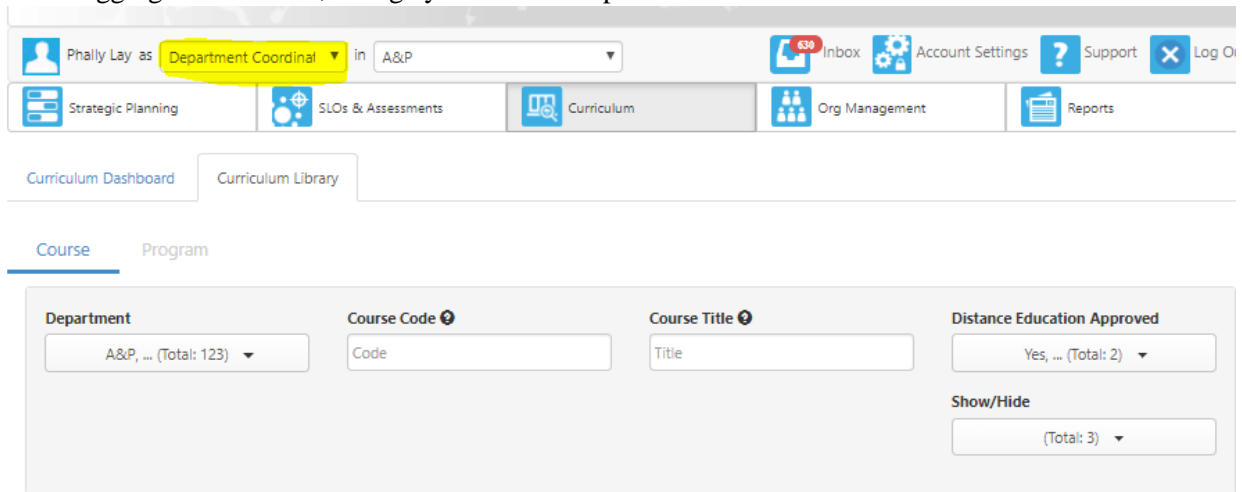


How to Revise an Existing Course

Only Department Coordinator role can launch a course revision

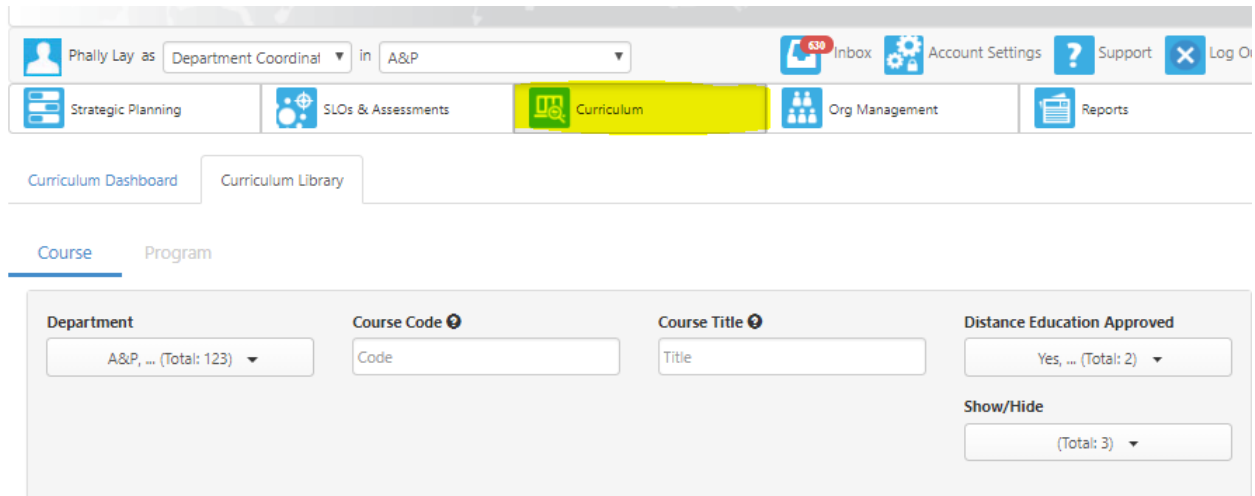
Step 1:

- After logging into eLumen, change your role to Department Coordinator



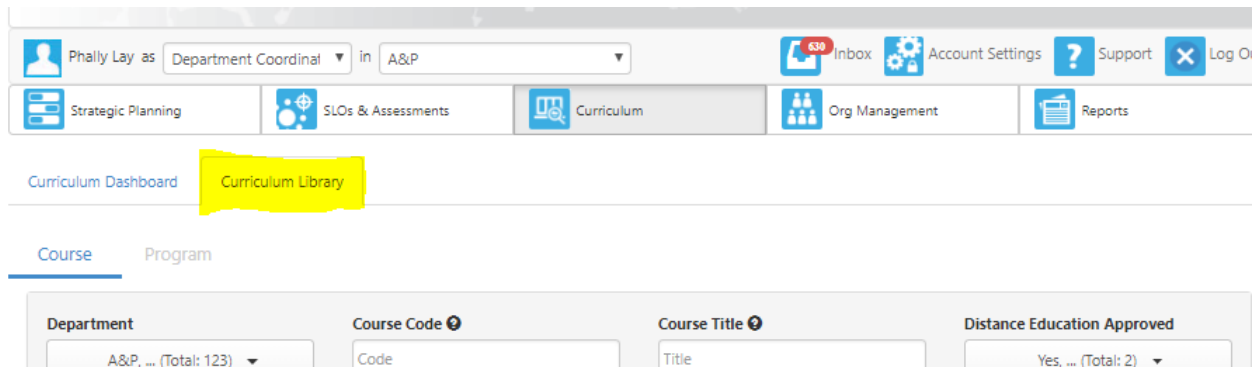
Step 2:

- Click on the “Curriculum Tab”



Step 3:

- Click on the “Library Tab”



Step 4:

- Type the course in the Course Code box or search by clicking through the page tabs
 - For the example, we will search for ENGL20
- Type ENGL20 and hit enter
 - Do not space discipline and course number

Course Program

Department A&P, ... (Total: 123) ▾	Course Code ⓘ ENGL20	Course Title ⓘ Title	Distance Education Approved Yes, ... (Total: 2) ▾
			Show/Hide (Total: 3) ▾

2190 Total Show: 5 entries

< 1 2 3 4 5 ... 438 >

Merge Courses as Cross-Listed			
	Course Code ▲	Course Title	Distance Education Approved
<input type="checkbox"/>	A&P120	Intro Human Anatomy and Physiology	No
<input type="checkbox"/>	A&P150	Intro To Human Anatomy	No
<input type="checkbox"/>	A&P151	Intro To Human Physiology	No
<input type="checkbox"/>	A&P200	Human Anatomy	No
<input type="checkbox"/>	A&P201	Human Physiology	No

2190 Total Show: 5 entries

< 1 2 3 4 5 ... 438 >

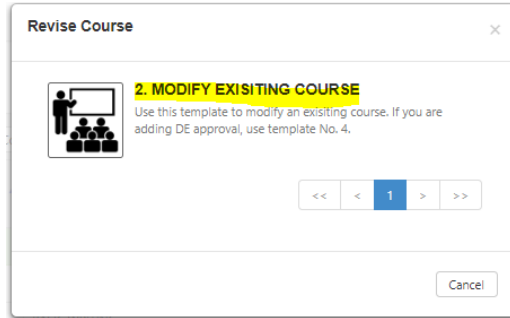
Step 5:

- Check the box and click on “New Revision”

New Revision Deactivate Course Show History View COR Report			
	Course Code ▲	Course Title	Distance Education Approved
<input checked="" type="checkbox"/>	ENGL20	BASIC WRITING	No
<input type="checkbox"/>	ENGL201	TUTORING WRITING	No
<input type="checkbox"/>	ENGL20LC	BASIC WRITING	No

Step 6:

- Click on “2.Modifying Existing Course”
-



Course template will appear in Step View as shown:

ENGL20 BASIC WRITING

2. MODIFY EXISTING COURSE
Course Revision



Cover Info Course... Units... Pre-re... Specif... Learni... Outlin... Curric...

General Information *indicates required field Add Cross List Course

Course Code (CB01) *	Course Title (CB02) *	
ENGL 20 Subject Number	BASIC WRITING	
TOP Code (CB03)*	CIP Code*	
(1501.00) English	Select a CIP Code	
Department *	Course Description	SAM Priority Code (CB09)
ENGL	This course introduces students to the writing process as a means of developing ideas into clear, correct, and effective writing. The course concentrates on short essay writing in accord with the conventions of standard written English.	Non-Occupational
Course Control Number (CB00)		
CCC000404196		

Faculty Requirements

Master Discipline Preferred	None selected
Alternate Master Discipline	None selected
Bachelors or Associates Discipline Preferred	None selected
Additional Bachelors or Associates Discipline	None selected

Proposal Details

Frequently Asked Questions

How do I request a class size change?

Please fill out and attach your class size form to your eLumen course.

The class size subcommittee will consider class reduction by reviewing the methods of instructions, methods of evaluations, and current classroom capacity.


How do I request General Education?

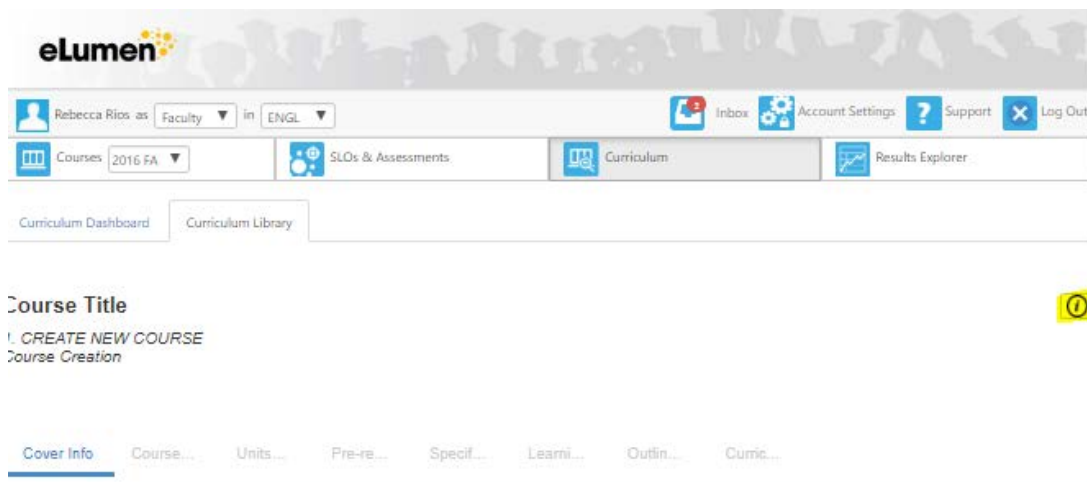
Please fill out and attach your General Education Area form and General Education Questions forms to your eLumen course.

How do I request Distant Education?

Please fill out and attach your Distant Education Questions form to your eLumen course.

Where can I find the forms to attach to eLumen?

All forms can be found by clicking on the “Reference Materials” button  or at <http://cms.cerritos.edu/curriculum/default.htm>



How do I upload my forms to eLumen?

https://www.cerritos.edu/curriculum/includes/docs/Course_Contributor-Tutorial.pdf