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

Select One: New to District Course Adoption of Existing Course

Instructions:

* **New to District Course**: fill out District Attributes and College Attributes sections below.
* **Adoption of Existing Course**: fill out College Attributes section only.

After necessary approval(s), Academic Affairs should add course to COCI. After a control number (CB00) is issued, add the control number to eLumen to enable course scheduling.

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| District Attributes | | | |
| CB # | Description | Value | Provide for new to district courses |
| CB02 | Course Title (68 characters max) |  |
| - | Transcript Title (30 characters 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 |  |
| CB27 | Upper Division Status |  |
| - | # of times repeatable (if applicable) |  |
| - | LACCD GE Area (if applicable) |  |

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| College Attributes | | | |
| CB # | Description | Value | Provide for all 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  3:0  2:1 |  |
| - | Grading Basis |  |
| - | College Department Number |  |
| - | Course Requisite Type & Course (e.g., Prerequisite: A S L 001), if applicable |  |
| Notes: |  | | |