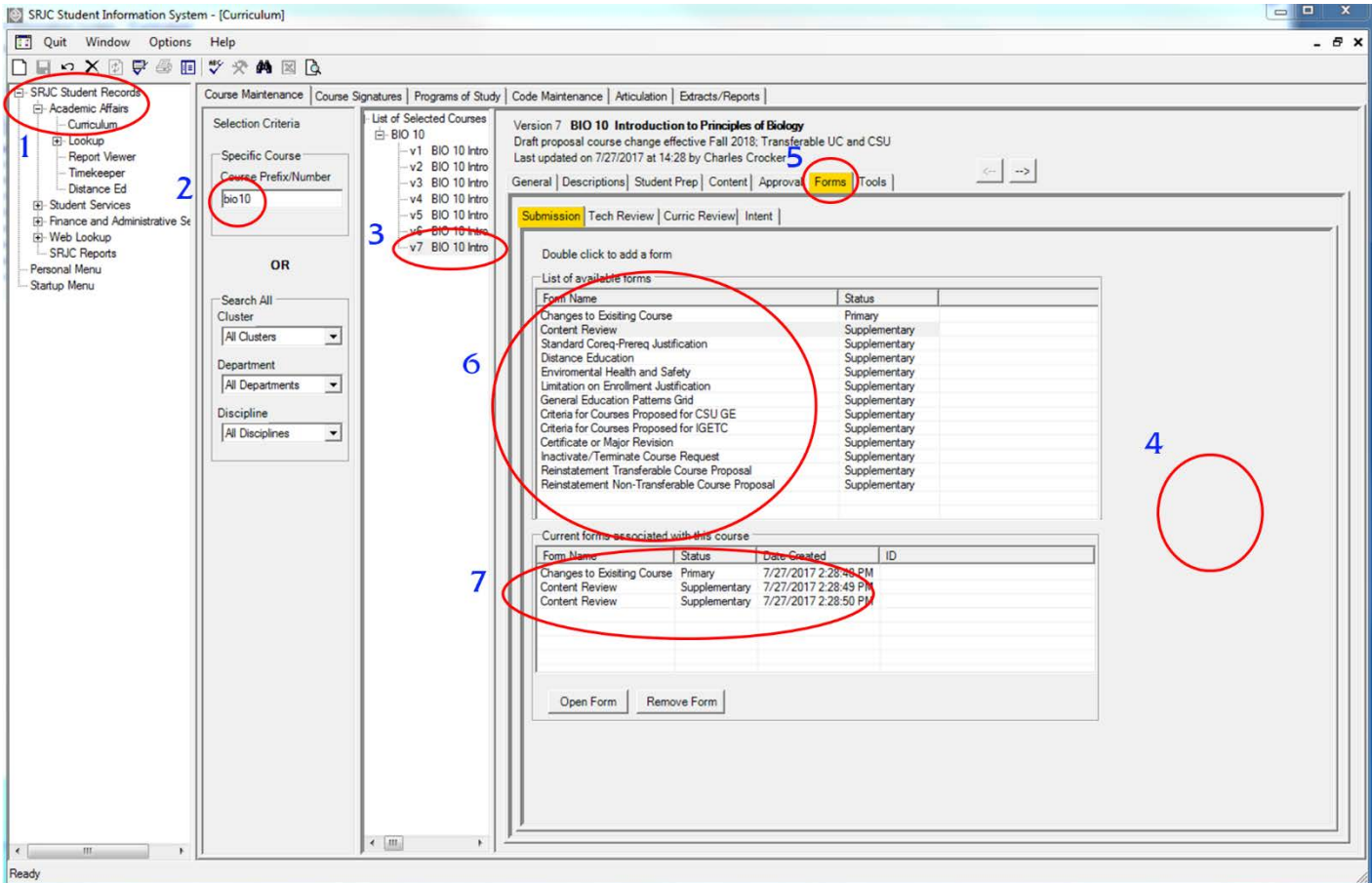


Course Revisions – Where are the forms?

Accessing forms in SIS: All course specific forms are available in SIS. In order to access these forms, you will need to create a new version of the course.



1. Open SRJC Student Records (single click)
 - a. Open Academic Affairs (single click)
 - b. Open Curriculum (double click)
2. Input Course Prefix/Number (click enter)
3. Select most recent version of the course
4. Create a new version of the course (right click in the grey area to the right) - Enter name of faculty member revising course
5. Select the Forms tab
6. Double click the form(s) that applies to the course
7. Open selected forms