



How to Take Courses at a Community College (CC)

Step 1 – Choose a CC



Search for schools on cocco.edu.



Step 2 – Check the Articulation

View articulation agreements between schools on assist.org.

Articulation: An agreement that courses or sequences of courses at one institution will be accepted in fulfillment of curricular requirements at another institution.

Step 3 – Apply to the CC



Search the CC's admissions website for how to apply.



Step 4 – Register for Courses

Check the CC's website for dates, deadlines, and important registration information.

Step 5 – Send Transcripts



Once final grades have been submitted, order an official transcript from the CC to be sent to CPP.

Questions?

If it's about Step 2 or the FAQ – Contact one of our Student Success Advisors

If it's about Step 3, 4, or 5 – Contact the CC that you chose (or search their website)



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Frequently Asked Questions –

How do I know what course(s) I can take?

- You can only transfer in a maximum of **70 units** from any CC.
- You can only transfer in **lower-division** (1000- & 2000-level) courses.
- For **specific courses** or **GE requirements**, check assist.org for the correct articulation.
- For **unrestricted electives**, make sure the units are CSU transferable and that you have not taken the equivalent course already at CPP or another institution (you will not earn double units for repeat courses).

Can I retake a course at a CC that I did not pass at CPP for Grade Forgiveness?

- **No.** See the [University Catalog](#) for full Grade Forgiveness policy.

What do I do after I complete a CC course?

- An **official transcript** with your final grade must be sent to CPP.
- Visit the website of the CC and in their search bar type “transcripts” to find directions. Electronic transcript orders typically have a small fee associated.

How do I contact a Student Success Advisor?

- Student Success Advisors are staff working in the **CLASS Student Success Center**. They are different from your faculty/program advisor and can advise all CLASS majors.
- Contact information, appointment scheduling, and drop-in hours can be found on the [CLASS Student Success Center website](#).

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