



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 8

Electronic Program of Study (POS) Input

Colleague

The functionality for the entry of Participating Level III ISA Programs of Study is not currently available in Colleague. Please see Section 6 (ISA Procedures) of the Curriculum Procedures Reference Manual for information concerning the manual process.

The functionality for the entry of captive programs of study is not currently available in Colleague. Please contact Karen Tikkanen, Director of Workforce Continuing Education Training and Standards at 919-807-7158 or tikkanenk@nccommunitycolleges.edu for instructions on the manual process for filing captive programs of study.

**Program of Study Password Request (Colleague)
NC Community College System**

Colleges are required to have an approved electronic program of study prior to the implementation of a curriculum program. 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:

ServiceNow
NC Community College System Office
<https://ncccs.servicenow.com/so>

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 authorizing signature of the President or Chief Academic Officer of the college. Faxed or scanned documents are accepted.

Current Date:	
Date Needed By:	
User's Full Name:	
User's Job Title:	
User's First Day of Work:	
User's Employment Status:	
User's Telephone Number:	
User's E-Mail Address:	
Previous User's Name (To be Deleted if Applicable)	
College:	
Supervisor's Name:	
Supervisor's E-Mail Address:	
Authorized by: (Signature of College President or Chief Academic Officer)	
The following fields are for Systems Office use:	
Authorized by: (Signature of Director of Academic Programs or Associate Vice President of Programs)	
User ID Assigned:	
System(s) ID Created On:	
TOADS ID Assigned:	

North Carolina Community College System

Program of Study Entry in SO CIS

If you require additional assistance, please contact the ServiceNow at <https://ncccs.servicenowservices.com/so>.