



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

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

**NUMBER:** REF-5833.7

**ISSUER:** Frances Gipson, Ph.D., Chief Academic Officer  
Division of Instruction

Jesus Angulo, Director  
Academic and Counseling Services

**DATE:** March 5, 2019

**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 2019-2020 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-5833.6, “*Revision of the UC/CSU A-G Approved Course List,*” dated February 8, 2018. 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 2019-2020 school year by submitting all changes, in writing, using Attachments A and B, to the Local District Counseling Coordinator by **Friday, April 26, 2019.**

### 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 2018-2019 UCOP “A-G” course list
- The master schedule for the 2018-2019 school year
- The planned course list for the 2019-2020 school year

Once you review the three documents, you must indicate additions and deletions on Attachment A and B by April 26, 2019.

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 2018-2019 course list (print icon, upper right).



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2. Log into MiSiS and print the Fall and Spring 2018-19 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
    - Download file as Excel if you want to sort your list
  - Repeat for Spring
3. Have a copy of the planned course list for 2019-2020 school year.
4. For Attachment A: “Additions to the UCOP A-G Approved Course List”
  - Compare your current 2018-2019 UCOP course list to your current 2018-2019 Fall & Spring master schedule A-G course list and identify all “A-G” courses (including online courses) that will be offered in the 2019-2020 school that are not already on the 2018-2019 course list
  - Compare your current 2018-2019 UCOP course list to your planned course list and identify all “A-G” courses (including online courses) that will be offered in the 2019-2020 school year that are not already on the 2018-2019 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 already on the 2018-2019 UCOP A-G approved course list will automatically be included on the 2019-2020 list.

5. For Attachment B: “Deletions from the UCOP A-G Approved Course List”
  - Compare your current 2018-2019 UCOP course list to your 2018-2019 Fall & Spring master schedule course list and identify all “A-G” courses will not be offered in the 2019-2020 school year
  - Compare your current 2018-2019 UCOP course list to your planned course list for the 2019-2020 school year and identify all “A-G” courses that are on the 2018-2019 course list that will not be offered in the 2019-2020 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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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 2018-2019 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 2019-2020 school year have been completed, send a copy of the school’s 2018-2019 UCOP A-G course list (printed in step one 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 for five years. The deadline to submit revisions is April 26, 2019.
- Even if there are not any changes to the school’s UCOP “A-G” course list, send a copy of the 2018-2019 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-5561.6, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2018-2019*, dated July 24, 2018).

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.



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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 2019-2020 school year AP course audit is January 31, 2020. **The deadline to submit the AP course syllabus number is August 23, 2019 for the 2019-2020 school year.**

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 2019-2020 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.

District-approved online courses can be found on the College and Career Education website at <http://achieve.lausd.net/Page/7845>. Refer to REF-5670.3, *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 at <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”

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](mailto:hs-articulation@ucop.edu) and to the Local



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District Counseling Coordinator. The Local District Counseling Coordinator will forward the accreditation letter to the District Course List Manager.

- B. 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 their planned 2019-2020 course offerings after April 26, 2019, 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 23, 2019.

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 2019-2020 School Course List from MiSiS for the 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: “Revisions to the UCOP A-G Approved Course List” (fillable PDF)
  - Compare your 2018-2019 UCOP “A-G” course list and the 2019-2020 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.”
  - 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 transcript abbreviation, and the Honors, AP, or IB designation if applicable.

- B. When additional revisions for the 2019-2020 school year have been completed send Attachment C to the Local District Counseling



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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 23, 2019.

Even if there are no additional revisions to the school’s UCOP “A-G” course list, send a copy of the 2019-2020 course list and 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 2019-2020 UCOP “A-G” approved course list may not be accurate. This could affect students’ admission to institutions in the UC/CSU system.
- D. If you are aware of courses that fall under a category of A-G that 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

<b>DUE DATES</b>	<b>INFORMATION REQUESTED</b>	<b>AVAILABLE FORM</b>
April 26, 2019	All Revisions	Attachments A and B
August 23, 2019	Additional Revisions Only (All AP Syllabus numbers must be submitted)	Attachments C and D
January 31, 2020	AP Course Audit Due	<i>Separate process from UCOP list.</i>



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**RELATED RESOURCES:** MEM-5561.6, *Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2018-2019*, dated July 24, 2018

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

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

**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 2019-2020  
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:	<b>ADDITIONS NEEDED:</b> We have reviewed the current UCOP "A-G" approved course list and our anticipated course offerings for the 2019-2020 school year. Please <b>ADD</b> the following courses to our school's UCOP "A-G" approved course list for the 2019-2020 school year.	
Initials:	<b>NO CHANGES.</b> We do not have any courses to add for the 2019-2020 school year.	



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP English Literature AB	B	230117/8	AP ENG LIT AB	1234506v1	<b>i.e. on my list 2x remove 1 only</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 April 26, 2019**





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ATTACHMENT B

**UCOP A-G Approved Course List School Year 2019-2020  
DELETIONS**

School Name:		Location Code:	CEEB Code:
Submitted by:	Email:	Phone #:	
<b>Please initial next to the appropriate box below.</b>			
All school must turn in an Attachment even if changes are not needed.			
Initials:	<b>DELETIONS NEEDED:</b> We have reviewed the current UCOP "A-G" approved course list and our anticipated course offerings for the 2019-2020 school year. Please <b>DELETE</b> the following courses to our school's UCOP "A-G" approved course list for the 2019-2020 school year.		
Initials:	<b>NO CHANGES.</b> We do not have any courses to delete for the 2019-2020 school year.		

Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP English Literature AB	B	230117/8	AP ENG LIT AB	1234506v1	<b>i.e. on my list 2x remove 1 only</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 April 26, 2019**



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ATTACHMENT C

**ADDITIONAL COURSE LIST REVISIONS (after April 26, 2019) to the UCOP A-G  
Approved Course List School Year 2019-2020  
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 2019-2020 school year. Please **ADD** the following courses to our school’s UCOP “A-G” approved course list for the 2019-2020 school year.

Initials: **NO CHANGES.** We do not have any courses to add for the 2019-2020 school year.



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP English Literature AB	B	230117/8	AP ENG LIT AB	1234506v1	i.e. on my list 2x remove 1 only

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 23, 2019**



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ATTACHMENT D

**ADDITIONAL COURSE LIST REVISIONS (after April 26, 2019) to the UCOP A-G  
Approved Course List School Year 2019-2020:  
DELETIONS**

School Name:		Location Code:	CEEB Code:
Submitted by:	Email:	Phone #:	
<b>Please initial next to the appropriate box below.</b>			
All schools must turn in an Attachment even if changes are not needed.			
Initials:	<b>DELETIONS NEEDED:</b> We have reviewed the current UCOP "A-G" approved course list and our anticipated course offerings for the 2019-2020 school year. Please <b>Delete</b> the following courses to our school's UCOP "A-G" approved course list for the 2019-2020 school year.		
Initials:	<b>NO CHANGES.</b> We do not have any courses to delete for the 2019-2020 school year.		



Course Title	A-G	District Course Number	Transcript Abbreviation	AP Syllabus Number	Notes:
AP English Literature AB	B	230117/8	AP ENG LIT AB	1234506v1	<b>i.e. on my list 2x remove 1 only</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 23, 2019**