

TCA Review Checklist

Current TCA Cycle

- ☐ Do newly approved courses appear on the TCA?
 - Check which submitted courses were approved, which were denied, and which courses submitted for rereview may have been given a phase out date. Compare your TCA results in the ASSIST workflow to the published TCA. (Remember that courses submitted for future academic years will not appear on this TCA.)
- ☐ Confirm that the course prefix, title and units appear to be correct on the TCA.
 - Prefix, title and unit changes can be corrected in ASSIST, but a decrease in units does mean that the TCA will need to be submitted for rereview during the next cycle. Campus articulation may also be affected by a change in units.
 - NOTE: If the only modification to a course is a prerequisite/corequisite title change (e.g., CCN renumbering), the course does *not* need to be resubmitted. This is treated as a technical change.
- ☐ Have the courses been given the expected UC eligibility area designation?
 - Please check carefully – we receive many questions every year (often years after the course was added to the TCA) about courses that for whatever reason did not receive the designation that the CCC AO thinks they should have. In some cases students' ability to transfer is affected. Eligibility Area criteria can be found [here](#). You may request review of missing eligibility areas for new courses only during this review period; other requests should be submitted next summer during your school's TCA review month.
- ☐ Have footnote limitations been created in association with these new courses, and if so do they appear to be correct?
 - If you have a question about the reason for an existing footnote, answers are in the Subject Area Regulations: <https://www.ucop.edu/transfer-articulation/transfer-course-agreements/tca-policy/regulations-by-subject-area.html>.
- ☐ Have any courses been given a phase out for upcoming years?
 - Check Course Reports in ASSIST for detailed information.

Holistic Review of Your TCA

Now focusing on the entire TCA:

- ☐ Are the courses you expect to see on your TCA? Are there any courses that shouldn't be there?
- ☐ Does the course information (prefix, title, units) appear to be correct?
- ☐ Do footnote limitations appear to be correct? (Note: if you remove a course from the TCA that is part of a footnote limitation, it can lead to an incorrect and confusing footnote.)
- ☐ Are there any courses with phase out notes that you weren't aware of, or phase out notes that should be removed?

Need Help?

Contact us! Email Jennifer (Jennifer.Forsberg@ucop.edu), Kate (Katherine.Fitzpatrick@ucop.edu) and Molly (Molly.Thompson@ucop.edu) with questions and concerns. Technical questions should be directed to your ASSIST Senior Articulation Analyst. When in doubt as to whether a question should be directed to UCOP or ASSIST, you can include both of us on the communication.