Designator Change Process

**ISIS Programming**

- Ed Plan
- Repetition (PE Families)
- Attendance tracking for fitness centers
- Athletic Eligibility Screen
- Requisites
- Equivalency
- Catalog Screens
- Total hours (175) monitoring for Intercollegiate classes for attendance accounting

**Online schedule**

- Notation physical education changed to kinesiology

**Printed Schedule**

- Notation physical education changed to kinesiology

**CurricUNET (all courses need to be changed)**

- Create new designator
  - Link new designator to users
  - Link new designators to school/department for each college
- Remove old designator
  - Remove approval rights and originator functions (only after all new users approval rights and originator functions have been set up with the new designator and all PHYE proposals have completed the approval process.
- Update course outlines with new designator - this will be done along with the revision to change the designator.
- Add limitation on enrollment not open to students with credit in ... We can’t put a limitation on enrollment for the repeatable courses, only the equivalency otherwise students won’t be able to repeat the course they have taken it less than 4 times.
- Add statement (Formerly MATHXX). In CurricUNET add the formerly statement at the end of the course description; the formerly statement is added under the title in the catalog.
- Update programs if applicable (PHYE could be referenced in program notes and in different sections of the program proposals.)
**Catalog**

- Change designator in courses and programs upon approval of CIC and the State Chancellor’s office.
- All requisites
- General Education
- IGETC
- CSU GE
- Add a statement where physical education was (please see...kinesiology)
- Change the Table of Contents, Degree Tables, Index and do a “find” for PHYE and replace where applicable.
- Check Academic requirements section and the transfer guide for graduation requirements where PHYE courses may be listed.

**Articulation**

- ASSIST
  - Notify ASSIST of the change
  - Ask them to update the change with the annual ASSIST update
- Report it to CIAC on our annual curriculum change report
- Update Articulation agreements with all private/ out of state institutions with the new designator
- Announce it via the CIAC listserv to give everyone a heads up

**California Community Colleges Chancellor’s Office (CCCCO) Curriculum Inventory**

- Submit each course for approval at the State/ obtain a new control number (I don’t think we will be assigned a new control number for this type of change) for MIS