



WILLISTON STATE COLLEGE

LEGEND FOR COURSE CHANGE/DELETE, NEW COURSE FORM

COURSE CHANGE / DELETE FORM

CODE	FULL NAME	REASON
REQUESTER	Requester	Who is asking for the change?
DATE	Date	date the form is filled out
DEPART	Department	From what department is the change originating?
COURSE TITLE	Course Title	course title
COURSE PREFIX AND NO.	Course Prefix and Number	course trefix and number (example: ENGL 110)
GR BASIS	Grading Basis	graded, S/U, (Pre-College -100 level only)
CREDITS	Credits	credits offered for the course (either one number or a range to be offered)
MIN	Minimum	minimum credits course can be offered and taken
MAX	Maximum	maximum credits course can be offered and taken
EFF DATE	Effective Date	what date does the course addition, change need to be in place
EFF TERM	Effective Term	what term does the course addition, change need to be in place
SEC SIZE	Section Size	what is the maximum course size
REP. FOR CREDIT	Repeat for Credit	is the course repeatable for credit
COURSE FEE	Course Fee	note the course fee if any, must be justified per state board policy
PRE-REQ	Pre-Requisite	is/are there any pre-requisite courses, list all
CO-REQ	Co-Requisite	is/are there any co-requisite courses, list all
TEST PL	Test Placement	is/are there any test score requirements for entry, list all
COMP	Component	is this a lecture, lab, independent study ...

NEW COURSE REQUEST FORM

CODE	FULL NAME	REASON
REQUESTER	Requester	Who is asking for the change?
DATE	Date	date the form is filled out
DEPART	Department	From what department is the change originating?
COURSE TITLE	Course Title	course title
COURSE DESCRIPTION	Course Description	course description
CHECK CC NUMBERING	Check Common Course Numbering	Is this course on the common course numbering list and on the GERTA guide? Does the registrar need to submit paper work?
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CIP CODE	CLASSIFICATION OF INSTRUCTIONAL PROGRAM
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24.0101	AA-Liberal Arts
24.0101	AS-Liberal Arts
52.0302	AAS-Accounting
51.3801	AAS-Associate Degree Nurse
01.0000	AAS-Agriculture
52.0299	AAS-Business Management
51.0707	AAS – Health Information Management
11.1002	AAS-Information Technology (2007-11 CSS)
51.0707	AAS-Medical Transcription
51.3501	AAS-Massage Therapy
15.0903	AAS – Petroleum Production Technology
51.0203	AAS-Speech Lang Pathology Assistant
48.0508	AAS – Welding Technology
52.0299	CERT-Business Management
11.1002	CERT- Information Technology (2007-11 CSS)
51.3501	CERT-Massage Therapy
51.0713	CERT-Coding
15.0903	CERT – Petroleum Production Technology
51.3901	CERT-Practical Nursing
48.0508	CERT – Welding Technology
47.0613	COC-Basic Heavy Duty Vehicle Maintenance
47.0613	COC-Basic Light Duty Vehicle Maintenance
47.0613	COC-Heavy Duty Vehicle Systems
47.0613	COC-Light/Med Duty Vehicle Systems
15.0903	COC-Petroleum Production Tech
48.0508	COC-Welding Technology-Shielded Metal Arc
48.0508	COC-Welding Technology-Metal Inert Gas