

FSCC Modify Course Flowchart

Step 1 Pre-Proposal Paperwork

•Complete NSHE CCN Addition / Change Form if you are changing:

- A. Course Prefix
- B. Course Number
- C. Course Title
- D. Course Credits

1. Check with Registrar if you are changing to a number not already in use.
2. Email completed CCN form to all NSHE Registrars.
3. Registrars have 10 business days to respond.
4. Combine CCN form and all correspondence into one PDF file.

•Complete a syllabus for the modified course.

**If your proposal does not include any of items A-D, skip to step 2.*

Step 2 Curricunet

•Log into Curricunet.

<https://csn.curricunet.com>

Log in using your active directory username and password.

1. Create a "Modify" Course Proposal and complete all proposal fields – proposal will show as "Draft."
2. Attach CCN form and Syllabus (if needed – see step #1).
3. Launch your proposal – proposal will now show as "In Review."
4. Proposal will then go through 6 levels of approval.

Step 3 Approval Levels

1. Dept. Chair
 2. Registrar
 3. Dean
 4. School Curriculum Advisory Committee (SCAC)
 5. FSCC Screening Committee
 6. Faculty Senate Curriculum Committee
- Any level can request the originator make changes.

Step 4 After FSCC Approval

- FSCC Chair signs CCN form and it is sent to the NSHE System Office.
- Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.

Step 5 MyCSN and Catalog

- Course is added to MyCSN with implementation date.
- Office of Curriculum & Scheduling adds course to proper catalog year.