**How to Articulate a Course**

1. Before developing a new course it is recommended that you discuss the proposal with the Articulation Officer (AO). This is not a requirement, but a suggestion.
2. Once the course is approved by the Curriculum Committee (CC), complete the Articulation Request Form (see J drive) and email it to the AO.
3. The AO will confirm your request. If you do not receive confirmation within two weeks, please email the AO.
4. The AO will share all articulation decisions (i.e., approval, denial) with the Originator, Division Chair, Division Rep. and Instruction Office Specialist.
5. If you have any questions/issues, please contact the AO. If the matter is urgent, please contact the AO immediately. AOs have magical powers, but they are limited.

**Articulation Deadlines –**

UCTCA – May 5th

CSUGE – December 1st

IGETC – December 1st

C-ID – Open

Course to Course – Open

**Articulation Abbreviations –**

UCTCA – University of California Transfer Course Agreement

CSUGE – California State University General Education

IGETC – Intersegmental General Education Transfer Curriculum

C-ID – Course Identification Numbering System

COR – Course Outline of Record