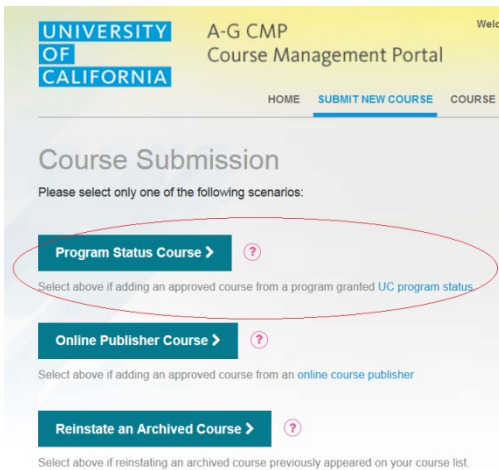


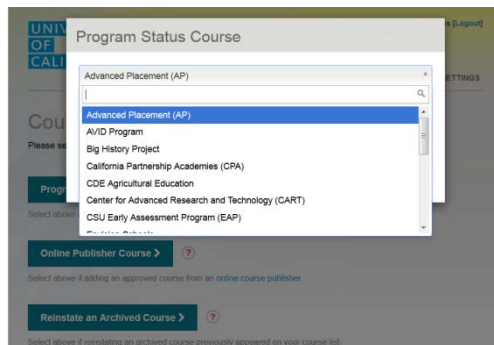
## INSTRUCTIONS TO ADD A PROGRAM STATUS COURSE TO YOUR A-G COURSE LIST

**Step 1:** Upon logging into your A-G Course Management Portal account, select “Submit New Course” from the top, right-hand toolbar.

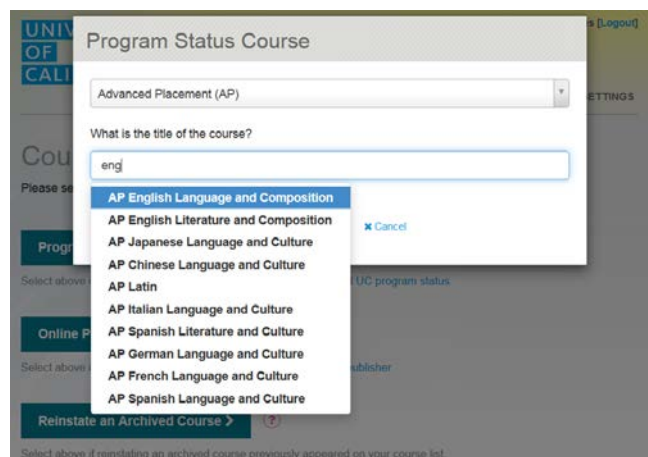
**Step 2:** From the landing page for the course submission options, select the first scenario: Program Status Course



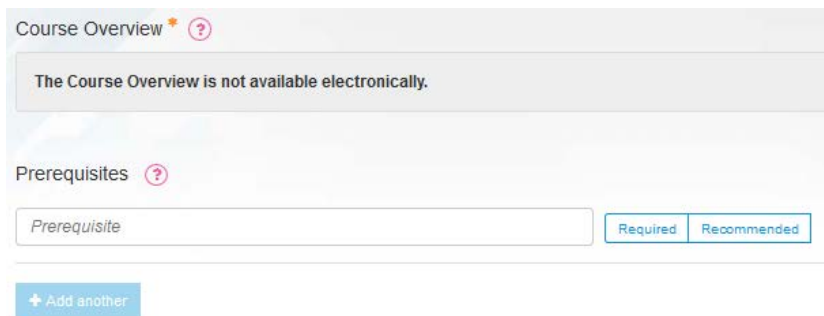
**Step 3:** A pop-up window will appear with a drop down menu. From the menu, select the program whose course you wish to add. Only one organization may be selected.



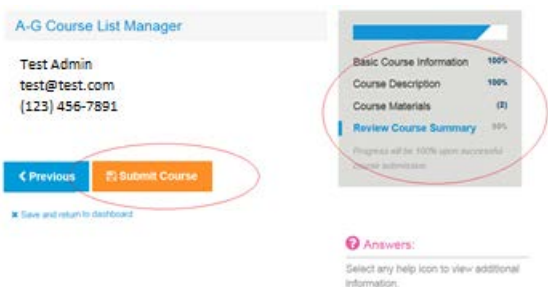
**Step 4:** Once a program is selected, enter the title of the course being added. The system will auto-populate title options once at least three letters have been entered. Select the course title from the drop down list and click “Continue”.



**Step 5:** The system will auto-populate all available information. Proceed through the “Basic Course Information”, “Course Description” and “Course Materials” pages to fill out information that is specific to your institution (i.e. transcript abbreviations). Pre-populated sections are grayed out as they may not be edited from how the content was approved for the program. For courses that were submitted during previous years, the course overview and content may not be available electronically. This will not prevent you from submitting the course.



**Step 6:** Before submitting the course, make sure the progress box on the top right side indicates that the “Basic Course Information” and “Course Description” pages are 100% completed. When confirmed, click “Submit Course” on the bottom left side. Note: If you are not the course list manager for your institution you will click “Forward Course for Submission”. The course list manager will be responsible for submitting the course to UC.



Courses submitted to UC are reviewed in the order received. An email will be sent upon receipt of the submission. Another email will be sent to notify you once the review has been completed.

### **QUESTIONS? CONTACT US!**

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**A-G Guide:** <http://www.ucop.edu/agguide/updating-your-course-list/index.html>