

Common Course Numbering (CCN) in META

How do I enter the common course numbering template in META?

- When entering the CCN in META, use the “Course – Change” proposal type in META
- Copy and paste the CCN template (“identical and required”) language into the proposal in META.
- If the prefix is changing (ex: POL SC changed to POLS), the new prefix should be available in META. If you need access to the new prefix, send an email to Rachel Demski and Redelia Shaw.

Can I add on to the template language?

- If the template has a “Part 2: Optional” section for that area of the template, yes

Course Description (Identical):

Part 1: (Identical and Required):

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.

Part 2: (Optional Expanded Description, Local College Discretion):

- If you are adding additional language, list Part 1 first, exactly as it appears in the template. Indicate any “Part 2” language with an asterisk in front.

Catalog Course Description *

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. *Part 2 text here.

What about COR sections that aren’t on the CCN template?

- The CCN templates aren’t inclusive of every part of the COR – the templates don’t list Methods of Presentation, Sample Assignments, etc. COR sections that aren’t part of the template are at the discretion of the department – you can leave them as-is or make changes; these sections do not need to be removed from the COR.

What’s Next?

- Enter the common course number changes into META and launch
- The CCNs will go through the “Course – Change” workflow
- CCN Proposals will go through Curriculum, Senate, and the Board of Trustees, and then be uploaded to the Chancellor’s Office.
- Phase II (A) Common Course Numbers go into effect Fall 2026
- Phase II (B) Common Course Numbering go into effect Fall 2027