



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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

NUMBER: REF-5833.9

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DATE: March 1, 2021

PURPOSE: This reference guide describes procedures for schools to update the UCOP “A-G” approved course list for the 2021-2022 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 review each applicant considering the student’s local educational environment.

MAJOR CHANGES: This reference guide replaces REF-5833.8, “*Revision of the UC/CSU A-G Approved Course List*,” dated February 4, 2020. 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 2021-2022 school year by submitting all changes, in writing, using Attachments A and B, to the Local District Counseling Coordinator by **Friday, April 23, 2021**.

ROUTING

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

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 2020-2021 UCOP “A-G” course list
- The 2020-2021 master schedule course list
- The 2021-2022 planned course list

After comparing the three documents, indicate additions and deletions on Attachment A, UCOP “A-G” Approved Course List for the 2021-2022 School Year: **ADDITIONS** and Attachment B, UCOP “A-G” Approved Course List for the 2021-2022 School Year: **DELETIONS**. Submit the Attachments by **Friday, April 23, 2021**.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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 2020-2021 course list (right click, choose print option).
2. Print a copy of the 2020-2021 School Course List for the Fall and Spring semesters from MiSiS.
 - i. Click on Reports
 - ii. In the search box type "Courses"
 - Select "School Courses"
 - Sort by Course Number
 - iii. For Course Type select: A-G Courses
 - Download file as Excel which will allow the use of the sort filter function
 - iv. Repeat for Spring
3. Have a copy of the planned course list for 2021-2022 school year.
4. Complete Attachment A, UCOP A-G Approved Course List School Year 2021-2022: **ADDITIONS**.
 - i. Ensure that the current UCOP list is accurate by:
 - Comparing the school's current 2020-2021 UCOP course list to the current 2020-2021 School Course List from MiSiS for the Fall and Spring semesters.
 - If your list is missing courses for the current school year, refer to Section V: Course List Revisions
 - ii. Identify courses that should be added to the 2021-2022 UCOP course list by:
 - Comparing the school's current 2020-2021 UCOP course list to the planned 2021-2022 course list.
 - Identifying all "A-G" courses (including online courses) that will be offered and are not currently on the 2020-2021 course list.
 - iii. Enter on Attachment A, UCOP A-G Approved Course List School Year 2021-2022: Additions, all 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Courses currently on the 2020-2021 UCOP A-G approved course list will automatically be included on the 2021-2022 list.

5. Complete Attachment B, UCOP A-G Approved Course List School Year 2021-2022: **DELETIONS**.
 - i. Identify courses that must be deleted from the 2021-2022 course list by:
 - Comparing the school’s current 2020-2021 UCOP course list to the planned course list for the 2021-2022 school year.
 - Identify all “A-G” courses that are on the 2020-2021 course list that will not be offered in the 2021-2022 school year.
 - ii. Enter on Attachment B, UCOP A-G Approved Course List School Year 2021-2022: Deletions, all 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 2020-2021 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 2021-2022 school year have been completed, send Attachments A and 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 **Friday, April 23, 2021**.

Even if there are not any changes to the school’s UCOP “A-G” course list, send Attachments A and B to the Local District Counseling Coordinator. Initial the box marked “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.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

II. ADVANCED PLACEMENT (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. For specific information, refer to MEM-5561.7, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2020-2021*, dated August 31, 2020.

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.
1. AP course syllabus numbers are seven digits in length followed by a “v” and a “1” or “2” (e.g., 1234506v1).
 2. The AP course audit deadline is different from the deadline to submit the AP course syllabus number. The AP course audit deadline for the 2021-2022 school year is **Monday, January 31, 2022**.
- C. The deadline to submit the AP course syllabus number for the UC Portal is **Friday, August 20, 2021** for the 2021-2022 school year.
- D. Courses will be added and deleted for each school by the Central District Course List Manager. Course additions and 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 2021-2022 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- B. If a 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 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 a school makes changes to its planned 2021-2022 course offerings after Friday, **April 23, 2021**, Attachment C, Additional Course List Revisions to the UCOP "A-G" Approved Course List for the 2021-2022 School Year: **ADDITIONS** and Attachment D, Additional Course List Revisions to the UCOP "A-G" Approved Course List for the 2021-2022 School Year: **DELETIONS**, must be submitted no later than **Wednesday, August 25, 2021**
1. Search for the school's UCOP "A-G" course list on the UCOP Course List Search website:
<https://hsarticulation.ucop.edu/agcourselist>. Print a copy of the school's 2020-2021 course list (print icon upper right).
 2. Print a copy of the 2021-2022 School Course List from MiSiS for the Fall and Spring semesters.
 - i. Click on Reports
 - ii. In search box type "Courses"
 - iii. Select "School Courses"
 - iv. Sort by Course Number
 - v. For Course Type select: A-G Courses
 - vi. Repeat for Spring
 3. Complete Attachment C: Additional Course List Revisions to the UCOP "A-G" Approved Course List for the 2021-2022 School Year: **ADDITIONS**.
 - i. Ensure that the current UCOP list is accurate by:
 - Comparing the schools 2020-2021 UCOP "A-G" course list and the 2021-2022 master schedule course list
 - Addressing missing courses on the list for the current school year as delineated in Section V: Additional Course List Revisions
 - Identifying any changes that need to be made to the course list and complete Attachment C
 - On Attachment C, 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



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

4. Complete Attachment D Additional Course List Revisions (after **April 23, 2021**) to the UCOP A-G Approved Course List School Year 2021-2022: **DELETIONS**.
 - i. Identify courses that must be deleted from the 2021-2022 course list by:
 - Comparing the school’s current 2020-2021 UCOP course list to the planned course list for the 2021-2022 school year.
 - Identifying all “A-G” courses that are on the 2020-2021 course list that will not be offered in the 2021-2022 school year.
 - ii. Enter on Attachment D, Additional Course List Revisions (after **April 23, 2021**) to the UCOP A-G Approved Course List School Year 2021-2022 **DELETIONS**, all 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 2021-2022 school year have been completed, send Attachments C and D to the Local District Counseling Coordinator. Maintain copies of these documents at the school site. The deadline for submission of additional revisions is **Wednesday, August 25, 2021**.

Even if there are no additional revisions to the school’s UCOP “A-G” course list, send Attachments C and D to the Local District Counseling Coordinator. Initial the box marked “no changes” on each respective form.
- C. If the deadline for submitting revisions is not met, the 2021-2022 UCOP “A-G” approved course list may not be accurate. This could affect students’ admissions to higher education institutions such as 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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

DUE DATES	INFORMATION REQUESTED	AVAILABLE FORM
April 23, 2021	All Revisions	Attachments A and B
August 25, 2021	Additional Revisions Only (All AP Syllabus numbers must be submitted)	Attachments C and D
January 31, 2022	AP Course Audit Due	<i>Separate process from UCOP list.</i>

RELATED RESOURCES:

MEM-5561.8, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2020-2021*, dated August 31, 2020

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

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

ASSISTANCE:

For assistance or further information, please contact your Local District Counseling Coordinator:

- 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
- [Counseling Coordinator Contact List](#)

or the Office of Academic and Counseling Services at (213) 241-7510.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A

UCOP A-G Approved Course List School Year 2021-2022: ADDITIONS

All schools must submit an Attachment even if changes are not needed. All fields must be filled out completely (no abbreviations, except for “Transcript Abbreviation”).

School Name: _____ Local District: _____

Location Code: _____ CEEB Code: _____

Submitted by: _____ Email: _____ Phone #: _____

Please initial next to the appropriate box below.

ADDITIONS NEEDED: We have reviewed the current UCOP “A-G” approved course list and our anticipated course offerings for the 2021-2022 school year. Please ADD the following courses to our school’s UCOP “A-G” approved course list for the 2021-2022 school year.	Initials:
NO CHANGES. We do not have any courses to add for the 2021-2022 school year.	Initials:



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #	Notes
Example: AP Course AB	B	200xxx/x	AP Course AB	1234506v1	New course offering

Use additional sheets if necessary

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

Due to Local District Counseling Coordinator by Friday, April 23, 2021



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

UCOP A-G Approved Course List School Year 2021-2022: DELETIONS

All schools must submit an Attachment even if changes are not needed. All fields must be filled out completely (no abbreviations, except for “Transcript Abbreviation”).

School Name: _____ Local District: _____

Location Code: _____ CEEB Code: _____

Submitted by: _____ Email: _____ Phone #: _____

Please initial next to the appropriate box below.

DELETIONS NEEDED: We have reviewed the current UCOP “A-G” approved course list and our anticipated course offerings for the 2021-2022 school year. Please DELETE the following courses to our school’s UCOP “A-G” approved course list for the 2021-2022 school year.	Initials:
NO CHANGES. We do not have any courses to delete for the 2021-2022 school year.	Initials:



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #	Notes
Example: AP Course AB	B	200xxx/x	AP Course AB	1234506v1	On my list twice, remove one only

Use additional sheets if necessary.

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

Due to Local District Counseling Coordinator by Friday, April 23, 2021



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

ADDITIONAL COURSE LIST REVISIONS TO THE UCOP A-G APPROVED COURSE LIST FOR THE 2021-2022 SCHOOL YEAR: ADDITIONS (after Friday, April 23, 2021)

All schools must submit an Attachment even if changes are not needed. All fields must be filled out completely (no abbreviations, except for “Transcript Abbreviation”).

School Name: _____ Local District: _____

Location Code: _____ CEEB Code: _____

Submitted by: _____ Email: _____ Phone #: _____

Please initial next to the appropriate box below.

ADDITIONS NEEDED: We have reviewed the current UCOP “A-G” approved course list and our anticipated course offerings for the 2021-2022 school year. Please ADD the following courses to our school’s UCOP “A-G” approved course list for the 2021-2022 school year.	Initials:
NO CHANGES. We do not have any courses to add for the 2021-2022 school year.	Initials:



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #	Notes
Example: AP Course AB	B	200xxx/x	AP Course AB	1234506v1	New course offering

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

Due to Local District Counseling Coordinator by Wednesday, August 25, 2021



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

ADDITIONAL COURSE LIST REVISIONS TO THE UCOP A-G APPROVED COURSE LIST FOR THE 2021-2022 SCHOOL YEAR: DELETIONS (after Friday, April 23, 2021)

All schools must submit an Attachment even if changes are not needed. All fields must be filled out completely (no abbreviations, except for “Transcript Abbreviation”).

School Name: _____ Local District: _____

Location Code: _____ CEEB Code: _____

Submitted by: _____ Email: _____ Phone #: _____

Please initial next to the appropriate box below.

DELETIONS NEEDED: We have reviewed the current UCOP “A-G” approved course list and our anticipated course offerings for the 2021-2022 school year. Please DELETE the following courses to our school’s UCOP “A-G” approved course list for the 2021-2022 school year.	Initials:
NO CHANGES. We do not have any courses to delete for the 2021-2022 school year.	Initials:



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus #	Notes
Example: AP Course AB	B	200xxx/x	AP Course AB	1234506v1	On my list twice, remove one only

Use additional sheets if necessary.

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

Principal Name _____ Principal Signature _____ Date _____

Counseling Coordinator Name _____ Counseling Coordinator Signature _____ Date _____

Due to Local District Counseling Coordinator by Wednesday, August 25, 2021