



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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

NUMBER: REF-5833.8

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ROUTING

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

DATE: February 28, 2020

PURPOSE: This reference guide describes procedures for schools to update the UCOP “A-G” approved course list for the 2020-2021 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/her/their local educational environment.

MAJOR CHANGES: This reference guide replaces REF-5833.7, “*Revision of the UC/CSU A-G Approved Course List,*” dated March 5, 2019. Forms to revise 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 2020-2021 school year by submitting all changes, in writing, using Attachments A and B, to the Local District Counseling Coordinator by **Friday, April 24, 2020.**

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 2019-2020 UCOP “A-G” course list
- The 2019-2020 master schedule
- The 2020-2021 planned course list

After comparing the three documents, indicate additions and deletions on Attachments A and B and submit by April 24, 2020.

1. Search for the school’s UCOP “A-G” course list on the UCOP Course List Search website <https://hs-articulation.ucop.edu/agcourselist>. Print a copy of the school’s 2019-2020 course list (right click, choose print option).



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2. Log into MiSiS and print the Fall and Spring 2019-2020 Master Schedule:
 - a. Click on Reports
 - b. In the search box type “Courses”
 - i. Select “School Courses”
 - ii. Sort by Course Number
 - c. For Course Type select: A-G Courses
 - i. Download file as Excel which will allow the use of the sort filter function
 - d. Repeat for Spring
3. Have a copy of the planned course list for 2020-2021 school year.
4. For Attachment A: “Additions to the UCOP A-G Approved Course List”
 - a. To ensure that the current UCOP list is accurate:
 - i. Compare the school’s current 2019-2020 UCOP course list to the current 2019-2020 Fall and Spring master schedule A-G course list.
 - ii. If your list is missing courses for the current school year please refer to Section V: “Additional Course List Revisions.”
 - b. To identify courses that should be added to the 2020-2021 UCOP course list:
 - i. Compare the school’s current 2019-2020 UCOP course list to the planned 2020-2021 course list.
 - ii. Identify all “A-G” courses (including online courses) that will be offered and are not currently on the 2019-2020 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 applicable.

Courses currently on the 2019-2020 UCOP A-G approved course list will automatically be included on the 2020-2021 list.

5. For Attachment B: “Deletions from the UCOP A-G Approved Course List”
 - a. To identify courses that must be deleted from the 2020-2021 course list:
 - i. Compare the school’s current 2019-2020 UCOP course list to the planned course list for the 2020-2021 school year.
 - ii. Identify all “A-G” courses that are on the 2019-2020 course list that will not be offered in the 2020-2021 school year.

On Attachment B “Deletions from the UCOP A-G Approved Course List” (fillable PDF), enter the required information for each course to be deleted. Be sure to include the correct course number, the correct transcript abbreviation, and the Honors, AP, or IB designation, if applicable.



6. Review and Remove Duplicates: If there are any “A-G” courses on the UCOP A-G approved 2019-2020 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 2020-2021 school year have been completed, send Attachment A and Attachment B to the Local District Counseling Coordinator (<http://achieve.lausd.net/page/7778>). Maintain copies of these documents at the school site for five years. The deadline to submit revisions is April 24, 2020.

Even if there are not any changes to the school’s UCOP “A-G” course list, send 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-5561.7, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2019-2020*, dated August 6, 2019).

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, <https://apcentral.collegeboard.org/courses/ap-course-audit> 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 number cannot be added to the school’s UCOP course list.

Please note:

- i. AP course syllabus numbers are seven digits in length followed by a “v” and a “1” or “2” (e.g. 1234506v1).
- ii. The AP course audit deadline is different from the deadline to submit the AP course syllabus number. The AP course audit deadline for the 2020-2021 school year is January 31, 2021. **The deadline to submit the AP course syllabus number for the UC portal is August 21, 2020 for the 2020-2021 school year.**



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- C. Courses will be added and deleted for each school by the Central District Course List Manager. Course additions or deletions should not be made on the UCOP Course Management Portal by any school site staff.

III. ONLINE COURSES

- A. All district-approved online courses offered during the 2020-2021 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.
- B. District-approved online courses can be found on the College and Career Education website at <http://achieve.lausd.net/Page/7845>. Refer to REF-5670.4, *Online Programs for Secondary Schools*, dated September 6, 2019 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.
- B. WASC accreditation may be uploaded in the school's UCOP portal:
 1. Log into the school's portal at
 2. <https://hs-articulation.ucop.edu/agcmp/login#/>
 3. On the homepage; click on "My Institution"
 4. Click "Update your accreditation info"
 5. The website will prompt you to upload a PDF of your WASC accreditation
 6. Click "Open"
 7. Select file
 8. Click "Upload"

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.

V. ADDITIONAL COURSE LIST REVISIONS

- A. If schools make changes to their planned 2020-2021 course offerings after April 24, 2020, 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 21, 2020.



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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 2019-2020 course list (print icon upper right).
2. Print a copy of the 2020-2021 School Course List from MiSiS for the Fall and Spring Semesters.
 - a. Click on Reports
 - b. In search box type "Courses"
 - i. Select "School Courses"
 - ii. Sort by Course Number
 - iii. For Course Type select: A-G Courses
 - iv. Repeat for Spring
3. For Attachment C: "Additional Course List Revisions (after April 24, 2020) to the UCOP A-G Approved Course List School Year 2020-2021 ADDITIONS" (fillable PDF)
 - a. Ensure that the current UCOP list is accurate:
 - i. Compare the schools 2019-2020 UCOP "A-G" course list and the 2020-2021 master schedule course list.
 - ii. If your list is missing courses for the current school year, please refer to Section V: "Additional Course List Revisions."
 - iii. 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.
 - b. On Attachment C "Additional Course List Revisions (after April 24, 2020) to the UCOP A-G Approved Course List School Year 2020-2021 ADDITIONS" (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 transcript abbreviation, and the Honors, AP or IB designation if applicable.
4. For Attachment D "Additional Course List Revisions (after April 24, 2020) to the UCOP A-G Approved Course List School Year 2020-2021 DELETIONS" (fillable PDF)
 - a. To identify courses that must be deleted from the 2020-2021 course list:
 - i. Compare the schools 2019-2020 UCOP course list to the planned course list for the 2020-2021 school year.
 - ii. Identify all "A-G" courses that are on the 2019-2020 course list that will not be offered in the 2020-2021 school year.
 - b. On Attachment D "Additional Course List Revisions (after April 24, 2020) to the UCOP A-G Approved Course List School Year 2020-2021 DELETIONS" (fillable PDF), enter all the required information for each course to be deleted. Be sure to include the correct course number, the correct transcript abbreviation, and the Honors, AP or IB designation if applicable.



B. When additional revisions for the 2020-2021 school year have been completed, send Attachment C and D to the Local District Counseling Coordinator (<http://achieve.lausd.net/page/7778>). Maintain copies of these documents at the school site. The deadline for submission of additional revisions is August 21, 2020.

Even if there are no additional revisions to the school’s UCOP “A-G” course list, send Attachment C to the Local District Counseling Coordinator. Initial the box marked “no changes” on Attachment C.

C. If the deadline for submitting revisions is not met, the 2020-2021 UCOP “A-G” approved course list may not be accurate. This could affect students’ admission to institutions in the UC/CSU system.

D. If courses that fall under a category of A-G were not added to the current course list and should be, contact the 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 24, 2020	All Revisions	Attachments A and B
August 21, 2020	Additional Revisions Only (All AP Syllabus numbers must be submitted)	Attachments C and D
January 31, 2021	AP Course Audit Due	<i>Separate process from UCOP list.</i>

RELATED RESOURCES:

MEM-5561.7, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2019-2020*, dated August 6, 2019

REF-5670.4, *Online Programs for Secondary Schools*, dated September 6, 2019

UCOP course lists: <https://hs-articulation.ucop.edu/agcourselist>



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

- Local District Central (213) 241-0126
- 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 Academic and Counseling Services at (213) 241-7510.



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ATTACHMENT A

**UCOP A-G Approved Course List School Year 2020-2021
ADDITIONS**

School Name:		Location Code:	CEEB Code:
Submitted by:	Email:	Phone #:	
Please initial next to the appropriate box below. All schools must turn in an Attachment even if changes are not needed.			
Initials:	ADDITIONS NEEDED: We have reviewed the current UCOP "A-G" approved course list and our anticipated course offerings for the 2020-2021 school year. Please ADD the following courses to our school's UCOP "A-G" approved course list for the 2020-2021 school year.		
Initials:	NO CHANGES. We do not have any courses to add for the 2020-2021 school year.		



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP Course AB	B	200xxx/x	AP Course AB	1234506v1	i.e., on my list 2x remove 1 only

(Use additional sheets if needed)

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

Due to Local District Counseling Coordinator by April 24, 2020



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ATTACHMENT B

**UCOP A-G Approved Course List School Year 2020-2021
DELETIONS**

School Name:		Location Code:	CEEB Code:
Submitted by:	Email:	Phone #:	
Please initial next to the appropriate box below. All school must turn in an Attachment even if changes are not needed.			
Initials:	DELETIONS NEEDED: We have reviewed the current UCOP "A-G" approved course list and our anticipated course offerings for the 2020-2021 school year. Please DELETE the following courses from our school's UCOP "A-G" approved course list for the 2020-2021 school year.		
Initials:	NO CHANGES. We do not have any courses to delete for the 2020-2021 school year.		

Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP Course AB	B	200xxx/x	AP Course AB	1234506v1	i.e., on my list 2x remove 1 only

(use additional sheets if necessary)

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

Due to Local District Counseling Coordinator by April 24, 2020



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ATTACHMENT C

**ADDITIONAL COURSE LIST REVISIONS (after April 24, 2020) to the UCOP A-G
Approved Course List School Year 2020-2021
ADDITIONS**

School Name:		Location Code:	CEEB Code:
Submitted by:	Email:	Phone #:	
Please initial next to the appropriate box below. All schools must turn in an Attachment even if changes are not needed.			
Initials:	ADDITIONS NEEDED: We have reviewed the current UCOP “A-G” approved course list and our anticipated course offerings for the 2020-2021 school year. Please ADD the following courses to our school’s UCOP “A-G” approved course list for the 2020-2021 school year.		
Initials:	NO CHANGES. We do not have any courses to add for the 2020-2021 school year.		

Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP Course AB	B	200xxx/x	AP Course AB	1234506v1	i.e., on my list 2x remove 1 only

(use additional sheets if necessary)

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

Due to Local District Counseling Coordinator by August 21, 2020



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ATTACHMENT D

ADDITIONAL COURSE LIST REVISIONS (after April 24, 2020) to the UCOP A-G

Approved Course List School Year 2020-2021:

DELETIONS

School Name:		Location Code:	CEEB Code:
Submitted by:	Email:	Phone #:	
Please initial next to the appropriate box below. All schools must turn in an Attachment even if changes are not needed.			
Initials:	DELETIONS NEEDED: We have reviewed the current UCOP "A-G" approved course list and our anticipated course offerings for the 2020-2021 school year. Please Delete the following courses from our school's UCOP "A-G" approved course list for the 2020-2021 school year.		
Initials:	NO CHANGES. We do not have any courses to delete for the 2020-2021 school year.		

Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP Course AB	B	200xxx/x	AP Course AB	1234506v1	i.e., on my list 2x remove 1 only

(use additional sheets if necessary)

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

Due to Local District Counseling Coordinator by August 21, 2020