Course Title

Workflow for Adding New Courses (Quick Admin) 3.18.2019
Course Creation

ⓘ

Cover Info   Course...   Units...   Pre-re...   Specif...   Learni...   Outlin...   Approv...   Lab...   Studen...

Articu...   Curric...

General Information *indicates required field

Add Cross List Course

Course Code (CB01) *

Subject	Number

Course Title (CB02) *

Enter Course Title

TOP Code (CB03) *

Select a TOP Code ▾

CIP Code

Select a CIP Code ▾

Department *

Select a Department ▾

Course Description *

Course Description

SAM Priority Code (CB09) *

Select a SAM Priority Code ▾

Course Control Number (CB00)

Faculty Requirements

Master Discipline Preferred   None selected ▾

Alternate Master Discipline   None selected ▾

Bachelors or Associates Discipline Preferred   None selected ▾

Additional Bachelors or Associates Discipline   None selected ▾

Proposal Details

Author(s)

Elizabeth Cockrell

Add Additional Contributors

Proposal Start *

-- Choose Starting Term -- ▾

Submission Rationale

Submission Rationale

Attachments

Upload Files 📂

You need to name and save the workflow once to upload files.

Enter the Code, Title and Department to Save as Draft

Delete Workflow   **Save as Draft**   **Submit**

Course Title

Workflow for Adding New Courses (Quick Admin) 3.18.2019
Course Creation

Cover... **Course Development Options** Units.... Pre-re... Specif... Learni... Outlin... Approv... Lab... Studen...

Articu... Curric...

More Options

Course Basic Skill Status (CB08)

-- Choose Type -- ▼

Course Special Class Status (CB13)

-- Select Option -- ▼

Grade Options

None selected ▼

Allowed Number of Retakes

0

☐ Allow Students to Gain Credit by Exam/Challenge

☐ Allow Students To Audit Course

Retake Policy Description

Short explanation of the Retake Policy for this course.

Rationale For Credit By Exam/Challenge

Short Explanation of the Rationale For Credit By Exam/Challenge

Associated Programs

☐ Course is part of a program (CB24)

No programs defined

Transferability & Gen. Ed. Options

Request for Transferability (CB05)

Transferability

Not transferable ▼

Transferability Status
Not transferable

Request for General Education Transferability

No general education categories defined

System/Institution

CSU ▼

Categories

None selected ▼

Comparable Course

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Size ▾   ⇥ ⇤ ⤢

Comparable Course

Enter the Code, Title and Department to Save as Draft

[Delete Workflow] [Save as Draft] [Submit]

Cover...   Course...   **Units and Hours**   Pre-re...   Specif...   Learni...   Outlin...   Approv...   Lab...   Studen...

Articu...   Curric...

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable ▾

Course Non-Credit Category (CB22)

Credit Course. ▾

Non-Credit Characteristics

-- Select Option -- ▾

Course Classification Code(CB11)

Credit Course. ▾

Funding Agency Category (CB23)

-- Select Option -- ▾

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

| Default Profile | Add New Profile |

Profile Name: Default Profile

Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours. ☑

Weekly Student Hours

	In Class	Out of Class	Default Ratio
Lecture Hours ❓	0	0	1:2
Lab Hours ❓	0	0	3:0
Activity ❓	0	0	2:1

Weekly Specialty Hours

Description	Type	In Class ❓	Out of Class ❓	
	Activity ▾	0	0	⊕Add

No speciality defined

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54

Course In-Class (Contact) Hours

Lecture:	0.00
Lab:	0.00
Activity:	0.00
Total:	0.00

Course Out-of-Class Hours

Lecture:	0.00
Lab:	0.00
Activity:	0.00
Total:	0.00

Total Student Learning Hours: 0.00

Total Credit Units

Time Commitment Notes for Students

Time Commitment Notes for Students

Short explanation of the time commitment for this course.

Faculty Load ❓

| Extra Duties | 0 | Faculty Load: | 0 |

Enter the Code, Title and Department to Save as Draft   [Delete Workflow] [Save as Draft] [**Submit**]

Cover...   Course...   Units...   **Pre-requisites and Entrance Skills**   Specif...   Learni...   Outlin...   Approv...   Lab...

Studen...   Articu...   Curric...

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Each Rule Group contains requisites, there is an "AND" rule between them. Every time you add a Rule Group, an "OR" rule is created between the existing ones and the newest.

No requisites defined

⊕ Add Group

Entrance Skills

Entrance Skills

No skills defined

Skill description

⊕ Add New Skill

Limitations on Enrollment

Limitations on Enrollment

No limitations defined

Limitation description

⊕ Add New Limitation

Enter the Code, Title and Department to Save as Draft   Delete Workflow   Save as Draft   Submit

Methods of Instruction

No Method of Instruction added

⊕ Add Method of Instruction

Assignments

Assignments *

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Assignments

Methods of Evaluation

No Method of Evaluation added.

⊕ Add Method of Evaluation

Equipment

Equipment

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Equipment

Textbooks

Textbooks

No textbooks

Author

New Author

Title

New Title

Publisher

New Publisher

Date

New Date

ISBN

New ISBN

⊕ Add New Textbook

Other Instructional Materials

Other Instructional Materials

No other materials defined

Description

Add a Description

Author

Add Author

Citation

Add Citation

⊕ Add Material

Materials Fee

Materials Fee

Materials Fee

Cover...   Course...   Units...   Pre-re...   Specif...   **Learning Outcomes**   Outlin...   Approv...   Lab...   Studen...

Justif...   Curric...

Course Objectives

Start writing the new Course Objective name to add it

⊕ Add New Course Objective

No Course Objectives defined

CSLOs

Start writing the new CSLOs name to add it

⊕ Add New CSLOs

No CSLOs defined

Enter the Code, Title and Department to Save as Draft

Delete Workflow   Save as Draft   Submit

Cover...   Course...   Units...   Pre-re...   Specif...   Learni...   **Outline**   Approv...   Lab...   Studen...

Justif...   Curric...

Course Outline

Course Outline

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☐ Lab Component in this Course

Enter the Code, Title and Department to Save as Draft   Delete Workflow   Save as Draft   **Submit**

Approval Dates (Correspondence & Distance Ed ONLY)

Upload Files

Correspondence Ed - Curriculum Committee Approval Date:

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Correspondence Ed - Board of Education Approval Date:

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Distance Ed - Curriculum Committee Approval Date:

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Distance Ed - Board of Education Approval Date:

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TEMPLATE

Enter the Code, Title and Department to Save as Draft   Delete Workflow   Save as Draft   Submit

Cover...   Course...   Units...   Pre-re...   Specif...   Learni...   Outlin...   Approv...   **Lab Component Questions**   Studen...

Justif...   Curric...

Lab Component Questions

If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

Upload Files 📁

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Enter the Code, Title and Department to Save as Draft

Delete Workflow   Save as Draft   **Submit**

Cover....   Course....   Units....   Pre-re...   Specif....   Learni...   Outlin...   Approv....   Lab....

Student Confidentiality, Contact & Readiness   Justif....   Curric....

Student Confidentiality, Contact & Readiness

Upload Files

Describe how the confidentiality of the student's work and grades will be maintained.

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Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section for Correspondence and/or Distance Education.

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Describe how regular, effective contact between the instructor and a student is maintained for Correspondence and/or Distance Education.

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Describe procedures that evaluate the readiness of a student to succeed in an correspondence, online, ITV or hybrid course section.

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Enter the Code, Title and Department to Save as Draft

Delete Workflow   Save as Draft   Submit

Justification of Need Curric...

Justification of Need

Upload Files 📁

Justification of Need:

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TEMPLATE

Enter the Code, Title and Department to Save as Draft

Delete Workflow   Save as Draft   **Submit**

Course Administration Codes

Course Control Number (CB00)

Enter the Course Control Number (CB00)

Curriculum ID (internal use)

Enter the Curriculum ID

Course Prior to College Level (CB21)

-- Select Option --

Course Version Status: In Development

Curriculum Committee Approval Date:

Distance Education Approved:

Board of Trustees Approval Date:

External Review Approval Date:

Time to Next Review: 1 months

Date for Next Review:

Articulation

Course Crosswalk CRS-DEPT-NAME (CB19)

Course Crosswalk CRS-NUMBER (CB20)

Articulation Agreement Request

Transferability

- Not transferable

Course Transfer Status (CB05)

Not transferable

Enter the Code, Title and Department to Save as Draft

Delete Workflow   Save as Draft   Submit