REQUEST FOR DEPARTMENT CODE SETUP FOR ACADEMIC COURSES

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PART I.

The following process should be used by the colleges to create and/or setup a new division or department code (dept. code) for use in the Colleague course master.

**TO CREATE A NEW DIVISION
AND/OR
CHANGE AN EXISTING DEPARTMENT CODE FOR COURSE INPUT INTO COLLEAGUE**

The following will need to occur:

(1) A new department code will need to be requested and created in Colleague based upon the new division name. Colleges will need to provide the Office of Curriculum Management with the new division name. The department code should include the numerical college code and a four-letter acronym for the division name. Example: 5ARSC for El Centro - Arts and Sciences.

(2) Any new course records that require the new division/department code must be input or built into the Colleague Course Master for a future semester prior to the activation of an upcoming term (refer to Term Activation Calendar). A request for a new department code should be made no less than one semester prior to the beginning of the semester the college intends to offer the course(s). The reason for this length of time is better explained in #5 below.

(3) Provide the Office of Curriculum Management with a complete list of subjects/prefixes to be moved to the new division. Subjects cannot be split between departments. Although it is possible to split subjects between departments, you must use caution. If rubrics and course numbers are split between departments, the following areas will be affected: 1) Contract printing, 2) Report accuracy, and 3) tracking subjects/prefixes which are split between departments; unless you remember how you split the subjects between departments. It will make it impossible to track future changes within the system as changes are made to the subjects/prefixes within various departments. **NOTE: The College will be accountable and responsible for maintaining and tracking the subjects/prefixes that are split between departments.**

(4) Provide Office of Curriculum Management with a complete list of courses by course prefix/number to be moved or relocated to the new division/department code.

(5) If you have already built or input sections into the Colleague Course Master prior to this request being made, you will need to go into each section record and manually change the department code. Unfortunately, this information is not automatically pulled into the course record when we make the change in the course record at the district level.

   NOTE: If you normally request courses to be copied or rolled over from a previous term for use in a new term through DSC/IT, you must go into the course section record and manually make changes by deleting the old dept. code and adding the new dept. code to that section record. This must be done before students are registered for the course or put in the section.

(6) We cannot remove, cancel or delete the old department code from the course record at the district level. We must allow for class rolls, student grades, etc. to be processed prior to removing the old department code. Please communicate this information to any staff who will be inputting course section records. They must create any new section records using the new and not the old division/department code. This will allow your division to set up course section records per your request. Please be advised that you will need to go into each section record and manually change the department code for any sections you've already built/created. However, you are now able to build any new course section records using the new department code. For example, if math courses have been offered at Mountain View College under the old Science/PE division and students have been graded, we cannot remove, cancel or delete the old department code, 6SCPE, from these course records. We must allow time for student grades, class rolls, etc. to be processed prior to removing the old department code. **NOTE:** Funding reimbursement is based upon the college location; not the department code.