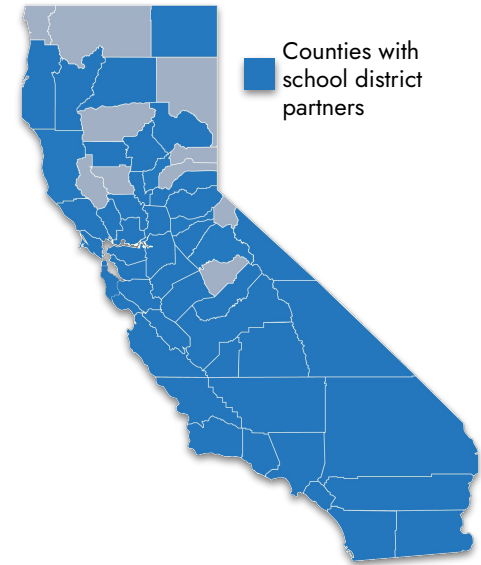
# Partner Districts

**Partner Districts have a formal data-sharing agreement (MOU) with CCGI in order to bring their high school transcript data to CaliforniaColleges.edu.**

- ▶ More than **64% of California's 6th-12th grade public school students** are enrolled in a school district that has already partnered with CCGI.
- ▶ Our Partner Districts include more than **300 school districts** that serve more than **2 million 6th-12th grade public school students** in California.

▼ See who our Partner Districts are ▼

[californiacolleges.edu/learnmore/ list-of-partner-districts/](https://californiacolleges.edu/learnmore/list-of-partner-districts/)



# The Tools on CaliforniaColleges.edu

The State of California's free and official college and career planning platform.

We provide students with:



Career Exploration

College and Major Search

CSU and UC Eligibility Tools

Financial Aid Lessons

College and Financial Aid  
Application Integrations

We provide educators with:



Data Alignment Support

A-G Progress Monitoring

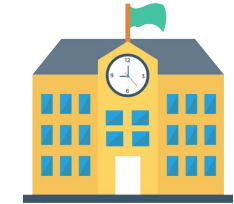
College and Financial Aid  
Application Tracking

Reporting Tools  
to Support Timely and  
Intentional Intervention

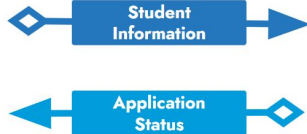


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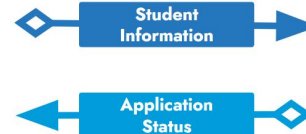
# Connecting California's Systems



Partner District



Student launches applications  
from CaliforniaColleges.edu





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# Cal State Apply Course Import



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<https://vimeo.com/902085427>



## Our Role in the Cradle-to-Career Data System

**CaliforniaColleges.edu is a crucial component of the C2C Data System tools.**

In 2021, the enactment of AB 132 outlined specific steps in order to implement the Cradle-to-Career (C2C) Data System and realize its objectives, including:

- ▶ Making CaliforniaColleges.edu tools and services **free to all California school districts serving 6-12th grade students**, with a goal of full participation by 2026.
- ▶ Designating CaliforniaColleges.edu as the **preferred starting point for all applications to California public colleges (CCC, CSU, UC), FAFSA, and CADAA.**

[Visit the Cradle-to-Career Website](#)



# Partnership with CCGI

## Formal data-sharing agreements bring high school transcript data to CaliforniaColleges.edu:

Benefits of Partnership Include:

- ▶ **Ongoing A-G Alignment Support** for districts to ensure that students get correct A-G credit for high school coursework in their college applications
- ▶ **CSU and UC Eligibility Tools** that allow students to see their progress towards meeting the minimum requirements for admission to a CSU and/or a UC
- ▶ The ability for students to **import verified transcript data** to their Cal State Apply application, as well as the UC Application course import (beginning Fall 2024)





# CCGI District Leadership Team

<b>What is the District Leadership Team?</b>	A cross-functional team that advances your district's goals of partnership with CCGI and that is focused on leveraging CaliforniaColleges.edu to impact students' college and career readiness outcomes.
<b>Point-of-Contact (POC)</b>	Oversees partnership efforts and focuses on strategy development, execution, educator support, and implementation.
<b>Data Lead</b>	Works on data files, establishes regular upload routines, and collaborates with colleagues in necessary updates in the SIS.
<b>CMP Manager</b>	Works to ensure necessary updates are made to the CMP A-G list for all schools in the district.



# What is Technical Assistance?

**All public school districts in California are eligible to receive technical assistance from CCGI via the Regional CMP Convenings. Partner districts have access to ongoing support.**

- ▶ **Technical Assistance** is the support provided to a District and/or School Course List Manager to ensure that accurate course data elements are stored and maintained in the UCOP Course Management Portal (CMP).
- ▶ **Course Data Elements** found in both the CMP and SIS for each A-G approved course include: School Year, A-G Subject Area designation, Transcript Abbreviation, and Local Course ID.
- ▶ **A-G Alignment** means that course data elements found in the CMP are an exact match to how those course data elements are stored in the district SIS. **A-G Alignment is the goal of technical assistance.**



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# Convening Details

**9:00am-12:00pm**

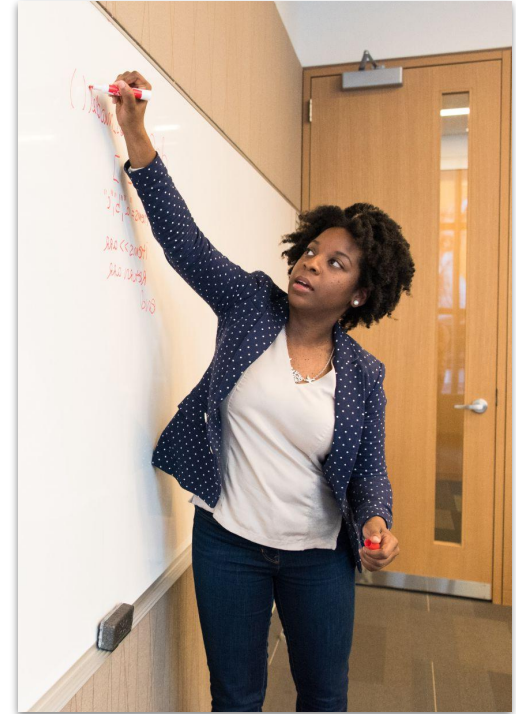
**Leveraging Data Reports to  
support CMP Alignment**

**12:00pm - 1:00pm:**

**Lunch**

**1:00pm - 3:00pm:**

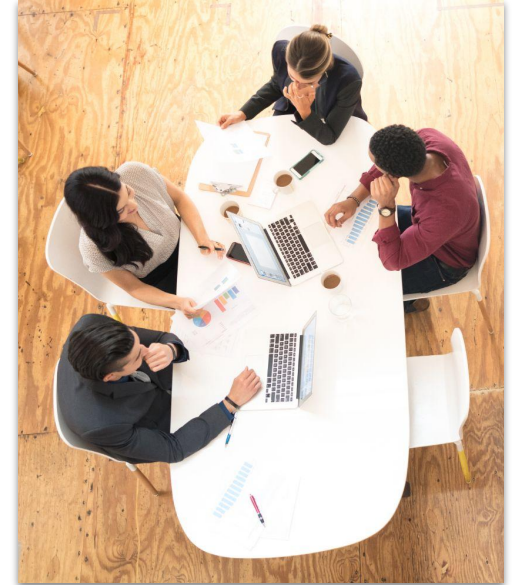
**Work Session –  
CMP Playbook Development**





# What Materials Are Needed?

- ▶ Bring: laptop and charger
- ▶ Ensure that at least one member of your district team in attendance has electronic access to:
  - Transcript Abbreviation & Local Course IDs found within your SIS/Course Master
  - Your district's 'Course List Report' [downloadable file found in the CMP]
  - CaliforniaColleges.edu Educator Reports [CCGI Partner Districts Only]
- ▶ CCGI will provide an additional data set to help districts identify courses that require additional review
- ▶ CCGI will provide a "CMP Playbook" template for district personalization

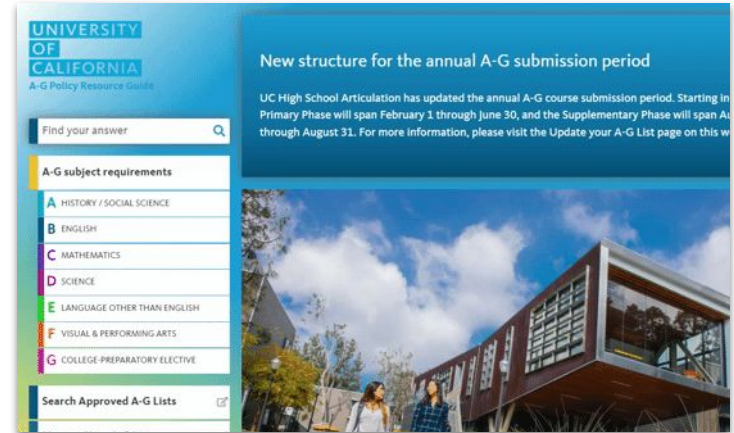




# The Course Management Portal

**The Course Management Portal (CMP) is where all California districts and/or their schools manage their public-facing “A-G Course List.”**

- ▶ The portal is managed by the University of California Office of the President (UCOP).
- ▶ Every institution that serves high school students in California needs to submit courses to the [Course Management Portal \(CMP\)](#) for review and approval by UC, if that course is to appear on the school’s A-G Course List.
- ▶ CMP course data serves as the “source of truth” for CSU and UC admissions processes.



**Visit the CMP Website**

<https://hs-articulation.ucop.edu/agcmp#/login>

# Why We're Here Today

**Accurate course data elements within every school's A-G Course List is important for your students.**

**“Up-to-date, accurate transcript abbreviation and local course ID information in the CMP can smooth your students’ application experience to both the UC and CSU systems. Revisiting the local course ID and transcript abbreviations on your course list can pay off for your students. Please be sure to review and revise them as needed.”**

**- University Office of the President**

**The UCOP is encouraging that all schools ensure that every course in the CMP contain:**

- ▶ An accurate transcript abbreviation
- ▶ A local course code

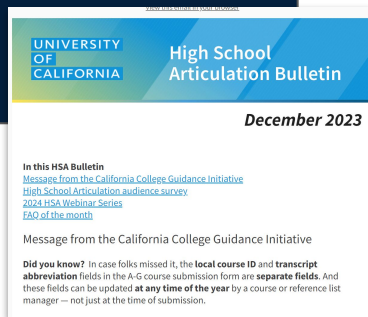
▼ See that Communication here ▼

**[December 2023 High School Advisors Bulletin](#)**



# Updates from UCOP:

“Beginning in August 2024, UC will roll out an option for students from CCGI Partner Districts to import course data from CaliforniaColleges.edu into the application. Updating course information now will enable students to take advantage of this new functionality and ease the application process.”



## Additionally, the December 2023 High School Articulation Bulletin reinforced that:

- ▶ Transcript abbreviation and local course code are to be listed separately in the designated fields provided for each course record in the CMP.
- ▶ Transcript abbreviation and local course code fields can be updated at any time of year.
- ▶ Retroactive correction up to 4 years are available.



# Convening Objectives

1

All courses in the districts' CMP Lists include accurate transcript abbreviation(s) and local course code(s)

2

Increase CMP Match

3

District teams have the tools they need for ongoing CMP maintenance

MAKE YOUR  
**PLAN**  
FOR COLLEGE AND CAREER  
**APPLY TO THE**  
**116 CCCs 23 CSUs 9 UCs**  
FAFSA OR CA DREAM ACT  
**ALL IN ONE PLACE**  
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# What is A-G Misalignment?

**A-G mismatch occurs when the way a course is listed in a district's Student Information System (SIS) doesn't align with the way it is listed in the CMP.**



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# Impact of Misaligned Courses

**CMP Misalignment inhibits successful electronic data transmission and may prevent CSU and UC campuses from recognizing A-G approved coursework.**

**Additionally, CMP mismatch:**



**Increases workload  
for counselors &  
other educators  
during application  
season**



**Increases time  
required for students  
to complete their  
CSU and UC  
applications**



**Increases the  
number of students  
who do not get A-G  
credit for courses  
completed**

# What A-G Misalignment Looks Like



In SIS	In CMP
Transcript Abbreviation: <b>Wrld Hist</b> Local Course Code: <b>30125</b>	Transcript Abbreviation: <b>World History</b> Local Course Code: [None Listed]
Transcript Abbreviations: <b>Algebra 2A and Algebra 2B</b> Local Course Codes: <b>1004S1 and 1004S2</b>	Transcript Abbreviation: <b>Algebra II</b> Local Course Code: <b>1004</b>
Transcript Abbreviation: <b>English II</b> Local Course Code: <b>4538ENGL</b>	Transcript Abbreviation: <b>English II/4538ENGL</b> Local Course Code: [None Listed]



# Reasons Mismatch Occurs

## Why would Local Course ID or Transcript Abbreviation for a course be incorrect in the CMP?

- ▶ **Historical coursework** – Courses that have been listed in the CMP for many years - when transcript abbreviation and/or local course code were less emphasized and/or indicated as optional fields during the submission process – may be missing these elements or have outdated information.
- ▶ **Multiple course data elements in a single field** – Updates to the CMP in recent years make it clear that transcript abbreviation and local course code should be entered in separate fields. These updates also provide a simple method for separately entering multiple transcript abbreviations and/or local course codes associated to a single course. Courses that were approved in the CMP prior to these revisions, however, may have multiple data elements listed in one line, separated by a comma or a /.

# Reasons Mismatch Occurs

## Why would Local Course Code or Transcript Abbreviation for a course be inaccurate in the CMP?

- ▶ **Timing of Course Submission** – New courses may be submitted through the CMP for review and approval before they are added to the district's SIS. In these cases, the Transcript Abbreviation and the Local course code entered should be cross-checked against the SIS, once available, and updated as necessary. (This is an easy step to forget!)
- ▶ **Human error** – When exactness is required, Transcript Abbreviations leave much room for entry error. Common issues are extra “spaces”, special characters (/,&,;) and differing formats for numeric values (1 vs. I).

# Leveraging Data Reports to Support CMP Alignment

Morning Session



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# Local Course Code

**Local Course Code provides another data element on which to positively match a course, and has less room for manual entry error than Transcript Abbreviation.**

- ▶ **Transcript Abbreviations are required** for new course submissions in the CMP
- ▶ **Local Course Codes** are not required (as not all institutions have them), but **are requested when an institution does use them in its SIS**
  - Adding Local Course Codes is an area of opportunity for improving CMP match across California, as nearly every public school district SIS contains an alpha and/or numeric Course ID field.

The screenshot shows the 'A-G Course Management' form for a 'test' submission. The 'Local Course Codes' section is highlighted, showing a '+ Add Local Course Code' button and instructions: 'Please select at least one local course code for each school. If you are unable to enter the local course code now, please re-enter the system at a later date to update this information.' The 'Learning Environment' is set to 'Classroom-based' and 'Grade levels' are set to '10th'.

**A-G Course Management**

test  
Brand New Submission

Basic Information ⚠  
School selection ✓  
School details ⚠  
Additional details ⚠

Description  
Materials  
Review

**School Details**  
Transcript Abbreviations ⓘ  
+ Add Transcript Abbreviation  
Please select at least one school for each transcript abbreviation, or remove unused transcript abbreviation values.

**Local Course Codes ⓘ**  
+ Add Local Course Code  
Please select at least one local course code for each school. If you are unable to enter the local course code now, please re-enter the system at a later date to update this information.

**Learning Environment ⓘ**  
✓ Classroom-based Online / Hybrid

**Grade levels ⓘ**  
9th 10th 11th 12th

Transcript abbreviations are required in a course submission. They are requested for each A-G course to assist the CSU and UC campuses when verifying a student's self-reported coursework and grades against their official high school transcript.  
Please check with your institution's registrar for more information about this field.

Local course codes are not a required field in the course submission form as not all institutions use course codes in their student information systems. However, local course codes are requested when an institution does use them in its student information system.  
Please check with your institution's registrar for more information about this field.



# Updating the CMP

## A course revision is **NOT** required to change information in the Transcript Abbreviation and/or Local Course Code fields:

- ▶ Transcript Abbreviations and Local Course Codes **can be updated at any time of year.**
- ▶ Transcript Abbreviations and Local Course Codes updates **can be made retroactive** up to four previous academic years.
- ▶ Updating the Transcript Abbreviation(s) and/or Local Course Code(s) for a course in the CMP takes only moments. **The harder work is identifying which courses require updates to these fields.**

### Course list changes that do not require revisions

You do not need to submit a course revision if you are:

- Adding an already approved course to previous academic years
- Making course title changes
- **Updating transcript abbreviations or course codes**
- Changing course learning environment

**Please note:** Adding an already approved course to previous academic years can only be handled during an open submission period. Changes to course titles, transcript abbreviations, local course codes and the learning environment **can be made at any time of the year.**

#### Updating and adding transcript abbreviations and course codes

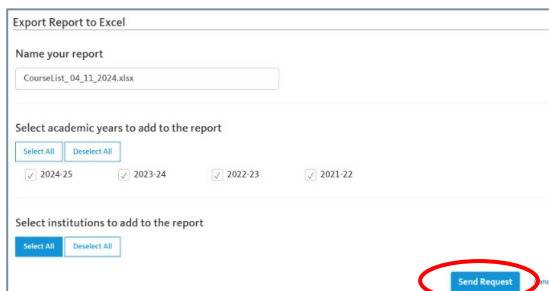
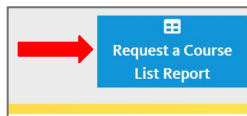
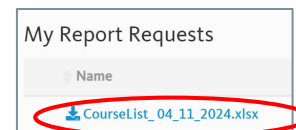
You do not need to submit a course revision if you're only updating transcript abbreviations or local course codes for a given course. You can update this information from the Course/Reference List page on the A-G Course Management Portal **at any time of the year.** Transcript abbreviations and local course codes can be made retroactive up to four previous academic years.



# The CMP List Report

**The Course Management Portal provides a downloadable Excel report of all A-G approved courses:**

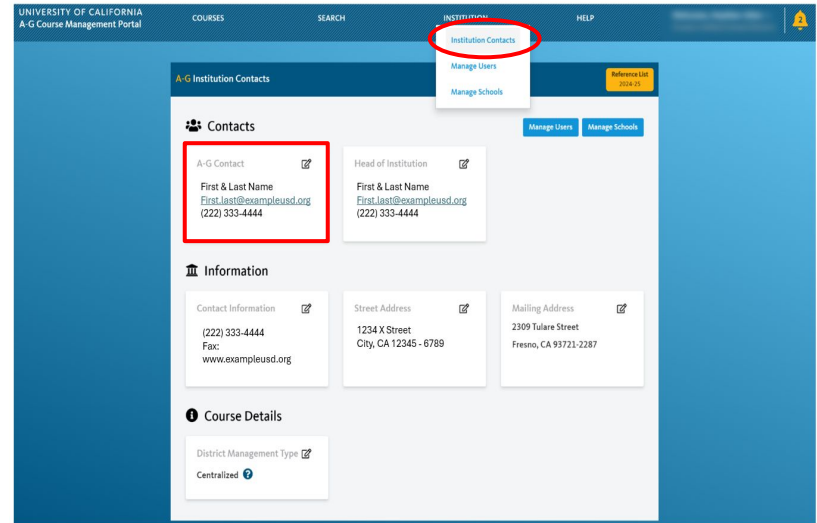
- ▶ Course list/reference managers may download a report of all courses for their institution
- ▶ The report contains all courses found on the A-G list for the selected school year(s)
- ▶ The report contains fields that include School, Course Title, Transcript Abbreviation(s), Course Numbers, A-G Subject Area

The image shows the 'Export Report to Excel' form. It includes a text input for 'Name your report' with the value 'CourseList\_04\_11\_2024.xlsx'. Below this, there is a section 'Select academic years to add to the report' with checkboxes for '2024-25', '2023-24', '2022-23', and '2021-22'. Another section 'Select institutions to add to the report' has 'Select All' and 'Deselect All' buttons. At the bottom right, the 'Send Request' button is circled in red.



# No 'Reporting' Option?

- ▶ If you do not see “Reporting” under the Course header drop-down menu, you do not currently have permissions necessary to pull this report.
- ▶ Only the course/reference list manager, and those they’ve granted access to, can edit permissions for other users.
- ▶ Your institution’s Course Reference List Manager is listed as the “A-G Contact.”



# Permission to Generate Reports

Permissions are given in the “Manage Users” screen:

- ▶ If you are the course/reference list manager who is managing permissions for others, you will need to check the “Generate Reports” box in the permissions menu in order to give others access to the CMP List report:
- ▶ To have a Generate Reports option, the User Type must be either “District Reference Manager”, “School Course List Manager”, “District Administrator”, or “District User”

Menu	
<input checked="" type="checkbox"/>	Generate Reports
<input checked="" type="checkbox"/>	Institution Course List
<input checked="" type="checkbox"/>	CMP Course Search
<input checked="" type="checkbox"/>	CMP My Courses
<input checked="" type="checkbox"/>	CMP Submission Results



# Supporting Alignment

**Our morning session will be spent making real-time updates to your district's CMP.**

- ▶ **District Data** – Using data provided to CCGI by UCOP CMP, we will provide a sheet with a breakdown of courses that may be missing:
  - Transcript Abbreviation(s)
  - Local Course Code(s)

**Technical Assistance Managers will work alongside your team to review data and confirm alignment.**




# Editing Transcript Abbreviations & Local Course Codes

English (B) 4 years required

Four units (equivalent to four years) of college preparatory English composition and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences. Students may only use 1 year of ESL/ELD English.


☐ School owned course ☐ District owned course



Course	Associated Schools	Details
<div><div>+</div><div>Advanced English and Public Health</div><div>University of California Curriculum Integration (UCCI)</div><div>B English</div></div>	Example High School 1	<div><div>★ UC Honors</div><div>Classroom-based</div><div></div></div>
<div><div>+</div><div>AP English Language and Composition</div><div>The College Board Advanced Placement Program</div><div>B English</div></div>	Example High School 1 Example High School 2	<div><div>Revise course</div><div>Edit course title</div><div>Edit learning environment</div><div>Edit transcript abbreviations and local course codes</div><div>Add course to a previous year</div><div>Add / remove school</div><div>Convert to school owned course(s)</div><div>✗ Delete course</div></div>



# Editing Transcript Abbreviations & Local Course Codes

### 3D Art & Design 101

Transcript abbreviation	Schools
3D Art and Design	1 Selected ▾
3D ART DESIGN F	1 Selected ▾ 
<a href="#">+ Add transcript abbreviation</a>	

Local course code	Schools
B6201	1 Selected ▾ 
BF6201	1 Selected ▾ 
<a href="#">+ Add local course code</a>	

☐ Apply changes to the previous four academic years

Save

✕ Cancel

# Work Session and CMP Playbook Development

Afternoon Session



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# Annual A-G Course Submission Period

**The annual course submission period is February 1 to June 30.**

- ▶ Beginning the process of updating your A-G list early ensures you have plenty of time to update your A-G list before the UC admissions application opens on August 1.
- ▶ School and extended learning program **A-G course lists** should accurately reflect actual course offerings for each academic year.
- ▶ Errors on an A-G course list can disadvantage prospective University of California (UC) and California State University (CSU) applicants.

Jan	Course submission period closed
Feb	<b>Primary Phase</b> Feb 1 - Jun 30
Mar	
Apr	
May	
Jun	
Jul	<b>Course Management Month</b> Jul 1 - Jul 31
Aug	<b>Supplementary Phase</b> Aug 1 - Aug 31
Sep	Course submission period closed
Oct	
Nov	
Dec	

A-G Policy Resource Guide





# Review Institution Contacts

UNIVERSITY OF CALIFORNIA  
A-G Course Management Portal

COURSES SEARCH INSTITUTION HELP Welcome, [user]

**Institution Contacts**

Manage Users  
Manage Schools

Reference List  
2024-25

**Contacts**

A-G Contact Head of Institution

Name  
Email  
Phone

**Information**

Contact Information Street Address Mailing Address

Phone: Address Line1  
Fax: Address Line 2  
Website: City, State, Zip

**Course Details**

District Management Type

Centralized

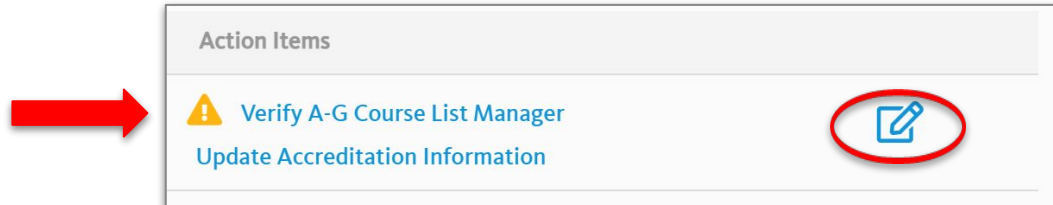
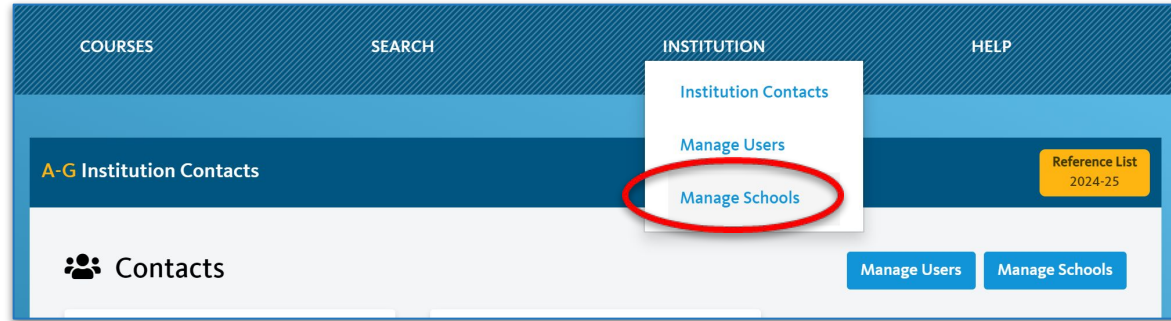


# Joint vs. Centralized Permissions

Type	Joint	Centralized
Schools	<ul style="list-style-type: none"><li>▶ Course list manager can only manage their own A-G course lists.</li><li>▶ Edit courses listed in white on their A-G list but can not edit district owned courses (listed in yellow).</li><li>▶ Submit forwarded courses from users registered with the school.</li></ul>	<ul style="list-style-type: none"><li>▶ Can write and forward courses to the district or school network reference list manager to submit to UC.</li><li>▶ Can not edit/archive courses on their A-G list.</li></ul>
District or School Network	<ul style="list-style-type: none"><li>▶ Can also write and submit courses on behalf of schools (district-owned courses).</li><li>▶ Can only edit district-owned courses listed in yellow on their reference list.</li><li>▶ Submit forwarded courses from a user registered with only the district.</li></ul>	<ul style="list-style-type: none"><li>▶ Reference list managers can update and revise both school owned and district courses for all schools' A-G course lists.</li><li>▶ Is primarily responsible for writing and submitting new courses on behalf of its schools.</li><li>▶ Can add/remove approved courses associated with schools.</li></ul>



# Manage Schools






# Manage Permissions



## How do we edit/update user permissions?

Only the course/reference list manager, and any other users they've granted permission to, can edit the permissions for users at your institution. To edit/update user permissions:

- 1 Hover over Institution in the menu options on the A-G CMP landing page
- 2 Select Manage Users.
- 3 Click the key icon to the right of the user whose permissions you want to edit/update. 
- 4 Select/unselect permissions as desired and click Update permissions to save changes.
- 5 If they are a basic user and you want to allow the user to have additional administrator permissions, select the desired user type next to "Change user type" then follow steps 3 and 4 to edit the user's permissions.



# Submitting Courses

## A-G Course Management

Reference List  
2024-25

### Course Submit Options

Please select an option to continue with course creation.

#### Submitting courses

Read more about submitting courses on the [A-G Policy Resource Guide](#)



Regional Occupational  
Center / Program  
Course



Add a Brand New  
Course



Model After Existing  
School Course



Add a Program Course



Self-report Online  
Publisher Course



# CMP Playbook

**To ensure districts maintain alignment, the CMP Playbook is a guide to navigate decisions and timelines for the UCOP CMP. Let's walk through the Playbook.**

► **Guiding Questions:**

- What decisions can be made today?
- What items need to be brought back for internal discussion?

**When your district has completed the CMP Playbook, please provide to your County Office of Education contact.**

# Questions?



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# Additional Resources



**Get On-Demand Training on How to Use CaliforniaColleges.edu**  
[californiacolleges.edu/#/virtual-trainings-partner-districts](https://californiacolleges.edu/#/virtual-trainings-partner-districts)



**Visit the Resource Hub**  
[californiacolleges.edu/resourcehub/resources/](https://californiacolleges.edu/resourcehub/resources/)



**Find Answers to Common Questions on Our Help Page**  
[californiacolleges.edu/resourcehub/help/](https://californiacolleges.edu/resourcehub/help/)



**Check Out Our Videos on Vimeo**  
[vimeo.com/californiacolleges/](https://vimeo.com/californiacolleges/)



**Contact Us Directly for Assistance**  
[californiacolleges.edu/#/contact-us](https://californiacolleges.edu/#/contact-us)

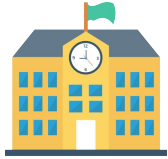




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# Not Yet a Partner?

**We partner with public school districts that serve high school students.**



To learn about bringing CaliforniaColleges.edu to your district, visit:  
[californiacolleges.edu/learnmore/partnership/](https://californiacolleges.edu/learnmore/partnership/)



Share your interest and enthusiasm about CaliforniaColleges.edu with your district leader and/or partnership decision-maker.



When your district is ready to explore partnership, email us at:  
[CommunityEngagement@CaliforniaColleges.edu](mailto:CommunityEngagement@CaliforniaColleges.edu)



**Thanks! We'll See You Again Soon!**



# Appendices

- ▶ [Introducing CaliforniaColleges.edu](#) — View this joint announcement from the California Department of Education, California Cradle-to-Career Data System, University of California, California State University, California Community Colleges, and California Student Aid Commission.
- ▶ [California Education Code 60900.5](#) — Review the Ed Code that names CCGI as an authorized provider of an institutional service to all California public school districts and that outlines the role of CaliforniaCollege.edu in the state's work to make college-going a more streamlined experience for students.
- ▶ [AB 132 and the Cradle-to-Career Data System](#) — Learn about AB 132 and the role of CaliforniaColleges.edu in the California Cradle-to-Career Data System.
- ▶ [The California College Guidance Initiative](#) — Learn more about the work and mission of CCGI, our partnerships, and team members.
- ▶ [CCGI Newsroom](#) — See where our work has been featured by local, state, and national media outlets, as well as numerous studies and reports that feature our approaches and impact.