

Modify Course

Use this form to change an aspect of a current course in the ACC CE catalog/schedule. Examples of changes could include: change in course description, change in the course title, or maximum enrollments, etc. This application is also used when adding or deleting a topic in special topic course.

The screenshot shows the user interface of the Curriculum Management System. The user is logged in as 'mnouzovs' with the role 'DEPT COORD - DEBT - CEACC'. The 'Catalog' menu is open, and 'Modify Course' is highlighted. Other options in the menu include 'New Course', 'Copy Course', 'Renumber Course', and 'Expire Course'. The 'Messages from Curriculum Services' section shows no active messages. The 'Catalog Activity' table is also visible.

Rubric	Pending Review	Returned for Revision	Submitted
ACNT	0	0	0
ACNS	0	0	0
ITSW	0	0	0
POFT	0	0	0

Figure 15 – Modify Course

The screenshot shows the 'Modify Course Application' screen. The user is logged in as 'mnouzovs' with the role 'DEPT COORD (CEACC)'. The 'Please select a rubric:' dropdown is set to 'ACNT'. Below is a table of course results with 'Action' links for each row.

Rubric	Number	Title	Effective Date	Sunset Date	Action
ACNT	1003	Accounting/Bookkeeping Series	01/01/03		[Select]
ACNT	2000	Compilation and Review	08/01/06		[Select]
ACNT	2043	Tax Preparation Update	08/01/06		[Select]
ACNT	4005	Accounting I	02/11/00		[Select]
ACNT	4006	Accounting II	01/01/01		[Select]
ACNT	4007	Financial Statement Analysis	01/01/03		[Select]
ACNT	4008	Business Tax Forms	01/01/03		[Select]

Figure 16 – Select Course to Modify

1. Select **Modify Course** from the **Catalog Application** menu.
2. The **Course Search** screen opens. Use the down arrows to select the **Rubric** of the course you want to modify.
3. A list of courses will open applicable to the role chosen on the home page.
4. Click **Select** for the course you want to modify.

Figure 17 – Modify Course Application with Title Change

Figure 18 – Modify Application Review with Justification

- The **Modify Course Application** screen opens.

Note: Not all of the fields are editable. You will not be able to modify the Department, Dean, Department Chair, Budget #, CIP code, or Course Rubric-Number

- Modify data as needed to reflect the modified course. (See [Course Field Definitions](#) for making changes to the fields.)
- Click **Save and Close Application** or **Continue Course Application**.
- Review the application and enter a justification for the changes. **Part of the justification will need to state what was changed and why**
- Click **Save and Close Application** to finish the application at a later date, or click **Submit Application**.

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services.