**Form B: Common Course Numbering Process**

**ADDING A NEW COURSE TO CCN**

This process applies to all *new* lower-division (100- to 200-level) undergraduate courses. These courses will be under Common Course Numbering (CCN) rules and require approval from the Associate Provost for Curriculum and Assessment (APCA) and the NM Higher Education Department (HED). This process is effective immediately for the 2019-2020 curricular and Catalog year. Forms A and B have different requirements, so please review carefully. If there are any questions, contact the Associate Registrar for Catalog, Curriculum and Residency at mraine@unm.edu.

The *UNM CCN Crosswalk* (UNM-only common numbered courses) is found here: <http://registrar.unm.edu/faculty--staff-resources/ccn.html>.

The *NM Common Course Numbering Matrix* (crosswalk for all New Mexico institutions of Higher Education) is found here: <http://www.hed.state.nm.us/programs/request-a-change-to-the-nmccns.aspx>. Form B is required for courses adopted from other institutions but new to UNM, with the HED form “Add a Course” attached. See below.

**FORM B**

1. *Prior to* Departmental approval, the initiator should review the HED website for Common Course Numbering: <http://www.hed.state.nm.us/programs/request-a-change-to-the-nmccns.aspx>.
2. There are two areas to review:
	1. *Discipline-specific Common Course Numbering Documents.* Review the New Mexico Common Course Outlines for the discipline of interest.
	2. *Changing the Common Course Numbering System*. Contains the HED forms. **You can only use “Add a Course” HED form for a Form B submission.**
3. If a comparable course with the same student learning outcomes is found in the Common Course Outlines and you plan **to adopt** the student learning outcomes (SLOs) of the common course, list the New Mexico Common Course Name and Number on the “Add a Course” HED form.
4. If a comparable course is not found in the Common Course Outlines, mark the course as unique on the “Add a Course” HED form. Unique courses will be assigned a unique number consistent with the NMCCNS by HED. **Do not assign a course number. List your proposed title.**
5. **NOTE:** if you are adopting a CCN course (new to UNM), your syllabus and form should match the CCN subject code and course number, CCN title, description; SLO’s should also be in the syllabus. **To adopt a CCN course, you will need to use 80% of the course SLO’s listed for that course by HED in the relevant Discipline-specific CCN Document** (<http://www.hed.state.nm.us/programs/request-a-change-to-the-nmccns.aspx>).
6. **NOTE:** if your course is unique, Form B should list the subject code per CCN, and the course number as either 1XXX or 2XXX to indicate the course level. NMHED will assign the course number. Please list either 1XXX or 2XXX on your syllabus.
7. Attach the “Add a Course” HED form and the syllabus to #23 of the Form B.
8. Submit the Form B to department approval.
9. When this Form B is in the Registrar’s queue, the HED document will be sent by the Registrar to APCA for review and approval. **Do not send any document directly to APCA or HED!**
10. Upon APCA review and approval, the HED document will be returned to the Registrar who will upload and replace the original.
11. The Registrar will send the approved course document to HED. **Do not send any document directly to HED!**
12. Registrar technical check will then proceed, and with approval, move forward in the curriculum workflow **in parallel** with the HED review process.
13. When the UNM Registrar receives the HED-approved course change, it will be uploaded to the Form B.

**Questions:**

1. **What if I don’t review and submit HED documents prior to Departmental approval?** The Registrar will return the form to the initiator, so the course approval process will be delayed. Remember, *any* course requiring HED approval is subject to their deadline submission dates. All adoptions or new lower division courses require HED approval.
2. **Will my course in curriculum workflow be delayed by HED review?** After the Registrar sends HED your course change form, your course will continue through the UNM curriculum process simultaneously. However, your course cannot be implemented without HED approval.
3. **What if I just don’t know what to do?** Contact the Registrar at mraine@unm.edu.
4. **Why do we have to do this?**  Any new or adopted lower-division course can impact student transferability, other institutions’ course offerings, or, our ability to adopt and teach other institutions’ courses and their teaching of a course we offer. The State of New Mexico wants transparency and seamless transferability for students, and has passed legislation requiring common course numbering for lower-division courses in all higher education institutions in the state.