CCN Database - NEW Course Reservation Form
Nevada System of Higher Education ~ Department of Academic and Student Affairs
(V2 Effective August 1, 2024)

INSTRUCTIONS

1. This form must be completed for all brand-new undergraduate courses and new crosslisted courses. This form will also be used for transfer status and updating the course taxonomy/CIP codes. *All institutions must be notified of proposed course additions.*
2. Complete Section 1 and submit to the System Office for pre-notification reservation. Once reserved and returned, the rest of the form can be completed and the regular notification process to the other NSHE institutions can be sent.
3. For final submission after the notification process and all curricular approvals at the institution have been completed, submit this form along with the course syllabus or course outline with student learning outcomes through your institutional campus representative.
4. Course additions submitted with this form may not be reflected in class schedules or catalogs until this form has been completed, submitted to System Administration, and the institution has received notification that the course has been added to the CCN database.
5. It is recommended searching the Common Course Numbering database for check for existing courses: https://ir.nevada.edu/ccn.php

SECTION 1

SUBMITTER INFORMATION:

Date		Submitter Name	
Institution		Submitter Email	

COURSE INFORMATION

1a) Enter the new course information:

Prefix		Number		Title		Credits	

1b) Please check the appropriate selection for this proposed change.

	This is a brand-new course. The prefix/number and title do not exist in the database.

	This is a new crosslisted course. Indicate the parent/original course information below		
Parent course prefix:	Parent course Number:	Parent course title:	Parent course credits:

Please note: For crosslisted courses, the prefix and number can differ, but the title, credits, and content should be the same. The parent/original course information must be retained in your institutional catalog. Crosslisted courses are intra-institutional only. If another institution wishes to implement the crosslisted course, the parent course must be implemented first then additional crosslisted courses can be added.

1c) All new prefixes should be approved by the System Office. If you have not already done this, enter the anticipated CIP code. Here is a link to the current undergraduate prefixes in use: https://ir.nevada.edu/ccn.php?p=ccn_prefixes **.** Current CIP codes in use can be viewed at: https://ir.nevada.edu/documents/docs/NSHE_Course_Taxonomy_2158_2198.pdf

Pre-Notification Reservation/System Office Use Only

Reservation: YES _____ NO_____

Notes:_____

Date: _____ By:_____

SECTION 2

2a) **Course Prerequisites:** Prerequisites are not required to match among commonly numbered courses. The information below is to assist the other institutions in evaluating whether or not the new course is comparable to an existing course. Does this course have prerequisites?

	No, there are no prerequisites for this course
	Yes, the prerequisites are:

2b) **Course Transfer Status**

All baccalaureate level courses are transferable to another NSHE institution at a minimum as general elective credit. (*Board of Regents Handbook*, Title 4, Chapter 14, Section 17.2). Upper division bachelor of applied science courses are also transferrable. Check the appropriate transfer status:

	Course is non-transferable or is an associate of applied science course that is only transferable to a bachelor of applied science degree

2c) Will this course become a required course for a major program, which may necessitate changes to transfer agreements? If yes, please advise your advisors and/or transfer specialists so they may make adjustments accordingly.

	Yes		No		Unsure

SECTION 3 NOTIFICATIONS AND RESPONSES

In order for a course to be assigned a common course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80% of the content of the proposed course is common based on a review of current and pending courses within the NSHE. *Every institution must be contacted for feedback.* In addition to evaluation of content, transfer articulation should also be indicated in the response.

In the space below, record the information regarding the institutional contacts notified about this new course and the response status. The point of contact noted must be the academic administrator over the discipline at each institution or the registrar or institutional designee if there is no academic administrator for the discipline. Under each institutional section, please indicate the response. Any objection or "No" response should be worked out among the academic administrators prior to submission. Any form submitted with a "No" response may be referred to the System-Wide Articulation Coordinating Committee for review. Please attach copies of the response emails. Here is a link to the Chairs List: https://ir.nevada.edu/ccn.php?p=ccn_div_chairs and the Registrars List https://ir.nevada.edu/ccn.php?p=ccn_registrars .

NOTE: If a response is not received from an institutional contact within 10 business days of sending the notification, the response will be assumed "Yes the course is common/no objections to the course". If the responding institution also offers the same course, by indicating "Yes" or by not responding, they are *agreeing to make the same changes* to their course. NOTE: the 10 business day response time is not applicable May 15 – August 15 and December 15 – January 20. If the response deadline falls within these periods, the notification timeframe is extended to 10 business days after August 15/January 20. To avoid lost notifications, it is advised to wait to send notifications until faculty return for the new term).

If you have any questions regarding common course numbering procedures or the completion of this form, please contact David Singleton, dsingleton@nshe.nevada.edu at the System Office . Completed forms, syllabi/outline, and email responses may be sent to David Singleton via email at dsingleton@nshe.nevada.edu .

Date Notifications Sent	

UNLV	Contact Name		Contact Email	

Response from UNLV Check one:		Yes, UNLV has no objection to the proposed course.		
		No, UNLV offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at UNLV	List overlapping course:	
		No Response Received		

UNR	Contact Name		Contact Email	

Response from UNR Check one:		Yes, UNR has no objection to the proposed course.		
		No, UNR offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at UNR	List overlapping course:	
		No Response Received		

NSU	Contact Name		Contact Email	

Response from NSU Check one:		Yes, NSU has no objection to the proposed course.		
		No, NSU offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at NSU	List overlapping course:	
		No Response Received		

CSN	Contact Name		Contact Email	

Response from CSN Check one:		Yes, CSN has no objection to the proposed course.		
		No, CSN offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at CSN	List overlapping course:	
		No Response Received		

GBC	Contact Name		Contact Email	

Response from GBC Check one:		Yes, GBC has no objection to the proposed course.		
		No, GBC offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at GBC	List overlapping course:	
		No Response Received		

TMCC	Contact Name		Contact Email	

Response from TMCC Check one:		Yes, TMCC has no objection to the proposed course.		
		No, TMCC offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at TMCC	List overlapping course:	
		No Response Received		

WNC	Contact Name		Contact Email	

Response from WNC Check one:		Yes, WNC has no objection to the proposed course.		
		No, WNC offers this course but the content is less than 80% common.		
		No, this course significantly overlaps another course offered at WNC	List overlapping course:	
		No Response Received		

Institutional Curriculum Committee Approval (signature required only if the submitter listed on page 1 is someone other than the designated institutional curriculum representative) Signature below indicates approval (name may be typed for digital submissions):

Registrar, Curriculum Chair, or Designee

FINAL SUBMISSION/SYSTEM USE ONLY:

Date Received		Referred to System-wide Articulation Coordinating Committee?		No		Yes
Date Entered DB		Date Campus Contact Notified		Completed Initials		
NOTES:						