How to Include an Existing (Approved) Course into Your College Curriculum Inventory

A college may choose to include an existing approved course into its curriculum inventory. The course is included "as-is," meaning that no changes to the course outline of record may be made at this point. Once the course has been officially adopted into the college's inventory, the discipline member at that college can then initiate a course modification proposal if he so wishes.

1. Originate a Course Inclusion/Exclusion Request; the form can be accessed from the CurricUNET home page (obtain local discipline approval and local department approval).

   4. Once the appropriate bodies approve the course inclusio
      District Educational Services will submit an application to
      the course. Once the Chancellor's Office approves the cou
      be created in Datatel and the college may offer that course
      will also amend the existing Course Outline of Record in Cu

What is a CB00 number?

Note: Title 5 requires that the Course Outline of Record (COR) specify examples or samples of assignments. If the COR does not reflect these assignments, or if the COR is incomplete, the Chancellor's Office will reject the application for a CB00 number for your course inclusion. The course will not appear in the college catalog without a CB00 number on file, and may not be offered or scheduled.

Every course has a unique CB00 number. It's like a serial number that the Chancellor's Office assigns to every course. In order to claim apportionment for a course, the course must have a CB00 number. Let's say Riverside, Moreno Valley and Norco all offer ENG-1A. From the perspective of the Chancellor's Office, these are 3 different courses -- each has its own

A college may choose to remove an existing approved course from its curriculum inventory. A Course Exclusion is not the same as a Course Deletion – if a course is college-specific, and that college wishes to remove the course from its inventory, this becomes a Course Deletion

COURSE INCLUSION/EXCLUSION REQUEST

Use this form to initiate a Course Inclusion or Course Exclusion Request.

Originator Name:	
Date: (MM/DD/YYYY)	
College:	
Course Number:	
Course Title:	
Rationale:	

Course Inclusion: A college may choose to include an existing course into their catalog inventory. The course is included "as-is" and no changes are made at this time to the course outline of record.

Exception: If the course outline is missing components such as Assignments, the discipline must provide the missing data. The State Chancellor's Office will not approve a course inclusion if the Course Outline of Record is incomplete.

Course Exclusion: A college may choose to remove a course from their catalog inventory. If the course is college-specific (not offered at any other RCCD college), the Course Exclusion Request form may not be used. This is defined as a *Course Deletion* and must be facilitated through CurricUNET.

REQUIRED:

- Documentation of College **Discipline** Member Support: documentation may take the form of either an e-vote tally or minutes from a local discipline meeting.

- Documentation of College **Department** Support: documentation may take the form of either an e-vote tally or minutes from a local department meeting.

- A copy of the current active Course Outline of Record from CurricUNET. All components of the course outline must be complete. If the course outline is missing components such as Assignments, the discipline must provide the missing data. The State Chancellor's Office will not approve a course inclusion if the Course Outline of Record is incomplete.

Please provide all of the above items when submitting your Course Inclusion/Exclusion Request form. Once received, the Course Inclusion/Exclusion will be placed on the Tech Review agenda and forwarded to the college's local curriculum committee for approval.

Submit to: Instructional Support Services, Heather Edberg, heather.edberg@rccd.edu.