

CCGI Course Catalog Data Element Template for CaliforniaColleges.edu

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.

Field Name	Req'd	Description	Values	Notes
CDSCode	Y	Statewide School Code	14 digit #	Numeric. May start with 0.
Graduation Requirements	Y	A-G subject area	A, B, C, D, E, F, G, Z	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. A "Z" value denotes a non a-g course. Must be a single character. *If null populate with "no data provided"
Subject	Y	Subject area for the course	Free Text	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.
CourseTitle	Y	Transcript abbreviation	Free Text	Also known as the transcript abbreviation. *If null populate with "no data provided" **Must strip
Description	Y	Long name of course	Free Text	Also known as the long title of the course. *If null populate with "no data provided"
CourseNumber	Y	Local Course ID	Alphanumeric	Also known as the Local Course ID. Cannot be blank. If unknown, then use "9999".
CourseDuration	Y	Length of the course Curriculum	Alpha	Semester
Academic	Y			Please only send Academic Courses

Credits	Y	Credit Value	Numeric	Usually quarter courses are 2.5 units, semester courses are 5 units and full year courses are 10 units.
Honors	Y	Advanced Coursework	Honors, AP, IB	Note that: blank = non-advanced course.
Offered	Y	Active	Y, N	Indicates if the course is currently being offered.
SchoolType	Y		Alpha	Middle/High
Year	Y	Academic Year	Numeric	2023-2024
StateCourseCode	Y	CALPADS State Course Code	4 digit #	This is the state course code and is used for CALPADS state reporting. If null, then use "9999".

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