

2014-15

## COMMUNITY COLLEGE ARTICULATION OFFICERS

Dear Colleague:

It's time to update your college's *University of California Transferable Course Agreement (TCA)* for the academic year 2014-15.

Attached is a draft copy of your college's TCA. Bolded text on your TCA reflects changes submitted to ASSIST since the 2013-14 TCA update. Curriculum changes should be current in ASSIST as of F14. (Note: if you have not yet submitted all your current curriculum information to ASSIST, please submit any additions, terminations, or changes to prefixes, numbers, titles or units to ASSIST using the Curriculum Additions and Changes form.)

In summary, you will need to:

- Submit all course outlines for new or revised courses in OSCAR
- Review your draft TCA for accuracy
- Mark up the TCA with all changes – additions, deletions and corrections
- Return the marked-up TCA to me with an email including a summary of your changes and a link to your catalog

Submit course outlines in OSCAR. You will be able to enter outlines in OSCAR until the **25<sup>th</sup>** of this month. For assistance with OSCAR, please contact ASSIST at (949) 824-4385. Once you submit your TCA update materials you may not make further submissions until October 2014.

Courses are reviewed for the upcoming academic year, 2014-15. UC compares course numbers, titles, and unit values listed in the community college catalog with the current TCA. Please compare the course number, title, and unit information in your catalog with that of the TCA for accuracy. Course outlines should be submitted for courses that are new, or have undergone prerequisite or corequisite changes or significant content changes, or a decrease in unit values.

Please review your TCA carefully. This is your opportunity to review the accuracy of the TCA, especially in relation to footnotes and limitations. Do contact me with any questions or concerns.

You will need Adobe Acrobat Professional version 8.0 or higher to open/edit the attached PDF. Please contact me if you need instructions on updating your TCA using Adobe. Alternatively, you can convert the PDF to a Word document and make updates using the "track changes" feature in Word. Please contact me if you need assistance in converting the PDF to Word and/or advice on how to make changes using "track changes." Our goal is simply to have the changes and additions be as clear as possible, as ASSIST has to enter the data by hand.

### Resources:

- Guidelines for outlines: <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-update-process/outline-guidelines.html>

- Specific instructions for updating your TCA: <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-update-process/updating-revising-directions.html>
- General information on the TCA process: <http://ucop.edu/transfer-articulation/transferable-course-agreements/index.html> and <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-update-process/index.html>
- Textbook requirements: <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/textbook-requirements.html>
- Credit limitations: <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/credit-limitations.html>
- Special regulations for courses in specific subject: <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html>

#### Reminders:

- Please review the recent update regarding repeatability at <http://ucop.edu/transfer-articulation/resources/systemwide-alerts-updates/index.html>. The update clarifies which courses need to be submitted in the areas of PE, dance, art, etc. given the splitting of courses many CCCs have done in response to the change in repeatability rules.
- Also please check the update on honors courses at <http://ucop.edu/transfer-articulation/resources/systemwide-alerts-updates/index.html>. We've had some questions about this recently and wanted to ensure that the policy is clear.
- In OSCAR, outlines must be marked as "complete" and a selection must be made from the UC TCA Review Action drop-down menu or the outlines will not be evaluated by UCOP staff. *Courses marked "no review" will not be included in the UC TCA update.*
- Courses submitted for IGETC must first be approved for your TCA. Courses denied approval for the TCA cannot be considered for IGETC.
- You may request review for courses where effective changes begin subsequent to F14. Since such courses are not already in the ASSIST curriculum database, submit them to ASSIST via the Curriculum Additions and Changes form prior to entering an outline in OSCAR.
- In the OSCAR text box labeled **Articulation Officer Comments to Reviewers** include any supplemental information that will aid in the course review.
- Please strike through "ea" as it appears on the current TCA for courses where the designation no longer applies due to revised repeatability rules.
- Once you have completed submission of courses in OSCAR, email me confirming that you are done, include a list of the courses you've submitted for review and attach the marked-up PDF.

- If you do not plan to update your TCA this year, notify me by email and copy Holly Deme at ASSIST ([holly@assist.org](mailto:holly@assist.org)).

If you have any questions or concerns about TCA procedures or the transferability of your college's courses, please contact me at [jennifer.forsberg@ucop.edu](mailto:jennifer.forsberg@ucop.edu). Thank you for your assistance with this important project.

Sincerely,

Jennifer Forsberg  
Transfer Articulation Analyst