# Frequently Asked Questions

1. I'm submitting a new course, how do I proceed?

   - Go to www.ksu.edu/registrar/ccap
       o Download Appendix A: New Course Form.  This will instruct you on what needs to be included in your proposal.

2. I'm making changes to the curriculum (ie: adding/removing a course(s) in a curriculum or re-arranging, how do I proceed?

   - Go to www.ksu.edu/registrar/ccap
       o Download Appendix D: Curriculum change Form.  This will instruct you on what needs to be included in your proposal.

3. I'm changing a program name (degree, secondary major, minor, option), how do I proceed?

   - Go to www.ksu.edu/registrar/ccap
       o Download Appendix D: Curriculum change Form.  This will instruct you on what needs to be included in your proposal.
   - Degree name changes (degree, secondary major) will need BOR approval.  However, name changes to minors and options do not need BOR approval and are final after Faculty Senate approval.

4. I'm adding a new degree program (including new distance ed), how do I proceed?

   - Go to www.ksu.edu/registrar/ccap
       o Download Appendix D: Curriculum change Form.
       o Be sure, if it is a full degree program (including new distance education programs) and not just an option/minor, to review the degree checklist as provided also on the Registrar website.

5. What if there is a *minor* typo (for example: a word is spelled wrong in the course description), what do I need to do?

   - Go to www.ksu.edu/registrar/ccap
       o Download Appendix C: Course change Form.  There is a box for very minor changes.  This form can then be submitted directly to Sharon Hauck in Enrollment Services.  However, if there are changes to credit hours, term offered, etc… these are not considered typos.


Point of Information:
   - When you drop a course, the course number may not be reissued for 5 years from effective date.

Exceptions:
   - Changing multiple courses, etc.  Example;  SPCH to COMM, EECE to ECE  HRMID to HMD…. One form, table format, etc.  List every course (please make sure to check catalog and iSIS).  Use rationale section to explain change.