

CCGI Course Catalog for CaliforniaColleges.edu

The course catalog is used to give students an accurate list of courses to choose from when developing their academic plans. The catalog also allows advanced school-based functionality on the platform.

- All fields with a “Y” in the “Required” column must contain a valid value.
- All fields with an “N” in the “Required” column can be left blank.

Field Name	Req'd	Definition	Values	Notes	Example
CDSCode	Y	Statewide School Code	14 digit #	C=County (2-digits) D=District (5-digits) S=School (7-digits)	57283496127158
A-G	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. Cannot be Blank.	A
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 GraduationRequirements.	Physical Education
CourseTitle	Y	Transcript abbreviation	Free Text	Also known as the transcript abbreviation. Cannot be blank.	History 9 P
Description	Y	Long name of course	Free Text	Also known as the long title of the course.	Intro to Rock and Roll
CourseNumber	Y		Alphanumeric	Also known as the Local Course ID. Cannot be blank. If unknown, then use “99999”.	1234A
Credits	Y	Credit Value	Numeric	Usually semester courses are 5 units and full year courses are 10 units.	5
Honors	Y	Advanced Coursework	Honors, AP, IB	Note that: blank = non-advanced course.	AP

Offered	Y	Active	Y, N	Indicates if the course is currently being offered.	Y = Active courseN = No longer offered
StateCourseCode	Y	CALPADS State Course Code	4 digit #	This is the state course code and is used for CALPADS state reporting. <i>Please note that this is a different course code than the field CourseNumber above, which is a local identifier.</i>	2670

To be CSV-Compliant

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must have a **header row**.
- Fields containing **commas** must be enclosed within double quotes.

File name format: {districtname}_CourseCatalog_yyyymmdd

Example: SacramentoCity_CourseCatalog_20210901.csv

Upload the CSV Template

Using an sFTP client, use sftp.californiacolleges.edu and upload the course catalog file for processing into the course_catalog folder. If there are any questions regarding this file, please contact your CCGI Technical Assistance Team.