

Noncredit: Basics

Fall 2026 Flex Day Curriculum Breakout Session

Presenters:

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Noncredit Basics

Sign In: Break Out Session 1



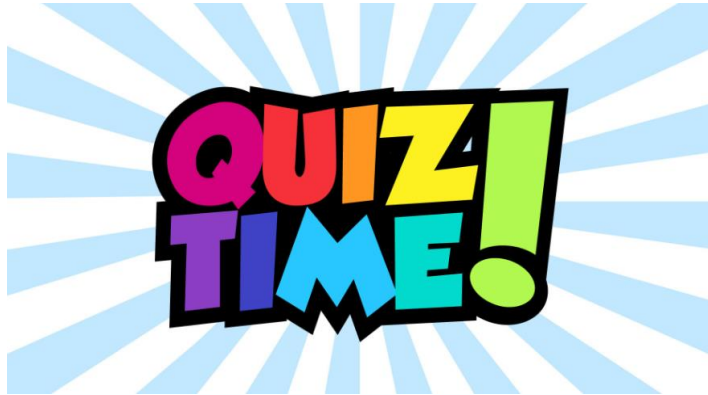
Introduction

- Learn about the basics of noncredit curriculum
- Noncredit courses and programs are growing at GWC and can provide an opportunity to expand community engagement with the campus, support lifelong adult learners, and increase student equity
- Legislative changes and curriculum procedures will be provided
- Q&A

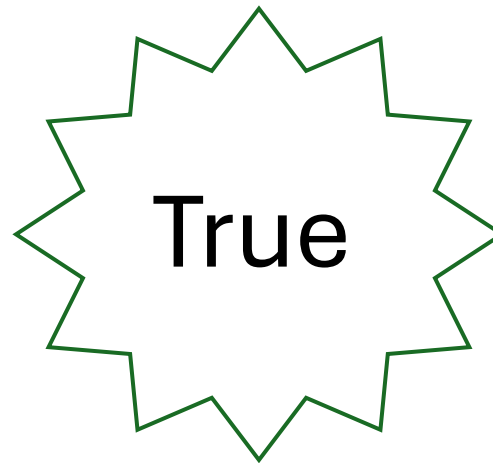
Session Objectives

- Identify the 10 allowable noncredit categories
- Distinguish regular noncredit from enhanced noncredit (Career Development College Preparation)
- Identify key noncredit elements of the Course Outline of Record
- Discuss the requirements for noncredit courses and programs
- Identify student-need, curriculum processes, and funding lenses to proposed noncredit courses and programs

Test Your Knowledge: Question 1

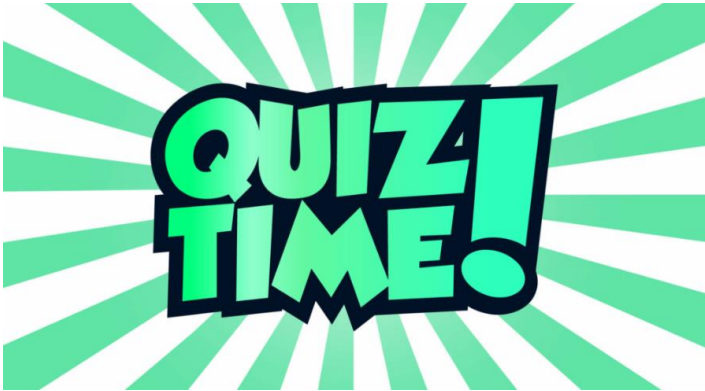


Noncredit courses need CCI approval



False

Test Your Knowledge: Question 2

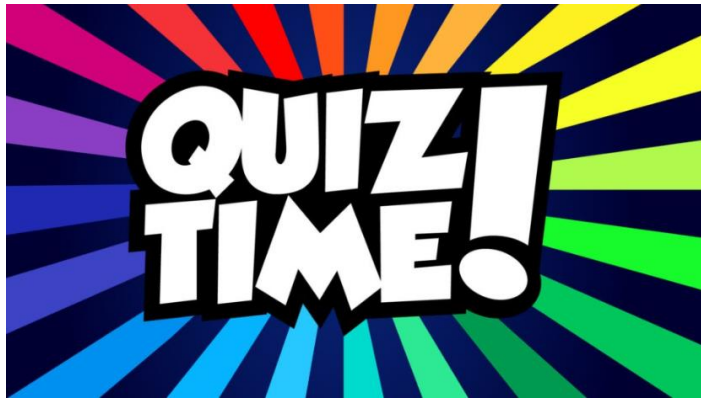


Noncredit courses are repeatable

True

False

Test Your Knowledge: Question 3



Noncredit courses can be in any type of area

True

False

Noncredit courses need state approval

True

False



What makes a course noncredit?

- Education Code § 84757 and Title 5 § 58160
- An allowable educational objective
- No unit and enrollment fees
- Repeatable
- Recommended by the Council for Curriculum and Instruction (CCI); approved by the Board of Trustees and State Chancellor's Office
- Locally approved Course Outline of Record
- Stand alone and certificate options available
- Only four categories may qualify for enhanced noncredit funding

10 Categories of Noncredit



FOUR CDCP-ELIGIBLE CATEGORIES

Enhanced funding — EC § 84760.5(a)

- A** • English as a Second Language, incl. VESL
- C** • Elementary and Secondary Basic Skills
- I** • Short-Term Vocational, high employment potential
- J** • Workforce Preparation

SIX ADDITIONAL NONCREDIT ALLOWABLE CATEGORIES

Allowable and apportionment-bearing — but never CDCP

- | | |
|--|-------------------------------------|
| B • Immigrant Education / Citizenship | F • Parenting |
| D • Health and Safety | G • Home Economics |
| E • Substantial Disabilities | H • Courses for Older Adults |

Letters are CB22 codes. Nine categories sit in EC § 84757(a); Workforce Preparation is defined in Title 5 § 55151.

Course Outline of Record

- Expected contact hours
 - *Outside-of-class*
 - *Total student learning*
- *Prerequisites, corequisites, advisories (if necessary)*
- Title
- Catalog description
- Student learning outcomes and course objectives
- Content
 - *Textbooks; OER*
 - Out-of-class assignments, reading and writing
 - Instructional methodology and methods of evaluation
 - *Eligible discipline (title 5, §53407)*
 - *Accommodate diverse students (title 5, §55001.5(b))*

Newly added in the Program and Course Approval Handbook, 9th edition

Noncredit Program Certificates

- Sequences of enhanced noncredit (CDCP) courses lead to program certificates
 - Certificate of Completion – commonly for short-term vocational and workforce preparation
 - Certificate of Competency – commonly for ESL and basic skills (preparation for college level coursework)
- Courses must be part of a chaptered program; funding does not begin until chaptering - no retro pay
- Two or more courses
- No minimum program hours in regulation
 - A course under 110 hours may not be split to create a program (title 5 § 55151(d))
- Short-term vocational (CTE)
 - CCCCCO review before chaptering
 - LMI within two years
 - No advisory committee or consortium recommendation

Noncredit versus Enhanced Noncredit

Regular Noncredit	Enhanced (CDCP) Noncredit
Any of the 10 allowable categories	One of four CDCP categories
Is a stand-alone course	Must be part of an approved program
Support access, enrichment, preparation, or lifelong learning	Must meet specific college-preparation or workforce objectives
Regular noncredit apportionment*	Enhanced CDCP apportionment*
\$4,764/FTES	\$7,922/FTES

*2025-2026 rates + 4.31% COLA for 2026-2027. (Credit :\$5649/FTES; Dual enrollment: \$7922/FTES)

Nuts and Bolts of Noncredit

- Noncredit Physical Education and Dance courses do not qualify for state apportionment (title 5 § 58130)
- There are no enrollment fees for noncredit course, but other fees may be applied
- Noncredit courses may require textbooks
- Prerequisites, corequisites, and advisories must also be noncredit
- Noncredit courses are positive attendance accounting
 - Record hours of attendance

Noncredit Effective Terms

- There are approximately 7 CCI meetings per semester
- Noncredit courses and programs can be effective the following semester if the curriculum has a first reading in CCI by the 3rd meeting of the semester and CCI approved by the 4th meeting of the semester (both Fall and Spring)
- Submissions that are not CCI approved through a second reading by the 4th meeting of the semester will have an effective date of the following year (Fall to Fall and Spring to Spring)
- All noncredit courses and programs are subject to the 3-item rule per CCI agenda and noncredit course(s) and the accompanying noncredit program(s) must be approved with the same effective term

Noncredit Effective Terms

Final Reading / CCI Approval	Effective Term
Fall 2026 (by 4 th meeting, October 20, 2026)	Spring 2027
Fall 2026 (after 4 th meeting)	Fall 2027
Spring 2027 (by 4 th meeting, March 16, 2027)	Fall 2027
Spring 2027 (after 4 th meeting)	Spring 2028

What the What with these Codes?!



Collaborate with the Deans

Course Basic (CB) data elements

- Consistently reported, analyzed, funded, and evaluated
- Not administrative labels
- MIS reporting to the State Chancellor's Office
- Statewide accountability and data reporting
- Program and course data integrity
- Funding and apportionment-related reporting
- Student Success Metrics and other statewide measures
- CTE reporting and outcomes
- Transfer and degree-applicability reporting
- Program review and institutional research
- State and federal reporting
- The ability to compare curriculum and outcomes consistently across the California Community Colleges system

Coding / MIS

- CB04 Credit Status = **N (noncredit)** for all noncredit courses
- CB05 Transfer Status auto-populates to **C (Not Transferable)**
- CB22 Noncredit Category (**A–J**) for the 10 areas of noncredit
- CB11 Course Classification = **J** (workforce preparation enhanced), **K** (other enhanced), or **L** (non-enhanced)
 - Courses not in a CDCP program use L
 - Noncredit courses are entered L until an enhanced noncredit program certificate is approved by the State Chancellor's Office
- CB24 Course Program Status
 - Program-applicable is required for CDCP
- CB08 Basic Skills/CB21 Levels Below Transfer
- CB09 SAM; CB03 TOP; CIP, SOC
 - Restricted choices aligned with CB22

Coding / MIS for all Noncredit

- CB04 Course Credit Status = N
- CB05 Course Transfer Status = C
- CB06 Course Units of Credit Maximum = 0
- CB07 Course Units of Credit Minimum = 0

Coding / MIS

CB Codes - Course Basic Data Elements	Data Element Name	Recommended Role(s)
CB00	Course Control Number	CCCCO provided
CB01	Course Department Number	Discipline faculty and CCI
CB02	Course Title	Discipline faculty
CB03	TOP Code	Dean with discipline faculty review
CB04	Course Credit Status	Discipline faculty and CCI
CB05	Course Transfer Status	Discipline faculty and AO
CB06	Course Units of Credit Maximum	Discipline faculty with Dean review
CB07	Course Units of Credit Minimum	Discipline faculty with Dean review
CB08	Course Basic Skills Status	Discipline faculty and CCI
CB09	Course SAM Priority Code	CTE discipline faculty and CTE dean
CB10	Course Cooperative Work Experience Education Status	Discipline/work experience faculty and Dean
CB11	Course Classification Code	Dean
CB13	Course Special Class Status	Discipline faculty and DSPS
CB14	Course CAN Code	Legacy, system established
CB15	Course CAN Sequence Code	Legacy, system established
CB21	Course Prior to College Level	Discipline faculty, AO, and CCI

CB Codes - Course Basic Data Elements	Data Element Name	Recommended Role(s)
CB22	Course Noncredit Category	Discipline faculty and CCI
CB23	Funding Agency Category	Dean
CB24	Course Program Status	Discipline faculty and CCI
CB25	Course General Education Status	Discipline faculty and AO
CB26	Course Support Course Status	Discipline faculty and CCI
CB27	Course Upper Division Status	Discipline faculty and AO
SOC Code	-	Dean
CIP Code	-	Dean

Mirroring Credit and Noncredit

- A noncredit mirrored course is the exact same course outline of record (COR) as the credit course but has hours instead of units, and a different course prefix
 - Cross-listed courses are offered at the same time and location with the credit students
 - Removes barriers
- Places mirrored courses may be applicable
 - Career and technical education courses (Automotive Technology, Cosmetology)
 - Areas where licensing needs renewal (Criminal Justice)
 - Filling gaps from financial aid
- Generally, not applicable for General Education courses (may use audit)
- Credit faculty do not automatically meet the minimum qualifications to teach noncredit – may have separate minimum qualifications

Courses for Older Adults

- Content is geared towards but not limited to working with adult populations (title 5 §53412 (h))
- The catalog description must demonstrate that the course is designed to meet the needs of the target population
- Minimum qualifications for instructors of noncredit courses (title 5 §53412 (h))
 1. A bachelor's degree in the subject **and**
 - A. Thirty hours or two semester units of course work or class work in understanding the needs of the older adult **OR**
 - B. One year of professional experience working with older adults
 2. An associate degree in the subject **and**
 - A. Two years of occupational experience related to the subject of the course taught **and**
 - B. Sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult

Course work may be completed concurrently at an accredited institution

Noncredit at GWC

What we have

- Automotive (Tire and Wheel, Smog Inspector)
- Computing Business Applications (Excel, Word, etc.)
- English Language Learning
- Mathematics Basic Skills
- Criminal Justice (Security Guard)
- Lifeguard

What we're working on

- Cosmetology
- Criminal Justice (Perishable skills, Police Academy)
- Paramedic and Fire Academy
- Fine Arts

What are your ideas for noncredit?

Final Thoughts?

- What did you learn at this session?
- What would you like to learn more about?
- Questions?



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