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1. COURSES

Contained within the following pages are procedures for creating and maintaining courses. At Mott Community College, curriculum creation and revision is driven by faculty through the College Professional Study Committee (CPSC). The Curriculum Systems Coordinator, located in the department of Academic Operations, is responsible for maintaining the college’s curriculum in Datatel Colleague, based on CPSC approvals. (For more information on CPSC and its Subcommittees, please see the Faculty Resource Guide at http://www.mcc.edu/pdf/faculty/Faculty%20Resource%20Guide.pdf or the Faculty CBA at http://www.mcc.edu/hr/hr_employeegroupinfo.shtml.

Understanding Courses

Courses are templates for sections. Sections are the specific offerings of a course. You can create as many sections for a particular course as you need, reusing the course template each semester to create sections specific to the academic year and term.

There are two types of course identifiers recognized by Colleague and approved for use by MCC; Course Name and Course ID.

Course Name

When creating a course, Colleague builds the course name by combining the subject (ie, ENGL for English) with a course number (ie, 101). The subject and course number are separated with the hyphen or dash mark (-); MCC has adopted a naming convention for courses that specify 4 characters for the subject field, the dash mark, and 3 numeric characters for the course number. For example:

When creating the course template for an introductory Art course, the naming convention dictates that the subject must have 4 characters. Therefore the Subject becomes ART. Continuing on to complete the course name would result in: ART-101.

Course ID

When a course is created, Colleague creates a record behind the scenes that is a unique course ID. This unique course ID is used by Colleague for checking all pre-requisite, co-requisite and academic requirement specifications, but is not displayed on any forms.

This unique ID number also allows for re-using course numbers while maintaining course content. There are ramifications to re-using course numbers that can impact data integrity. MCC has examined these ramifications and created the policy contained under Implementing CPSC Action, Section E, Course Replacements.

1.1. COURSES ENTRY (CRSE)

Course creation in the CU module takes place on the Courses (CRSE) screen. From this screen, many other course-maintenance screens are available to further characterize courses.

Creating/Revising courses is the responsibility of the Academic Operations office.
At the Course LookUp prompt, enter a subject code to view all courses with that subject, a course name to view all courses that exist with the same name, or do a lookup on the entire COURSES file by typing an ellipsis (...).

To create a new course or seminar, simply select the Add option at any point in the lookup process.

1.2. REQUIRED FIELDS

The following fields are required on CRSE in order to create a course. Notification will be provided at the SAVE prompt if an attempt is made to create a course without filling in all of the mandatory fields.

- **Depts/Percent**
  
  This field is populated with the appropriate cost center code. If none exists, work with HR and Accounting to set up CC number.

- **Subject**

- **Course Number**

- **Eff Dates**
  
  A beginning effective date is required in order to create sections, and an end date is required when ending a course so that no sections can be created from it.

  *Beginning date* = the first day of the semester the new course is effective.

  *End date* = the day prior to the new course that replaces it (i.e., if a course begins on September 6, the end date of the old course is September 5). If no new course, the last date of the semester as approved by CPSC.

- **Credit Type (I)**

- **Min/Max Cred/Incr**
  
  Indicate both when a section is offered for credit or CEUs. One or the other is required. If a course can be offered for a range of credits, assign the range in the Min and Max fields. In the Incr field enter the increment in which a student can register for the section.

- **CEUS** = Field not used at this time.

- **Course Levels** = Dev, 100, 200
• **Acad Level** = C
• **Grade Scheme** = NUMBR
• **Short Title**
  - Description (Character limit = 30) – Abbreviation from the Long Title may be necessary.
• **Local IDs** – ACS# associated with department (contact IR if necessary)
• **Course Types (Multi-value field. Enter all that apply.)** Information comes from CPSC Form-1A.
  - HONOR  Honors
  - DEV  Developmental
  - ARI  Apprentice Related Instr
  - STND  Standard
  - NON  Non-Credit Course
  - OCC  Occupational
  - SEM  *Seminar 1st Offering
  - MOD  Modularized
  - OEOE  Open Entry/Open Exit
  - LAB  Laboratory
  - QUIZ  Quiz
  - CLN  Clinical
  - SEM2  *Seminar 2nd Offering
  - HUM  Humanities GenEd
  - SOC  Social Science GenEd
  - MTH  Mathematics GenEd
  - NSL  Natural Science GenEd
  - INT  InformationTech GenEd
  - CMP  Composition GenEd
  - NSM  Science/Math Requirement
• **Long Title CPSC Approved** (character limit = 40) Note: The program (XTAB) that pulls course titles for printing in the schedule and catalog uses this field.

*Course Types for Seminar Offerings Only.

**1.3. SEMINARS**

**DEFINITION OF A SEMINAR:**

The offering of a Seminar is a way to explore interest in a new course as well as a way to experiment with the content based on student demand and/or feedback. Seminars are offered for one semester and can be offered (and run) for no more than two semesters. Creating a seminar requires the same steps as creating a standard course offering, with the addition of the following:

*(Using STSD-101 as a course example)*

**First Offering** – Create STSD-101 in CRSE with beginning and end dates appropriate for the semester to be offered. Enter description in Additional Comments field to indicate the first offering of the seminar, noting specific beginning and ending dates.

**Second Offering** – Access STSD-101 in CRSE and change the end date to match the ending of the appropriate 2nd semester offering. Enter description in Additional Comments field to indicate the second offering of the seminar, noting the specific beginning and ending dates. Change Course Type to SEM2.
Changing a Seminar to a Regular Course Offering - Access STSD-101 in CRSE, delete the end date. Enter description in Additional Comments field to indicate the course as a regular offering, noting the specific beginning date of the regular offering. Change the Course Type.

1.4. MAINTAINING ADDITIONAL INFORMATION ON COURSES

COURSE INFORMATION CONTAINED AT SECTION LEVEL

Sections inherit all course information, but some of the information may be changed at the section level if necessary. The only characteristics established at the course level that cannot be changed at the section level are:

- Prerequisites
- Registration Retake Policies
- Determination of whether to count retakes of a course for credit

IMPORTANCE OF TIMING IN MAKING CHANGES TO COURSES:

Sections

Sections inherit all course information at the point of section creation. If changes are later made to the course, the changes will not filter down to the already existing sections. Any new sections that are created will reflect the changes, but changes to existing sections must be made on each section.

The exception to this rule is for prerequisites. Changes made at the course level are automatically made at the section level. Consider the impact of making these changes during schedule building. If sections have been created from a course that is going through CPSC, the probability of canceling and recreating them exists.

*Effective April 2007, course and program revisions will not be implemented in a semester where enrollment has already started.

1.5. DEFINING OFFERING INFORMATION

Use the course Offering Info (COFF) screen to record offering information for a course including instructional method and faculty load information. This screen may be detailed from CRSE.

VALID INSTRUCTIONAL METHODS

- CBE  Credit by Exam
- CLN  Clinical (health occupations)
- CLN1  Clinical 2<sup>nd</sup> Assignment
- CLN2  Clinical 3<sup>rd</sup> Assignment
- FLD   Field Work (unpaid Internship)
- IND   Independent Study
- INT   Internship/Co-Op
- LAB   Laboratory
- LAB1  Lab 2<sup>nd</sup> Assignment
- LAB2  Lab 3<sup>rd</sup> Assignment
- LEC   Lecture
- LEC1  Lecture 2<sup>nd</sup> Assignment
- LEC2  Lecture 3<sup>rd</sup> Assignment
- PRC   Practicum (nursing)
- QU2   Quizzes
- SLF   Self-Directed (non-lecture)

Instructional load and contact hours default from credit hours. If contact hours differ from credit hours, the default settings must be changed.

All semesters in which the section has been offered will also display after the record has been saved and used.

1.6. DEFINING COURSE REQUISITES

Use the CREQ screen to record course requisites. This screen may be detailed from CRSE. Remember, prerequisites are established at the course level only. Corequisites may be maintained at the section level where they can, in fact, be section specific.

REQUISITES DEFINED

- **Prerequisites**
  Courses or other academic activities that must be completed prior to registration for this course. Prerequisites are specified using requirement specification syntax. See Appendix A, Understanding Degree Audit Syntax, for additional information.

- **Corequisite courses**
  Courses that should be taken at the same time as this course. By setting the required flag to Yes, ST will enforce simultaneous registration of the course and its corequisite courses. A flag set to no will result in a warning/reminder but will not stop a registration attempt.

When creating a Lecture/Lab/Quiz series of courses, the following steps are to be taken:
The Lab/Quiz course(s) must be entered as required Co-requisites on the lecture course
The Lecture course must be entered as a required Co-requisite on each Lab/Quiz course

**Noncourses**
Academic activities other than courses: internships, community service, etc. To indicate corequisite noncourses, keep in mind that students do not register for noncourses. Noncourses should never be flagged as required. Setting the flag to Yes will disrupt the registration process.

In some cases, students must supply materials/equipment (for example, in the case of Auto courses, students must supply their own hand tools.) In this situation, the specific items a student must supply will be on the CPSC Form-1A. This information must be typed into the Print Text section of CREQ. If the course includes a pre-req and/or co-reqs, the student-supplied item information is added after the pre-co reqs.

If there are no pre/co reqs for the course, the rule “Take 0 credits from Rule Class” must be entered into the pre-req syntax field in order to enter into the Print Text Section.

### 1.7. DEFINING COURSE RESTRICTIONS

The Course Restrictions screen may be used to:

- Indicate maximum capacity allowed for any section of this course during registration
  - Default capacity = max class size approved by CPSC.
  - Minimum enrollment must match default capacity.
  - Schedule capacity defaults to default capacity.
- Indicate registration restriction rules that will monitor registrations for sections of this course. – Set to default setting – do not change.
- Indicate the appropriate retake policy and allow retakes of this course for credit
- Indicate items that will be monitored during registration including instructor consent, petitions, allowing audits; pass/no pass options, and waitlist generation.

Remember that the Registration Retake Policy and the indication of whether to Count Retakes for credit are established at the Course level and cannot be changed at the section level.

- **Reg Retake Policy**
This indicates the number of times a student may register for this course. College Policy: Students can retake courses (4) four times. Must have Dean, Student Services approval for any further registrations.

The Count Retakes for Credit flag on CRES is typically set to No. Usually, even in the event of a repeat, only one instance of a course counts for credit.

**COURSE DEFAULTS**

The Course Section Defaults (CDEF) screen is defined in advance of creating courses so the values default into courses. On CRES, the following fields will populate automatically from the defaults entered on the CDEF screen, shown below.

- **Instructor Consent** Y/N – Set to Yes if a student is not allowed to register themselves in the course.
- **Petition Required** Not used
- **Allow Audit** Yes
- **Only Pass/No Pass** Y/N – Appropriate for Developmental courses only
- **Allow Pass/No Pass** Y/N – Developmental Courses
- **Allow Waitlist** Currently in the Pilot Stage. Contact CSC

### 1.8. RECORDING COURSE BILLING INFORMATION

- **Billing Method** ‘T’ (from tables)
- **Billing Period Type** T (Term)
- **Periodic Billing** ‘N’
- **Billing Credits** Equal to Contact Hours (Credit by Exam Exception)
2. SECTIONS

The following pages contain procedures for creating course sections. Course sections, also called sections, are specific offerings of the courses that have been created. Understanding that courses are the templates for sections, it follows that you can create as many sections from a course as you need. More than one section of the same course can be offered during the same term and the same section can be offered term after term.

When creating a section from a course, much of the course information defaults to the section. However, you can change much of the course information at the section level. You can also define information that applies to a section but not the course, such as meeting dates, meeting times, and instructors.

Understanding Sections

When you create a course, you are recording course-specific information that will default to the sections you create from the course. Examples of this are offering information, requisites, restrictions, and billing information. This information only defaults to sections if you record it before you create the sections. Any information you change on the course record after you create sections will not affect existing sections with one exception: Prerequisites

When changing prerequisites on a course where sections have been created, the new prerequisites automatically filter down to the section level. Before changing pre-requisites on courses during an active term, refer to the information contained in the section Implementing CPSC Action on page 32.

There are three ways to create a section

- From a course – SECT.
- By copying an individual section – SCOP. Useful when creating additional sections in a term that share the same characteristics. Is a method for pre-populating the new section with default information such as term date, credits, contacts, description, title, etc. But be aware that when copying a section, it is an exact duplicate and will have the same meeting times, instructor, etc. **Only use section copy when needing to re-activate a cancelled section.**
- By copying a group of sections – SBCP. Copying groups of sections is useful when you are copying from one term to another. **MCC uses SBCP as part of the Rollover process.**

Section Codes

As mentioned previously, multiple sections of a course can, and are, created from a course. The Section Code is the unique identifier that distinguishes one section from another. At MCC, the numbers 01-99 are used to identify unique sections. Because MCC offers a wide variety of instructional methods and sections for specific populations (e-Learning, Labs, Clinicals, Independent Study, Program Completion, Honors, etc.) we employ the use of codes that are included as part of the unique section identifier to distinguish the section further. These codes are positioned before the numeric identifier of the section code. As an example, creating an Honors section for the course GEOL-151 would look like:

GEOL-151-HON01

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Section Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON</td>
<td>Honors</td>
</tr>
<tr>
<td>IND</td>
<td>Independent Study</td>
</tr>
<tr>
<td>CBE</td>
<td>Credit by Exam</td>
</tr>
<tr>
<td>PCG</td>
<td>Program Completion</td>
</tr>
<tr>
<td>DLP</td>
<td>Developmental Learning Project</td>
</tr>
<tr>
<td>WWW</td>
<td>Online</td>
</tr>
<tr>
<td>HYB</td>
<td>Hybrid</td>
</tr>
<tr>
<td>WCA</td>
<td>Online w/some campus attendance (formerly IMM, CMM, MMD)</td>
</tr>
<tr>
<td>OEOE</td>
<td>Open Entrance/Open Exit</td>
</tr>
</tbody>
</table>
2.1. CREATING COURSE SECTIONS

Section creation takes place on the Sections (SECT) screen. This screen may link to many other section maintenance screens to further characterize sections. Comparable screens are used during the course creation process. Also, there are a few new screens specifically for sections. Now the focus will be on any additions to the screens already seen as well as new screens.

At the Course Section LookUp prompt, a search may be executed for the section using any of the following options:

<table>
<thead>
<tr>
<th>Course Section LookUps</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entries</td>
<td>Results</td>
</tr>
<tr>
<td>TERM CODE</td>
<td>This will show a list of all sections for that semester</td>
</tr>
<tr>
<td>SUBJECT CODE</td>
<td>This will show a list of all sections with this subject</td>
</tr>
<tr>
<td>COURSE NAME</td>
<td>This will show a list of all sections with this course name</td>
</tr>
<tr>
<td>SECTION NAME</td>
<td>This will show a list of all sections with this section name (past, present, future)</td>
</tr>
<tr>
<td>TERM CODE + any other above option</td>
<td>This will bring up a resolution screen with the semester specific sections searched for</td>
</tr>
</tbody>
</table>

SECTION STATUS

A section must have an active status before students may register for it. Active sections may only be created from active courses.

Term: The code associated with the term the section is to be offered.
Start/End Dates: The beginning and ending dates of the full term (not the actual meeting times, see section offering info for this info.
Depts/Pct: Pre-populated from the course
Credit Type  Pre-populated from the course
Min/Max credit  In some cases a course will be set up (at the CRSE level) with variable credits. The correct number of credits must be entered for the semester/session offering.
Course Lvl  Pre-populated from the course
Acad Lvl  Pre-populated from the course
Grade Scheme  Pre-populated from the course
Short Title  Pre-populated from the course
Status  ‘A’ (Active) For additional section status please see “Cancelling a Course Section” on page 17.
National ID  Leave blank
Local ID  Pre-populated from the course
Location  See Appendix B
Course Types  Pre-populated from the course
Topic Code

### 2.2. SECTION OFFERING—MAINTAINING INFORMATION

Section meeting times are set using the Section Offering Information (SOFF) screen. In the Schedule Print Times section of this screen, enter the building, room, actual start and end times, days of the week, and frequency of meetings. Rebuilding the meeting dates is critical if subsequent changes are made to the section meeting days and times so that the correct section meeting information is displayed in Web Advisor and on the student schedule.

![SOFF Screen](image)

If modifications to a section’s schedule such as adding or deleting a meeting time or changing a room for a particular day must be made, detail on calendar dates to the Section Schedule Detail (SESC) screen and make the changes.
If there are changes to the semester/session offering (i.e., from a full semester to a late start or 1st 8 weeks to 2nd 8 weeks) after registration has begun and with VPAA approval, the current section must be cancelled and a new section must be created. Due to the impact on students and staff, this is not a recommended practice.

*CPSC policy prohibits making changes to courses after registration has begun.

2.3. **SECTION REQUISITES**

If a student must enroll in two sections of different courses (i.e., lec/lab) these sections must be set up as required corequisite sections on the Section Requisites (SREQ) screen.

When creating a lecture/lab/quiz series of sections, the following steps are to be taken:

- Verify that the Corequisite course area is populated (if not, contact CSC)
- On the Lecture section:
  - Enter each associated section (Lab/Quiz) into the Corequisite Section area as non-required
- On each Lab/Quiz section:
  - Enter the associated lecture section in the Corequisite Section area as required
LECTURE-LAB COURSE COMBINATIONS

MCC divisions that offer courses with lecture and lab combinations require that students choose from a specific set of labs based on the lecture section chosen.

In order to properly manage these registration combinations, the following process must be followed during schedule building:

Lecture Sections:

- Verify that the Corequisite Course is populated and that the Required field is set to Yes.
  - If it is not, call the Curriculum Systems Coordinator in Academic Affairs.
- Each lecture section must identify the lab choices in the Co-requisite Section area on SREQ. (Access SREQ from the SECT screen) Set the Required field to ‘N’ for no.

QUICK TIP:

Datatel allows population of all co-requisite options in one easy step. In the first field under Co-requisite Section, type [term] [course number] (i.e., 2011/2 BIOL-152L) and return. A list of all sections built from that course in the specified term will be presented.
Choose all sections that are part of the lecture grouping by clicking in the boxes on the left

- Click Save

Datatel will populate all choices into the Co-requisite Section field.
- The ‘Required’ flag defaults to ‘N’ and is correct in this case.

Lab/Quiz/Clinic Sections:

The required lecture section must be entered onto each Lab in the Co-requisite Section area on SREQ. In this case the ‘Required’ flag must be set to ‘Y’.

Save all work!

Section Capacity
Schedule Capacity
Minimum Enrollment

*Seat Count Fields are not to be adjusted as schedule management tool.*
In some cases, specific sections require that seats be reserved for a particular population of students (i.e., movement of students within developmental sections, UM partnerships, etc.) These cases require that seat counts be manipulated. NOTE: these sections are not eligible for wait listing (see Creating Waitlists, page 38.)

Depending on the number of lab sections required, lecture section seat counts can be manipulated in multiples of lab class sizes.

2.4. CROSS-LISTING SECTIONS

Note: Sections cannot be cross-listed as a means to create load for a faculty member or to keep from canceling the section. There are other policies in place for these situations.

1. Cross-listed sections are two separate sections that meet at the same time, in the same place, and may be taught by the same instructor. Cross-listing allows Colleague to keep count of empty seats for the section synchronized with the seating limits of the classroom.

   Cross-listing sections should not be confused with equating courses. Equating courses allows two courses to be considered equivalent in the registration process and the academic program evaluation process. Cross-listed sections are taught by the same instructor at the same time, so the content for each section is usually identical.

2. This action must be completed prior to open registration.

3. In order to cross-list sections each section must be active. See “Creating Sections” beginning on page 10 for information about setting up sections.

4. Use the Section Cross-List (SXRF) form to cross-list sections. This can be accessed from the menu by detailing from the Sections (SECT) form, or by detailing from the Section Summary (SSUM) form.

5. Procedure for Cross-Listed Sections
   • One section designated as the Primary Section.
     o Open section
     o Detail into Cross-Listings field
     o Enter section to cross-list in line 2
     o Enter seat capacity (Max seats) for section, Primary = N
     o Change section capacity to desired max seats
     o Global capacity = the total section capacity of all sections.

The Total and Global Capacity must be the same.
ADDITIONAL SECTION INFORMATION

In addition to the information maintained at the course level, printed comments may be added, deleted or changed at the section level. This is done by accessing the Additional Section Info (ASCI) screen. These comments will appear on the schedule of section offerings. Examples of printed comments would be:

- Approved uniform required
- Personal computer required

2.5. CANCELING A COURSE SECTION

The cancellation of a section is to be done by the CSC. Division Deans make decisions on the canceling/adding of sections throughout the registration period.

Process:

- Division notifies CSC of section to be cancelled. (Division must run a current class list before the section is canceled in order to notify students.)
- CSC sets section status to Canceled
  - Because of a known bug in Datatel Colleague, the section status should be changed in SBSC instead of SECT. Canceling a section in SECT does not always allow for automatic billing.
• Enter the New Status to Canceled, enter Yes for Rebill Immediately, enter the term and section that you want to cancel in the Course Sections LookUp, and save out.
• Inform the following of the section cancellation via email:
  ○ Administrative Assistant, Cashier’s Office
  ○ Text Manager, College Bookstore
  ○ Store Manager, College Bookstore
  ○ Financial Aid Specialist
  ○ Admissions
  ○ Registration Assistant

Canceling a section is an irreversible action. Students registered for the section will be unregistered and the room and the faculty’s assignment will be released for other scheduling.

Listed below are the available status options and a definition of each option.

A – Active
Students can register

C – Cancelled
Section removed from available offerings

P – Pending
An anticipated need

W – Waiting to be Cancelled
Section will be cancelled. This status is used to block additional registrations while the class roster is run.

2.6. ADDING SECTIONS

Upon completion of the schedule building process, any sections to be added are to be added by the CSC.

Process:
• Division notifies CSC of the section to be added, providing section offering information as specified on page 12.
• Whenever new sections are added, the CSC must run XUTT in order to add Census Dates to the added sections. NOTE: omitting this step results in registration errors.
3. **FACULTY ASSIGNMENTS**

Not applicable at the course level, faculty assignments are critical at the course section level. These assignments take place on the Faculty Section Assignment (FASC) screen. At the Faculty Lookup prompt, enter the name or ID number of a faculty member. It is possible to list more than one instructor for a section. Percentage of responsibility may be split in whatever manner is necessary and Colleague will split the workload values accordingly.

Contract Type, Position, Contract Number and Load Period must be added on the 2\textsuperscript{nd} line of each faculty assignment.

3.1. **OVERVIEW**

An Assignment Contract is a vehicle for tracking faculty instructional and non-instructional assignments and using those assignments as a basis for calculating pay. (Other work paid on an hourly or one-time basis is not included in this process.) The primary components of an Assignment Contract are:

1. An **Incumbent**; a person/faculty member in a position.
2. One or more **Load Periods**, which are periods of time for which load is accumulated (typically a semester).
3. One or more **Assignments**. An assignment is the association of a faculty member to an instructional or non-instructional task, such as teaching a course section or program coordination.
4. A **Contract Type**, which is a set of default information used to create similar assignment contracts for specific payment methods. For example, “FTSDA” is designated for full-time faculty Fall and Winter base load pay; “OL” for full-time faculty overload pay; and “PT” for part-time/adjunct faculty pay.

After faculty assignments have been made, assigned the appropriate Contract Type(s), and reviewed for accuracy, the “Change Contract Load Period Status” (CLPS) process – generated by Payroll – records the information in the Human Resources module and creates the necessary records that allow the faculty member to be paid. This includes the creation of stipends for part-time and overload assignments, as well as new wage records for full-time faculty that reflect the appropriate account distribution of their annual salary based on their regular load.

**All changes made to assignments after the initial CLPS process must be communicated to both Payroll and Human Resources.**

A more detailed overview by area of responsibility can be found in Appendix C.

3.2. **RELATED PROCEDURES**

The following processes/transactions may impact how and when Divisions enter faculty assignments:

**NEW HIRES:**

- **Division** generates an “Employee Transaction Form” indicating all cost centers and associated assignment types (e.g.: instruction, coordination, release time) and routes form for appropriate approval.
- Upon receipt of the approved “Employee Transaction Form” **Human Resources** prepares new hire paperwork.
- **Employee** completes new hire paperwork and obtains drug screen.
- Upon notification of the successful results of the drug screen and receipt of the completed I-9 form, **Human Resources** enters new employee in Datatel system and assigns position(s). **NOTE:** HR will notify Divisions when the individual faculty member has been entered in Datatel for those starting after the beginning of the semester.
- **Division** designates new employee as “Faculty” by accessing the FCTY screen and entering appropriate division cost center (Department) and corresponding percentage (Pct). **This step is required before making assignments on the FASC screen.**
PART-TIME TO ADJUNCT:

- **Dean** regularly evaluates part-time faculty (per Article X.T) and forwards copies of evaluations to HR for filing in the employee’s personnel file.
- **Human Resources** maintains database that tracks the number of semesters and total hours worked, as well as the number of evaluations completed. Status report sent to Deans each semester indicating part-timers eligible for adjunct.
- **Dean** reviews list and notifies HR Services Rep of errors or problems within two weeks of receiving report.
- **Human Resources** moves eligible part-time faculty to adjunct no less than three weeks prior to the beginning of the next semester.
- **Human Resources** notifies Division of change, which may require that the assignment contract be updated (see Section 3.8 – “Changes/Corrections”) in order to recalculate the pay.

TEMPORARY FULL-TIME ASSIGNMENTS:

- An “Employee Transaction Form” is required for all Temporary Full-time Assignments. This form, generated by the **Division**, should include all cost centers and associated assignment types (e.g.: instruction, coordination) and must be approved by the **Vice President**.
- **Human Resources** enters transaction into Datatel (using a position code with the Division cost center).
- **Human Resources** notifies Division when transaction is completed, which may require that the assignment contract be redone (see Section 3.8 – “Changes/Corrections”) in order to recalculate the pay.

SALARY AND CONTACT HOUR RATE CHANGES:

- Some faculty salary adjustments may have an effective date after the beginning of a semester (e.g.: training increments, adjunct step increases). **Human Resources** will notify the Division when a salary/wage adjustment has been entered into Datatel. If the semester assignments have already been made on the FASC or FMBS screens, the contract must be updated (see Section 3.8 – “Changes/Corrections”) in order to recalculate the pay.
- Across-the-board and step increases are typically effective at the beginning of the academic year. Fall assignments cannot be entered until these increases have been processed. **Human Resources** will keep Divisions informed of the timeline for entering increases that impact the entire faculty population.
3.3. INSTRUCTIONAL ASSIGNMENTS (FASC)

IMPORTANT NOTE:
Assignments for faculty members should be entered in this order:
1. Assignments that span the entire semester
2. First half semester assignments
3. Second half semester assignments

STEP 1
Enter “Term” and “Section” code (e.g.: 2009/3 ACCT-101-01) in Course/Section LookUp:
- If there is no faculty member assigned, enter the appropriate faculty name or ID in the Faculty LookUp window, select OK at the FACULTY.QUALS alert, and proceed to STEP 2.
- If the correct faculty member is assigned to the section, proceed to STEP 2.
- If the incorrect faculty member is assigned to the section, click on the line number, select DELETE on the following two Alert pop-ups, and return to (a) above.

STEP 2
Adjust “Start Date” and/or “End Date” if faculty member begins the assignment after the semester start date and/or completes the assignment before the semester end date. Also, verify that the “Load” is correct. If the assignment is shared by more than one faculty, adjust the load accordingly.

Exception: Due to Accreditation standards in the Nursing, Dental Assisting and Dental Hygiene programs, all lab experience courses cannot exceed a faulty-to-student ratio of 1:5. Because many clinical sites have capacities larger than five, more than one faculty member may be assigned to the same section at full load.

STEP 3
Complete Fields 1 through 3 following the instructions below:
Field 1 – Enter or LookUp (...) the appropriate “Contract Type”. (See Appendix D for Contract Types.)

Field 2 – Use the Lookup function (...) to display all active positions assigned to the faculty member and select the appropriate position code. The cost center to which the assignment will be charged is identified on the position. (See Appendix E for information related to position code structure.)

Field 3 – Enter or Lookup (...) the appropriate “Load Period”. (See Appendix F for information related to the Load Period structure.) Load periods define the timeframe in which assignments will be completed. Load Periods for the upcoming terms will be defined and entered in Datatel each year.

STEP 4

“SAVE ALL” to update and exit the record. The “Contract Number” will be populated.

NOTE: If the assignment is being shared with another faculty member, follow the same steps as shown above, but also adjust the “Percent” and “Load” fields accordingly. (Example: 4.00 hour class being taught by two faculty members at 2.00 hours each; both faculty members would have 50.00 under “Percent” and 2.00 under “Load”.)

STEP 5

Run RFAL (See Section 3.11 – “Generating the Faculty Load Report”) to verify that all assignments were entered accurately and make corrections as necessary. (See Section 3.8 – “Changes/Corrections”.)

Spring/Summer Assignments for Full-time Faculty: In order to correctly calculate the pay for full-time faculty teaching in Spring/Summer, the procedure for entering those assignments varies slightly. Refer to Section 3.6 for instructions on entering Spring/Summer assignments.

3.4. NON-INSTRUCTIONAL ASSIGNMENTS (FMBS)

IMPORTANT NOTE:
Assignments for faculty members should be entered in this order:

1. Assignments that span the entire semester
2. First half semester assignments
3. Second half semester assignments

STEP 1
Enter appropriate faculty member name or ID.

STEP 2
Enter or LookUp (...) the code that best describes the non-instructional assignment. (See Appendix G for Non-instructional Codes.)
a) If the appropriate Non-instructional assignment code is already listed, detail on the code to access the FCMD screen, select Line 1 to insert a new line, and complete the screen as outlined in STEP 3.

**STEP 3**

Complete Fields 1 through 8 following the instructions below:

**Field 1** – If the “Start Date” is not already populated, enter the “Start Date” of the non-instructional assignment. The “Membership Period” identifies how long the faculty member has served in the role. It is recommended that only a start date be populated in this section as adding an end date will require position reassignment in the future.

**Field 2** – Use the Lookup function (...) to display all valid “Role” codes. **NOTE:** In order to maintain the history of non-instructional assignments, **DO NOT DELETE** existing assignments under “Roles”. (Clicking on the line number will allow insertion of a new line.)

**Field 3** – If necessary, change the “Start Date” of the non-instructional assignment. **NOTE:** Non-instructional
assignments are not required to adhere to semester start/end dates. For example, Distance Learning Prep sessions may fall outside of the semester dates but are paid as part of the faculty member’s semester load.

**Field 4** – Enter the “End Date” of the non-instructional assignment.

**Field 5** – Enter the appropriate non-instructional load amount.

**Field 6** – Enter or LookUp (...) the appropriate “Contract Type”. (See Appendix D for Contract Types.)

**Field 7** – Use the Lookup function (...) to display all active positions assigned to the faculty member and select the appropriate position code. The cost center to which the assignment will be charged is identified on the position. (See Appendix E for information related to position code structure.)

**Field 8** – Enter or Lookup (...) the appropriate “Load Period”. (See Appendix F for information related to the Load Period structure.) Load Periods define the timeframe in which assignments will be completed. Load Periods for the upcoming terms will be defined and entered in Datatel each year.

**STEP 4**
“SAVE ALL” to update and exit the record. The “Contract Number” will be populated.

**STEP 5**
Run RFAL (See Section 3.11 – “Generating the Faculty Load Report”) to verify that all assignments were entered accurately and make corrections as necessary. (See Section 3.8 – “Changes/Corrections”.)

**Spring/Summer Assignments for Full-time Faculty:** In order to correctly calculate the pay for full-time faculty teaching in Spring/Summer, the procedure for entering those assignments varies slightly. Refer to Section 6 for instructions on entering Spring/Summer assignments.

### 3.5. OVERLOAD ASSIGNMENTS

When a faculty member’s base load in a semester reaches the maximum for their assigned discipline, any additional assignment becomes an overload situation. In some cases, a faculty member may reach their load limit in the middle of an assignment. In such situations the assignment must be split between base load and overload, which puts that assignment into two different contract types. If the entire assignment is in overload, begin at STEP 2.

**IMPORTANT NOTE:**
Assignments for faculty members should be entered in this order:

1. Assignments that span the entire semester
2. First half semester assignments
3. Second half semester assignments

**STEP 1**
Line 1 represents the portion of the assignment within load. To allocate the appropriate amount to the base load:

**Field 1** – Adjust the “Load” on the assignment that will be in base load.
STEP 2
To allocate the remaining portion to overload, click on the next available line and enter the faculty member’s name or ID at the LookUp prompt. Complete Fields 2 through 8 following the instructions below:

Field 2 – Use the Lookup function (…) to display valid “Instructional Methods”. **NOTE:** This code must be different than the code in Line 1. There should be at least two codes for each instructional method (e.g.: Lec & Lec1, Lab & Lab1) to accommodate this.

Field 3 – Enter the correct portion of “Load” that will be in Overload.

Field 4 – If necessary, adjust the semester “Start Date” (or date assignment begins if not semester start date).

Field 5 – Enter the semester “End Date” (or other date if this assignment does not end on the regular semester end date).

Field 6 – Enter or LookUp (…) the appropriate “Contract Type”. *(See Appendix D for Contract Types.)*

Field 7 – Use the Lookup function (…) to display all active positions assigned to the faculty member and select the appropriate OVERLOAD position code. The cost center to which the assignment will be charged is identified on the position. *(See Appendix E for information related to position code structure.)*

Field 8 – Enter or Lookup (…) the appropriate “Load Period”. *(See Appendix F for information related to the Load Period structure.)* Load Periods define the timeframe in which assignments will be completed. Load Periods for the upcoming terms will be defined and entered in Datatel each year.

STEP 3
“SAVE ALL” to update and exit the record. The “Contract Number” will be populated.

STEP 4
Run RFAL *(See Section 3.11 – “Generating the Faculty Load Report”) to verify that all assignments were entered accurately and make corrections as necessary. *(See Section 3.8 – “Changes/Corrections”).*

**Spring/Summer Assignments for Full-time Faculty:** In order to correctly calculate the pay for full-time faculty teaching in Spring/Summer, the procedure for entering those assignments varies slightly. Refer to Section 6 for instructions on entering Spring/Summer assignments.

### 3.6. SPRING/SUMMER ASSIGNMENTS FOR FT & TEMP FT FACULTY

The unique way that Full-time and Temp Full-time faculty are paid for Spring/Summer requires a special method for calculating that pay. The accuracy of this calculation is dependent upon several things:
1. Identifying the appropriate semester discipline load, and
2. Determining when the faculty member has met their base load requirement and should begin being paid at the overload rate.

The issue of identifying the semester discipline load was addressed by the creation of Spring/Summer Contract Types for the various base load levels (e.g.: 12, 15, 16). The issue of determining when base load has been met is more complicated because the “rules” for Spring/Summer differ from a regular academic semester. (See Article X.H.1 of the Faculty CBA.) A worksheet is available to help make that determination. (See sample worksheet in Appendix H.) The actual worksheet can be downloaded from the HR website under “Employee Group Information – Faculty”.

**IMPORTANT NOTE:**

Assignments for faculty members should be entered in this order:

1. Assignments that span the entire semester
2. First half semester assignments
3. Second half semester assignments

**STEP 1**

Complete Fields 1 through 3 following the instructions below:

**Field 1** – Enter or LookUp (...) the appropriate Spring/Summer “Contract Type”. (See Appendix D for Spring/Summer Contract Types.)

**Field 2** – Use the Lookup function (...) to display all active positions assigned to the Full-time or Temporary Full-time faculty member and select the appropriate overload position code. Even though the base load is an important factor in determining Spring/Summer pay, all assignments are considered “overload”. Therefore, select only overload positions when populating the “Position” field. (See Appendix E for information related to position code structure.)

**Field 3** – Enter or Lookup (...) the appropriate “Load Period”. (See Appendix F for information related to the Load Period structure.)

**STEP 2**

“SAVE ALL” to update and exit the record. The “Contract Number” will be populated.

**STEP 3**

Run RFAL (See Section 3.11 – “Generating the Faculty Load Report”) to verify that all assignments were entered.
3.7. ZERO LOAD ASSIGNMENTS

At times, faculty members may have assignments that should not be included in their regular load, but need to remain “attached” to the section in order to access on-line grades, etc. These types of assignments may include:

- Insufficient enrollment (Letter of Agreement)
- Credit by exam
- Independent studies
- Program completion
- Apprentice sections
- DLES (Distance Learning prep)

In an effort to properly monitor these assignments (and distinguish between valid assignments and those that should be deleted) the “ZERO” Contract Type was created.

**STEP 1**

Follow the procedure as outlined in Section 3.3 (“Instructional Assignments”) and complete Fields 1 through 4 as follows:

- **Field 1** – “Load” should be 0.00
- **Field 2** – Enter ZERO under “Contract Type”
- **Field 3** – Use the Lookup function (…) to display all active positions assigned to the faculty member and select the appropriate position code. (See Appendix E for information related to position code structure.)
- **Field 4** – Enter or Lookup (…) the appropriate “Load Period”. (See Appendix F for information related to the Load Period structure.)

**STEP 2**

“SAVE ALL” to update and exit the record. The “Contract Number” will be populated.

**STEP 3**

Run RFAL (See Section 3.11 – “Generating the Faculty Load Report”) to verify that all assignments were entered accurately and make corrections as necessary. (See Section 3.8 – “Changes/Corrections”.)
3.8. CHANGES/CORRECTIONS

If **ANY** changes are made to either the assignment (on the ST side) or the faculty member (on the HR side) after an assignment has been entered on FASC or FMBS, the “Contract Number” must be deleted on the assignment in order to prompt the sub-routine that calculates the pay that appears on the RFAL report.

**IMPORTANT NOTE:**
Assignments for faculty members should be entered in this order:

1. Assignments that span the entire semester
2. First half semester assignments
3. Second half semester assignments

**STEP 1**
Make the necessary changes to the assignment on either FACS or FMBS.

**NOTE:** You may receive notification from HR that a change has been made to a faculty member’s rate of pay. In these situations, access either FACS or FMBS and proceed to **STEP 2**. (Since a change in rate of pay impacts all assignments, this procedure must be followed for each assignment.)

**STEP 2**
Click on the “Contract Number” and press CTRL D to delete.

**STEP 3**
“SAVE ALL” to update and exit the record. The “Contract Number” will be repopulated. (If a message is relieved that you are deleting a payable contract, click OK.)

**STEP 4**
Run RFAL *(See Section 3.11 – “Generating the Faculty Load Report”)* to verify that all changes/corrections were properly applied.

**STEP 5**
Notify Payroll (Phyllis Holbrook) and HR (Brenda Phillips) of any changes made to assignments after the initial CLPS process is run at the beginning of each semester.
3.9. REVIEW PROCESS RESPONSIBILITIES & DEADLINES

DIVISIONS
While the design of processes and procedures are typically left to the discretion of the Dean, it is recommended that the following steps be a foundation for establishing an audit process prior to the first pay for faculty:

- Administrative Assistants enter the relevant information to make faculty assignments.
- Per established guidelines, (divisional governance, verbal direction, etc.) Administrative Assistants assign load to faculty.
- Administrative Assistants run the “Faculty Missing Contracts Report” (FMCR) to identify any assignments without a contract.
- Administrative Assistants print each “Faculty Load Report” (RFAL) for Dean review and approval.
- Dean reviews, makes any necessary changes, and approves the Assignment Contract.
- Administrative Assistant makes changes, if appropriate. (NOTE: Any changes/corrections made to assignments after the first faculty payroll has been processed must be communicated to Payroll and Human Resources.)

VICE PRESIDENT
The Vice President of Academic Affairs will no longer review and approve all faculty assignments, but will have final approval on temporary full-time assignments and release time outside of the division. In these cases, an e-mail must be sent to the Vice President and the Academic Resource Administrator (Dolores Sharpe) prior to Payroll running the CLPS process.

FINALIZING ASSIGNMENT CONTRACTS FOR PAY GUIDELINES

- Faculty assignments for semester start-up (including auditing/verification by Deans) must be completed no later than the end of the day on the Friday prior to the first pay of the semester/session.
- All changes/additions to Assignment Contracts must be completed and communicated via e-mail to Payroll and Human Resources no later than the end of the day on the Friday prior to the next pay day.

3.10. GENERATING THE FACULTY MISSING CONTRACTS REPORT (FMCR)

The “Faculty Missing Contracts Report” (FMCR) produces a listing of assignments (both instructional and non-instructional) for faculty members who do not have contracts associated with them.

STEP 1
Access the FMCR report from the ST module and complete Fields 1 through 3 following the instructions below:
Field 1 – Enter the “Start Date” and “End Date” of the time period to be accessed.

Field 2 – Select the “Sort Order” from the drop-down menu.

Field 3 – Enter the “Department” (Division) code or “Faculty Member” name or ID.

STEP 2
Follow the normal process for printing reports.

STEP 3
Review the list generated and make corrections to Datatel as necessary. (See Section 3.8 – “Changes/Corrections”.)

STEP 4
Run RFAL (See Section 3.11 – “Generating the Faculty Load Report”) to verify that individual faculty member assignments are correct.

3.11. GENERATING THE FACULTY LOAD REPORT (RFAL)

The Faculty Load Report (RFAL) allows verification that each faculty member in the Division has been given the correct assignments.

STEP 1
Access the RFAL report from the HR module and complete Fields 1 and 2 following the instructions below:
Field 1 – Enter the “Load Period” you wish to access.

Field 2 – Enter the faculty member name or ID. NOTE: It is recommended that you generate this report by “Faculty Member”, as running by “Assignment Contract Status” or “Assignment Contract Types” will produce contracts for faculty outside of your Division.

STEP 2
Follow the normal process for printing reports.

STEP 3
Review the report and make corrections to Datatel as necessary. (See Section 3.8 – “Changes/Corrections”.)
4. IMPLEMENTING CPSC ACTION

The following pages are a compilation of the various rules developed over time that help to maintain data integrity of our curriculum. They are used by the Curriculum Systems Coordinator as a guide when entering course information after CPSC meetings. This information is included in this Manual as a reference when developing new, or revising current, curriculum. They are also intended to give the reader an understanding of the process that takes place between CPSC approval and implementation.

4.1. CHANGING COURSE CONTENT

**CPSC Policy prohibits course and program changes being implemented in a semester in which enrollments have already started.**

Typical CPSC new course approvals have no impact on existing courses. These situations require that a new course number be created. See “Creating a Course” section.

Course numbers need to be unique and cannot be re-used. However there is one exception to this rule: Occasionally, a course changes so significantly from one catalog to another that faculty do not want students to be able to use the old and new versions of the course interchangeably to meet prerequisites and degree audit requirements.

These situations require history of the changes/revisions to a course be kept. (i.e., the STSD-101 example below.)

**Course Replacements**

There is no need to create a new course when:

- Prerequisites and/or Corequisites change
- The course title changes
- Max class size changes

Course end dates and beginning dates are integral to maintaining the history of the course. It is important that no gaps exist in the dates between the replaced course and its new version. The beginning date of the new course must be the first day of the semester in which the new course is to be implemented. The end date of the replaced course must be the day before the new course is effective.

Example: If STSD-101 is revised and includes a credit/contact hour change effective in Fall 2009 (2010/2), the active STSD-101 course is to be deleted with an end date of 9/7/2009. The revised STSD-101 course is then created with a start date of 9/08/2009 (2010/2).

**Status Codes:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>D</td>
<td>Deleted, CPSC action</td>
</tr>
<tr>
<td>B</td>
<td>Bracket, CPSC action</td>
</tr>
<tr>
<td>I</td>
<td>Inactive, An Administrative code to indicate course is not offered and CPSC documentation doesn’t exist.</td>
</tr>
<tr>
<td>O</td>
<td>Obsolete, an administrative code used to indicate course is not offered and was not prior to 1992 (Datatel conversion)</td>
</tr>
</tbody>
</table>

**CRSE DATA ENTRY RULES**

Always be sure to make clear, descriptive notes of actions in the Additional Comments field of all courses and programs for history purposes.

4.2. CREATING AN EQUATE CODE (EQCD)

The Additional Course Information (ACOI) screen allows you to enter information about a course such as purpose (not used at this time), articulation data (not used at this time), equate codes and comments.
Comments field required – record all CPSC actions and changes to the course. Include name, date and Datatel information.

Equate codes allow Datatel to evaluate and accept courses as equivalent for meeting program requirements.

Equate codes are created when one course replaces another through the CPSC process.

Example: HIST-151 is approved by CPSC to replace HIS.-161.

1. Create the new course
2. Detail into Additional Information.
3. Detail into Equate Codes.
5. Enter the new course title in the Equate Code Description.
The first field will be populated with the course being created. Click into field 2 and enter the equivalent course (in this example, HIST-151 was automatically populated and HIS.-151 was entered as its equivalent).

- Save work

Notes:

- Equivalencies are included as part of the CPSC approval. In some cases, it is not immediately evident that courses are equivalent. In these cases the course proposer must be contacted for clarification.
- The determining factor for course equivalencies are whether the new course meets the same program requirements as the one it is replacing or that the course content has not significantly changed.
- Datatel cannot evaluate cases of equivalency where two courses are combined into one.

4.3. DEACTIVATING A COURSE

Deactivating a course requires CPSC action. There are two status types used to indicate that the course will no longer be offered; Bracket and Delete.

Bracket – A course with this status is “asleep” and can be reactivated by the division by sending a memo to CPSC (divisional vote required).

A division may want to bracket a course that is not offered so that it can be revised or evaluated for need. If a course has a bracket status for five years, it will automatically convert to Deleted status.

Delete – A course with this status has been removed from the list of active course offerings permanently.

When recording the new status, indicate an agency and the approval date (CPSC meeting date).
5. PROGRAMS

Academic programs are handled in two parts by Datatel; there is an administrative part and a functional part. The Administrative part of programs is where attributes are stored. Attributes such as department, degrees, description and effective dates are entered and connected to a specific program code. When a student chooses a particular program code they inherit the attributes of the program and we can then identify the student as belonging to a particular program.

The Functional part is where degree requirements are created and stored. The Degree Audit system is used to build a program with specific requirements and where requirements are changed as programs are revised.

The following pages describe the process for creating the Administrative part of programs. At MCC, Student Services builds and maintains Degree Audit (the functional part).

5.1. CREATING NEW PROGRAMS

Once a new program is approved by CPSC the Curriculum Systems Coordinator (CSC) will enter the new Program information into Datatel.

In the Academic Programs (PROG) LookUp window, type the program name. The program name will have 4 capital letters followed by a number. The CSC consults the Institutional Research Office before creating a new program code.

DEFINING PROGRAM CHARACTERISTICS

The CSC enters the information into the following fields:

- Title
- Description
- Status/Approval Agency/Date
- Department Code (Consult with Supervisor-HR Systems & Research and Accounting for a new Department Code)
- Catalog Year
- Start Date – July 1 of the following fiscal year (ex., new or revised programs approved by CPSC in November 2011, will not be “officially” implemented until July 1, 2012.)
• Degree Code
• CCD Code (Applies only to Certificate degree programs)
• Major Code (Major Code and Program Code MUST match exactly.)
• Minor Code (Minors are Degree Tracks which are decided on in partnership with the Executive Director - Academic Operations and the Registrar)
• Academic Level Code (C=credit N=Non Credit)
• Grade Scheme (NUMBR)
• National ID (CIP) Code (consult VPAA office)
• Tran Group (DA=Degree Audit CR=Institutional Credit)
• Types (OCC=Occupational ARI=Apprentice CED=Continuing Education OTH=Other)
• Allow Grad (Yes)
• Create Appl (No)
• Additional Info (CPSC/Administrative approval information)

Once the CSC has entered the program information into Datatel the following steps are followed by the Staff Assistant II - Articulation & Transfers - Counseling & Student Development:

• Once CPSC and the MCC Board of Trustees approve the new program and the Curriculum Systems Coordinator – Academic Operations enters the new program code into Datatel, send a request to the Database Administrator – ITS Enterprise Services to refresh the warehouse database.
• Once database has been refreshed, create the new program guide using the Program & Courses application in the Secure Applications Menu.
• Send the new program guide to the Executive Director – Academic Operations for review.
• Once reviewed, display new program guide on website.
• Send the new program guide to the Operations Coordinator – Records & Registration for inclusion in Degree Audit.
CREATING A PROGRAM BY COPYING AN EXISTING PROGRAM

In some cases, it is possible to save time by copying an existing academic program and then modifying the copy. For example, to create a new program that is similar to an existing program. Use the Academic Program Copy (APCO) form to copy an existing program.

Perform the following steps to create a new program by copying an existing program:

- Access the Academic Program Copy (APCO) form
- At the Academic Program LookUp prompt, enter the name of the existing program to be copied.
- If Colleague displays a list of catalogs, select a catalog to copy from (Colleague displays the list of catalogs only if the program is associated with more than one catalog. If the program is associated with just one catalog, Colleague automatically enters that catalog in the Copy From Catalog field).
- In the To Academic Program field, enter the name of the program to be created.
- In the To Catalog field, enter the name of the catalog to associate the new program to (Colleague automatically copies the catalog from the Copy From Catalog field into the To Catalog field if this step is skipped).
- Finish from the APCO form (Colleague takes you to the PROG form to define program characteristics).

5.2. CREATING A MAJOR FOR A PROGRAM

Institutional Policy requires that Major codes and Program codes are equal.

- Access the Majors (MAJR) form
- At the LookUp prompt, enter the major code to be created and add (Ex: If the new program code is going to be ADDB2 than the major code will need to be ADDB2 also).
- Enter the description to the new major (should be as similar to the program title as possible)
- Set the Active flag to Yes
- Enter the National ID (CIP) code (consult VPAA if necessary)

5.3. CREATING A MINOR IN A PROGRAM

Minors are Degree Tracks within a program which are decided on and created in partnership with the Executive Director of Academic Operations and the Registrar.

- Access the Minor (MINR) form
- At the LookUp prompts, enter the minor code to be created and add
- Enter the description to the new minor
- Enter the National ID (CIP) code (consult VPAA if necessary)
- Access the program in PROG to add the new minor code in the “Minors” field.
6. CREATING WAITLISTS

Waitlisting is a registration process that allows students to wait for seats to open in a full section of a course. It does not guarantee students seats, but it will allow the student to hold a spot in line should a seat open up. By joining a waitlist, students will be reserving their place in line. If an opening occurs, the student will be sent an email offering them permission to register. The student has full responsibility to register into the open seat.

6.1. ADDITIONAL WAITLIST INFORMATION

Waitlisting is managed at the course level with one exception: cross-listing. Cross-listed sections cannot be waitlisted and the waitlist flag must be set to “No” on the cross-listed sections. Once the division approves to waitlist a course, a request is sent to the Curriculum Systems Coordinator (CSC) in the Office of Academic Affairs. Any course can be waitlisted with the exception of:

- Courses that require instructor permission
- Courses that are part of a lecture/lab series

The CSC sets the Waitlist Flag to “Yes” in CRES and SRES (if sections already exist) for all open semesters.
The CSC can update the Waitlist flag on one or more courses with many sections by using XWLCL.

To turn on all active sections for courses approved to Waitlist: Enter semesters (1 or many), courses (1 or many), set Allow Waitlist flag to Yes, set Update Mode flag to Yes, update out.

6.2. RUNNING WAITLIST

The Waitlist Availability (WLAV) process allows selecting a batch of waitlist records and identifies open seats and sends emails to students, offering them permission to register. WLAV will also expire the waitlist records selected. Selections may be limited using a Saved List, Name, Semesters, or Waitlist Status Dates (Begin or End). After saving on WLAV, the waitlist records selected are sorted so that permission to register is expired in accordance with institutional policy, and those seats are made available for other students.

The Operations Coordinator (OC) in the Registrar’s Office uses the Process Handler in WLAV to have it automatically run at 4:00 am, Monday through Friday. The OC updates this information for every semester.
6.3. CLOSING WAITLIST

To close a waitlist, use the Waitlist Closure form (WLCL). WLCL makes inactive any waitlist records selected that are active or expired.

Institutional policy states that this process will run the day after Full Refund in a given semester:

- The OC runs WLAV for the entered semester as indicated under Running Waitlist to verify what students are on the waitlist.
- The OC runs WLCL for the entered semester
- The OC runs WLAV for the entered semester once more to verify that all students have been removed from the waitlist.

When this process is run:

- All students active on the waitlist will be removed
- No new students will be able to join the waitlist
7. CURRICULUM AUDIT

While every attempt is made to align curricular changes with the timing of the Schedule Rollover, open Registration and Schedule Building, we often find ourselves making changes to sections after the Course Schedule Booklet has been published. Most often these changes are semester specific, and may or may not carry over into the next semester. In the past, we've not been able to easily verify that these changes were/were not captured in the rollover process until it has become a problem, usually during the open registration period.

The office of Academic Operations has worked with ITS to develop a report in Cognos that allows us to audit our courses and section offerings in a timely manner, before they become problems. This report, Section Audit Report, is available in Cognos. To access the report, go to cognos.mcc.edu, click the Datatel Tab, access Public Folders then Courses and the Section Audit Report will be populated. Select the semester and the section fields to be audited.

Below is a snapshot of an audit report to verify that billing credits and contact hours match.

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE TITLE</th>
<th>SECTION NAME</th>
<th>BILLING CREDITS</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-101</td>
<td>Applied Accounting</td>
<td>ACCT-101-01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-101-02</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-101-WWW01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>ACCT-105</td>
<td>Computerized Accounting</td>
<td>ACCT-105-01</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>ACCT-107</td>
<td>Payroll Accounting</td>
<td>ACCT-107-01</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-02</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-03</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>ACCT-201</td>
<td>Principles of Accounting I</td>
<td>ACCT-201-04</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-05</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-06</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-07</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-201-WWW01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>ACCT-202</td>
<td>Principles of Accounting II</td>
<td>ACCT-202-01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-202-02</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-202-WWW01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>ACCT-213</td>
<td>Intermediate Accounting</td>
<td>ACCT-213-01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>ACCT-214</td>
<td>Cost Accounting</td>
<td>ACCT-214-01</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-215-02</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

See Appendix J for a list of items to audit as well as the area responsible.
Understanding Degree Audit Syntax

A subrequirement specification consists of one or more groups. Each group specifies something that the student must complete. A group is specified by combining one or more of the phrases listed below. If a specification consists of multiple groups, you must identify each group with a pound sign (#). If you create only one group, the pound sign is optional.

**Note:** In the course planning wizard in Web Advisor groups are called components.

If you specify more than one group, the student must complete each group unless the specification begins with a TAKE x GROUPS phrase.

If the specification that you enter contains a course name that is not unique, Colleague displays a message and then displays a course resolution form that requires you to choose the course that you intended to specify.

In general then, a specification takes one of the following three forms:

**A Single Group**

An example of this type is:

```
Take 3 credits; from department math;
At level 300,400
```

Another example is:

```
Take ART*200
```

**Multiple Groups, all of which are required**

An example of this type is:

```
#Take 3 credits; from department math;
At level 300,400
#Take 3 credits; from subject science;
Except NATSCI*100, NATSCI*101
```

**Multiple Groups, from which 1 or more must be selected**

An example of this type is:

```
Take 1 Group
#Take 3 credits; from department math;
At level 300,400
#Take 3 credits; from subject science;
Except NATSCI*100, NATSCI*101
```

**Additional Rules, Notes and Tips:**

1. The system is not case sensitive; you may use upper, lower, or mixed case.
2. You must separate one phrase from the next with a semicolon (;). The semicolon is optional after the last phrase of a group (if the next character is a # or when at the end).

**Note:** Most errors arise from not using a semicolon.
3. You can use as many lines as needed when specifying a phrase. The phrase does not end until it hits a semicolon, a pound sign (“#”), or the end of the specification.

4. The word TAKE is always optional. Thus;
   MATH*100, MATH*110 is the same as TAKE MATH*100, MATH*110

5. Members of a list, such as in lists of courses, departments, or levels, must be separated by one or more “spacers.” The following act like spacers: a comma, a space, the end of the line.

6. Extra spacing, including extra blank lines, is ignored.

7. Colleague sees plural words as synonyms of singular ones. Thus, TAKE 5 COURSES, TAKE 5 COURSE, and TAKE 1 COURSES are all understood.

8. To allow for more natural construction, the system bends its rules in a very small number of common situations. For example:

<table>
<thead>
<tr>
<th>Single phrase...</th>
<th>Can be used instead of...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take 5 courses of MATH</td>
<td>Take 5 courses; From department MATH</td>
</tr>
<tr>
<td>TAKE 12 credits from the math department</td>
<td>TAKE 12 credits: from department math</td>
</tr>
</tbody>
</table>

   **Table A-1: Natural Construction Rules**

   If in doubt about what will work, use the formal syntax.

9. Colleague ignores the words AND and OR. For example:

<table>
<thead>
<tr>
<th>the phrase...</th>
<th>is identical to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>From departments Math, Bio</td>
<td>From departments Math or Bio</td>
</tr>
<tr>
<td>From departments Math and Bio</td>
<td>From departments Math and Bio</td>
</tr>
</tbody>
</table>

   **TABLE A-2: Ignoring AND and OR in Phrases**

   However, Colleague treats the word OR differently in one specific instance. When a list of two or more courses in a TAKE phrase ends such that the last connector is an OR, then the phrase is interpreted as “Take 1 of the following courses...” For example,

   Take Math *100, Math*200, Math*300

   Is identical to

   Take Math*100, Math*200 AND Math*300

   Both phrases mean “take all three courses.” However,

   Take Math*100, Math*200 OR Math *30”

   Is different. This phrase is identical to the following two-phrase combination:

   Take 1 course; from Math*100, Math*200, Math*300

**How to Build a Group**

A group consists of combinations of the following phrases:

**Note:** The phrases are shown in the form of examples. For clarity, some of the examples include words enclosed in angle brackets, such as <of the following>. These words are not part of the phrase and should not be entered unless your system administrator defined them as ignored words. Also you system administrator may define synonyms for you to use (such as CREDIT for HOUR or AREA for DEPARTMENT).
TAKE Phrases

TAKE math*100, engl*110, bio*120;
TAKE math*100, engl*110 OR chem*222;
TAKE 2 <of the following> COURSES: math*100, engl*110, bio*120;
TAKE 5 HOURS;
TAKE 5 COURSES:
TAKE 5 math, bio, chem. COURSES;
TAKE 5 300, 400 LEVEL COURSES;
CUSTOM.MATCH “humanities”; (This phrase requires a programmer to write a custom program.)

Note: You must include 1 (and only 1) TAKE phrase in each group.

Selection Phrases

FROM <the> DEPARTMENTS <if> math, bio, chem.;
FROM <the> math, bio, chem. DEPARTMENTS;
FROM math*100, engl*110, bio*120;
FROM LEVELS 300, 400;
FROM RULE no.old.crses; (the rule must pre-exist)
FROM SUBJECTS philosophy, religion, sociology;
EXCEPT math*100, engl*110, bio*120;
EXCEPT SUBJECTS math, bio, chem.;
EXCEPT DEPARTMENTS math, bio, chem.;
EXCEPT LEVELS 300, 400;

Ceilings

MAXIMUM 5 COURSES;
MAXIMUM 5 SUBJECTS;
MAXIMUM 5 DEPARTMENTS;
MAXIMUM 5 HOURS;
MAXIMUM 5 HOURS PER RULE no.old.crses; (the rule must pre-exist)
MAXIMUM 5 COURSES PER SUBJECT;
MAXIMUM 5 COURSES PER DEPARTMENT;
MAXIMUM 5 100, 200 LEVEL COURSES;
MAXIMUM 5 HOURS PER COURSE;
MAXIMUM 5 HOURS PER SUBJECT;
MAXIMUM 5 HOURS PER DEPARTMENT;
MAXIMUM 5 100, 200 LEVEL HOURS;

Additional Requirements
MIN GPA 2.5;
MINIMUM 5 HOURS;
MINIMUM 5 INST.HOURS;
MINIMUM 5 COURSES;
MINIMUM 5 SUBJECTS;
MINIMUM 5 DEPARTMENTS;
MINIMUM 5 HOURS PER COURSE;
MINIMUM GRADE <of> c;
MINIMUM GRADE <of> c,au,p;
(The first grade is the minimum; the subsequent grades are the additional grades such as Audit and Pass, which are also permitted.)
The following phrases are not valid unless they are accompanied by the corresponding FROM phrase.
MINIMUM 5 HOURS PER SUBJECT;
MINIMUM 5 HOUS PER DEPARTMENT;
MINIMUM 5 COURSES PER SUBJECT;
MINIMUM 5 COURSES PER DEPARTMENT;

Evaluation Directives
These phrases instruct the system how to do the evaluation of this particular group. All the phrases in this group are very rarely used. They are used to override the default values of the subrequirement. That is, they should be used only when you want the system to treat this particular group differently from other groups in this subrequirement.
EXCLUDE maj;
Used to override the excluded types set at the requirement level. This phrase is used only in DA specifications, never in course prerequisites.
SORTBY bestgrade;
Instructs the system to resort the student’s activity (for example, courses prior to evaluating this group. The word following the keyword SORBY must be a pre-existing ID on the DA.SORT.SPECS file (which is maintained on the Academic Evaluation Sort Types (AEST) form).
EXTRA_PARAM d;
Instructs Colleague how to handle extra courses. (See the system-wide parameter set on the Academic Evaluation Defaults {AEDF] form.)
GRADE_PARAM y;
Instructs the system how to handle courses which failed the minimum grade specification. Should they be included in the local GPA calculation? The word following the keyword GRADE_PARAM must be either a Y or an N. (See the system-wide parameter set on the AEDF form.)

Other Phrases
The following phrases apply on to Degree Audit, never to course prerequisite specification.
GROUP.ID 2894;

This phrase should not be entered by you. The system inserts this phrase into a DA specification after the specification has been successfully analyzed. This phrase identifies the group with its system ID. Do not modify this phrase. Do not delete a group.ID phrase unless you are deleting the entire Group to which it belongs. You cannot delete the group ID if there are any exceptions or overrides for that group.

PRINT “French sequence”;

The PRINT phrase is used to specify descriptive text for this one group. This text will appear on the DA evaluation and is used as the component description in Web Advisor on the Choose a Component form in the course planning wizard. The text must be in quotes and must end on the same line it began. However, more than one PRINT phrase may be used per group in order to produce a multiline description of the group.
## APPENDIX B: LOCATION CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Main Campus Accounting</td>
</tr>
<tr>
<td>ARI</td>
<td>ARI Apprentice-Related Inst</td>
</tr>
<tr>
<td>BREC</td>
<td>Birch Run Expo Ctr</td>
</tr>
<tr>
<td>CE</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>CELPR</td>
<td>Continuing Education-Lapeer</td>
</tr>
<tr>
<td>CEOL</td>
<td>Continuing Education Online</td>
</tr>
<tr>
<td>CTC</td>
<td>Community Tech Centers</td>
</tr>
<tr>
<td>CWP</td>
<td>College in the Workplace</td>
</tr>
<tr>
<td>DHS</td>
<td>Durand High School</td>
</tr>
<tr>
<td>DL</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>DTF</td>
<td>Downtown Flint</td>
</tr>
<tr>
<td>EXT</td>
<td>Extension Locations</td>
</tr>
<tr>
<td>FND</td>
<td>Foundation for Mott CC</td>
</tr>
<tr>
<td>GMMF</td>
<td>GM Skill Center-Metal Fab</td>
</tr>
<tr>
<td>GMSPO</td>
<td>GM Skill Center-SPO</td>
</tr>
<tr>
<td>GMTP</td>
<td>GM Skill Center-Truck Plant</td>
</tr>
<tr>
<td>HIG</td>
<td>Holiday Inn Gateway Ctr</td>
</tr>
<tr>
<td>HYB</td>
<td>Hybrid</td>
</tr>
<tr>
<td>LAPR</td>
<td>Lapeer Extension Site</td>
</tr>
<tr>
<td>LIBR</td>
<td>Main Campus Library</td>
</tr>
<tr>
<td>LMTEC</td>
<td>Livingston County M-Tech</td>
</tr>
<tr>
<td>MC</td>
<td>Main Campus</td>
</tr>
<tr>
<td>MOD</td>
<td>Course Module</td>
</tr>
<tr>
<td>NTC</td>
<td>Northern Tier Center</td>
</tr>
<tr>
<td>OEOE</td>
<td>Open-Entry/Open-Exit</td>
</tr>
<tr>
<td>ROMEO</td>
<td>Ford Romeo Engine Plant</td>
</tr>
<tr>
<td>SHIAW</td>
<td>Shiawassee County Emp Services</td>
</tr>
<tr>
<td>SLBC</td>
<td>Southern Lakes Branch Center</td>
</tr>
<tr>
<td>TBA</td>
<td>To Be Announced</td>
</tr>
<tr>
<td>VLC</td>
<td>Virtual Learning Campus</td>
</tr>
<tr>
<td>WAG</td>
<td>Wagner</td>
</tr>
<tr>
<td>WEC</td>
<td>Workforce Education Center</td>
</tr>
</tbody>
</table>
## APPENDIX C: PROCESS DETAIL BY AREA OF RESPONSIBILITY

<table>
<thead>
<tr>
<th>DIVISIONS</th>
<th>ACADEMIC AFFAIRS</th>
<th>ACCOUNTING/PAYROLL</th>
<th>HUMAN RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SET-UP &amp; PRE-WORK</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Produce schedule production calendar and roll over schedule of sections from prior year</td>
<td>Add Load Periods</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receive schedule production calendar from Academic Affairs</td>
<td>CPSC approval of new courses. Academic Affairs set up courses in Datatel (CRSE)</td>
<td>Set up new account numbers as needed</td>
</tr>
<tr>
<td></td>
<td>Follow process to establish course selection for semesters according to divisional governance regarding load and priorities/preferences</td>
<td></td>
<td>Enter salary increases and batch update contact hour rates for faculty in Datatel</td>
</tr>
<tr>
<td></td>
<td>Follow processes to complete occupational/Perkins-funded Employee Transaction Forms</td>
<td>New sections created: Fall (March); Winter (October); Spring/Summer (February)</td>
<td></td>
</tr>
<tr>
<td><strong>PRIOR TO FIRST PAY OF SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter faculty assignments (FASC &amp; FMBS)</td>
<td></td>
<td>Assign positions to faculty as needed</td>
</tr>
<tr>
<td></td>
<td>Audit data entry by running &quot;Missing Contracts Report&quot; (FMCR) and &quot;Contract Load Report&quot; (RFAL)</td>
<td>VP reviews Temp FT and Release Time assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deans review/audit assignments</td>
<td></td>
<td>Review/audit assignments</td>
</tr>
<tr>
<td></td>
<td>Complete data entry by deadline date provided by Payroll</td>
<td>Review/audit assignments</td>
<td>Review/audit assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initiate the CLPS (Change Load Period Status) process which creates stipends for part-time and overload assignments and creates new wage records for full-time faculty based on the account number distribution</td>
</tr>
<tr>
<td><strong>CHANGES/UPDATES DURING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter changes and new assignments, notifying Payroll &amp; HR of any changes</td>
<td>Review/audit assignments per RFAL (auto-run every Friday at midnight)</td>
<td>Notify Divisions when new faculty are entered in Datatel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initiate report to be used for calculating part-time faculty benefits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Manually enter benefits and update leave banks for part-time faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Track and enter degree and step changes throughout semester; notify Divisions when changes are made</td>
</tr>
</tbody>
</table>
## APPENDIX D: CONTRACT TYPES

### FALL & WINTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Use This Code For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTSDA</td>
<td>Full-time Salary Distribution by Assignment</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>TFTSDA</td>
<td>Temp Full-time Salary Distribution by Assignment</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>OL</td>
<td>Overload</td>
<td>FT &amp; TFT* Faculty Overload</td>
</tr>
<tr>
<td>OOL</td>
<td>Over-Overload (requires 2+2 Committee approval)</td>
<td>FT &amp; TFT* Faculty Overload (10+ hrs)</td>
</tr>
<tr>
<td>PT</td>
<td>Part-time/Adjunct</td>
<td>Part-time/Adjunct</td>
</tr>
<tr>
<td>ZERO</td>
<td>0 Load (3-part form may be required)</td>
<td>All active assignments with 0 Load</td>
</tr>
<tr>
<td>CE</td>
<td>Continuing Education</td>
<td>Continuing Ed non-credit instruction</td>
</tr>
</tbody>
</table>

### SPRING & SUMMER

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Use This Code For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTSS12</td>
<td>Load of 12 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>FTSS15</td>
<td>Load of 15 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>FTSS16</td>
<td>Load of 16 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>FTSS17</td>
<td>Load of 17 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>FTSS18</td>
<td>Load of 18 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>FTSS24</td>
<td>Load of 24 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>FTSS35</td>
<td>Load of 35 (calculates 18% of annual salary)</td>
<td>FT Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS12</td>
<td>Load of 12 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS15</td>
<td>Load of 15 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS16</td>
<td>Load of 16 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS17</td>
<td>Load of 17 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS18</td>
<td>Load of 18 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS24</td>
<td>Load of 24 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>TFTSS35</td>
<td>Load of 35 (calculates 18% of annual salary)</td>
<td>TFT* Faculty Base Load</td>
</tr>
<tr>
<td>OL</td>
<td>Overload</td>
<td>FT &amp; TFT* Overload</td>
</tr>
<tr>
<td>OOL</td>
<td>Over-Overload (requires 2+2 approval)</td>
<td>FT &amp; TFT* Overload (over 10 hrs)</td>
</tr>
<tr>
<td>PT</td>
<td>Part-time/Adjunct</td>
<td>Part-time/Adjunct</td>
</tr>
<tr>
<td>ZERO</td>
<td>0 Load (3-part form may be required)</td>
<td>Active assignments with 0 Load</td>
</tr>
<tr>
<td>CE</td>
<td>Continuing Education</td>
<td>CE Non-credit instruction</td>
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* Temporary Full-time assignments must have Vice President approval.
### APPENDIX E: FACULTY POSITION CODE STRUCTURE

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Full-time Faculty (40)</th>
<th>Activity Code</th>
<th>Temp FT Faculty (41)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>21030 xxxxFTINST</td>
<td>21031</td>
<td>yyyyyTFTINST</td>
</tr>
<tr>
<td>Coordinating</td>
<td>21340 xxxxFTCOOR</td>
<td>21341</td>
<td>yyyyyFTCOOR</td>
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<tr>
<td>Counseling</td>
<td>21240 xxxxFTCOUN</td>
<td>21231</td>
<td>55000FTCOUN</td>
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<tr>
<td>Advising</td>
<td>21090</td>
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Reassigned Time (VP level) 21391 30010/40000FTREASS

Sabbatical (Division level) 21090 yyyyyFTSABBAT

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Part-time Faculty (45)</th>
<th>Adjunct Faculty (42)</th>
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</thead>
<tbody>
<tr>
<td>Activity code</td>
<td>PT (Only)</td>
<td>Adjunct (Only)</td>
</tr>
<tr>
<td></td>
<td>PT (also Staff)</td>
<td>Adjunct (also Staff)</td>
</tr>
<tr>
<td>Instruction</td>
<td>21050 xxxxPTINST</td>
<td>xxxxxPTINST-ST</td>
</tr>
<tr>
<td></td>
<td>xxxxxADINST</td>
<td>xxxxxADIN-ST</td>
</tr>
<tr>
<td>Coordinating</td>
<td>21351 xxxxPTCOOR</td>
<td>yyyyyPTCOOR-ST</td>
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<tr>
<td></td>
<td>xxxxxADCOOR</td>
<td>xxxxxADCOOR-ST</td>
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<tr>
<td>Counseling</td>
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<td>55000PTCOUN-ST</td>
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<td>55000ADCOUN</td>
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Reassigned Time (VP level) 21392 30010/40000FTOLREASS

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Overload</th>
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</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>21040 xxxxFTOLINST</td>
</tr>
<tr>
<td>Coordinating</td>
<td>21350 xxxxFTOLCOOR</td>
</tr>
<tr>
<td>Counseling</td>
<td>21250 xxxxFTOLCOUN</td>
</tr>
<tr>
<td>Reassigned Time (VP level)</td>
<td>21392 30010/40000FTOLREASS</td>
</tr>
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</table>

xxxx = Section code or Cost Center   yyyyy = Division Code
## APPENDIX F: LOAD PERIOD STRUCTURE

<table>
<thead>
<tr>
<th>Load Period</th>
<th>Term</th>
<th>Beginning &amp; Ending Dates</th>
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</thead>
<tbody>
<tr>
<td>08SS</td>
<td>2008/4 (Spring) &amp; 2009/1 (Summer)</td>
<td>05/07/08 – 09/01/08</td>
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<tr>
<td>09FA</td>
<td>2009/2 (Fall)</td>
<td>09/02/08 – 12/31/08</td>
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<tr>
<td>09WT</td>
<td>2009/3 (Winter)</td>
<td>01/01/09 – 05/05/09</td>
</tr>
<tr>
<td>09SS</td>
<td>2009/4 (Spring) &amp; 2010/1 (Summer)</td>
<td>05/06/09 – 09/07/09</td>
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</table>
### APPENDIX G: NON-INSTRUCTIONAL ASSIGNMENT CODING STRUCTURE

<table>
<thead>
<tr>
<th>Membership Code</th>
<th>Description</th>
<th>Role Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOR1 &amp; COOR2</td>
<td>Coordination</td>
<td>ACFTC</td>
<td>Academic Program Coordination (FT)</td>
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<td></td>
<td>ACPTC</td>
<td>Academic Program Coordination (PT)</td>
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<tr>
<td>COUN1 &amp; COUN2</td>
<td>Counseling</td>
<td>ACCNS</td>
<td>Counseling</td>
</tr>
<tr>
<td>REAS1 &amp; REAS2</td>
<td>Reassigned Time</td>
<td>ACAQP</td>
<td>AQIP Coordinator</td>
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<td></td>
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<td>ACHNR</td>
<td>Honors Program Coordinator</td>
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<td>ACASP</td>
<td>Assessment Program Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCTL</td>
<td>CTL Director and Co-Chairs</td>
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<td>ACPSC</td>
<td>CPSC Co-Chair</td>
</tr>
<tr>
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<td>ACPR5</td>
<td>Special Project – President</td>
</tr>
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<td>ACVPA</td>
<td>Special Project – Academics</td>
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<tr>
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<td></td>
<td>ACSAS</td>
<td>Special Project – Admin &amp; Student Srvcs</td>
</tr>
<tr>
<td>SABB1 &amp; SABB2</td>
<td>Sabbatical</td>
<td>ACSAB</td>
<td>Sabbatical</td>
</tr>
<tr>
<td>FNAR1 &amp; FNAR2</td>
<td>Fine Arts</td>
<td>ACFA</td>
<td>Special Projects – Fine Arts</td>
</tr>
<tr>
<td>BUSN1 &amp; BUSN2</td>
<td>Business</td>
<td>ADBS</td>
<td>Special Projects – Business</td>
</tr>
<tr>
<td>HLSC1 &amp; HLSC2</td>
<td>Health Sciences</td>
<td>ACHS</td>
<td>Special Projects – Health Sciences</td>
</tr>
<tr>
<td>HUMN1 &amp; HUMN2</td>
<td>Humanities</td>
<td>ACHU</td>
<td>Special Projects – Humanities</td>
</tr>
<tr>
<td>SCIM1 &amp; SCIM2</td>
<td>Science &amp; Math</td>
<td>ACSM</td>
<td>Special Projects – Science &amp; Math</td>
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<tr>
<td>SOCS1 &amp; SOCS2</td>
<td>Social Science</td>
<td>ACSS</td>
<td>Special Projects – Social Science</td>
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</table>

*Coordination* ................................... Assigned at the division level

*Counseling* ......................................... For use by Counseling only

*Reassigned Time* ..................................... Assigned and approved by the President or appropriate Vice President

*Sabbatical* ........................................... Assigned at the division level

*Special Projects (Divisional)* ...................... Assigned at the division level and approved by the Vice President
## SPRING/SUMMER WORKSHEET FOR FULL-TIME FACULTY

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
<th>Semester Discipline Load:</th>
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### SPRING

<table>
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<tr>
<th>Assignments</th>
<th>Instructional Contact Hours</th>
<th>Non-Instructional Contact Hours</th>
<th>Base Load</th>
<th>Overload</th>
</tr>
</thead>
<tbody>
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### SUMMER

<table>
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<tr>
<th>Assignments</th>
<th>Instructional Contact Hours</th>
<th>Non-Instructional Contact Hours</th>
<th>Base Load</th>
<th>Overload</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
## APPENDIX I: SEMESTER LOADS BY DISCIPLINE

### Humanities (42100)

- 12 Developmental English | English | Journalism | Literature | Philosophy
- 15 Broadcasting | Communications | Film | Reading
- 16 English as 2nd Language | Foreign Language
- 18 ASL/Manual Communications | Sign Language Interp Education

### Science & Math (42200)

- 15 All Disciplines

### Fine Arts & Social Sciences (42400)

- 12/15* Anthropology | Criminal Justice | Early Childhood Education | History | Psychology | Social Work | Sociology
- 12/16* Economics | Geography/GIS | Political Science | World History
- 15 Media Arts & Entertainment Technology | Photography | Theatre
- 16 Art History/Education | Music Education
- 18 Art Studio | Graphic Design | Music Performance

*The higher load is used when determining temporary full-time status.

### Business (44100)

- 15 All Business Courses (except Office Information Systems)
- 16 Food Technology | Office Information Systems (OISY)
- 18* Cosmetology (Didactic or Didactic & Clinical)
- 24* Cosmetology (Clinical Only)

* A load of 24 is used when determining temporary full-time status.

### Health Sciences (44200)

- 16 Associate Degree Nursing | Health | Physical Education & Recreation | Practical Nursing
- 18 Allied Health | Dental Assisting | Dental Hygiene (Didactic & Clinic) | Nurse Aide | Occupational Therapy Assisting | Physical Therapist Assisting | Respiratory Therapy
- 24 Dental Assisting & Dental Hygiene (Clinical Only)

### Technology (44400)

- 15 All Information Technology Disciplines
- 16 All other Technology Disciplines

### Counseling (55500)

- 35 Student contact hours
# APPENDIX J: SECTION/COURSE FIELD AUDIT TABLE

## Section/Course Field Audit Table

<table>
<thead>
<tr>
<th>Field</th>
<th>Course/Sec?</th>
<th>Department</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>Course</td>
<td>Academic Operations</td>
<td>July 1st</td>
</tr>
<tr>
<td>Course Title</td>
<td>Course</td>
<td>Academic Operations</td>
<td>July 1st</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Course</td>
<td>Divisions</td>
<td>July 1st</td>
</tr>
<tr>
<td>Print Text</td>
<td>Course</td>
<td>Divisions</td>
<td>July 1st</td>
</tr>
<tr>
<td>Section Name</td>
<td>Section</td>
<td>Academic Operations</td>
<td>1 Week Prior to Registration</td>
</tr>
<tr>
<td>Location</td>
<td>Section</td>
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<td>1 Week Prior to Registration</td>
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<td>Department Code</td>
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<td>Academic Operations</td>
<td>July 1st</td>
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<td>Billing Credits</td>
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<td>Sec Start</td>
<td>Section</td>
<td>Divisions</td>
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<td>Sec End</td>
<td>Section</td>
<td>Divisions</td>
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<tr>
<td>Contact Hours</td>
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<td>1 Week Prior to Registration</td>
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<tr>
<td>Credit Hours</td>
<td>Course</td>
<td>Divisions</td>
<td>July 1st</td>
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<td>Sec Capacity</td>
<td>Course</td>
<td>Divisions</td>
<td>July 1st</td>
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<td>Sec Schedule Capacity</td>
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<td>Cross Listing Sections</td>
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<td>1 Week Prior to Registration</td>
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