

## 2.0 COMPLETING COURSE-RELATED PROCESSES AT THE LOCAL LEVEL

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### 2.1 REQUESTING COURSE STATUS FROM THE SYSTEM OFFICE

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#### 2.1.1 REQUESTING AB STATUS

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##### **Overview**

Colleges gain approval to offer a specific version of a course by including the course on an electronic program of study using the Legacy System (IIPS). Once the program of study is approved, colleges should request AB status to offer the course. College staff may email a request for “AB” status for a specific version of a course to the System Office Help Desk.

A course must be approved and have AB status in order for students to register in sections built from that course.

##### **Steps**

1. Use the IIPS Find Course in Program function to verify whether your college is approved to offer the course.
  - Be aware that if your college listed courses in the comments section of the IIPS POS, then the Find Course in Program search function will not be able to verify the course.
2. Compile a list of courses needing AB status. The list should not exceed 100 courses per request. Provide the following course information: **Course Name**, **Effective Term**, and **S number**. Copy the course information from one of the following online resources:
  - a. Combined Course Library web search at:  
<http://www.nccommunitycolleges.edu/ccl.htm>
  - b. Spreadsheet of All CU courses (see Screenshot A) at:  
<http://www.nccommunitycolleges.edu/programs/Curr Data Mgmt/all CU courses.htm>
3. Paste the courses information into the body of the email or attach a list to the email.
4. Email your request to “CIS HELP DESK”.
  - a. The subject line should detail how many courses are included in the request (example, *request AB status on (65) CU courses*).

## Screenshot A

	A	B	C	D	E	F	G	H	I
	Course	SO Effective Term	Title	Course ID (aka "s num")	SO Start Date	SO End Date	Category within the Combined Course Library (CCL)	Authorized By	Authorized Date
1									
2	AAI-110	2010FA	Animal Assisted Intro	S22766	8/15/2010		ACTIVE (from SO Start Date until SO End Date)	SBCC	7/16/2010
3	AAI-120	2010FA	Animals in Human Lives	S22767	8/15/2010		ACTIVE (from SO Start Date until SO End Date)	SBCC	7/16/2010
4	AAI-130	2010FA	Animal Handling Skills	S22768	8/15/2010		ACTIVE (from SO Start Date until SO End Date)	SBCC	7/16/2010
5	AAI-210	2010FA	Interaction Methodology	S22769	8/15/2010		ACTIVE (from SO Start Date until SO End Date)	SBCC	7/16/2010
6	AAI-220	2010FA	Interaction Documentation	S22770	8/15/2010		ACTIVE (from SO Start Date until SO End Date)	SBCC	7/16/2010
7	ACA-085	2004SU	Improving Study Skills	S20494	5/15/2004		ACTIVE (from SO Start Date until SO End Date)	CRC	3/9/2004
8	ACA-090	1997SU	Study Skills	S14331	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
9	ACA-111	1997SU	College Student Success	S13509	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
10	ACA-112	2008FA	Intro to Dist Learning	S22129	8/15/2008		ACTIVE (from SO Start Date until SO End Date)	CRC	3/27/2008
11	ACA-115	1997SU	Success & Study Skills	S13516	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
12	ACA-118	1997SU	College Study Skills	S13503	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
13	ACA-120	1997SU	Career Assessment	S12380	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
14	ACA-121	1997SU	Managing a Team	S12296	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
15	ACA-122	2008SP	College Transfer Success	S22032	1/1/2008		ACTIVE (from SO Start Date until SO End Date)	CRC	9/12/2007
16	ACA-220	1997SU	Professional Transition	S13085	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996
17	ACC-110	2003FA	Ten-Key Skills	S20280	8/15/2003		ACTIVE (from SO Start Date until SO End Date)	CRC	10/9/2002
18	ACC-110	1997SU	Ten-Key Calculator	S12891	5/28/1997	8/14/2004	OBSELETE (as of SO End Date)	CCLTM	10/1/1996
19	ACC-111	1997SU	Financial Accounting	S22911	5/28/1997		ACTIVE (from SO Start Date until SO End Date)	CCLTM	10/1/1996

### 2.1.2 REQUESTING X STATUS

#### Overview

If the college was never been approved to offer a course, the college staff may request X status if the course has AB status. The College staff email request will lead to a help desk ticket to assist in tracking the request. Students cannot register for a course that is in X status.

#### Steps

1. Use the IIPS Find Course in Program function to verify whether your college is approved to offer the course.
2. Compile a list of courses needing X status. The list should not exceed 100 courses per request. College staff should include:
  - a. The reason for requesting X status to replace AB status.
  - b. Course information i.e. **Course Name, Effective Term, and S number.**
3. Copy the course information from one of the following online resources:
  - o Combined Course Library web search at:  
<http://www.nccommunitycolleges.edu/ccl.htm>
  - o Spreadsheet of All CU courses (see Screenshot A) at:  
[http://www.nccommunitycolleges.edu/programs/Curr\\_Data\\_Mgmt/all\\_CU\\_courses.htm](http://www.nccommunitycolleges.edu/programs/Curr_Data_Mgmt/all_CU_courses.htm)
4. Paste the courses information into the body of the email or attach a list to the email.
5. Email your request to "CIS HELP DESK".
  - a. The subject line should detail how many courses are included in the request (example, request *X status on (65) CU courses*).