

**Course Catalog Table: When to Create New or Modify Courses**

<b>What do you want to do</b>	<b>What is done in PeopleSoft</b>	<b>Notes, Including how to communicate changes to the Registrar's Office</b>
Create an entirely new course; none like it existed before.	New Course ID.	Add new course.
Change catalog number, but course content is the same.	New effective-dated row.	Change catalog number.
Change catalog number from lower to upper division number, or upper to lower division number; student CANNOT repeat course for credit.	New Course ID. Inactivate old course ID. Create course equivalency list.	Add new course; ask for course equivalency list in the remarks field, including the Course ID of the inactivated course. Inactivate old Course ID.
Change catalog number from lower to upper division number, or upper to lower division number; student CAN repeat course for credit.	New Course ID. Inactivate old course ID.	Add new course. Inactivate old course ID.
Course content has changed extensively so that objectives and/or possible audience will be changed. Change to attributes, especially <b>GE/All-University Req.</b> Department must submit a new course proposal.	New Course ID.	Catalog numbers may not be reused.
New cross-listing.	<i>New effective-dated row. New offering.</i>	Add new offering row. Cross-listed courses/combined sections must share the same repeatable-for-credit rule.
Change Subject Code (i.e., the course is moving to a new department) but content is the same.	New effective-date row. Change Subject code in offering panel.	Change the subject code. Note that this does NOT change the repeatable-for-credit rule.
Change Subject Code (i.e., the course is moving to a new department) but content changes. The department must submit a new course proposal	New Course ID. Inactivate old course ID.	Add new course. Inactivate old Course ID. A student may now take both courses for credit. If they should not be able to take both courses for credit create course equivalency including the Course ID of the inactivated course.
Change a NON-repeatable-for-credit course to become repeatable-for-credit.	New Course ID. Inactivate old course ID.	Add new course. Inactivate old Course Di. A course must have the same repeatable-for-credit rules throughout its life. If these change, it is now a new course and requires a new course ID.
Change a course that was equivalent to another to one that is not or vice versa.	New Course ID for the course that has been newly added or newly removed from the equivalency status. Inactivate old course ID.	Add new course. Inactivate old Course ID. Equivalencies must be the same throughout life of equivalent courses. If these change, it is now a new course and requires a new course ID.
Change a repeatable-for –credit course to become NON-repeatable-for-credit.	New Course ID. Inactivate old course ID.	Add new course. Inactivate old Course ID. A course must have the same repeatable-for-credit rules throughout its life. If these change, it is now a new course and requires a new course ID.
Change title or short title, but course content remains the same.	New effective-dated row.	Change relevant field.
Change description, but course content remains the same.	New effective-dated row.	Change relevant field.
Change component.	New effective-dated row.	Change relevant field.
Change units.	New effective-dated row.	Change relevant field.
Change grading basis.	New effective-dated row.	Change relevant field.