

## Requesting a New Prefix

### ***Prefix/Subject Code is missing from the CIM Course Form prefix list:***

- The prefix may be inactive and therefore no longer viewable. Please send an email to [courseleaf-help@ncsu.edu](mailto:courseleaf-help@ncsu.edu) providing information about the prefix including departmental ownership, subject title, and an example of course numbers previously associated with the prefix, if available.
- A new course prefix must be approved by UCCC and entered into SIS and the CIM Course system before the prefix will be an option on the CIM course form prefix selection list. *See instructions below for requesting a new course prefix.*
- There may be an error in the CIM system preventing the prefix from appearing. Please email [courseleaf-help@ncsu.edu](mailto:courseleaf-help@ncsu.edu) for assistance.

If a course prefix needs to be added that is not currently on the CIM Course Form (Course Prefix drop down list), send an email to [courseleaf-help@ncsu.edu](mailto:courseleaf-help@ncsu.edu) with a memorandum attached addressed to either the Undergraduate Courses and Curriculum Committee or the Graduate Administrative Board.

### ***The Memo must include the following:***

- Name of the Initiator and Contact Information
- Prefix/Subject code being proposed
- Reason for new prefix including plans for course development using the new prefix.
- Title of the new prefix (Subject Title)
- Academic Organization (Department or Program code)
- CIP Code for the course
  - Follow the CIP for the Curriculum listed for the course content via the [CIP website](#).
- A proposed effective date indicating the semester in which the prefix is to take effect.

### ***If Applicable, also include:***

- Documentation of consults with any other departments/colleges.
- List of curricula that may be impacted by courses to be developed with the new course prefix.

## Approval Process for New Prefixes

The course and curriculum office ([courseleaf-help@ncsu.edu](mailto:courseleaf-help@ncsu.edu)) will review the subject code in consultation with Registration and Records to confirm code availability and catalog/transcript considerations. Once the consult is received, the action will be entered into the departmental/college/university workflow for approval. Notification will be sent to approvers. **Once the prefix has been approved and entered into SIS and CIM, the new prefix will be available for use.**