



# CA - CCGI Course Catalog Extract

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## CA - CCGI Course Catalog Extract

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## Version Control

Version	Date	Author(s)	Brief Description of Change
1.0	09/25	<a href="#">Collette Hoppe</a>	Initial Version

## Overview

### Summary

This tool will create files to upload CCGI (California College Guidance Initiative) Course Catalog Extract into [Californiacolleges.edu](https://californiacolleges.edu) or to print a review document of the extracts. Choose the state defined format (CSV) for uploading into the CGI web app or choose other formats (HTML or XML) for the review documents.

### Due Dates

Review all year long.

Final submission due EOY

### Scope and Purpose

This extract will be used to import Course Catalog data to CCGI (California College Guidance Initiative).

This is 1 extract out of 5 total.

Background from CA documentation:

CCGI works with the California Department of Education (CDE), California Community Colleges Chancellor's Office (CCCCO), the California State University Chancellor's Office (CSUCO), the University of California Office of the President (UCOP), the California Student Aid Commission (CSAC) and with K–12 LEAs to streamline the college and financial aid application processes for students.

Currently, CCGI provides individual transcript-informed *Partner Accounts* on [CaliforniaColleges.edu](https://californiacolleges.edu) to students enrolled at LEAs choosing to partner with CCGI. Students with accounts in these “Partner LEAs” access a tool that displays courses they are enrolled in and have completed; thus tracking their progress towards eligibility for admission to the California State University (CSU) and University of California (UC). As they near the end of their secondary education, students can launch California public college and financial aid applications from their account thus streamlining their transition to postsecondary education.

In 2021, the Governor's C2C Initiative leveraged California's existing college and career planning platform, [CaliforniaColleges.edu](https://CaliforniaColleges.edu), and statutorily *authorized* CCGI to provide *all* 6th–12th grade public school students with student accounts on the platform. This statewide scaling of CCGI was part of the C2C Initiative because of its potential to significantly improve college and career outcomes for all students, particularly those who lack resources or support, by removing barriers and creating a guided pipeline that seamlessly moves students through secondary public education into California's public postsecondary institutions. This year's 2024 omnibus budget trailer bill for education, Senate Bill (SB)153 (Chapter 38, Statutes of 2024), further *requires* all public schools offering grades 9–12 to partner with CCGI to provide transcript-informed Partner Accounts to 9th–12th grade students, per *Education Code (EC)* Section 60900(f)(3).

## Functional Requirements

### Reporting Population and Business Rules

#	Requirement
R1	Report 1 record per course
R1.BR1	Only Active Courses with Transcript = Yes report
R1.BR2	School Detail > Course Catalog - Master List must be populated

#### Note:

The Course Catalog is used to give students an accurate list of courses to choose from when developing their academic plans in the My Plan. All field headers are required. Please note the following:

All fields with a “Y” in the “Data Required” column must contain a valid value.

#### File Structure Requirements

File names must have the .csv extension.

Files must be UTF-8 encoded with no byte order mark.

Files must contain a header row containing all field headers listed above.

Fields containing commas must be enclosed within double quotes.

File name format: {districtname}\_Course Catalog\_Template\_yyyymmdd.csv

## Report Data Elements

Sequence	Data Element	Required	State Description	Format	Length	Business Requirement /Business rules /Values	Data Source/ Database Location
1	CDSCode	Y	Statewide School Code	Numeric	14	N/A	State District Number + State School Number  District.number  School.number

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2	GraduationRequirements	Y	A-G subject area	AlphaNumeric	1? What about 'no data provided' ?	A,B,C, D, E, F, G, or Z	<p>Defines the subject area in which the course will be displayed on the student's course plan as it correlates to a-g courses for the UC and CSU.</p> <p>A "Z" value denotes a non a-g course.</p> <p><b>Must be a single character.</b></p> <p><b>*If null populate with "no data provided"</b></p> <p>Course Information &gt; UC /CSU code. Only first character</p> <p>TranscriptCourse.collegeCode</p>
3	Subject	Y	Subject Area for the course	Text		N/A	<p>This is the subject area for the content of the course. This is not the CSU/UC A-G subject area. Usually this captures Graduation Requirements.</p> <p>Course Information &gt; SCED Subject Area (description not code)</p> <p>Course.scedSubjectArea</p>



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4	CourseTitle	Y	Transcript Abbreviation	Text		N/A	Also known as the transcript abbreviation. *If null populate with "no data provided" **Must strip  Course > Name  Course.name
5	Description	Y	Long Name of Course	Text		N/A	Also known as the long title of the course. *If null populate with "no data provided"  Course > Number + Name  Course.number  Course.name
6	CourseNumber	Y	Local Course ID	AlphaNumeric	13	N/A	Also known as the Local Course ID. Cannot be blank. If unknown, then use "9999".  Course > Number  Course.number

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7	CourseDuration	Y	Length of Course Curriculum	AlphaNumeric		N/A	Course > Terms (I assume 1=full year, 2 = semester, 3=trimester, 4=quarter  Course.terms
8	Academic						Default to blank
9	Credits	Y	Credit Value	Numeric		N/A	Usually quarter courses are 2.5 units, semester courses are 5 units and full year courses are 10 units.  Course Grading Tasks > Credit  GradingTask.credit
10	Honors	Y	Advanced Coursework	AlphaNumeric		Honors, AP, IB	Note that: blank = non-advanced course.  Course > Academic Level 2  If 30 or 40 then AP  If 37 or 38 then IB  If 34 or 39 then Honors  Course.honorsCode

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11	Offered	Y	Active	AlphaNumeric		Y/N	Course > Active  Course.active
12	SchoolType	Y		AlphaNumeric		N/A	Middle/High  School Information > Course Catalog - Master List
13	Year	Y	Academic Year	YYYY-YYYY		N/A	Start Year - End Year  Calendar.startYear
14	StateCourseCode	Y	CALPADS State Course Code	Numeric	4	N/A	This is the state course code and is used for CALPADS state reporting. If null, then use "9999".  Course > State Code  Course.stateCode