



# LACCD Noncredit Course Request Form

## Instructions:

- **NEW** courses must be posted for 20 days before Board approval.
- **ADDITIONS** of existing District courses can be scheduled directly for Board approval.

## Start Date:

All noncredit courses (new or additions) are entered in Protocol with a placeholder start date (1-1-2199). They cannot be offered at the college until they receive approval from the State via the CIV2 course approval system. Upon state approval, the college must notify the ESC to have the start date changed to the State approval date.

Select one:  **New Course** or  **Addition** of Existing Course

**COURSE NAME and NUMBER:** Academic Preparation 7 CE

**COURSE TITLE:** Reading and Writing 2

**REQUESTING COLLEGE:** East Los Angeles College

**SUBMITTED BY:** Steve Wardinski, Curriculum Chair  
Name and Title

**DATE SUBMITTED:** 5/20/2016

Required for NEW Courses Only		
State CB Value	District Level Attributes	
N/A	Subject Code	980
CB02	Course Title	Reading and Writing 2
N/A	Transcript Title <i>(20 characters max, including spaces)</i>	READING & WRITING 2
CB03	TOP Code	4930.62
CB08	Basic Skills Status	B – Course is a Basic Skills Course
CB09	SAM Priority Code	E – Non-Occupational
CB13	Special Class Status <i>(disabled)</i>	No – Course is not a special class
Required for NEW and Course ADDITIONS		
State CB Value	Campus Attributes	
N/A	Lecture Hours	5 Lecture
N/A	Lab Hours	0 Laboratory
CB01	Department Number	98
CB12	Repeatability	0
CB21	Levels Below Transfer	Y – Not Applicable
CB22	Noncredit Category	Elementary or Secondary Basic Skills
CB 11	Course Classification (J, K, or L)	K