



Registrar's Top 5 Curriculum Change FYI's

1. Make sure to re-add the total credits at the bottom of the Curriculum Guide after you have made your changes.
 - a. SBCTC releases a new program inventory after every change is approved. The inventory only identifies the total credits per credential. They pull this number right off of the CG.
 - b. Even if all other changes are approved, I cannot award credentials for credit loads that do not match the inventory.
2. If you offer an AAS and an AAS-T, please make sure to update both
 - a. If you stop teaching classes offered on the AAS, then essentially students can no longer obtain the AAS-T because the required classes are not offered.
3. Do not assign item numbers
 - a. The assignment of item numbers is a function of the Education Systems Specialist (Jannica Jones). Your programs of study (or delivery models) will have all of the new information except the item number.
4. Do not recycle course numbers
 - a. If you change a course, make a new course number.
 - i. For example if Class 101 5 credits and Class 102 5 credits and you decide to combine the classes for 7 credits, that new class should not be numbered 101 or 102.
 - b. Be strategic when you change your course numbers. If your curriculum guide goes from 101 to 131. When you make changes to the courses, the new numbers should begin the 140 series.
 - i. For example if you have Classes 101, 102, 103, 104, 105 and you change Class 102. The new course should be 112. Your courses will like this: 101, 112, 103,104,105
 - ii. If you decide to make changes again the next year, all of your changes would move to the next series. For example changes to 103 and again to 112, you would move to the next series and it would look like this: 101,122, 123, 104,105
5. Be aware of all college timelines. Submission to curriculum committee and even approval by the state board does not mean we can begin teaching/registration the new curriculum.
 - a. Catalog – Marketing produces catalogs on their own timeline. Depending on the timing of your changes the printing of the catalog, your updated program information may not be included.
 - b. Registration – Registration begins about 6-8 weeks prior to the start of the quarter. If your changes are approved after registration is open, you may not be able to begin teaching the new curriculum until the following quarter.
 - c. Don't begin teaching from the new curriculum just because SBCTC approval has been received.
 - i. After the approval comes from SBCTC, a significant amount of work needs to occur by the Educational Systems Specialist. She will notify Communications to update the website and will make a campus-wide announcement when changes have taken effect.

- ii. This part of the process will definitely take longer than it has in the past. Course construction has only been partially completed historically. This means that we cannot automate processes that we should be able to. As one corrective tactic all new programs will be fully and completely constructed. Therefore this phase of curriculum changes will take longer than it has in the past.