## Request for Approval New Course/Course Change

<table>
<thead>
<tr>
<th>Crse ID# (1)</th>
<th>Crse Subj</th>
<th>Crse #</th>
<th>Total Units</th>
<th>Split Units</th>
<th>Class APDB Mapping Value (2)</th>
<th>Hegis (3)</th>
<th>Course Title (30 spaces only)</th>
<th>CLEV (4)</th>
<th>Grading Basis (5)</th>
<th>Test Codes, Student Groups and/or Prerequisites</th>
<th>Corequisites</th>
<th>Requirement Designation and Attributes</th>
<th>GE/GRE attributes remove or continue(6)</th>
<th>Notes, i.e. new course, title change, unit change, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>example data</td>
<td>BIOL</td>
<td>100</td>
<td>5</td>
<td>4 lec</td>
<td>1 lab</td>
<td>01 lec 16 lab</td>
<td>22041</td>
<td>Perspectives in Biology</td>
<td>01</td>
<td>N</td>
<td>None</td>
<td>none</td>
<td>B2B3</td>
<td>LDGE B2B3</td>
</tr>
</tbody>
</table>

(1) Every course in PeopleSoft has a unique course ID: for all new courses a course ID number will be generated.

(2) Class APDB Mapping Value = CS# or Schedule Type: now known as component in PeopleSoft. (Refer to PeopleSoft Components spreadsheet)

(3) Hegis (previously known as CIP code) can be found in Course Catalog. Look at an existing course in your dept for Hegis (CIP code). Check offerings tab at Hegis link.

(4) Course Level = CLEV: 01=Lower; 02=Upper, 03=Graduate

(5) Grading Basis: N=Graded; B=credit/no credit; P=remedial; S=Graded w/RP; T=CR/NC w/RP (S & T grade basis must be approved by Academic VP).

(6) Changes to Gen Ed (Area/Theme) and GRE approved courses require signature by appropriate Committee Chair.

Submit form to your School Dean's Office. You will be notified by Academic Scheduling when course(s) have been approved by the Vice President and entered/updated in PeopleSoft.

1/9/2014