

## EXISTING courses - User Guide

All forms are accessed through the Academic Programs Curriculum Forms web site. Employee ID and MyCoyote password are used to log into the form software.

Search for course to edit


Existing courses have an “ecology” associated with them that show programs and courses referencing the course being edited. Course ecology may, in many instances, send an email to effected departments automatically. Identifying departments for consultation is also available on the form and will email the department chair, allowing them to comment on the change during the workflow process.


Red (strike through) and green (bold) indicate changes to the course during the editing and approval process. An audit trail is available, once the Start Workflow button is selected, to determine at what level in the workflow a change took place and who the editor was for the change. A form in workflow can no longer be edited by the originator unless it is rolled back. An email link, available in the workflow steps, allows the originator of a form to contact the current active step in the workflow. Updates can be made by the person in the current workflow step or the proposal can be rolled back to the originator. When a course is rolled back, it starts over in the workflow process.

Click on Edit Course (right side under course grid)

Existing information pre-populates

All fields outlined in red are mandatory for submission of the form into workflow. You may save your work at any time and return to complete as needed.

 - indicates that there is “help” information regarding completion of the form. Being familiar with the help information ensures that the form is submitted as accurately as possible and prevents the form from being rolled back for editing. When a course is rolled back for changes/updates it may have to work its way through the workflow process from the beginning (as if it had never been submitted).

Additional language is required in the Catalog Description for subject/number changes; grade basis other than graded (ABCDF); repeat rules; cross-listed courses; multiple component courses (Lec/Lab); GE courses; GE Pathway courses; and courses with a materials fee. The help bubbles throughout the form give examples of the wording required. Once logged in there is help available to you through Courseleaf Help  located in the top right of the landing page. Courseleaf Curriculum (CIM) includes information on course and program proposals

GE, GE designation and GE Pathway courses require the completion of additional documents. These completed GE documents are uploaded prior to submitting the form through workflow. GE forms are available at the [TRC web site](#).

Pre-requisite and Co-requisite language is included in the course description by the CIM system. Do not duplicate the information in the Catalog Description. Semester pre-requisites will not be “hard coded” (enforced) in PeopleSoft for the 2020-2021 Academic Year. Contact the Curriculum and Scheduling Office for enforcing enrollment requirements (Pre and Co requisites).

Originator	Name, email and phone are required fields. If a form is incomplete or needs changes this is who the form may roll back to for the additional edits. Additional originators may be added if necessary using the green plus sign to the right of the originator fields
College	Prepopulated for existing courses.
Department	Prepopulated. Departments are dependent on the college selected.
Effective Term	Select the fall 2020 year. Note: spring term is for a NEW courses post Q2S.
Subject	Prepopulated. Subjects are dependent on department selection. If the subject is changing (and not available in the drop-down menu) navigate to the Miscellaneous Curriculum Request Form (link is available through the subject help bubble) request to have added. Existing courses that change subject must have the following sentence included in Catalog Description: Formerly offered as (subject and number). Example: <b>Formerly offered as SUBJ 1111.</b>
Number	Enter the 4-digit course number. Existing courses that change number must have the following sentence included in course description: Formerly offered as (subject and number). Example: <b>Formerly offered as SUBJ 1111.</b> 0-99 Nondegree-applicable credit 1000-2999 Lower-division freshmen & sophomore level. Graduate credit not allowed 3000-4999 Upper-division junior & senior level 5000-599 Upper-division junior & senior level and/or graduate credit courses 6000-6999 Masters level 7000-7999 Doctoral level

Use consistent numbering for the following types of courses.

**For variable unit courses**

The last digit in the 4-digit number defines the number of units the course has. For example: SOC 5951 is a 1-unit independent study course; SOC 5952 is a 2-unit independent study course; SOC 5953 is a 3-unit independent study course; etc. EDUC 6990 is a 0-unit continuous enrollment course; EDUC 6991 is a 1-unit continuous enrollment course; EDUC 6992 is a 2-unit continuous enrollment course; etc.

**Suffixes**

NOTE: Suffixes are no longer used for unit values. Use a suffix after the 4<sup>th</sup> digit to indicate a permanent topic course; e.g., FLAN 1001A (Latin); FLAN 1001B (Arabic). Use a suffix after the 4<sup>th</sup> digit to indicate a component in a multiple component course; e.g., BIOL 1000 (lecture component), BIOL 1000L (lab component).

- 575# – Internships
- 595# - Independent Study
- 696# - Masters Project courses with units
- 697# - Masters Thesis courses with units
- 6980 - Masters Comprehensive Exam/Project without units
- 699# - Masters Continuous Enrollment, ending number indicates units.  
Continuous Enrollment courses have been updated by the Curriculum and Scheduling Office for Q2S.
- 797# - EdD Thesis/Project with units
- 7980 - EdD Comprehensive Exam/Project without units
- 7990 - EdD Continuous Enrollment without units

Course Title	Course title appears in the Bulletin of Courses. Use capitalization. Example: <b>The History of the World, Part I.</b>
Abbreviated Title	32-character field. Abbreviated title appears on student transcripts.
Catalog Description	Catalog Description should be brief. Use sentence fragments; include topics covered, experiences obtained or activities engaged in. <b>Additional language is required for subject/number changes; grade basis; repeat rules; cross-listed courses; multiple component courses (lecture/lab, seminar/activity, etc.); and courses with approved materials fee.</b> Remove the unit value – including the parenthesis – for existing courses at the end of the catalog description during Q2S submission. The unit value for courses is identified in the Units field going forward.
Justification	Enter the justification for changes to courses. The justification is an important part of the course form and used by the reviewing committee to help determine the need for the change. “Semester conversion” is a valid justification for existing courses during Q2S submission.
GE or GE designation	GE and/or GE designation courses require additional GE documents and GE Committee approval. Related GE questions open at the bottom of the form when GE or GE designation is yes. GE information and forms are available at the <a href="#">TRC web site</a> . <b>Include the GE information in the Catalog Description.</b>
GE Pathway Course	GE Pathway courses require the Pathway name, additional GE documents, GE Committee approval and submission of the GE Pathway Program Form. Related GE questions open at the bottom of form. GE information and forms are available at the <a href="#">TRC web site</a> . <b>Include the GE Pathway in the Catalog Description.</b>
Consultation	Use the department name drop down menu to select department(s). The department chair(s) will receive an email notification and will have the opportunity to comment on your submission. You may add as many consultations as needed by using the green plus sign. The course ecology, available for existing courses may be used to identify departments that need consultation.
Component	If the component (lecture, seminar, lab, etc.) is changing, select the box for type of course, multiple choices will create/update multiple component courses.
Classification	If the component is changing, select the Course Classification. Choices are dependent on component selected.
Additional information on Course Classification Numbers and corresponding K and S factors is available on the <a href="#">Academic Programs web site</a> .	
Units (component)	Enter the number of units for the component chosen.
Units	Enter the total number of units for the course. In a single component course this will be the same as the unit value entered in the component units field. In multiple component courses, this will be the total value for both components.
Variable topic titles	This is the location that variable topic titles are added for submission as needed per term. The variable topic title has a maximum of 30 characters. Existing topics for variable topic courses are pre-populated.
Repeatable for credit	If yes, enter the total number of times a course may be taken for credit and total units allowed. For courses that allow an unlimited number of units applied for credit the total completions field is 99 and 999 in total credits field. <b>One of following sentences must be included in the Catalog Description: May be repeated for credit # of time for a total of # units; May be repeated for credit as</b>

	<p>topics change, for a total of # units; Must be repeated for a total of # units.  <b>Example: May be repeated for credit 4 times for a total of 12 units.</b></p>
Grading Method	Graded is the standard letter grading method (ABCD). All other grading methods require additional information on the grading method in the catalog description. The help bubble includes examples.
Cross listed	Prepopulated if current cross listing exists. Cross listed courses have the same course ID. Changes to one of the courses in a cross listed relationship will impact all courses in the relationship. The subject making the first edit on the course becomes the primary or “parent.” Submission into workflow is the responsibility of the primary subject. The primary subject in a cross-listed course relationship becomes the only that is searchable once the submission is approved. <b>Include the following sentence in the Catalog Description: Offered as (subject &amp; number and subject &amp; number), students may not receive credit for both; Example: Offered as ANTH 3355 and ART 3355, students may not receive credit for both.</b>
Course Equivalency	Course equivalencies can be one to one; one to many; many to one; or many to many. The course equivalency information will be utilized to tie quarter courses to semester courses (or vice versa) in the course equivalency guide (or cross-walk table) for students, faculty, advisors, and staff to use.
Pre-requisites	Quarter pre-requisites are listed in the quarter pre-requisites box for existing courses. Semester pre-requisites may require consultation with the Curriculum and Scheduling office for enforcement in PeopleSoft.
Co-requisites	Quarter co-requisite information is informational for existing quarter courses. The Curriculum and Scheduling Office will remove enforcement in PeopleSoft and quarter co-requisite information from the course description once the submission reaches the UCC step in workflow.
Department Consent	<b>If, yes include the following sentence in the course description: Department consent required.</b>
Service Learning	A service learning course typically requires a minimum number of service hours with selected community-based organizations and schools. Students reflect on their service activity to increase their understanding and application of the course content and to enhance their sense of civic responsibility. For additional information contact the Community Engagement Office or visit their <a href="#">web site</a> .
Materials Fee	<b>If yes, include the following sentence in the course description: Materials fee required.</b> Miscellaneous Course Fees (materials fee) are approved by the Campus Fee Advisory Committee. Contact the Academic Curriculum and Scheduling office for information on submitting a Miscellaneous Course Fee request. For existing courses with an approved fee include the current amount if known.
Required or Elective	The Course Ecology may be used to identify programs that include existing courses. Title changes are automatic for inclusion in a program, subject and number changes are not and a <b>program form</b> needs to be submitted to update that information.

Additional documentation may be uploaded and submitted with the course form. General Education and General Education Pathway courses require GE documentation. For information on submitting GE courses navigate to the [Teaching Resource Center web site](#).

After completing the form, click one of the following:

- **Cancel** - to not save any changes and return to the previous window
- **Save Changes** - to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses
- **Save & Submit (Start Workflow)** - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the next person in the workflow. The next user in workflow will be sent an automated email to notify the user the new course proposal is ready to be reviewed, edited, approved, or rejected.