

C-2 Form for Bulk Changes

How to make changes to a bulk of courses

CRITERIA:

- The change has to be **IDENTICAL** to all of the courses. No variation can be allowed from course to course.
- **Only these types of changes** are allowed for bulk change format:
 - Prefix change (e.g., changing EDUC to EDRL).
 - Adding or removing a prerequisite/co-requisite/enrollment restriction/enrollment requirement.
 - CS Number

STEPS:

1. Start a C-2 form proposal, and import **ONE** of the courses being changed, for example, import “OM 435”:

The screenshot shows a search interface titled "Search Curriculum Inventory". It includes input fields for "Prefix" (containing "OM") and "Code" (containing "435"). Below these is a "Name" field which is empty. A "Source" dropdown menu is set to "2023-2024 Catalog". There is a checkbox for "Exclude previously imported results" which is unchecked. At the bottom left, there is a "Search" button with a red arrow pointing to it.

Follow this quick guide on [how to import](#) from the current catalog.

2. In the “Course/Catalog Number” field, type in the **range** of numbers:

The screenshot shows two input fields side-by-side. The first field is labeled "1. Subject Code:*" and contains the text "OM". The second field is labeled "2. Course / Catalog Number:*" and contains the text "435-446". A red box highlights the "435-446" text in the second field.

3. In the Course Title field, type “**Bulk Changes**” in the title so that these bulk change proposals are searchable:

The screenshot shows a single input field labeled "3. Course Title:*" containing the text "BULK CHANGES".

Keyword


Found Under


 Include all child entities under my selection


Process Type

My Role

Time Sensitivity
 My Urgent Tasks My Tasks with Deadlines

HD - 350-384 - BULK CHANGES

 2023-2024 C-2 Form - Changes to Existing Courses_Import Required
 Last Activity: Nov 21, 2023 12:20 PM by Rafael Hernandez

HD - 350-386 - BULK CHANGES

 2023-2024 C-2 Form - Changes to Existing Courses_Import Required
 Last Activity: Nov 21, 2023 1:04 PM by Rafael Hernandez

HIST - 495A, 495B, 495C - Bulk Changes


4. In the “Reason for Changing” field, include the **complete list of individual courses (Prefix & Number)**:

- All affected **courses should be listed individually**, as there could be inactive courses within this range or courses that don't need to be changed.

9. **Reason(s) for changing this course:***

Adding new Prerequisites (OM 302 or OM 305) to a bulk of courses below to improve students knowledge acquisition:

OM 435- OM 441- OM 443- OM 445- OM 446

This is the only change for each of the courses listed.

List ALL affected courses individually

- Be sure to note in the “Reason for Changing” field that the **bulk change(s) is/are the ONLY change(s)**. This way, reviewers will focus only on the “Types of Change(s)” and “Reasons for Change” fields.

5. Indicate the change(s), which must be **identical for all courses** included in the bulk C-2 proposal.

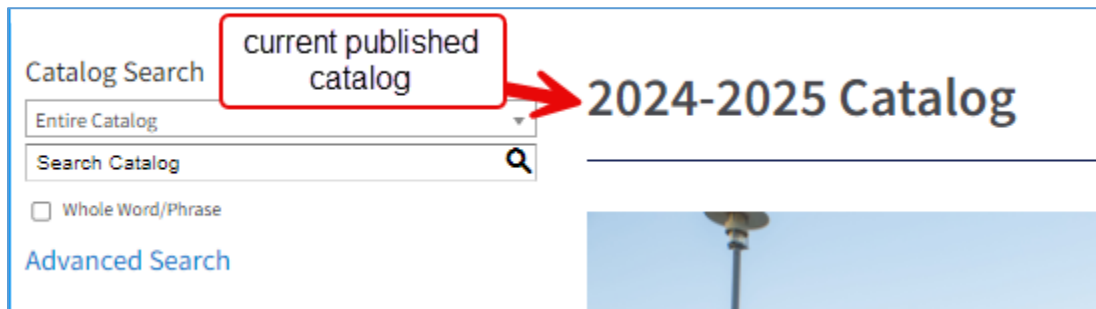
8. Type(s) of change: Please check ALL that apply:*

- Course Subject Code Course Number Change Course Title Change
- Description Change Prerequisite - Add / Delete Corequisite - Add / Delete
- Unit Value Change Other Prerequisite Change Cross-list Cross-list: Remove
- Grading Method Change Mode of Instruction Change (C/S Number)
- Consent for Enrollment - Add / Delete Dual-Listed
- Consider for G.E. If yes, also fill out appropriate GE Area form.
- Consider for Diversity & Equity. If yes, also fill out appropriate form. Other

6. Upload a Word doc with marked-up course catalog descriptions for every single affected course, to illustrate exactly how course descriptions should be modified for PeopleSoft and the Catalog. **Please follow the steps below.**

Note: This step is not required if the course description (including registration conditions) is not changing (e.g. when changing CS Number).

- a. Go to the **current published online catalog** and search for courses.



- b. Copy and paste the entire course description into a Word doc.

CHEM 450 - Protein Structure and Function

CHEM 450 - Protein Structure and Function ★ 🔗 🖨

Units: 3

Fundamentals of protein structure including structural motifs, domains, and folding, methods of protein structure determination, and structural bioinformatics. In-depth consideration of the structure-function relationship in representative proteins involved in important biological functions such as transport, enzyme catalysis, protein-nucleic acid interactions, signal transduction, immunity, and membrane channels and receptors. *CHEM 450 is dual-listed with CHEM 550. The courses will be taught together by the same instructor.*

Prerequisite(s): CHEM 341 or CHEM 351 with a minimum grade of C (2.0).

- c. Repeat steps a & b for ALL affected courses.

- d. Use track changes in Word doc to modify course descriptions. (The track changes setting is found under the Review tab)

CHEM 450 - Protein Structure and Function

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Fundamentals of protein structure including structural motifs, domains, and folding, methods of protein structure determination, and structural bioinformatics. In-depth consideration of the structure-function relationship in representative proteins involved in important biological functions such as transport, enzyme catalysis, protein-nucleic acid interactions, signal transduction, immunity, and membrane channels and receptors. *CHEM 450 is dual-listed with [CHEM 550](#). The courses will be taught together by the same instructor.*

Prerequisite(s): ~~CHEM 341~~ or [CHEM 351](#) with a minimum grade of C (2.0).

CHEM 451 - Biophysical Chemistry

Units: 3

Application of the principles of physical chemistry to the study of dynamic biomolecular systems and processes. Review of thermodynamics, chemical kinetics, transport processes, chemical equilibria, and physical equilibria. Use of optical spectroscopy, magnetic resonance spectroscopy, and mass spectrometry. Focus on biomolecular structure and dynamics; protein folding; protein engineering; membrane protein biophysics; and translation. *CHEM 451 is dual-listed with [CHEM 551](#). The courses will be taught together by the same instructor.*

Prerequisite(s): ~~CHEM 341~~ or [CHEM 351](#), and [CHEM 401](#) with a minimum grade of C (2.0).

CHEM 455 - Enzymology

Units: 3

Focuses on enzyme kinetics, the mechanisms of enzyme catalysis, and enzymatic regulation. Includes a review of basic enzymatic concepts, enzyme kinetics of single substrate reactions, enzyme inhibition and multi-substrate enzyme systems, mechanisms of enzyme catalysis, active site studies, the description of specific well-characterized enzymes, and mechanisms of enzyme regulation. *CHEM 455 is dual-listed with [CHEM 555](#). The courses will be taught together by the same instructor.*

Prerequisite(s): ~~CHEM 341~~ or [CHEM 351](#) with a minimum grade of C (2.0).




- e. Upload Word doc to the proposal in the files tab.

The screenshot shows a web interface for uploading a file. At the top, it says "Upload File". Below that is a "File" input field with a "Choose File" button and the text "No file chosen". A red arrow with the number "1" points to the "Choose File" button. Below the input field is an "Upload" button with a red circle containing the number "2" next to it. At the bottom, there is a section titled "Attached Files" with the text "There are no attached files."

After the proposal is approved, the Curriculum Analyst will also make an administrative notation in the Comments section during implementation, e.g.:

Michael Tobin
4/2/2020 3:01 pm

Implement date: 04/02/2020
Effective date: 08/01/2020
Updated (OM 435, OM 441, OM 443, OM 445, OM 446) 

Please reach out to Academic Programs if you have any questions!

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[Additional examples of BULK CHANGES:](#)

CS Number Change:

7. Type(s) of change. Please check ALL that apply:*

- Course Subject Code Course Number Change Course Title Change
- Abbreviated Course Title Change Description Change Prerequisite - Add / Delete
- Corequisite - Add / Delete Unit Value Change Other Registration Change
- Cross-list: Add Cross-list: Remove Grading Method Change
- Classification Change (C/S Number) Consent for Enrollment - Add / Delete Dual-Listed
- Consider for G.E. If yes, also fill out appropriate GE Area form.
- Consider for Diversity & Equity. If yes, also fill out appropriate form. Internship
- Course Component (Lec/Lab/Act/Discussion) - Add/Delete

Other type of change

NOTE: If this change affects **Program requirements or Program unit count**, please also submit a P-2 proposal form

8. Reason(s) for changing this course:*

Faculty has voted to increase course size for these 4 classes over what can be accommodated under C-02 classification.

Courses changed will be KINE 301, 305, 326, and 425. Classification changed from C-02 to C-01.

This is the only requested change in this C form.

Prerequisite Change:

7. Type(s) of change. Please check ALL that apply:*

- Course Subject Code Course Number Change Course Title Change
- Description Change Prerequisite - Add / Delete Corequisite - Add / Delete
- Unit Value Change Other Registration Change Cross-list: Add Cross-list: Remove
- Grading Method Change Mode of Instruction Change (C/S Number)
- Consent for Enrollment - Add / Delete Dual-Listed
- Consider for G.E. If yes, also fill out appropriate GE Area form.
- Consider for Diversity & Equity. If yes, also fill out appropriate form. Internship
- Course Component (Lec/Lab/Act/Discussion) - Add/Delete

Other type of change

NOTE: If this change affects Program requirements or Program unit count, please also submit a P-2 proposal form

8. Reason(s) for changing this course:*

The Department of Biological Sciences is proposing a new Environmental Biology Minor. Students who take this minor are not required to take BIOL 210, which is currently one of the prerequisites for the electives listed here. This Bulk C2 will add prerequisite language to reflect that the students who take the minor do not need to take BIOL 210.

The electives to be changed:

BIOL 379, BIOL 380, BIOL 381A, BIOL 381B, BIOL 384, BIOL 386A, BIOL 386B, BIOL 387, BIOL 389, BIOL 390A, BIOL 390B