

Course Approval Form Cheat Sheet

If you need of a course master (from Peoplesoft), copy of your learning outcomes and course topics, what catalog numbers are available, or have any questions regarding codes, please send requests to the Registrar's Office.

- New Courses – Only fill “Proposed” side.
- Course Changes – Fill out both “Current” and “Proposed” sides
- Archiving Courses – Only fill “Current” side

SECTION 1: AUTHOR							
New, Change or Archive?		Choose an item.		Rationale/reasons for this request:			
Effective Quarter:		Choose an item.					
If proposed course will replace current, when do we archive current course?		Choose an item.					
CURRENT				PROPOSED			
Subject and Course #							
Course Number:				Course Number:			
Short Course Title (limit 30 characters)							
Long Course Title							
Course Description							
Course Learning Outcomes <small>["Upon completion of this course, the student will be able to..."] <i>(In no order of significance)</i></small>							
1.				1.			
2.				2.			
3.				3.			
Course Topics							
•				•			
Total Credits/Variable Credit							
Minimum:				Minimum:			
Maximum:				Maximum:			
Course Components							
Course Components:		Choose an item.		Course Components:		Choose an item.	
Quarters Offered							
Year 1 (list quarters):				Year 1 (list quarters):			
Year 2 (list quarters):				Year 2 (list quarters):			
Miscellaneous							
Permit Open Entry/Exit?		Choose an item.		Permit Open Entry/Exit?		Choose an item.	
Grading Basis:		Choose an item.		Grading Basis:		Choose an item.	
Instructor/dept. consent required?		Choose an item.		Instructor/dept. consent required?		Choose an item.	
Hide from Class Search?		Choose an item.		Hide from Class Search?		Choose an item.	
Approved By:				Date:			

If you intend to do more than one action, please fill out another form for each action being done.

If you are in need of assistance in drafting course learning outcomes, please contact the [Assessment Coordinator](#).

What quarters you would like to classes to be offered in an academic year:
Ex:
Year 1 (list quarters): Fall, Winter, Spring
Year 2 (list quarters): Fall, Winter, Spring

In the event that a Chair/Director would like to propose new courses, course archival, or course changes, a Faculty member must be included as the “faculty sponsor”. Please indicate said sponsor in the “Rational/reasons for this request” box.

Total Credits/Variable Credits in Section 1 should align with the Total Credits/Variable credit in Section 4.

Classes permitting students to begin instruction at any time during the quarter, and end any time during the quarter.

A course (or other requirement) that a student must take at the same time as another course requirement.

SECTION 2: CHAIR/DIRECTOR			
Enrollment Requirements & Equivalencies			
Prerequisite:			
Co-requisite:			
Equivalencies:			
Cross-Listed Courses:			
Notes and comments:			
Approved By:		Date:	

Please include grade needed for student to pass pre-requisite.
EX: Pass with a “C” or Better.

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SECTION 3: DEAN							
CURRENT				PROPOSED			
CONFIRM: Total Credits/Variable Credit							
Minimum:		Maximum:		Minimum:		Maximum:	
Components & Credit-to-Hour Details							
	CR	HRS		CR	HRS		
LEC/Theory (1 CR = 1 hour/week):		x1=		LEC/Theory (1 CR = 1 hour/week):		x1=	
LAB/Guided Practice (1 CR = 2 hours/week):		x2=		LAB/Guided Practice (1 CR = 2 hours/week):		x2=	
CLIN/Field-Based (1 CR = 3 hours/week):		x3=		CLIN/Field-Based (1 CR = 3 hours/week):		x3=	
Total Credits & Weekly Contact Hours:				Total Credits & Weekly Contact Hours:			
Coding & Financials							
CIP Code:				CIP Code:			
Default Section Size/Cap:				Default Section Size/Cap:			
Course Attributes:	Choose an item.			Course Attributes:	Choose an item.		
Course Attributes:	Choose an item.			Course Attributes:	Choose an item.		
Course Attributes:	Choose an item.			Course Attributes:	Choose an item.		
Fees identified/requested:				Fees identified/requested:			
Does a budget exist for this subject?	Choose an item.			Does a budget exist for this subject?	Choose an item.		
Dean is required to present course to applicable instructional deans (all campuses) for consideration. Date Presented: _____							
Notes and comments:							
Approved By: _____				Date: _____			

A course attribute is tool for identifying courses that have a specific role to play in WWCC curriculum. To a student, they are classes that fulfill the requirements for specific credits.

Total Credits/Variable Credits in Section 1 should align with the Total Credits/Variable credit in Section 4.

Contact the Business Office to ensure a budget is present for your proposed course.

Please contact the Registrar's Office if you are unsure of this code.

This is for fees that are not already attached to the course via SBCTC.

Collaboration with other programs/areas is required if course is cross-listed or may impact other programs/areas within the college.

SECTION 4: REGISTRAR			
CURRENT		PROPOSED	
Coding & Attributes			
Academic Group:	Choose an item.	Academic Group:	Choose an item.
Academic Org:	Choose an item.	Academic Org:	Choose an item.
Funding Source:	Choose an item.	Funding Source:	Choose an item.
Intent:	Choose an item.	Intent:	Choose an item.
Mult Enrl in Term:	Choose an item.	Mult Enrl in Term:	Choose an item.
# Completions Allowed:	Choose an item.	# Completions Allowed:	Choose an item.
Enrollment Req Group:		Enrollment Req Group:	
Notes and comments:			
Approved By: _____		Date: _____	

Each course that generates FTES must be coded with a Funding Source with one of the following values:

1. Fully State Funded
2. Partially State Funded – Supplemental (approval required)
3. Partially State Funded – Shared* (approval required)
4. Contract Funded
5. Student Self-Support

- Academic Group: Highest level of instruction at the college: **Lifelong Learn Support Group (LEARN)**, **Trades Group (TRADE)**, and **Academic and WF Transfer Group (TRSFR)**
- Academic Org: WWCC's "Parent" organizations that grouped like subjects together.
- Intent: Each course must be coded with an Intent with one of the following values: **Workforce, Academic, Personal Enrichment, Workforce Supplemental.**
- Multiple Enrollment in Term: Can a student take the course more than once in a quarter? (Often, "No")
- # of Completions Allowed: Is there a set number of acceptable completions that trump the repeat rule?
- Enrollment Req. Group: when a course has prerequisites or co-requisites, they are added together in a group, the group is named, and then assigned to a course.