

Quick-Start Guide for New A-G Course Submissions

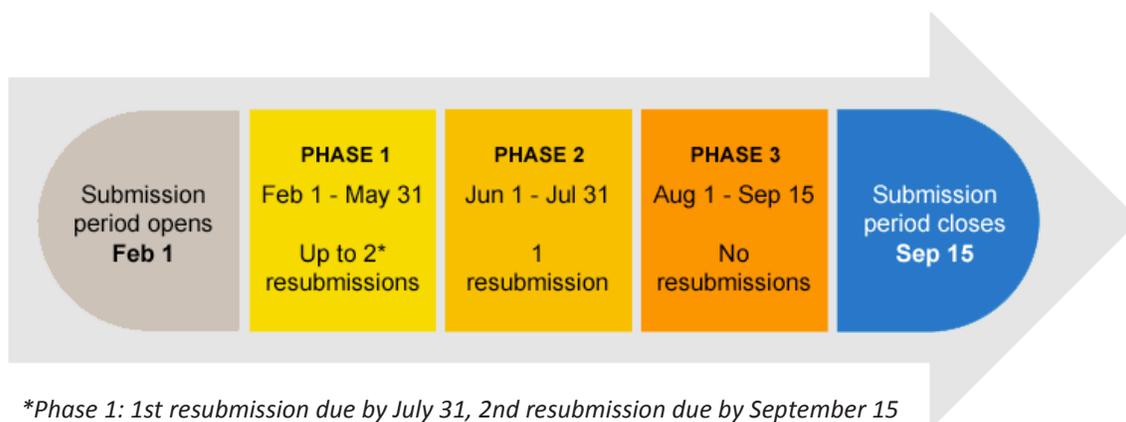
BEFORE YOU BEGIN

Read the subject area course criteria

Before beginning the “a-g” course submission process, please review the [subject area course criteria](#) to ensure that your proposed course meets the requirements and guidelines of its respective subject area.

Know your dates & deadlines

The annual "a-g" course submission period for new courses and course list updates is from February 1 - September 15 and is divided into three phases:



Use your resources

Helpful tools and resources are available to assist in developing, preparing and submitting courses for "a-g" approval:

- **Video tutorials** - A series of [video tutorials](#) provide step-by-step instructions on how to submit new courses for “a-g” review.
- **Sample courses** - Registered users can access the [repository of approved “a-g” courses](#) including the submitted course content for approved “a-g” courses.
- **Webinars & more** - The High School Articulation unit conducts [webinars](#) and other presentations focusing on “a-g” course development and submission.

Register for the A-G CMP

All new courses and course list updates are submitted using the [A-G Course Management Portal \(CMP\)](#). Instructors and administrators can individually register for the A-G CMP and create their own login credentials.

NEW COURSE SUBMISSION FORM

The 4 scenarios

There are four different types or scenarios of new course submissions:

- 1) **Adopt a program course** - *Select if adopting an approved course from a program granted [UC program status](#)*
- 2) **Adopt an online publisher course** - *Select if adopting an approved course from an [online course publisher](#)*
- 3) **Model after another institution's course** - *Select if modeling after a course that is approved at another high school**
- 4) **Add a brand new course** - *Select if adding a brand new course and the course does not fall within one of the categories above*

**Option not available for programs and online publishers*

For scenarios 1-2, institutions only need to provide basic course information for submission.

For scenario 3, content from the institution's original submission will populate the new course submission form fields and can be modified as needed. Course content information is required for this type of submission.

Updates can also be made to existing, approved "a-g" courses such as revising a course, archiving a course and activating an archived course.

Basic course information

The new course submission form will request the following basic course information:

- Course title
- Transcript abbreviation(s)
- Course codes (*optional*)
- Length of course
- A-G subject area and discipline
- Grade level(s)

INTEGRATED (ACADEMICS/CTE) COURSES

[Integrated courses](#) that combine the content and skills of traditional academics with contextualized learning in career technical education can select the course's targeted industry sector and career pathway.

HONORS COURSES

Courses seeking the [UC honors designation](#) will be prompted to include the course's non-honors equivalent if required by the course's subject-specific honors course criteria.

ONLINE COURSES

If the primary instructional method of a course is delivered through Internet-based methods, with time and/or distance separating teacher and student, an [online course self-assessment](#) must be completed before continuing with the submission.

Course description

The Course Description is one of the most important components of the new course submission form. Use this section to emphasize the core knowledge and skills students are expected to learn in the course, including concepts, theory and texts. There should be clear evidence of the course's level of rigor and the development of essential critical thinking skills.

The Course Description is comprised of three sections:

COURSE OVERVIEW

The **Course Overview** provides a snapshot of the course's content for users browsing courses in the [Course Search](#) section. You will be asked to provide a brief summary (3-5 sentences) of the course's content.

PREREQUISITES & CO-REQUISITES

Prerequisites provide insight to the foundational coursework and skills expected of students *before* taking the course under "a-g" review.

Co-requisites provide context to the coursework students will be *simultaneously* completing with the course under "a-g" review.

COURSE CONTENT

The **Course Content** section will request for information in a unit-by-unit style. For each unit of the course, you will be asked to provide:

1. A brief description (5-10 sentences) of topics to be addressed that demonstrates the critical thinking, depth and progression of content covered.
2. A brief summary (2-4 sentences) of at least one assignment that explains what a student produces, how the student completes the assignment and what the student learns.

UC does not have guidelines or expectations for the number of units a course should have and the length of the unit descriptions will vary depending on the number of units in the course.

Courses seeking the [UC honors designation](#) will also be required to provide a short description of the course's comprehensive final exam or culminating project.

Course materials

Provide the course materials students use and analyze. Course materials help UC understand what materials are used to support student learning and the delivery of this course.

Examples of course materials include:

- Textbook
- Literary text
- Manual
- Periodical
- Scholarly article
- Website
- Primary document
- Multimedia

AFTER YOU SUBMIT

Watch for an e-mail confirmation

Once a course is forwarded to the institution's "a-g" course list manager or submitted to UC for "a-g" review, the course's author and the institution's "a-g" course list manager will receive an e-mail confirmation. The course will also appear in the My Courses section in the [A-G Course Management Portal](#).

Recall a submitted course

If changes need to be made to course once it is submitted, the course can be recalled using the [A-G CMP](#) so long as a UC analyst has not yet checked out the course for review. Please note that when a recalled course is submitted again, it will be placed at the end of the course queue.

Wait for the results

All new course submissions are placed in a queue in the order received and reviewed by one of our analysts. New courses are generally reviewed within two to four weeks of submission. However, depending on the time of year and volume of submissions, it may take longer.

When a course completes the review process, an email notification with the results of the course review is sent to the course's author and institution's "a-g" course list manager. The results of a course review, in addition to the analyst's comments, will also be available in the My Courses section in the [A-G CMP](#).

Resubmit, if needed

Some courses do not earn "a-g" approval when initially submitted. Institutions are encouraged to resubmit these courses after making modifications to the submission based on the analyst's comments. Once submitted, resubmissions are automatically placed at the front of the original analyst's queue allowing a quicker turnaround.

QUESTIONS? CONTACT US!

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A-G Guide: <http://www.ucop.edu/agguide/updating-your-course-list/index.html>