

Curriculum Management System 1.0

Catalog Applications

If the user uses the Catalog->Application drop down list, then the options are expanded to include:

New Course

Use **New Course** when the course application is for a course completely brand new to the college inventory.

New Course Application							
Dean	DTARH						
Department Chair	PCHUM						
Department	HUMA						
Budget #	52206 - HUMANITIES						
CIP Code	2401035112 - Interdisciplinary						
Course Rubric - Number	HUMA - 2323 (AAAA - 0000)						
Integrated Course Rubric - Number	(AAAA - 0000)						
Credit Type	IN - Institutional						
Hours	3 Semester Credit Hours/CE Units 3 Lecture Hours 0 Non-Lecture Hours						
Fees	<table border="1"> <thead> <tr> <th>Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>FOODC - Dual Fee</td> <td>\$75.00</td> </tr> <tr> <td></td> <td>\$</td> </tr> </tbody> </table>	Code	Amount	FOODC - Dual Fee	\$75.00		\$
Code	Amount						
FOODC - Dual Fee	\$75.00						
	\$						
Section Size	36 Maximum Students						
Prerequisite (TSI) Skills	E - Reading & Writing						
Repeatable for Credit	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Rider 50 (Rule of Three) Applies?	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Prerequisites - Course	HUMA 1301.						
Prerequisites - Noncourse							
Corequisites - Course							
Corequisites - Noncourse							
Student Outcomes and Objectives	Student will be able to describe major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.						
Student Evaluation	Written assignments, homework and examinations.						
Course Titles							
Master Title							
Title	World Cultures						
Terms Offered	212F000 First Term Final Term (Optional)						
Description	Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology.						
Published Notes							
Additional Questions							
Course Type	<input type="radio"/> Workforce Education Course Manual (WECM) <input checked="" type="radio"/> Academic Course Guide Manual (ACGM) <input type="radio"/> Workforce Local Needs Course <input type="radio"/> Transfer/Academic Unique Needs Course						
Is this course offered only in a certificate?	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Is this a published course?	<input checked="" type="radio"/> Yes <input type="radio"/> No						
<input type="button" value="Save and Close Application"/> or <input type="button" value="Continue Course Application"/>							

1. Fill in the fields accordingly. The course field definitions and help documents can be found online:
<http://www.austincc.edu/schedev/CMS/CurriculumManagementSystemCourseFieldDefinitions01-18-12revised.pdf>

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

2. To add another title for the course, click **Add Another Title**.

Note: For Honors Courses, please use the regular course title followed by the word "Honors". The course description should read, "Please contact the Honors Department at 223-3255 or honors@austincc.edu for additional information."

3. If all of the information is correct, click **Save and Close Application** to finish the application at a later date, or click **Continue Course Application** to continue with the application.

Note: Saved courses will be deleted from the system after 60 days.

4. After all titles have been entered, you need to respond to a series of questions relating to the course type. Use the yes/no buttons to answer the questions and click **Continue Course Application**.

Transfer/Academic Unique Needs Courses are academic courses not appearing in the ACGM and that require additional supporting documentation that will need to be submitted to Instructional Support Services.

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<p>Form Errors:</p> <p><i>The following form field(s) must be corrected before proceeding:</i></p> <ul style="list-style-type: none"> • Student Evaluation (0) <hr/> <p>Warning:</p> <p><i>The following form field(s) may encounter issues with application approval:</i></p> <ul style="list-style-type: none"> • Prerequisites - Course: HUMA 2319 is not an active course 	<p>If there are any Red errors or required fields left blank in your application, a list of errors will appear on the next screen and you will be required to make the corrections before proceeding to the next screen.</p> <p>Orange warnings that appear may be ignored if not applicable to the application.</p>
<p style="text-align: center;">Finalize Application</p> <p>Justification (255 char max) <input type="text" value="New course approved by Advisory Committee to meet student demand and will be offered in new Humanities certificate."/></p> <p style="text-align: center;"> <input type="button" value="Save and Close Application"/> or <input type="button" value="Submit Application"/> </p>	<ol style="list-style-type: none"> Review the application for any changes. At the bottom of the screen, enter the justification for the application. The justification needs to state rationale for adding the new course to the inventory and identify award plans that will incorporate the new course. Click either Save and Close Application or Submit Application. If you need to make changes to the application, click the back button or Save and Close Application if you wish to make the corrections and continue the application at a later time. Use the reports menu to access your saved applications and make the necessary changes. You can then continue with the application process. <p>Once you click Submit, the application will be submitted for review to the next level supervisor.</p>