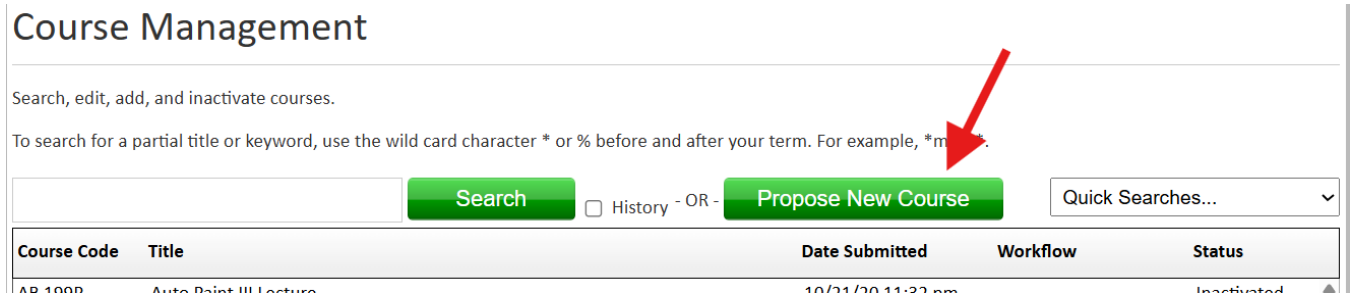


How to Propose a New Course in CourseLeaf

To add a new course:

1. Log on to [Course Management](#).
2. Click on the green “Propose New Course” button.



Course Management

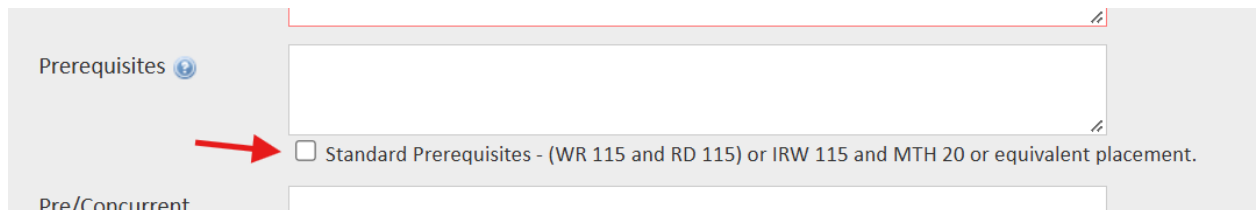
Search, edit, add, and inactivate courses.

To search for a partial title or keyword, use the wild card character * or % before and after your term. For example, *m

☐ History - OR -

Course Code	Title	Date Submitted	Workflow	Status
AP 100B	Auto Paint III Lecture	10/11/20 11:23 am		Inactivated

3. A new window will pop up. Any item outlined in red indicates a required field.
4. Complete the information thoroughly.
 - a. If you need to know what course numbers are still available for a specific prefix, please email Edmond.Wong@pcc.edu. PCC does not reuse course numbers.
 - b. **For CCOG formatting details, see [CCOG Content and Formatting Guidelines](#). Pay extra attention to the Outcomes section.**
 - c. As of fall 2026, the “Standard Prerequisites” are being updated, so please do **not** check this box. Instructions will be updated after official changes are made to relevant policies and processes;



Prerequisites ⓘ

☐ Standard Prerequisites - (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement.

Pre/Concurrent

5. When you are finished, scroll to the bottom of the page and click on one of the green buttons:
 - a. **Save and Submit** will start the approval workflow so the edits can go to the dean, Curriculum Committee, etc. so we can then get them approved by the state and published in the next available catalog.
 - b. **Save Changes** will save what you’ve just done, and allow you to go back in and make more edits later if needed. Be sure to use the “Save and Submit” button when you are ready to get approvals for the edits you’ve made.
 - c. Be sure to **Save and Submit** all changes by the [required deadline](#) in order to ensure changes are implemented in the upcoming catalog year.

For further assistance using CourseLeaf, check for upcoming [Drop-In Sessions](#).