Prefix: Existing and New

Subject codes, also known as prefixes, are front-facing PeopleSoft Codes. When an existing program undergoes a name change, the college/department/school may request that the name change be accompanied by a prefix change.

Prefix changes can only occur for future enrollment terms. **Deadline for Fall enrollment is February 1st.**

COLLEGE	Submit cover memo from the dean's office detailing the request, emphasizing why and how the proposed prefix is better aligned with the curriculum to Academic Affairs at **curriculum@unomaha.edu**. Prefix changes affect longitudinal reporting capacities **Existing Prefix:** Include a list of courses that will change to the new prefix.
ON CAMPUS REVIEW	1. College Approval 2. Academic Affairs 3. **Graduate Council,** if including graduate programming, (report item) 4. EPAC (report item)
APPROVAL NOTIFICATION	1. Dean's Notification 2. Campus Notification (Registrar)

Legend:

Program's Responsibility
On Campus Process