

## Quick Reference Guide 04

### Using the Find Course in Program Function in IIPS to Determine Which POS a Specific Course Version is Listed

Updated 03-25-09

#### Overview

Use the Find Course in Program function to determine:

1. Whether your college is approved to offer a specific version of a course
2. Which particular programs of study a specific version of a course is listed.

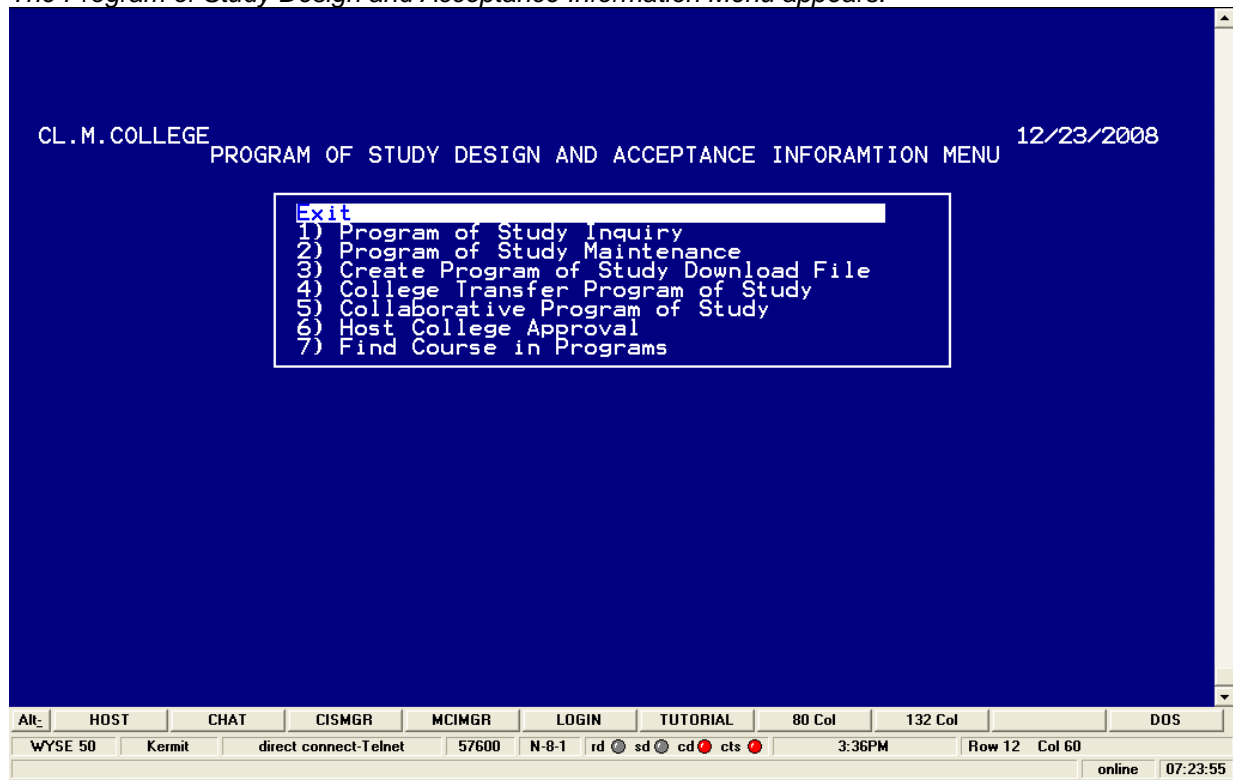
If you are certain that your college is approved to offer a specific version of a course, but that course version is not listed as approved, the reason may be that:

- The course is only listed in the comments section of a POS (You'll need to provide the POS information to System Office staff.
- The course is only listed on a captive POS (which are not built in IIPS).

#### Steps

1. Log into IIPS.

*The Program of Study Design and Acceptance Information Menu appears.*



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2. From the menu, arrow down to select menu item **#7**, then hit **Enter**.

*You will be prompted to enter your college 3-digit code.*

```
College ID:
```

3. Type your **college's 3-digit code**, then hit **Enter**.

*You will be prompted to enter a specific course effective term or to enter an asterisk.*

```
Enter effective term if known, or '*' for all course versions:
```

4. ALWAYS type an "\*" (asterisk), then hit **Enter**.

**Be Aware:** The asterisk won't appear on the screen until after you hit the Enter key.

*You will be prompted to enter the course's prefix, which is 3 characters.*

```
Course Prefix:
```

5. Type the **course prefix**, then hit **Enter**. (example, for MAT 151A, type "MAT").

*You will be prompted to enter the course's number, which may be 3 or 4 characters.*

```
Course Number:
```

6. Type the first **3 characters of the course number**, then hit **Enter** (example for MAT 151A, type "151").  
*The results page appears. (see result pages below)*

- a. There may be multiple results pages.
- b. You will know that you are at the end of the results when the screen reads "End of File" see screenshot:

```
--[ End of File ]--
```

- c. The course versions may not be sorted as expected, so view all pages of the results.

1)To move to next page, Type "D" on the command line.

2)To move to the previous page, Type "U" on the command line.

3)To Quit and start a new search, Type "Q" on the command line.

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7. Understanding the *results*; 2 scenarios:

#### Scenario 1 (Search for WEB 110)

```
Programs containing 2008*03*WEB*110 - Internet/Web Fund
at 889 - Vance-Granville Community College
A25100 2008*03 Accounting
A25100 2009*03 Accounting
A25120 2008*03 Business Administration
A2512G 2008*03 Business Administration
A2512I 2008*03 Business Administration
A2512G 2009*03 Business Administration
A2512I 2009*03 Business Administration
A25260 2008*03 Computer Information Technology
A25340 2008*03 Networking Technology
A25290 2008*03 Web Technologies

Programs containing 2006*01*WEB*110 - Internet/Web Fundamentals
at 889 - Vance-Granville Community College
A25260 2006*03 Computer Information Technology
A25340 2006*03 Networking Technology
A25290 2006*03 Web Technologies
--[ End of File ]--

(Q)uit - (U)p - (D)own - (G)o to Line: █
```

- a. There is the only one page of results for WEB 110 at this college. Notice [End of File] appears above the command line.
- b. There are 2 versions of WEB 110: Spring 2006 and Fall 2008.
- c. This college is approved to offer both versions of WEB 110.
- d. This college used the current version in (10) different POS; whereas they used the older version on only (3) POS.

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#### Scenario 2 (Search for MAT 151 and MAT 151A)

```
Programs containing 2005*02*MAT*151A - Statistics I Lab
at 878 - Sandhills Community College
No programs found using this version of 2005*02*MAT*151A

Programs containing 1997*02*MAT*151 - Statistics I
at 878 - Sandhills Community College
A25100 2001*03 Accounting
A25100 2004*01 Accounting
A25100 2006*03 Accounting
A10100 1997*03 Associate in Arts
A10100 2004*03 Associate in Arts
A10100 2005*02 Associate in Arts
A10400 1997*03 Associate in Science
A10400 2004*03 Associate in Science
A55130 2004*03 Baking and Pastry Arts
A25120 2001*03 Business Administration
A2512I 2001*03 Business Administration
A25120 2005*03 Business Administration
A25120 2006*01 Business Administration
A2512I 2007*03 Business Administration

(Q)uit - (U)p - (D)own - (G)o to Line:
```

- Be aware that the "course number" prompt only accepts 3 characters. If you type 4 characters (such as "151A"), you will receive this screen message: "No Records Found". The System will search for all courses that start with the first 3 characters. In cases like MAT 151A, IIPS will return all versions of MAT 151 and all versions of MAT 151A in the results page.
- There are multiple pages of results; notice that the screen does not list "[End of File]". You will need to use the "D" key and "U" key to move through the pages.
- This college is not approved for Summer 2005 (2005\*02) version of MAT 151A.
- This college is approved for the Summer 1997 (1997\*02) version of MAT 151.