**Form A: Common Course Numbering Process**

This process applies to *any* lower-division (100- to 200-level) undergraduate courses. These courses are 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](mailto:mraine@unm.edu).

Some courses are common to all New Mexico institutions of Higher Education; some are considered unique to the institution but still have the new 4-alpha, 4-digit coding.

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 A**

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:
3. *Discipline-specific Common Course Numbering Documents* contains the Common Course Outlines (default CCN information) for the course that you wish to change (Title, Course Description and SLOs).
4. *Changing the Common Course Numbering System* that has 5 document links. **You may not use the “Add a Course” HED form for a Form A submission.**
5. You will also need to open the *UNM CCN Crosswalk* Excel file (it can be downloaded to your desktop). Find your course in columns AE of the crosswalk.
6. You need to use the subject code and course number on your Form A. UNM can no longer create its own course numbers for lower-division courses. All lower-division course numbers are designated by HED.
7. Download and fill out the appropriate change form from HED. (You should review and get familiar with all the forms.)
8. Note that some change requests do not affect CCN. For example, prerequisites are not part of this system. Title and course description are, however, and require an HED form. See the “Guide to CCN Course Changes” on the Resources page.
9. Upload the HED form that you filled out to #11 “Reason for minor course change” request section on Form A (in the curriculum workflow). **If you don’t believe that the minor change you’re requesting requires the HED change documents, you must state so in #11.** The form may be returned to you otherwise.
10. Send for departmental approval.
11. When this Form A 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!**
12. Upon APCA review and approval, the HED document will be returned to the Registrar who will upload and replace the original.
13. The Registrar will send the approved course document to HED. **Do not send any document directly to HED!**
14. Registrar technical check will then proceed, and with approval, move forward in the curriculum workflow **in parallel** with the HED review process.
15. At the point we receive the HED-approved course change, it will be uploaded to the Form A.

**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. If the Registrar cannot determine if your course requires HED review, or, if you did not acknowledge in #11 on the Form A that the course doesn’t need review, then the form will be returned to the initiator.
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 change cannot be implemented without HED approval.
3. **What if I just don’t know what to do?** Contact the Associate Registrar at [mraine@unm.edu](mailto:mraine@unm.edu).
4. **Why do we have to do this?** Changes to any 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.