California Community Colleges

August 13, 2025

ESS 25-56 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Articulation Officers
Curriculum Chairs, Deans, and Specialists

FROM: James E. Todd, Vice Chancellor, Academic Affairs
LaTonya Parker-Parnell, President, Academic Senate for California Community Colleges

RE: Common Course Numbering (CCN) Update, Curricular Guidance and Information for Common Course Numbering System Implementation of Phase IIA and Phase IIB CCN Course Outlines

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The purpose of this memorandum is to provide guidance to local colleges on the implementation of Common Course Numbering (CCN). The following items are addressed in this memo:

- Funding Survey

- Communication Toolkits

- Submission for Phase II Templates

- Submission to the Chancellor's Office Curriculum Inventory (COCI) System

- Articulation Information

- Next Steps

A webinar is planned for September 11, 2025, to accompany this memorandum. Registration details will be shared shortly. For questions or additional information, please contact the Common Course Numbering Team at CCN@cccco.edu.

Funding Survey

Colleges were required to submit a report to the Chancellor's Office by June 1, 2025, detailing how institutions have allocated CCN funding. Many colleges reported using funds to support curriculum specialists, articulation officers, and discipline faculty in aligning current college curricula with CCN templates.

Colleges should be commended for their success in forming cross-functional teams and fostering collaboration between instruction and student services. Several institutions also reported

developing student-facing communication materials and providing professional development opportunities for multiple stakeholder groups.

Colleges identified several implementation challenges including limitations with existing technology systems, potential risks to current articulation agreements, increased workload, and compressed timeline requirements to implement the Common Course Numbering initiative at the local level.

Communication Tool Kit

Communication materials have been added to the CCN website. We encourage colleges to share and use these materials broadly.

Phase IIA Templates

The Common Course Numbering (CCN) templates were divided into batches, Part A and Part B, as noted in Memo ESS 25-11, Common Course Numbering (CCN) System Update and Implementation (Phase II). Phase IIA templates, developed by intersegmental discipline faculty, are available on the CCN website. Colleges should identify which templates align with their current curriculum and are expected to make these courses student-facing by fall 2026.

Common Course Number	C-ID	Title
ARTH C1100	ARTH110	Survey of Art from Prehistory to the Medieval Era
ARTH C1200	ARTH120	Survey of Art from the Renaissance to Contemporary
ECON C2001	ECON 201	Principles of Microeconomics
ECON C2002	ECON 202	Phase II CCN Template Principles of Macroeconomics
ENGL C1002	ENGL 120	Introduction to Literature
ENGL C1003	ENGL 110	Critical Thinking and Writing through Literature
HIST C1001	HIST 130	United States History to 1877
HIST C1002	HIST 140	United States History since 1865

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Phase IIB Templates

Phase IIB Common Course Numbering (CCN) templates, developed by intersegmental discipline faculty, are now available on the CCN website. Colleges are expected to align and implement student-facing course outlines by fall 2027. A variety of templates (honors, embedded support, lecture and lab, lecture only, and lab only) are provided to accommodate local practices, especially for those courses with lab components. We understand that not all colleges will align with every template; institutions will have the opportunity to describe their level of alignment in the annual report that will be due on July 31, 2026. A separate link for this report will be sent directly to Chief Instructional Officers in April 2026.

Colleges may choose to implement aligned courses prior to fall 2027 and will need to resubmit course outlines for articulation (UCTCA, Cal-GETC, course-to-course, and major preparation) review as applicable.

Please note the following:

- Templates for anatomy, physiology, and chemistry are undergoing further review and will be released in Phase III.

- Use of honors and embedded support templates is optional. Colleges that choose to implement them are encouraged to include clear distinctions in Part 2 of their local course outlines to differentiate these courses from their standard counterparts.

- CCN lecture and lab content is not modality-specific, and all applicable title 5 regulations continue to apply to local course outlines. Laboratory content will be recorded in a separate field within the CCN template and COCI.

The following is a listing of the Phase IIB templates:

Anthropology

	Subject	CCN	C-ID	Title
1.	ANTH	C1000	ANTH 110 ANTH 115 L	Introduction to Biological Anthropology with Lab
2.	ANTH	C1000H	ANTH 110 ANTH 115 L	Introduction to Biological Anthropology with Lab - Honors
3.	ANTH	C1001	ANTH 110	Introduction to Biological Anthropology

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4.	ANTH	C1001H	ANTH 110	Introduction to Biological Anthropology - Honors
5.	ANTH	C1001L	ANTH 115 L	Biological Anthropology Lab
6.	ANTH	C1001LH	ANTH 115 L	Biological Anthropology Lab - Honors

Astronomy

	Subject	CCN	C-ID	Title
1.	ASTR	C1000	None	Introduction to Astronomy with Lab
2.	ASTR	C1000H	None	Introduction to Astronomy with Lab - Honors
3.	ASTR	C1001	None	Introduction to Astronomy
4.	ASTR	C1001H	None	Introduction to Astronomy - Honors
5.	ASTR	C1001L	None	Introduction to Astronomy Lab
6.	ASTR	C1001LH	None	Introduction to Astronomy Lab - Honors

Biology

	Subject	CCN	C-ID	Title
1.	BIOL	C1000	None	Introduction to Biology with Lab
2.	BIOL	C1000H	None	Introduction to Biology with Lab - Honors
3.	BIOL	C1001	None	Introduction to Biology
4.	BIOL	C1001H	None	Introduction to Biology - Honors
5.	BIOL	C1001L	None	Introduction to Biology Lab
6.	BIOL	C1001LH	None	Introduction to Biology Lab - Honors

Child Development

	Subject	CCN	C-ID	Title
1.	CDEV	C1000	CDEV 100	Child Growth and Development

	Subject	CCN	C-ID	Title
2.	CDEV	C1000H	CDEV 100	Child Growth and Development - Honors

Communication Studies

	Subject	CCN	C-ID	Title
1.	COMM	C1004	COMM 130	Interpersonal Communication
2.	COMM	C1004H	COMM 130	Interpersonal Communication - Honors

Mathematics

	Subject	CCN	C-ID	Title
1.	MATH	C2210	MATH 210	Calculus I: Early Transcendentals
2.	MATH	C2210H	MATH 210	Calculus I: Early Transcendentals - Honors
3.	MATH	C2210E	MATH 210	Calculus I: Early Transcendentals – Embedded Support
4.	MATH	C2211	MATH 211	Calculus I: Late Transcendentals
5.	MATH	C2211H	MATH 211	Calculus I: Late Transcendentals - Honors
6.	MATH	C2211E	MATH 211	Calculus I: Late Transcendentals – Embedded Support
7.	MATH	C2220	MATH 220	Calculus II: Early Transcendentals
8.	MATH	C2220H	MATH 220	Calculus II: Early Transcendentals - Honors
9.	MATH	C2221	MATH 221	Calculus II: Late Transcendentals
10.	MATH	C2221H	MATH 221	Calculus II: Late Transcendentals - Honors

Sociology

	Subject	CCN	C-ID	Title
1.	SOCI	C1000	SOCI 110	Introduction to Sociology
2.	SOCI	C1000H	SOCI 110	Introduction to Sociology - Honors

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Chancellor Office Curriculum Inventory (COCI)

Common Couse Numbering Phase IIA templates are active in the Chancellor's Office Curriculum Inventory (COCI) system now. Phase IIB templates will be activated in COCI in mid-August. Colleges that uploaded spreadsheets during Phase I submission will have the content migrated into COCI to new COCI fields. As with Phase I, COCI has been updated to reflect the identical content. These CCN aligned 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.

Fields have been added to COCI so spreadsheets will not be needed for Phase II submission. Please note the following:

Units: Where applicable, the unit values in CCN templates align with existing C-ID descriptors and conform to CSU and UC standards. For lab-only and integrated lecture/lab courses, units must meet the established minimum requirements.

Colleges revising existing courses in COCI to align with a CCN template may not change the unit values simultaneously. To adjust units, a college must first revise the course in COCI, obtain a new control number, and then resubmit the course to adopt the CCN aligned information. This requirement is specific to MIS Coding for CB07 (minimum units) and CB06 (maximum units).

Prerequisites and Corequisites: COCI has been updated to include textual skill sets in the prerequisites and corequisites sections. For CCN aligned courses, all prerequisites and corequisites must match the template exactly—no local modifications are permitted, including the removing or adding of prerequisites.

Course Creation: Colleges developing new courses aligned with a CCN template must first create the course in COCI, obtain a control number, and then resubmit the course in COCI to incorporate the CCN aligned information.

Program Updates: Colleges will receive a certification memo, specific to ADTs, for Phase II CCN implementation in the fall 2025. If colleges are revising local programs to incorporate CCN aligned courses, they may submit their local programs (AA/AS/Certificates) after the implementation of Phase III, rather than resubmitting programs multiple times.

TOP to CIP in COCI: As noted in [ESLEI Memo 24-60 Memo COCI Submission Steps, Technological Updates and Taxonomy Parameters, Transition from TOP to CIP](), colleges will transition from use of TOP Codes to CIP Codes effective fall 2027. A separate memo will provide guidance to support the transition from TOP Codes to CIP Codes. As of July 9, 2025, the CIP Code dropdown field has

been added to course attributes in COCI and is a required field for all course types. If a course does not yet have a CIP Code assigned, select 99.9999 for this field. If the CIP Code assigned is not available in the crosswalk, please reach out to COCI support or come to a drop-in session so it can be added.

Articulation Information

When implemented effectively, CCN can improve clarity and streamline pathways for students. However, if common numbering occurs without corresponding intersegmental articulation agreements, it can lead to confusion and undermine student progress. Students may reasonably assume that a course bearing a common number (e.g., ENGL C1000: *Academic Reading and Writing*) will articulate and fulfill transferability, general education, and degree requirements in the same way across institutions. The CCN Council has consistently recommended that the higher education segments commit to securing articulation agreements alongside the development of CCN templates, rather than securing articulation through 116 individual college course outlines.

At this time, we recommend that curriculum committees, articulation officers, and discipline faculty work collaboratively and with their CSU/UC colleagues to resubmit any denied Phase I course outlines to ASSIST. These submissions should include new or revised Part 2 sections to ensure articulation of Phase I courses. Faculty will be reconvened to modify Phase I templates in spring 2026.

If colleges receive comments and phase-out decisions on Phase I CCN-aligned courses (e.g., honors, embedded support), please resubmit revised course outlines during the next Cal-GETC review cycle. The expected submission deadline will be December 2025. The annual Cal-GETC communication will provide updated information and submission timelines.

We recognize the significant workload on discipline faculty, curriculum chairs, curriculum specialists and articulation officers, and we appreciate their continued efforts. Please know that we remain committed to advocating for reimagined articulation processes that supports improved credit mobility and more streamlined transfer pathways, in alignment with the intent of AB 1111 (Berman, 2021).

As with Phase I, the Phase II course outlines are revisions to existing courses, colleges will be required to submit to ASSIST for review for UCTCA and Cal-GETC approval, as well as other articulation agreements. When submitting the CCN aligned course outlines to ASSIST, colleges must use identical CCN subject, number, and title with no extra spaces, symbols, or deviation from the templates.

What's Next?

The CCN Council is working on a sustainability plan and will update the CCN workplan in alignment with California Community Colleges' Vision 2030 -The July 2025 Edition. Colleges are asked to encourage all faculty (California Community Colleges, CSU, UC and independent institutions) to sign up for the Academic Senate for California Community Colleges (ASCCC) discipline listservs for current and timely information related to CCN. Intersegmental participation is crucial to the success of CCN for students. Questions regarding faculty convenings can be directed to ccnsupport@asccc.org.

Finally, we want to express our gratitude to all our colleges for their unwavering support through this unprecedented process. We appreciate the work that this entails, and we are excited about the credit mobility that CCN provides for our students. We will continue to advocate appropriate funding for all segments to sustain this work, and to reimagine articulation to streamline student-centered transfer opportunities.