



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Revision of the UCOP A-G Approved Course List

NUMBER: REF-5833.6

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DATE: February 8, 2018

ROUTING

Local District Superintendents
Administrators of Instruction
Directors
Counseling Coordinators
High School Principals
High School Assistant Principals
Secondary Counseling Services
College Counselors
Counselors

PURPOSE: This Reference Guide describes procedures for schools to update the UCOP “a-g” approved course list for the 2018-2019 school year. The UCOP “a-g” approved course list is used by the University of California (UC) and the California State University (CSU) systems to verify high school coursework for applicants for freshman admission, and to help admissions evaluators consider each applicant in light of his or her local educational environment.

MAJOR CHANGES: This revision replaces REF-5833.5, “Revision of the UC/CSU A-G Approved Course List,” dated February 7, 2017. Forms for revising the UCOP “a-g” approved course list have been changed, and deadlines have been updated.

INSTRUCTIONS: All schools serving grades 9-12 must update their UCOP “a-g” course list for the 2018-2019 school year by submitting all changes, in writing, using Attachments A and B, to the Local District Counseling Coordinator by Friday, April 20, 2018.

I. UPDATING THE UCOP A-G COURSE LIST

A. The Assistant Principal, Secondary Counseling Services (APSCS) or the designee, in collaboration with the College Counselor or designee, must compare the documents listed below:

- The 2017-2018 UCOP “a-g” course list.
 - The master schedule for the 2017-2018 school year.
 - The planned course list for the 2018-2019 school year.
- Once you review the three documents, you must indicate additions and deletions on Attachment A and B by April 20, 2018.

1. Search for the school’s UCOP “a-g” course list on the UCOP Course List Search website (<https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>). Print a copy of the school’s 2017-2018 course list (print icon, upper right).



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2. Log into MiSiS and print the Fall and Spring 2017-18 Master Schedule:
 - Click on Reports
 - In the search box type courses
 - Select School Courses
 - Sort by Course Number
 - For Course Type select: A-G Courses
 - Repeat for Spring
3. Have a copy of the planned course list for 2018-2019 school year.
4. For Attachment A: “Additions to the UCOP A-G Approved Course List”
 - Compare your current UCOP course list to your master schedule a-g course list and identify all “a-g” courses (including online courses) that will be offered in the 2018-2019 school that are not already on the 2017-2018 course list
 - Compare your current UCOP course list to your planned course list and identify all “a-g” courses (including online courses) that will be offered in the 2018-2019 school year that are not already on the 2017-2018 course list

On Attachment A “Additions to the UCOP A-G Approved Course List (fillable PDF), enter all the required information for each course to be added. Be sure to include the correct course number, the correct transcript abbreviation, and the Honors, AP, or IB designation, if application

Courses already on the 2017-2018 list will automatically be included On the 2018-2019 list.

5. For Attachment B: “Deletions from the UCOP A-G Approved Course List”
 - Compare your current UCOP course list to your master schedule course list and identify all “a-g” courses that are on the 2017-2018 course list but will not be offered in the 2018-2019 school year.
 - Compare your current UCOP course list to your planned course list and identify all “a-g” courses that are on the 2017-2018 course list but will not be offered in the 2018-2019 school year.

On Attachment B “Deletions from the UCOP A-G Approved Course List” (fillable PDF), enter all the required information for each course to be deleted. Be sure to include the correct course number, the correct



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course abbreviation, and the Honors, AP, or IB designation, if applicable.

6. If there are any “a-g” courses on the 2017-2018 course list that are entered more than once, write the repeated course title on Attachment B and type “duplicate” next to it.
- B. When revisions for the 2018-2019 school year have been completed, send a copy of the school’s 2017-2018 course list (printed in step one above), a copy of the school’s master schedule course list (printed in step two above), Attachment A, and Attachment B to the Local District Counseling Coordinator (<http://achieve.lausd.net/page/7778>). Keep copies of these documents at the school site. The deadline to submit revisions is April 20, 2018.

Even if there are no changes to the school’s UCOP “a-g” course list, send a copy of the 2017-2018 course list, Attachment A, and Attachment B to the Local District Counseling Coordinator. Mark “no changes” on Attachments A and B.

- C. Only courses labeled as Advanced Placement (AP), Honors (H), or International Baccalaureate (IB) in the “Honors Type” column on the UCOP “a-g” course list will receive an augmented point in the UC and CSU Grade Point Averages (GPA). All courses without an entry in the “Honors Type” column will not receive the augmented point in the UC and CSU GPAs.

II. AP COURSES

- A. Prior to the final UCOP submission deadline, each AP course and teacher at a school must be authorized through the AP Course Audit process (see MEM-5561.5, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2017-2018*, dated August 16, 2017).

When a course is approved, the teacher will receive an AP “syllabus ID number” from the College Board which is unique to that teacher, course, and school. This syllabus number is also available on the school’s AP Coordinator’s page on the Course Audit Website, <http://www.collegeboard.com/html/apcourseaudit/> or by calling the College Board at (877) 274-3570.

- B. The syllabus number for each added AP course must be included on Attachment A. UCOP will not approve a school’s AP course without its current, unique syllabus number. AP courses without a syllabus



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number cannot be added to the school's UCOP course list.

C. Please note:

- AP course syllabus numbers are seven digits in length followed by a v and a 1 or 2 (e.g. 1234506v1).
- The AP course audit deadline is different from the deadline to submit the AP course syllabus number. The deadline for the AP course audit is January 31, 2019. **The deadline to submit the AP course syllabus number is August 24, 2018.**

D. Courses will be added and deleted for each school by the central District course list manager. No course additions or deletions should be made on the UCOP Course Management Portal by any school site staff.

III. ONLINE COURSES

- A. All online courses offered during the 2018-2019 school year must be on the school's UCOP "a-g" course list. Include additions on Attachment A and deletions on Attachment B as is the case for any other course.

LAUSD-approved online courses can be found on the College and Career Education website at <http://achieve.lausd.net/Page/7845>. Refer to REF-5670.3, *Online Programs for Secondary Schools*, dated September 14, 2016 for more information regarding District-approved online courses.

IV. UPDATING ACCREDITATION AND SCHOOL INFORMATION

- A. The information section of each school's UCOP "a-g" approved course list must be updated to include any changes to the school's information. It is particularly important that schools update their Western Association of Schools and Colleges (WASC) accreditation status.

WASC accreditation may be uploaded in your school's UCOP portal.

- Log into your school's portal:
<https://hs-articulation.ucop.edu/agcmp/login/>
- On the homepage: Click on "My Institution"
- Click on "Update your accreditation info"
- The website will prompt you to upload a PDF of your WASC accreditation
- Click "Open"
- Select file
- Click "Upload"



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1. If the school's WASC accreditation status has been updated, email a copy of the official accreditation letter or certificate stating the new term of accreditation to hs-articulation@ucop.edu and to the Local District Counseling Coordinator. The Local District Counseling Coordinator will forward the accreditation letter to the District course list manager.

A. Review the school information (such as "Course List Manager") located at the top of the UCOP "a-g" course list printed in Section I, page 1. Update any school information which has changed. Submit the course list with the changes to your Local District Counseling Coordinator along with Attachments A and B.

V. ADDITIONAL COURSE LIST REVISIONS

A. If schools make changes to planned 2018-2019 course offerings after April 20, 2018, then Attachment C "Additional Course List Revisions of the UCOP "a-g" course additions" and Attachment D, "Additional Course List Revisions of the UCOP "a-g" course- deletions" list must be submitted no later than August 24, 2018.

1. Search for the school's UCOP "a-g" course list on the UCOP Course List Search website (<https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>). Print a copy of the school's 2018-2019 course list (print icon upper right).

2. Print a copy of the master schedule course lists from MiSiS for the 2018-19 Fall and Spring Semesters.

- Click on Reports
- In search box type "Courses"
- Select "School Courses"
- Sort by Course Number
- For Course Type select: A-G Courses
- Repeat for Spring

3. For Attachment C: C "Revisions to the UCOP A-G Approved Course List" (fillable PDF)

- Compare your UCOP "a-g" course list and the 2018-2019 master schedule course list. Identify any changes that need to be made to the course list and complete Attachment C, "Revisions to the UCOP A-G Approved Course List."



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- On Attachment C “Revisions to the UCOP A-G Approved Course List” (fillable PDF), enter all the required information for each course to be added or deleted. Be sure to include the correct course number, the correct course abbreviation, and the Honors, AP, or IB designation if applicable.
- B. When additional revisions for the 2018-2019 school year have been completed, send a copy of the school’s 2018-2019 course list (which you printed in step one above) and 2018-2019 master schedule course list (which you printed in step two above), and Attachment C to the Local District Counseling Coordinator (<http://achieve.lausd.net/page/7778>). Keep copies of these documents at the school site. The deadline for submission of additional revisions is August 24, 2018.

Even if there are no additional revisions to the school’s UCOP “a-g” course list, send a copy of the 2018-2019 course list, a copy of the school’s 2018-2019 master schedule course list, and Attachment C to the Local District Counseling Coordinator. Mark “no changes” on Attachment C.

- C. If the deadline for submitting revisions is not met, the 2018-2019 UCOP “a-g” approved course list may not be accurate. This could affect students’ admission to schools in the UC/CSU system.
- D. If you are aware of courses that fall under a category of a-g but were not added to your current course list and should be, you must contact your Local District Counseling Coordinator for Attachment E “Retroactive Course Addition List”

VI. DUE DATES FOR UCOP A-G APPROVED COURSE LIST REVISIONS

DUE DATES	INFORMATION REQUESTED	AVAILABLE FORM
April 20, 2018	All Revisions	Attachments A and B
August 24, 2018	Additional Revisions Only (All AP Syllabus numbers must be submitted)	Attachments C and D
January 31, 2019	AP Course Audit Due	<i>Separate process from UCOP list.</i>



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RELATED RESOURCES: MEM-5561.5, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2017-2018*, dated August 16, 2017

REF-5670.3, *Online Programs for Secondary Schools*, dated September 14, 2016

UCOP course lists: <https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>

ASSISTANCE: For assistance or further information, contact your Local District Counseling Coordinator at the following Local District:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

or the Office of College and Career Education at (213) 241-7510.



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ATTACHMENT A

**UCOP A-G Approved Course List School Year 2018-2019
ADDITIONS**

School Name: _____

Submitted by: _____

_____ We have reviewed the current UCOP “a-g” approved course list and our anticipated
initials course offerings for the 2018-2019 school year. Please **ADD** the following courses to our
school’s UCOP “a-g” approved course list for the 2018-2019 school year.

_____ We do not have any courses to add for the 2018-2019 school year. **NO CHANGES.**
initials

Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #
example → AP English Literature A/B	B	230117/8	AP ENG LIT A/B	1234506V1

(use additional sheets if necessary)

_____ College Counselor/ Designee _____ College Counselor/ Designee Signature _____ Date

_____ Principal Name _____ Principal Signature _____ Date

_____ Counseling Coordinator Name _____ Counseling Coordinator Signature _____ Date



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ATTACHMENT B

Due to Local District Counseling Coordinator by April 20, 2018 UCOP A-G Approved Course List School Year 2018-2019 DELETIONS

School Name: _____

Submitted by: _____
Name
Phone
Date

_____ initials We have reviewed the current UCOP “a-g” approved course list and our anticipated course offerings for the 2018-2019 school year. Please **DELETE** the following courses from our school’s UCOP “a-g” approved course list for the 2018-2019 school year.

_____ initials We do not have any courses to delete for the 2018-2019 school year. NO CHANGES.

	Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #
example →	Physics A/B	D	361501/2	PHYSICS A/B	

(use additional sheets if necessary)

_____ College Counselor/ Designee _____ College Counselor/ Designee Signature _____ Date

_____ Principal Name _____ Principal Signature _____ Date

_____ Counseling Coordinator Name _____ Counseling Coordinator Signature _____ Date



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ATTACHMENT C

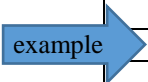
**Due to Local District Counseling Coordinator by April 20, 2018
ADDITIONAL COURSE LIST REVISIONS (after April 20, 2018) to the UCOP A-G
Approved Course List School Year 2018-2019
ADDITIONS**

School Name: _____

Submitted by: _____
Name Phone Date

_____ We have reviewed the current UCOP “a-g” approved course list and our anticipated
initials course offerings for the 2018-2019 school year. Please **ADD** the following courses to our
school’s UCOP “a-g” approved course list for the 2018-2019 school year.

_____ We do not have additional course list revisions. **NO CHANGES.**
initials



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #
AP English Literature A/B	B	230117/8	AP ENG LIT A/B	1234506V1

_____	_____	_____
College Counselor/ Designee	College Counselor/ Designee Signature	Date
_____	_____	_____
Principal Name	Principal Signature	Date
_____	_____	_____
Counseling Coordinator Name	Counseling Coordinator Signature	Date



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ATTACHMENT D

Due to Local District Counseling Coordinator by August 24, 2018 ADDITIONAL COURSE LIST REVISIONS (after April 20, 2018) to the UCOP A-G Approved Course List School Year 2018-2019: DELETIONS

initials We have reviewed the current UCOP “a-g” approved course list and our anticipated course offerings for the 2018-2019 school year. Please **DELETE** the following courses from our school’s UCOP “a-g” approved course list for the 2018-2019 school year.

initials We do not have additional course list revisions. NO CHANGES.

Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #
example → Physics A/B	D	361501/2	PHYSICS A/B	

(use additional sheets if necessary)

College Counselor/ Designee _____
College Counselor/ Designee Signature _____
Date

Principal Name _____
Principal Signature _____
Date

Counseling Coordinator Name _____
Counseling Coordinator Signature _____
Date

Due to Local District Counseling Coordinator by August 24, 2018