



# LACCD New Course Request Form

Course Subject  
& Number (e.g. ACCTG 001) \_\_\_\_\_

Requesting College \_\_\_\_\_

Requested Effective Term \_\_\_\_\_

Select One:             New District Course                             Adoption of Existing Course

**Instructions:**

Fill out district and college attributes below if creating a new district course.

Fill out only the college attributes if adopting an existing course.

**New district courses** require 10 day posting and Board approval. Course adoptions no longer require separate Board approval. Each college is responsible for adding their courses to the Chancellor’s Office Curriculum Inventory (COCI). Please email DO Curriculum once a course control number is issued so that the course may be made available for scheduling.

CB #	District Attributes*	*only required for new district courses
CB02	Course Title (68 character max)	
-	Transcript Title (30 character max)	
CB03	TOP Code	
CB04	Course Credit Status	
CB05	Transfer Status	
CB06/CB07	Units of Credit	
CB08	Basic Skills Status	
CB09*	SAM Code	
CB10	Coop Work Experience	
CB13	Special Class Status	
CB21	Levels Below Transfer	
CB22	Noncredit Category	
-	# of times course can be repeated (if applicable)	
CB #	College Attributes**	**required for new and adopted courses
CB11	Classification Code	
CB23	Funding Agency Category	
CB24	Program Status	
CB25	General Education Status	
CB26	Support Course Status	
-	Standard Lecture Hours	
-	Standard Lab Hours	
-	Grading Basis (if not using default)	
-	College Department Number	
Notes:		

[CCCCO CB Code Dictionary](#)

Questions? Contact [Curriculum@email.laccd.edu](mailto:Curriculum@email.laccd.edu)

Rev. 10/21