Changes to HED Common Course Numbering Processing

6/10/19

To: UNM Community

From: Michael Raine, Associate Registrar

NM Higher Education Department has changed the process for making changes to common course numbering. The HED CCN forms have been replaced with ones that provide the information I need to submit CCN requests on behalf of the university. I’ll fill out the forms in the new HED format, gets approvals, and track the requests.

All requests submitted to Registrar’s Office (mraine@unm.edu) must be in Word Doc format because I have to be able to copy and paste the information into HED’s new portal. Multiple requests can be submitted to me on a single Word Doc (see the sample “**Geology CCN Changes**”). You can also review “**CCN Changes Template**” for more detail on the new submission process.

If you have any questions on the format, or about common course numbering (see, Guide to CCN Course Changes), don’t hesitate to contact me: mraine@unm.edu.