CATALOG MASTER SCREEN

Course Add, Delete, or Modify

Justification

Department and Chair making the request: _____ _____

Department **Chair**

If the addition of a new course or the changing of a prefix, number, course title and/or course description should also require changing the official SWOSU web catalog, please attach a copy of the catalog page with the change reflected to this form. New or revised official course syllabi also need to be submitted for these courses.

Course: _____ _____

Prefix/Crse **Title**

Which of the following actions are requested:

If this request involves changing a course number or course prefix, the request is treated as an **addition** of a new course, which results in the deletion of the old course. Submit two separate forms, one to add the new course and one to delete the old course.

☐ **Addition of a new course to the course file**
(Submit 1st and 2nd page)

☐ **Modification of a course in the course file**
(Submit 1st and 2nd page)

☐ **Deletion of a course from the course file**
(Submit 1st page only)

JUSTIFICATION: (Provide an explanation for the requested action [i.e., accreditation purposes, change in major requirements, etc.] in order that someone outside the department reviewing the changes will understand.)

(Chair forwards this page to the Dean, Dean forwards to Vice President for Student Affairs. If Regent Inv is a B, both Deans must sign.)

Department Chair	/ Date	Sayre Dean	/ Date
Associate Dean (if appropriate)	/ Date	Dean	/ Date
		Provost	/ Date

Action to be taken: *(Please check one)*

_____ **ADD** *All blanks must be completed, refer to the attached instructions for additional information.*

_____ **MODIFY** *Complete all course field(s) requiring modification (course prefix and course number may not be modified)*

**************Highlight all changes in yellow.***************

When requesting a course number or prefix change, it is necessary to request the addition as a new course and the deletion of the old course. Please insert the old prefix and number here - _____ and completely fill out the form for the new course.

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Prefix/Crse(1): _____

Meth of Delivery (64): _____ Title(2): _____ Regent Inv(55): _____

Title is limited to **22** characters (for use in semester schedules)

Both Sayre and SW Dean must also sign if Regent Inv is a B.

Dept#: _____ Title Change: _____ CIP(10): _____ Grad Credit(32): _____

Equated Load(29): _____ Credit Hours(33): _____ Weeks(34): _____ Contact Hours(39): _____

Permission(26): _____ Special Class(27): _____ Pass/Fail(28): _____

Web Blocked: Add, Drop, Both (73): _____

Coreq(23): _____ Prereq(24): _____

Repeatable(21): _____ Times Repeat(22): _____ Rej Defic(37): _____ Sat Defic(38): _____

Mode Instruction(11): _____ General Education(12): _____ Degree Program(13): _____

Guided Elec Prog(14): _____ General Elec Prog(15): _____ Liberal A&S(19): _____

Add Fee (30): _____ Add Fee 2(31): _____ Eff Date(35): _____ Parked(36): _____

* * * * VARIABLE CREDIT COURSE ONLY * * * *

Variable Content(20): _____ Min Credit Hrs(41): _____ Min Contact Hrs(43): _____

Reason Variable (40): _____ Max Credit Hrs(42): _____ Max Contact Hrs(44): _____

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Full Title (7): _____

Limit full title to 100 Characters

(8): _____

Description (Limit description to 600 Characters)

(46):
(47):
(48):
(49):
(50):
(51):
(52):
(53):
(54): _____

When adding a new course or modifying a course number, remember to fill out the form completely. See pages 2 - 4 for detailed information.

CATALOG SCREEN EXPLANATION

*** * * * Submit only the Justification Page and the Catalog Master Screen Form. * * * ***

1 Dept/Crse — **Department prefix and course number** (modification of department prefix and/or course number requires that the old course be deleted from the system—submit a Catalog Master Screen form to delete the course and a Catalog Master Screen form to modify the prefix and/or number)

2 Title — **Abbreviated course title** (limited to 22 characters)

7-8 Full Title — **Full course title** (maximum 100 characters)

10 CIP — **CIP code for course**

11 Mode — **Mode of Instruction. (Regents Inventory Code)**

- 00 Lecture w/lab
- 01 Lecture w/discussion, activity, demonstration, clinic
- 02 Recitation, Seminar
- 03 Laboratory
- 04 Internship, Field Experience, Clinical Practice
- 05 Physical Education Activity, Recreation Activity
- 06 Speech, Fine Arts, and Journalism Non-classroom Activity
- 07 Independent Study, Directed Readings
- 08 Research: Masters Thesis, Doctoral Dissertation
- 09 Individual instruction
- 10 Other

12 GE — **Relationship to General Education Requirements**

- 1 General Education Requirement
- 2 General Education Requirement, Guided Elective
- 3 General Education Requirement, General Elective
- 4 Will NOT satisfy General Education Requirement

13 Degree Prog — **Regent's Program Code of degree program that requires this course.**

14 Guided Elec Prog — **Regent's Program Code of degree program for which this course is a guided elective**
(Example: if student may choose from courses listed).

15 General Elec Prog — **Regent's Program Code of degree program for which this course is a general elective**
(Example: if student must choose any 3000-4000 Literature course)

19 Liberal A&S — **Liberal Arts and Sciences course definition.**

- 0 Non-Liberal arts and sciences
- 1 Liberal arts and sciences

20 Variable Content — **Variable Content code.**

- 0 Content/credit does NOT vary from section to section or from semester to semester
- 1 Content/credit does vary from section to section or from semester to semester

21 Repeatable — **Repeatable for credit.**

- Y Repeatable
- Blank Not Repeatable

22 Times Repeat — **Number of times repeatable (reference only)**

23 Coreq — **Corequisite course(s)** (limited to 20 characters and/or spaces)

24 Prereq — **Prerequisite course(s)** (limited to 50 characters and/or spaces)

Corequisites and Prerequisites

1. The course prefix and number must both be entered. Five positions must be entered for the prefix even if the actual prefix is shorter. ALHLT1021 uses 5 characters for the prefix. ART 1113 must include 2 spaces. The entire Course ID must be 9 characters long.
2. If a course has more than one corequisite or prerequisite, use "&" between the two items. **For example**: BIOL 4133 has a prerequisite of both ALHLT4355 **and** BIOL 4523. This would be entered as ALHLT4355&BIOL 4523.
3. If a course has more than one choice for corequisite or prerequisite, use a "," (comma) between the two items. **For example**: PSYCH3503 has a prerequisite of either PSYCH1003 **or** PSYCH2413. This would be entered as PSYCH1003,PSYCH2413.
4. You can combine #2 and #3 above by the use of parenthesis to build a more complex set of requirements. **For example**: TECH 3183 has a prerequisite of either MATH 1625 **or** both MATH 1613 **and** MATH 1633. This would be entered as: MATH 1625,(MATH 1613&MATH 1633).
5. No sentences are allowed as pre-requisites. **For example**: If a pre-requisite is "Approval by Department", code the Permission field with an "X" for Signature Required.
6. For those courses with more prerequisites than can be fit into the 40 character limit, you may want to code the Permission field with an "X" for Signature Required.
7. If a prerequisite is that the student must be in a certain classification, use the following code(s) in the Prerequisite field:
   - .c=1 Freshman student
   - .c=2 Sophomore student
   - .c=3 Junior student
   - .c=4 Senior student
   - .c=5 Graduate student
   - .c=6 Unclassified undergraduate student
   - .c=7 Unclassified post graduate (not accepted into graduate school)
   - .c=8 Professional (accepted into Pharmacy program)
8. If a course has a special admit code, enter the code in the Prerequisite field using the following codes:
   - .s=1 Teacher Education
   - .s=2 Physical Therapy Asst Prog (AAS)
   - .s=3 Pharmacy School
   - .s=4 Occupational Therapy Asst (AAS)
   - .s=5 Radiology
   - .s=6 Medical Lab Tech
9. You may combine the classification, special admit code, and course prerequisites. **For example**: RDNG 5423 DIAG/REMED READING I requires that a student be either a senior, graduate student or unclassified graduate student and must have completed EDUC 5413. You would enter the following in the prerequisite field: EDUC 5413&(.c=4-5,.c=7).

26 Permission **Special permission needed to enroll in this course.**

Blank No special permission required to enroll
X Signature required to enroll
E Education Block – Signature required to enroll

27 Special Class **Special class type code. (Regents Unitized Data Code)**

00	Not applicable	04	Discussion (not assoc. with lecture - with credit)
01	Laboratory (assoc. with lecture - no credit)	05	Internship
02	Laboratory (not assoc. with lecture - with credit)	06	Independent study
03	Discussion (assoc. with lecture - no credit)	08	Clinical

28 Pass/Fail **Pass or fail course flag**

P Is a pass/fail course Blank Not a pass/fail course

29 Equated Load **Equated load for course**

30 and 31 (Add Fee 1 and Add Fee 2) **APPROVED** **Fee Code – Enter Code**

20141	Freshman Orientation Fee (Per Course)
20151	Private Lessons - Music/Speech (Per Hour)
20161	Semi-Private Lessons - Music/Speech (Per Hour)
20721	Chemistry Lab Fee (Per Course)
20761	Art Supplies Fee (Per Course)
20801	Lab Fee - Biology (Per Hour)
21061	Pharmacy Care Lab Fee (Per Course)
21071	Pharmacy Care II Lab Fee (Per Course)
21081	Pharmacy Care III Lab Fee (Per Course)
21091	Pharmacy Care IV Lab Fee (Per Course)
21101	Immunization Cert. Fee (Per Course)
21191	PCOA Test Fee (Per Course)
21461	Nursing Software Fee (Per Course)
21481	Electronic M/R Tech Fee (Per Course)
21501	Allied Health Software Fee (Per Course)

32 Grad Credit **Graduate credit flag, type of credit for which course may be taken.**

A Graduate credit only
U Undergraduate credit only
Blank Graduate or Undergraduate credit

33 Credit Hours **Credit hours earned for the course**

34 Weeks **Number of weeks class meets**

35 Eff Date **Month and year that change should take effect.**

36 Parked **Parked course flag.**

Y Parked
Blank Not Parked

37 Rej Defic **Reject deficient flag; enrollment warning if student is deficient in one of the following codes and tries to enroll in class.**

E	English	M	Math	R	Reading
H	History	S	Science		

38 Sat Defic **Satisfies deficiency; upon completion of course satisfies student deficiency in one of the above codes.**

E	English	M	Math	R	Reading
H	History	S	Science		

39 Contact Hours **Contact hours; number of hours a student meets in class**

40 Reason Variable **Reason for variable course content.** (Variable credit courses ONLY)

1 New course experimentation
2 Graduate research
3 Internship, Field Experience
4 Response to undergraduate specialized need
5 Other
6 Undergraduate research

41 Min Credit Hrs **Minimum number of credit hours.** (Variable credit courses ONLY)

42 Max Credit Hrs **Maximum number of credit hours.** (Variable credit courses ONLY)

43 Min Contact Hrs **Minimum number of contact hours.** (Variable credit courses ONLY)

44 Max Contact Hrs **Maximum number of contact hours.** (Variable credit courses ONLY)

46 Description **Full course description.** (Maximum 600 characters)

55 Regent Inv **Report course on regents inventory. Campus code.** **(Some catalog records are for internal purposes only. All variable credit courses should have W, S or B for the 0 hour record only, all courses with L, I, S as the last digit of the course number are generally not reported on the inventory.)**

W Weatherford only course
S Sayre only course
B Both campuses course
Blank Do not report on Regents' inventory

The Sayre Dean, as well as the Dean of the appropriate school, must sign if the Regent's Inventory Code is a B.

Dept # **SWOSU department number. More than one number indicates that the course is shared by all departments listed**

Title Chg **Can the course title be changed when class schedule is generated?** (i.e., seminar course)

Y Yes N No

64 Meth of Delivery **Method of Course Delivery**

00 Regular, Traditional
02 Interactive Video, Receiving Site
80 Online
81 Blended
82 Webinar
83 Self-Paced
92 Interactive Video, Originator (SWOSU Code)
99 Other

73 Web Blocked **Blocks students from adding/dropping course on Campus Connect.**

A Cannot add course
D Cannot drop course
B Cannot add or drop course
Blank – No restrictions