LACCD New Course Request Form

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.

District Attributes

CB #	Description	Value	
CB02	Course Title (68 characters max)		Provide for new to district courses
-	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)		

College Attributes

CB #	Description	Value	
CB11	Classification Code		Provide for all courses
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:			