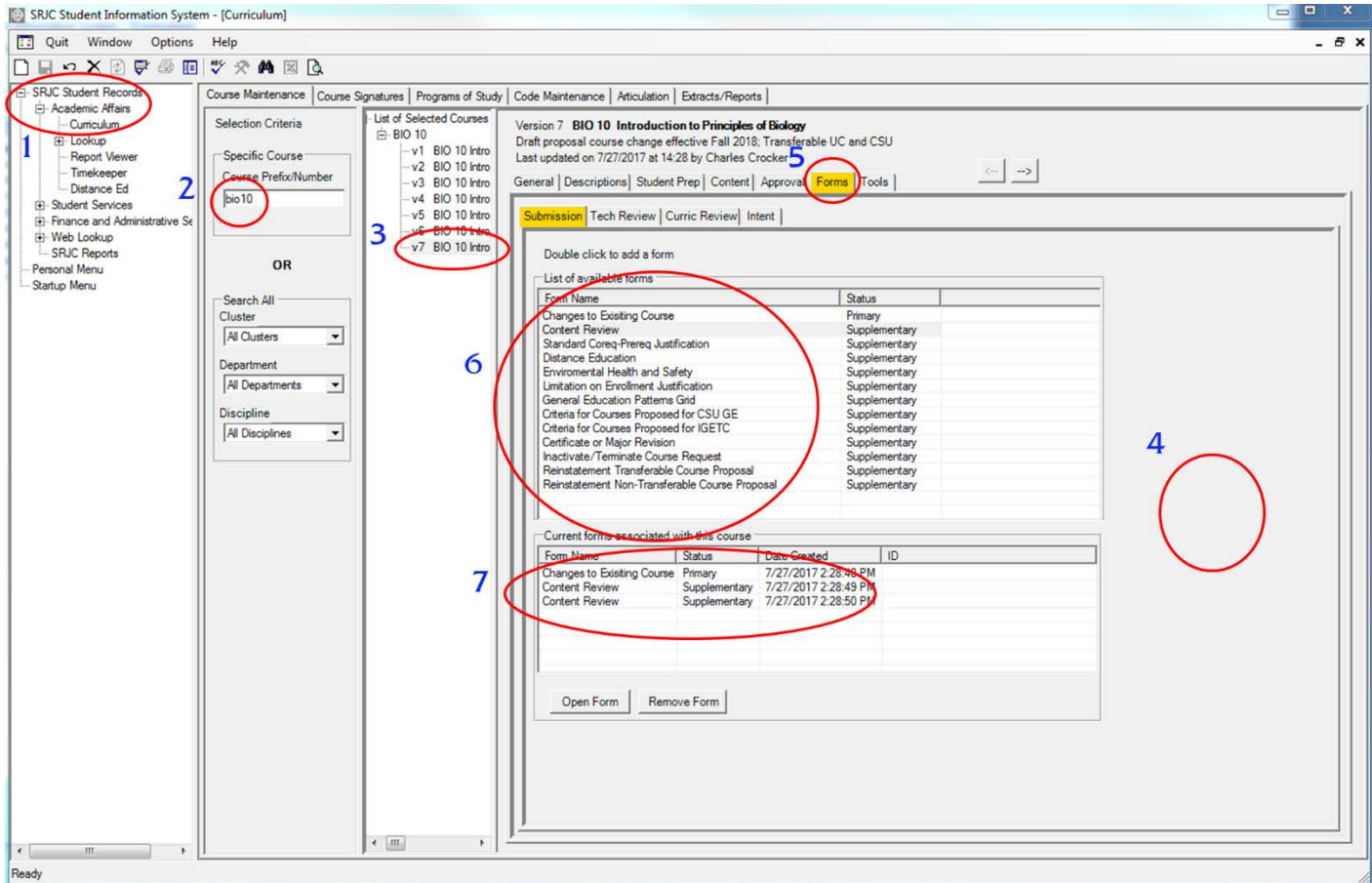


## Course Revisions – Where are the forms?

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.



The screenshot shows the SRJC Student Information System (SIS) interface. The navigation tree on the left is expanded to 'SRJC Student Records' (1), 'Academic Affairs' (2), and 'Curriculum'. The 'Specific Course' section shows 'Course Prefix/Number' as 'bio10' (3). The 'List of Selected Courses' shows 'v7 BIO 10 Intro' (3). The 'Forms' tab is selected (5). The 'List of available forms' table shows various forms, with 'Changes to Existing Course' (Primary) and 'Content Review' (Supplementary) highlighted (6). The 'Current forms associated with this course' table shows the following data:

| Form Name                  | Status        | Date Created         | ID |
|----------------------------|---------------|----------------------|----|
| Changes to Existing Course | Primary       | 7/27/2017 2:28:48 PM |    |
| Content Review             | Supplementary | 7/27/2017 2:28:49 PM |    |
| Content Review             | Supplementary | 7/27/2017 2:28:50 PM |    |

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