**Instructions**

To add a course to the New Mexico Common Course Numbering System (NMCCNS):

1. Review the [NM Common Course Catalog](http://www.hed.state.nm.us/uploads/files/Policy%20and%20Programs/Articulation%20and%20Transfer%20Reform/Common%20Course%20Numbering%20Docs/Course%20Catalog%20V6.pdf) for the discipline of interest.
2. If a comparable course with the same student learning outcomes is found and you plan to adopt the student learning outcomes of the common course, list the New Mexico Common Course Name.
3. If a comparable course is not found, mark that the course is unique. Unique courses will be assigned a unique number consistent with the NMCCNS. Unique means no other NM institution offers this course. Review institutional offerings at: [NM Common Course Numbering Matrix](http://www.hed.state.nm.us/uploads/files/Policy%20and%20Programs/Articulation%20and%20Transfer%20Reform/Common%20Course%20Numbering%20Docs/HED%20Course_Matrix2019_05_31.xlsx).

**Contact Information**

Name and Title of Contact Person:

Email of Contact Person:

Which type of course will be added?

[ ]  Common Course [ ]  Unique Course

**Common Course Adoption**

Common Course Number:

Common Course Title:

[ ]  Agree to Adopt Common Description and Student Learning Outcomes

**OR**

**Proposed Unique Course**

Proposed Unique CCN:

Proposed Unique Title:

Course Description [paste]:

Student Learning Outcomes [paste]: