

SECTION 8

Electronic Program of Study

Input (IIPS)

NCCCS CURRICULUM PROGRAM INPUT DETAILS

To access from your local college, a Telnet program such as ProcommPlus must be installed on your computer/terminal (see your local system administrator for help) and you need to be connected to the Internet. Connect to 198.86.12.5. Check with your local systems administrator for terminal type, for example procomm.wyse50, vt320g, vt200, etc. It will vary from college to college.

Once you are connected to the System Office computer:

LOGGING IN (Use Attachment A to request password to enter non-captive programs of study; Use Attachment B to request password to enter captive programs of study)

- A. **Login to system** (lower case)
- B. **Password to connect to system** (lower case)
(Created by user. Must be at least six (6) characters; five (5) letters, and one (1) number)
- C. **Login to TOADS system** Prompts for your Operator Code (upper case)
- D. **Password to connect to TOADS system** (upper case)

ENTERING PROGRAMS OF STUDY

PAGE 1: PROGRAM OF STUDY INPUT SCREEN

College Code: default for individual college displays

Effective term: year*term number

2007 *01 [01 is Spring Semester]

2007 *02 [02 is Summer Semester]

2007 *03 (*use this for all programs beginning Fall 2007*)

Degree Level: build at the highest level that your college offers the program

A = Associate

D = Diploma

C = Certificate

The program code can be obtained from the NCCCS Curriculum Program Titles listing.

Program: first two digits of Program of Study code

Area number: second two digits of Program of Study code

Concentration: last character of Program of Study code. A, B, C, etc. or 0 (zero) if no concentration

Program Title: appears automatically

Concentration Title: appears automatically

President's Approval Date: Enter President's approval date under #24 when the POS is complete and ready to be submitted to the NCCCS System Office. This is the date when a Program of Study has completed the college's program approval process. The approval date should be entered by the President or his designee.

THE SCREEN PAGES

Page 2 **General Education**

Page 3 **Core Courses**

Page 4 **Concentration Courses**

Page 5	Other Major Hours
Page 6	Other Required Hours
Page 7	Comments and Course Substitutions
Page 8	Coordinator's Comments

GENERAL COMMANDS

. (dot) return generally takes you to the bottom of the page

\ return deletes an item

= return takes you back one field

? return gives you a list of choices in many cases (Try it if you are not sure what to enter.)

GENERAL INFORMATION

- 1.** The program does not completely audit prerequisites until it is saved. If you think everything is correct but are still being told it is incomplete, S(ave) the program and go back into it and check to see if it now says complete.
- 2.** If a program is still incomplete, check the Reasons Not Complete box located in the upper-right corner of Pages 2, 3, 4, or 5.
- 3.** If the reason states that a prerequisite is missing, enter the prerequisite and then enter the course. You may have to go to another part of the standard to enter the prerequisite and then come back to the course you were entering.
- 4.** Build the program at the highest credential level your college offers (AAS, Diploma or Certificate.). If your college offers a local diploma or certificate, you will be able to build that program by changing the initial letter code as you build your local curriculum codes. (See Explanation of Curriculum Codes Structure.)
- 5.** All changes to Programs of Study must be approved by a Program Coordinator or Director.
- 6.** The most recent version of the Combined Course Library (CCL) can be accessed at the NCCCS Web site: <http://www.nccommunitycolleges.edu/Programs/index.html>

PAGE 2: GENERAL EDUCATION COURSES SCREEN

Watch the top of the screen to see the program's status. Reasons that the program is incomplete will be displayed in the upper-right corner of the screen.

- Item 12.** ENG 111 (entered automatically for all AAS/AA/AS/AFA programs)
Enter additional general education courses that your specific college/area requires.
- Item 18.** Load Last Saved General Education Subject Areas: Y (Yes) or press enter to bypass. If you enter, Y you will load the master lists you have previously saved. You can create master lists for General Education areas that can be called up and used as is or edited for a specific program.

Item 19. General Education Subject Area

1. Type in the title you prefer (upper or lower case). Choose how you would like the title to look on your local Graduation Readiness form; i.e., HUMANITIES/FINE ARTS ELECTIVE or Humanities/Fine Arts Elective
2. Selection
Type **O** if students only need to select one course.
Type **P** if students need to pick courses until the specified number of required hours is met.
Type **C** if students choose a course or courses from each of several sets of courses.
Type **S** if students choose one set of courses or another set of courses.
3. Area—enter code for specific type of general education area or enter ? for choices

HFAAAS (Humanities/Fine Arts for AAS)*
COMAAS (Communications for AAS)*
SBSAAS (Social/Behavioral Sciences for AAS)*
NSMAAS (Natural Sciences/Mathematics for AAS)*

**Substitute AAS with DIP for diploma, CER for certificate; AS for Associate in Science;
AFA for Associate in Fine Arts*

MATAA (Mathematics for AA)
MATAS (Mathematics for AS)
MATAFA (Mathematics for AFA)
NSCAA (Natural Science for AA)
NSCAS (Natural Science for AS)
NSCAFA (Natural Science for AFA)
NSMAA (Natural Science/Mathematics for AA)
NSMAS (Natural Science/Mathematics for AS)

4. Minimum Number of Hours—enter the minimum number of hours students select from this area
5. Save the list. Enter Y if you are building a list of electives you will want to use more than once. If you are **modifying** an existing list or want a unique list, **do not enter Y**. Just press enter or enter N.
You can edit your General Education elective lists. Enter Y to use the list. Do not save this list. Under Build enter Y to bring up your list of electives. Use \ to remove courses you do not want on the list for this program. Save the page and you now have a unique list for that program.
6. Build List. Press Y to build list.

Enter course prefix and number.

For **Grpng**, unless it is a set of courses, enter **B**.

For a set of courses, enter **B** for the first course, **M** for every course but the last course, and **E** for the last course of a set.

7. When you have finished the list, press enter and **S**(ave) the list. This returns you to the previous screen where you can enter another list or go on to Page 3.

PAGE 3: CORE COURSE MAINTENANCE

Watch the top of the screen to see the program's status. Reasons that the program is incomplete will be displayed in the upper-right corner of the screen.

Item 11: **Courses Required:** All required core courses on the Curriculum Standard will appear for the AAS and diploma programs. You will have to enter them for the certificate programs.
Courses from Required Subject Areas on the Curriculum Standard:
If you are not giving students a choice, enter these courses under Item 11: Courses Required.
If you are giving students a choice, create a subject area just like you did for General Education.
You do not have the ability to save this list however.

Item 16: **Major Core Subject Area:** Use this field only if you are giving students a choice of courses in an area. Make the area a title you would like on your local Graduation Readiness report.

PAGE 4: CONCENTRATION COURSE MAINTENANCE

This page is available if you entered a concentration code on Page 1. It is completed the same as Page 3.

This page is not applicable to AA, AS or AFA programs of study.

PAGE 5: OTHER MAJOR COURSE MAINTENANCE

Watch the top of the screen to see the program's status. Reasons that the program is incomplete will be displayed in the upper-right corner of the screen.

Item 9: **Other Major Courses:** List other major courses that all students in the major must take.

Item 13: **Other Major Subject Area:** Create subject areas from which students can choose if you are giving them options.
If you are listing Seminars or Selected Topics, you will be asked to enter the number of credit hours.

This page is not applicable to AA, AS or AFA programs of study.

PAGE 6: OTHER REQUIRED COURSE MAINTENANCE

Item 7: Enter courses required of all students at your college that do not fall under the General Education heading; i.e., Orientation and Introduction to Computers courses.

Item 11: If you give students a choice of courses to fulfill a general college requirement, create a subject area here and enter the courses.

Item 20: If your college gives students a free and unrestricted elective, enter the number of hours permitted here. The students are then free to choose any course on your campus except courses unique to a curriculum, those restricted to certain curriculums, or developmental courses.

PAGE 7: COMMENTS AND SUBSTITUTIONS

Item 1: Enter any comments you want to have on record regarding this standard at your college. Note you must use **ESC ESC Q** to get out of this box. Comments are optional.

Item 2: **Substitutions:** If your college is substituting a course for one required in either General Education, as a Major course, or as a prerequisite, that information is entered here. You first have to enter the required course in the correct location in the standard. Then come to this section and enter the required course followed by the substitute course.

For example, if you are substituting MAT 161 for MAT 121 as a prerequisite for PHY 131. Enter MAT 121 where it would normally appear on the standard. Then in the substitutions area first enter MAT 121 and then enter MAT 161.

PAGE 8: COORDINATOR'S COMMENTS

Displays comments entered by the System Office Program Coordinator.

SCREEN MESSAGES

Prerequisite or Corequisite is part of a pick list.

This means that the prerequisite or corequisite is part of a list from which students may choose. It does not require any further action on your part. It merely alerts you to the situation. *However, if the course is required of the student, shouldn't the prerequisite or corequisite course be required?* Press return to go back to the data entry screen.

Course has a Prerequisite of: _____

This means you have not yet entered the prerequisite for the course. The prerequisite must be entered before you can enter this course. Press return to get out of that screen and go to the appropriate section to add the prerequisite. Then return and enter the course. If the course is part of a list of courses from which students may choose, you may want to eliminate that course from the list.

Course has a Corequisite of: _____

You can enter the course but you will have to enter the corequisite before the program is complete. Press return to go back to the data entry screen.

Sorry, this course is not a valid subject for this program

Diploma/certificate-level course in an AAS/AA/AS/AFA program
or Course is not coded for that area; i.e., trying to use HIS as a Humanities/Fine Arts course

Not a valid prefix for this program

This is not an allowable prefix under the Other Major Hours category. You will not be able to enter this course. Press return to go back to the data entry screen.

Sorry, _____ is not a valid core course?

This course has not been coded as a choice for this area. You will not be able to enter this course. Press return to go back to the data entry screen.

Sorry, ____ is not a valid other majors course?

This course has not been coded as a choice for this area. You will not be able to enter this course. Press return to go back to the data entry screen.

Sorry, this course has a curriculum restriction.

This course is limited to certain majors. You will not be able to enter this course. Press return to go back to the data entry screen.

Sorry, the course _____ is not found in the Library

You have entered a prefix or course number that does not exist. Press return to go back to the data entry screen.

Sorry, you can't exceed maximum Prefix Hours of _____ .

You are limited to 9 SHC for prefixes that are not in the core or concentration or to the number of hours left for a prefix in the major. If you have exceeded that number, you will not be able to enter more courses. If you want students to have a choice of courses with that prefix, enter a pick list with the courses with that prefix coded as a set with a B, as many M's as you want, and an E. All other courses on that list should be coded as B unless you have more than one set on the list.

Sorry, you can't exceed maximum Major Hours of _____

Programs have a maximum number of Major Hours. The course you are trying to enter will exceed that number of hours. Try saving the program and going back into it. If you still get this message, you will not be able to use the course you are trying to enter unless you remove another course from the Major Hours.

Sorry, you can't exceed maximum Other Required Hours of 7.0

You can only have a maximum of 7 Other Required Hours for an AAS program or 4 for a diploma.

Sorry, you can't exceed maximum Program Hours of 76

You are trying to enter a course that will exceed the 76 hours maximum limit for an AAS program, 48 hours for a diploma, or 18 hours for a certificate (some state standards may have different limits). Check to see if you have entered some other course in more than one place or have the wrong number of hours to be selected from a category. If all of those seem to be okay, S(ave) the program and then go back into it. Try re-entering the course. If you still see the message, you will not be able to enter that course in the standard. Your only choice is to delete some other course or to make the course part of a pick list of courses.

Program is Not Complete. Continue with Save? Y <Cr>

Enter Y to save the program so you can come back to it later. It may be that you simply need to go back into the program or you may need to check to see why it is incomplete.

PROGRAM STATUS MESSAGES

COMPLETE

Everything is in and the program appears to meet all the checks. The program is ready for review by the Program Coordinator.

INCOMPLETE

Something is still missing from your program. Check the screens on each page to see if they will give you a clue as to what is wrong. If everything looks okay, S(ave) the program and then go back into it. If you still see INCOMPLETE, check to make sure the courses are entered in the correct area. Major core courses get entered on Page 3, concentration courses on Page 4, and Other Major Hours on Page 5.

DISAPPROVED

The Program Coordinator has reviewed and disapproved your program. The Coordinator's Comments on Page 8 will provide an explanation of the disapproval. When you may make the necessary corrections/changes and (S)ave the program, it will once again be reviewed by the Program Coordinator for approval.

REASONS GENERAL EDUCATION NOT COMPLETE

Needs a Natural Sciences/Mathematics Course

AAS Programs: You need to have at least one Natural Sciences/Mathematics course in the General Education area.

Needs a Social Behavioral Sciences Course

AAS Programs: You need to have at least one Social Behavioral Sciences course in the General Education area.

Needs a Humanities/Fine Arts Course

AAS Programs: You need to have at least one Humanities/Fine Arts course in the General Education area.

Needs a Communications Course

AAS Programs: You need to have at least 6 semester hours of Communications in the General Education area.

Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

AA programs must contain a minimum of 44 semester hours of general education; 6 semester hours must be in communications; 12 in humanities/fine arts; 12 in social/behavioral science; 6 in mathematics; 8 in natural science.

AS programs must contain a minimum of 44 semester hours of general education; 6 semester hours must be in communications; 9 in humanities/fine arts; 9 in social/behavioral science; 20 in mathematics/science (minimum of 6 in mathematics; minimum of 8 in natural science).

AFA programs must contain a minimum of 28 semester hours of general education; 6 semester hours must be in communications; 6 in humanities/fine arts; 9 in social/behavioral science; 3 in mathematics; 4 in natural science.

Reasons Major/Concentration Not Complete

Minimum Major Hours Not Met.

You must have 49 major hours for a degree program, 36 major hours for a diploma, and 12 major hours for a certificate

Subject _____ not met

The major or concentration has a required subject area that you have not met. Enter courses to meet this subject area. If you are giving students a choice, enter them as a Subject Area. If you are not giving the students a choice to meet this area, enter them as Required Courses.

Minimum core hours not met.

The core or concentration hours have not been entered.

Please direct questions about your Programs of Study to the Program Coordinator assigned to the program area.

These pages show the screens that you will see as you enter a program of study. The program on these pages does not exist and many of the courses are fictitious. They are used for examples only.

As the TOADS program changes, you may see minor modifications in these screens. They are as accurately represented as is possible at this time.

CL.U.PROGRAM.STUDY PG->1 of 8 03/06/1997
 REL 12.5 PROGRAM OF STUDY DESIGN AND ACCEPTANCE SYSTEM

College Code : 999 Somewhere Community College
 Effective Term: **2007*03 Fall 2007**

Degree Level:	A Associate	Program:	25 Business
Area Number:	77	Concentration:	A
Program Title:	Alpaca Technology		
Concentration:	Business		

Curriculum Standard ID: 2006*01A2577A

	Maximum Hours	Minimum Hours	Status	Entered Hours
Program Info:	76.0	64.0	INCOMPLETE	0.0

20. Program of Study Status Date
 1.

24. President's Approval Date: _____
 Coordinator: AP ALBERT PAKA

CL.U.PROGRAM.STUDY

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REL +12.5

GENERAL EDUCATION COURSES

	Maximum	Minimum	Status	Processed
Program Info:	76.0	64.0	INCOMPLETE	9.0
Hours Processed:	9.0			
Requirement Status:	INCOMPLETE			

Reasons Not Completed
Needs a Social/Behavioral Sciences Course

12. Courses Required	Effect Term	Title	Credit
1. ENG*111	1997*02	Expository Writing	3.0
2. MAT*161	1997*02	College Algebra	3.0
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

18. Load Last Saved General Ed Subject Areas: _____

19. General Education Subject Area	Selection	Area	Mini	Sav	Bld
1. Humanities/Fine Arts Elective	O	HFAAAS	3	_____	Y
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PS.OTHER.MAJOR.LIST

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REL 13.0 GENERAL EDUCATION COURSE LIST MAINTENANCE

Subject Area List: Humanities/Fine Arts Elective

Minimum Hours Required: 3.0

Subject Area Set Code: One of the courses is required

6. Course	Effect Term	Title	Credit	Grpng
1. ART 111	1997*02	Art Appreciation	3	B
2. MUS 110	1997*02	Music Appreciation	3	B
3. DRA 111	1997*02	Theatre Appreciation	3	B

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PROGRAM.STUDY

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REL 12.5

CORE COURSE MAINTENANCE

	Maximum	Minimum	Status	Processed
Program Info:	76.0	64.0	INCOMPLETE	31.0
Major Hours Processed:	22.0			
Major Status:	INCOMPLETE			
Major Minimum:	49.0			
Core Hours Processed:	22.0			
Core Minimum:	34.0			

Reasons Major Not Completed
 Minimum Major Hours not Met
 Subject Nutrition Not Met

11.	Course Required	Effect Term	Title	Credit
1.	ALP*115	1997*02	Fund of Alpaca Care	5.0
2.	ALP*125	1997*02	Alpaca Care I	8.0
3.	_____	_____	_____	_____

16.	Major Core Subject Area	Selection	Minimum	Build
1.	Alpaca Electives	P	9.0	Y
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Will you add ALP 189 transition course? _____

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PS.OTHER.MAJOR.LIST

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REL 13.0 MAJOR CORE/CONCENTRATION COURSE LIST MAINTENANCE

Subject Area List: Alpaca Elective

Minimum Hours Required: 9.0

Subject Area Set Code: **P** Pick courses until hour requirement is met

6.	Course	Effect Term	Title	Credit	Grpng
1.	ALP 210	1997*02	Food Selection	3.0	B
2.	ALP 211	1997*02	Alpaca Management	3.0	B
3.	ALP 220	1997*02	Alpaca Husbandry	3.0	B
4.	ALP 254	1997*02	Alpaca Herd Mgmt	3.0	B
5.	ALP 272	1997*02	Pack Animals	3.0	B

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PROGRAM.STUDY

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REL 12.5 CONCENTRATION COURSE MAINTENANCE

	Maximum	Minimum	Status	Processed
Program Info:	76.0	64.0	INCOMPLETE	43.0
Major Hours Processed	34.0			
Major Status:	INCOMPLETE			
Major Minimum:	49.0			
Concentration Hours :	14.0			

Reasons Major Not Completed
 Minimum Concentration Hours not Met
 Subject Quality Mgmt Not Met

11.	Course Required	Effect Term	Title	Credit
1.	ALP 252	1997*02	Alpaca Stocks	3.0
2.	ALP 254	1997*02	Alpaca Marketing	3.0
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

16.	Concentration Subject Area	Selection	Minimum	Build
1.	Computers	C	6	Y
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PS.OTHER.MAJOR.LIST

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REL 13.0 MAJOR CORE/CONCENTRATION COURSE LIST MAINTENANCE

Subject Area List: Computers
 Minimum Hours Required: 6
 Subject Area Set Code: C Course from each set is required

6.	Course	Effect Term	Title	Credit	Grpng
1.	CIS 110	1997*02	Intro to Computers	3.0	B
2.	CIS 111	1997*02	Basic PC Literacy	3.0	E
3.	CIS 120	1997*02	Spreadsheet I	3.0	B
4.	CIS 154	1997*02	Database Utilization	3.0	M
5.	CIS 172	1997*02	Intro to the Internet	3.0	E

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PROGRAM.STUDY

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REL 12.5 OTHER MAJOR COURSE MAINTENANCE

	Maximum	Minimum	Status	Processed
Program Info:	76.0	64.0	INCOMPLETE	46.0
Major Hours Processed:	37.0			
Major Status:	INCOMPLETE			
Major Minimum:	49.0			

Reasons Major not Completed
Minimum Major Hours not Met

9.	Course Required	Effect Term	Title	Credit
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

13.	Other Major Subject Area	Selection	Minimum	Build
1.	Work Experience	S	3	Y
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

CL.U.PS.OTHER.MAJOR.LIST

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REL 13.0 OTHER MAJOR COURSE LIST MAINTENANCE

Subject Prefix: *generally you do not put anything in this field*
 Subject Area List: Work Experience
 Minimum Hours Required: 3.0

Subject Area Set Code: **S** A set of courses is required

8.	Course	Effect Term	Title	Credit	Grpng
1.	COE 111	1997*02	Work Experience I	1	B
2.	COE 121	1997*02	Work Experience II	1	M
3.	COE 131	1997*02	Work Experience III	1	E
4.	COE 112	1997*02	Work Experience I	2	B
5.	COE 121	1997*02	Work Experience II	1	E

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

	Maximum	Minimum	Status	Processed
Program Info:	76.0	64.0	INCOMPLETE	47.0
Other Required Hours Processed	1.0		Other Required Hours Max:	7.0

7. Course Required	Effect Term	Title	Credit
1. ACA*111	1997*02	College Student Success	1.0
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

11. Other Requirements Subject Area	Selection	Minimum	Build
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

19. Missing Prerequisites

20. Free Elective Hours: 0.0

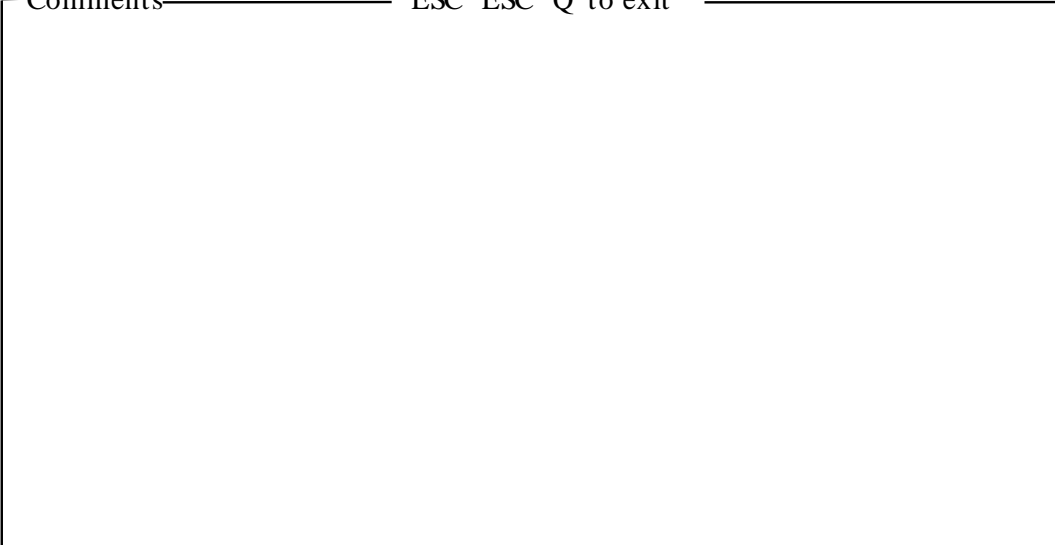
Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (WI)ndow#, (P)age#, Or Item#

1. Comments _____ 'ESC' 'ESC' 'Q' to exit _____

2.	Course In Program	Substitute Course	Effect Term	Title	Credit
1.	MAT 161	MAT 171	1997*03	Precalculus Algebra	3
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

1. Comments _____ 'ESC' 'ESC' 'Q' to exit _____



Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (W)indow#, (P)age#, Or Item#

ATTACHMENT A

**Program of Study Password Request
NC Community College System**

Colleges are required to have an approved electronic program of study prior to the implementation of a curriculum. The System Office recommends that a minimum of two college staff members be trained in the entry of electronic programs of study. In order to enter an electronic program of study, the staff person must obtain a password from the System Office by submitting this completed form to:

Jennifer Frazelle, Director
Program Services
NC Community College System Office
5020 Mail Service Center
Raleigh, NC 27699-5020

Please complete this form at least ten (10) work days prior to the date needed. You will be contacted by staff from Information Services once your User ID has been established.

The form must contain the original, authorizing signature of the President or Chief Academic Officer of the college.

Current Date:	
Date Needed By:	
User's Full Name and Job Title:	
User's E-mail Address:	
Previous User Name (To be Deleted if Applicable)	
College:	
Authorized by: (Signature of College President or Chief Academic Officer)	
The following fields are for Systems Office use:	
Authorized by: (Signature of Associate Vice President of Instructional Development Technology)	
User ID Assigned:	
System(s) ID Created On:	
TOADS ID Assigned:	

ATTACHMENT B

Captive Electronic Program of Study IIPS Password Request

NC Community College System

Colleges are required to have an approved program of study (POS) prior to the implementation of a curriculum program offered to a captive or co-opted group, per 23 NCAC 02e .0403. Starting with programs of study for Spring 2010, the System Office will be accepting captive POS in an electronic format through IIPS.

The System Office recommends that a minimum of two college staff members have access to enter captive electronic POS. Each designated staff person must obtain a captive operator code and password from the System Office by submitting this completed form **via mail or fax** to:

Tracy McPherson, Director, Public Safety Programs
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax: 919-807-7164

Please complete this form at least ten (10) work days prior to the date needed. System Office staff will issue the captive password directly to the staff person listed below.

The form must contain the authorizing signature of the President or Chief Academic Officer (CAO) of the college. Submit a separate form for each staff person needing access to enter electronic captive POS.

Current Date:	
Date Needed By:	
User's Full Name:	
User's Job Title:	
User's E-mail Address:	
Previous User's Name (To be Deleted, if Applicable):	
College:	
Authorized by (Signature of College President or Chief Academic Officer):	
The following fields are for System Office use:	
Authorized by: (Signature of Associate Vice President of Program Services)	
User ID Assigned:	
System(s) ID Created On:	
TOADS Operator Code Assigned:	
Captive TOADS Operator Code Assigned	

Note: Both regular and captive IIPS passwords are necessary when entering captive electronic POS; therefore, the new user specified on this request form will be issued both passwords automatically, if necessary. (No additional form is needed.)