



INFORMATION FOR FACULTY

Common Course Numbering (CCN) Project

<http://www.whatcom.ctc.edu/ccn>

Basics for All Faculty

- Approximately 200 Course ID's (disciplines, numbers and/or titles) will change shortly after fall quarter 2008 begins—during the week of October 6-10. Refer to the CCN webpage (www.whatcom.ctc.edu/ccn) for a complete listing of affected courses.
- In addition to the CCN webpage, the master list of all courses that have changed is contained in the new 2008-10 Catalog's Course Descriptions section. Also, the catalog's degree/certificate templates, as well as the fall quarterly class schedule (paper publication) and affected degree/ certificate planning sheets are cross-referenced with both the new CCN course ID's and the former course ID's.
- All CCN information relayed to students must be consistent in order to ensure that all students have a clear understanding of the process and how to accurately manage their future class selections. The CCN webpage is always the best source for current CCN information—both for faculty and their students.
- Although students will be notified, both by mail and email, many (if not most) will be initially confused by the changes. Assure students that their fall quarter enrollment information will automatically change from former course ID's to new CCN course ID's. End-of-quarter transcripts will show the new course information.
- Assure students that CCN course changes will not impact applicability of prior coursework toward WCC degree and certificate completion, and should actually improve transferability of courses to Washington State's 2-year community/ technical colleges and 4-year public universities.
- Without faculty and staff assistance, students are at risk for enrolling in courses already taken. They might likely assume that the CCN discipline/ number/title change means it's a "new" or "different" course. Because the student management computer system does not contain a crosswalk from the former course ID to the new CCN course ID, the online registration system will not recognize if a student enrolls in a class (new CCN course ID) that was previously taken (former course ID).
- Although the college is using multiple means to notify students about CCN, frequent, in-class announcements by all faculty during the first two weeks of the quarter are one of the best means of ensuring that our students know about the changes.
- **IMPORTANT:** Faculty teaching one of the 200+ affected courses should note the change on the class syllabus, including the link to the public website's CCN webpage, and

See reverse side for more information

make frequent announcements about the change for the first several weeks of the quarter. (see next section)

- Faculty knowledge of CCN is vital to ensure a smooth transition to this state-mandated system. Please become familiar with the CCN webpage and ask for clarification if you have questions or concerns.
- Staff in the Entry & Advising Center will be available for one-on-one assistance to answer student-specific questions.

CCN Information For Faculty Teaching Courses That Have Changed

- Revise all syllabi and personal webpages to reflect CCN course ID's (discipline/number/title) and former course ID's (discipline/number/title) for students to cross reference.
- Write the CCN course ID (discipline/number and/or title) and its former course ID equivalent on the classroom whiteboard for at least three class meetings. Include the CCN URL: www.whatcom.ctc.edu/ccn
- Announce to students that if they have already completed the course under the old course ID, they must withdraw during the first week of the quarter for a 100% tuition refund.
- Assure students who took the class with the former course ID that it will still apply toward WCC degrees/certificates, will still meet prerequisite requirements, and will still transfer to other schools.

Sample Syllabus Announcement

Syllabus Announcement: Beginning fall quarter 2008, all relevant syllabi must be adjusted to reflect the new CCN course ID's with a cross-reference to the former course ID's. Here is a sample statement for your class syllabus:

BIOL& 260 Microbiology

(Formerly BIOL 240, Intro to Microbiology)

Note: BIOL& 260 and BIOL 240 are equivalent courses. They are equally applicable to WCC degree/certificate requirements; however, credit will be granted for only **one** of them—either BIOL 240 **or** BIOL& 260. For a complete list of affected courses and CCN information, visit: www.whatcom.ctc.edu/ccn