

Renumber Course

Renumbering a course will expire the current course and open an application for the new numbered course. These changes are typically mandated by changes in the WECM.

1. Select **Renumber Course** from the **Application** drop down menu.
2. The **Course Search** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to renumber.

Rubric	Number	Title	Effective Date	Sunset Date	Action
DAAC	1307	Addicted Family Intervention	08/25/00		[Select]
DAAC	1319	Introduction to Alcohol and Other Addict	08/25/00		[Select]
DAAC	1391	Special Topics in Alcohol/Drug Abuse Cou	08/25/00		[Select]
DAAC	2307	Addicted Family Intervention	01/01/07		[Select]
DAAC	2341	Counseling Alcohol & Other Drug Addicti ons	08/26/06		[Select]

4. A list of matching courses will open.
5. Click **Select** for the course you want to renumber.

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 Definitions](#) for definitions of the course detail fields.)

Expiring Course Details

Application Type	RENUMBER
Department	HJSE
Dean	DWATM
Department Chair	PCHJS
Budget #	64200
CIP Code	5115010000
Course Rubric - Number	DAAC-1391
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 3 Lecture Hours: 3 Lecture Contact Hours: 48 Non-Lecture Hours: Non-Lecture Contact Hours: Total Contact Hours: 48
Credit Type	IN
Course Type	RFN, VOW
Fees	FOODC - \$40.00
Section Size	Maximum Students: 32 Minimum Students: 14
Department Approval Required	N
Prerequisite (TSJ) Skills	E
Repeatable for Credit	N
Rider 50 (Rule of Three) Applies?	Y
Prerequisites - Course	DAAC 1319.
Prerequisites - Noncourse	
Corequisites - Course	
Corequisites - Noncourse	
Student Outcomes and Objectives	
Student Evaluation	

Course Titles

Master Title	
Title	Special Topics in Alcohol/Drug Counseling
Terms Offered	First Term: 200U000 Final Term:
Description	Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students.
Published Notes	
Title (1)	
Title	Substance Abuse Treatment Models
Terms Offered	First Term: 204F000 Final Term:206F000
Description	This topic is no longer valid.
Published Notes	

7. Use the down arrows to change the course rubric. Type in a number for the new course number.

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**.

Curriculum Management System 1.0

Catalog Applications

Active Renumber Application
 On approval of this application, DAAC-1307 will expire at the end of the 2075000 term. DAAC-1370 will begin in the 2076000 term.

New Course Details

Department: HJCE
 Dean: DWATM
 Department Chair: PCHES
 Budget #: 64200
 CIP Code: 131001000
 Course Rubric - Number: DAAC-1370
 Integrated Course Rubric - Number: [blank]

Hours: Semester Credit Hours/CE Units: 3
 Lecture Hours: 2
 Lecture Contact Hours: 48
 Non-Lecture Contact Hours: [blank]
 Total Non-Lecture Contact Hours: 0
 Total Contact Hours: 48

Credit Type: IN
 Course Type: VIEW
 Fees: FDDOC - \$40.00
 Section Size: Maximum Students: 22
 Minimum Students: 14
 Department Approval Required: N
 Prerequisite (1st) Skills: E
 Skills Mastered: Reading: N
 Writing: N
 Math: N
 Repeatable for Credit: N
 Rider 50 (Rule of Three) Applies?: N
 Prerequisites - Course: DAAC 1319
 Prerequisites - Noncourse: [blank]
 Corequisites - Course: [blank]
 Corequisites - Noncourse: [blank]

Course Titles

Master Title

Title: Addicted Family Intervention
 First Term: 2070000
 Final Term: [blank]

Terms Offered: [blank]

Description: An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discusses the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

Published Notes: [blank]

Justify Application

Justification: need to renumber 1314 course because...

Buttons: Save and Close Application OR Submit 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**.
11. The application is submitted for review by the next level supervisor. Upon approval, the existing course will be expired and a new course will be created for the terms indicated.