

Renumber Course

Department Coordinators use the Renumber Course application to expire a current course and open an application for the new numbered course. These changes are typically mandated by changes in the WECM.

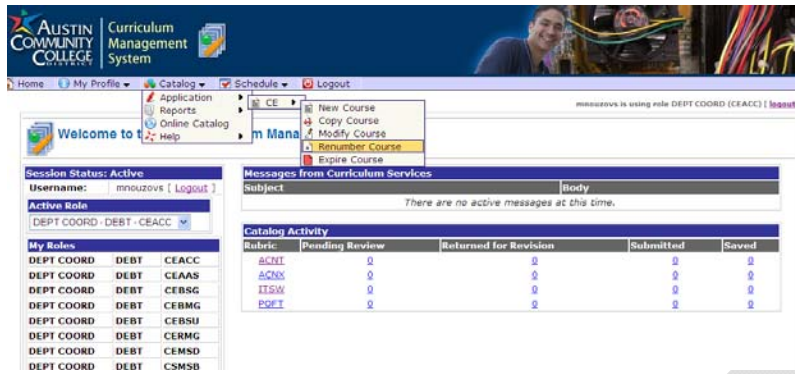


Figure 19 – Renumber Course

1. Select **Renumber Course** from the **Catalog Application** drop down menu.
2. The **Renumber Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to renumber.
4. A list of matching courses will open.
5. Click **Select** for the course you want to renumber

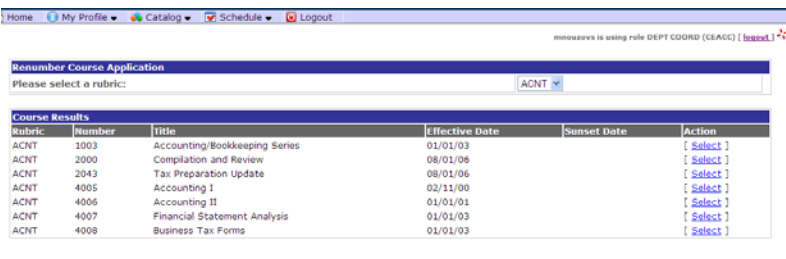


Figure 20 – Select Course to Renumber

Expiring Course Details	
Application Type	RENUMBER
Department	DEBT
Dean	CEBUS
Department Chair	CEACC
Budget #	07008
CIP Code	5216010000
Course Rubric - Number	ACNT-2043
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 0.8 Lecture Hours: Lecture Contact Hours: 8
Credit Type	CE
Course Type	CEW
Department Approval Required	N
Repeatable for Credit	Y
Rider 50 (Rule of Three) Applies?	N

Figure 11 – Renumber Application with New Course Number

Figure 22 – Renumber with Justification

6. The **Renumber Course Application** screen opens.

Note: There are two sections on the **Renumber Course Application** screen. The top section allows you to renumber the course. The bottom section provides details of the course you will be expiring. You will not be able to edit the expiring course details. (See [Course Field Definitions](#) for definitions of the course detail fields.)

7. Use the down arrows to change the course rubric. Type in a number for the new course number. Complete the Expiration Term for Current Course and Starting Term for New Course.

If your department has a new course rubric, please contact Instructional Support Services prior to completing the application.

8. Click **Save and Close Application** or **Continue Course Application**
9. Review the application and add a justification for the renumbering. Part of the justification will need to state what was changed and why.
10. Click **Save and Close Application** or **Submit Application**.

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

The application is submitted for review. Upon approval, the existing course will be expired and a new course will be created for the terms indicated.