|  |  |
| --- | --- |
| Course Subject  & Number (e.g. ACCTG 001) |  |
| Requesting College |  |
| Requested Effective Term |  |

Select One: New District Course Adoption of Existing Course

Instructions:

Fill out district and college attributes below if creating a new district course.

Fill out only the college attributes if adopting an existing course.

**New district courses** require 10 day posting and Board approval. Course adoptions no longer require separate Board approval. Each college is responsible for adding their courses to the Chancellor’s Office Curriculum Inventory (COCI). Please email DO Curriculum once a course control number is issued so that the course may be made available for scheduling.

|  |  |  |
| --- | --- | --- |
| **CB #** | **District Attributes\*** | **\*only required for new district courses** |
| CB02 | Course Title (68 character max) |  |
| - | Transcript Title (30 character max) |  |
| CB03 | TOP Code |  |
| CB04 | Course Credit Status |  |
| CB05 | Transfer Status |  |
| CB06/CB07 | Units of Credit |  |
| CB08 | Basic Skills Status |  |
| CB09\* | SAM Code |  |
| CB10 | Coop Work Experience |  |
| CB13 | Special Class Status |  |
| CB21 | Levels Below Transfer |  |
| CB22 | Noncredit Category |  |
| - | # of times course can be repeated  (if applicable) |  |
| **CB #** | **College Attributes\*\*** | **\*\*required for new and adopted courses** |
| CB11 | Classification Code |  |
| CB23 | Funding Agency Category |  |
| CB24 | Program Status |  |
| CB25 | General Education Status |  |
| CB26 | Support Course Status |  |
| - | Standard Lecture Hours |  |
| - | Standard Lab Hours |  |
| - | Grading Basis (if not using default) |  |
| - | College Department Number |  |
| Notes: |  | |

[CCCCO CB Code Dictionary](https://webdata.cccco.edu/ded/cb/cb_all.pdf)