

How to Add a PASS/Cyber High Approved Course to a School's Course List as a Previously Approved Course

Please access the UC Online Update site at <https://doorways.ucop.edu/update> and follow the steps below:

1. On the second page of the "New Course" submission application, select "yes" when asked if the course is previously approved.
2. Follow the sequence of questions leaving the default to "no."
3. On the page "Cover Page – Online Providers," change the default to "yes."
4. Verify that you have signed the appropriate partnership agreement with the provider by changing the default to "yes."
5. The radio buttons will become accessible so that you may select an online provider from the Online Provider list.
6. On the next page, type in the first three letters of the course title as it appeared on the PASS/Cyber High UC-approved course list. Do not press enter. A drop down menu will appear where you may select the course from a list. Please note that the exact course title must be used on the submission.
7. Fill in the rest of the required fields in the "New Course" submission application.
8. Review the course submission on the "Course Summary" page and when the information is correct, click "next."
9. On the "Course Submission" page, enter a contact e-mail where the submission confirmation e-mail should be sent and click "Submit."
10. Verify that your new course submission has been submitted by checking for a confirmation e-mail sent to the contact e-mail and that the submission appears in the "Recent Work – Submitted" box at the bottom of the "Start Here" page.

The UC online policy requires schools to submit a Partnership Application prior to adding approved online courses to their UC course lists. More information on the Partnership Application can be found on the a-g Guide website at http://www.ucop.edu/a-gGuide/ag/online_course.html. During the interim while the online policy is implemented in its entirety, UC will not require schools who add PASS/Cyber High courses to their course list to submit a Partnership Application. However, in the future UC will require these applications to be submitted.

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