

COURSE ORIGATION DOCUMENTS (COD) PREPARATION

General Information

The course origination document (COD) is prepared by the division so that a class may be offered. The division prepares and submits the COD using the Course Administration Webtools (CAW) website located at www.cpcc.edu/caw. The COD entry web pages include self-help instructions and dropdown boxes that display COD codes and code descriptions.

COD entry deadlines are issued each term along with COD preparation guidelines and regulations. Detailed information related to the term such as the number of days available for classes, common time schedule guidelines, and master schedule grids for day and night classes are included in the documentation. Pertinent scheduling regulations are also included relating to credit and non-credit classes. Copies of the documentation are posted on the Instructional website located at inside.cpcc.edu/instruction under "Faculty Resources."

Class Files - Class files may be viewed in the CAW system and in Legacy (mainframe) during the COD entry process. To view classes in the order they will appear in the printed schedule and to view all text associated with the class, order a report printout from the Information Technology Services Department (ITS). It is *highly recommended and encouraged* that report printouts be ordered prior to final proofing of the schedule so that corrections can be made before the final proofing process.

Instructions for ordering report printouts:

- Call ITS at 6761
- Request Report# CO-101010 (for credit classes)
Report# CO-211020 (for non-credit classes)
- Provide Your Legacy (mainframe) 4-digit division number
The term and year of the classes you wish to view

Classroom Locations -- Requests are entered during initial COD entry. After the final schedule proofing period, AdAstra room scheduling software is used to designate actual room assignments. AdAstra compares the room request to specific room criteria and if the request meets the criteria an attempt is made to honor the request. An AdAstra representative is assigned to each campus. Room changes after the final proofing period are supervised by the campus AdAstra representatives.

Modifying class capacity, meeting days or meeting times after the AdAstra program is initiated affects the room assignment.

Course Notes -- Course notes give information that relates to the course as a whole. "Course File Additions or Modification" forms are found on the Instructional website located at www.cpcc.edu/instruction. Under "forms." Course notes are limited to 60 characters.

Division Contact Names -- Modifications to names and phone numbers appearing in headings in the class schedule are made by contacting the Computing Technology Services (ITS) Department.

Requisites -- Pre and Co requisite additions or modifications are entered using the "Course File Addition or Modification" form found on the Instructional website located at www.cpcc.edu/instruction under "Forms."

Section Notes -- Section notes give information for a specific section. Section notes are entered on the section COD during the COD entry process. Section notes are limited to 60 characters.

REQUIRED INSTRUCTIONAL MINUTES

- Curriculum lecture and labs classes must be scheduled for the minimum number of required minutes per term according to the following table.

Total Contact Hrs.	Minimum Required Minutes Per Term	Weekly Contact Hours	Academic Credit
16	800	1	1
32	1,600	2	2
48	2,400	3	3
64	3,200	4	4
80	4,000	5	5
96	4,800	6	6
112	5,600	7	7
128	6,400	8	8
144	7,200	9	9
160	8,000	10	10
176	8,800	11	11
192	9,600	12	12
208	10,400	13	13
224	11,200	14	14
240	12,000	15	15
256	12,800	16	16

Meeting Days Sunday through Saturday
Meeting Times 0000 to 2359
Meeting Type 21 (Open Lab)
Building & Room Code XX 343 (Cooperative Training Various Locations)

DISTANCE LEARNING

- **FTE Reporting** - To ensure correct FTE reporting for classes offered through the distance learning method of instruction, an orientation may be counted as the first class meeting for a student; however, it is imperative that orientation not occur before the official beginning date of the class.
- **Retention of Proper Documentation** - Proper documentation must be maintained by the divisions through the audit cycle, which is typically two years from the current year. This documentation must include class statistics, assignments, etc. to verify attendance.
- **Enter distance learning CODs using the following criteria:**

Section Number	Type of Course
80	Telecourse
81	Telecourse
82	Online
83	Additional Online Sections
84	Additional Online Sections
85	Additional Online Sections
86	Additional Online Sections
87	Additional Online Sections
88	Additional Online Sections
89	Additional Online Sections

The days and times are suppressed for sections 80 through 89.

Instructional Method – The abbreviation “TV” (Video-Based) defines a telecourse. The abbreviation “IN” (Online) defines an online course.

Class Type Code	Class Type
110	Curriculum
120	Regular Extension
130	First Short Session
140	Second Short Session
240	Self-Supporting
260	Television

For online classes, use “IN” for the instructional method and “110” for the class type.

For telecourses, use “TV” for the instructional method and “260” for the class type.

For hybrid courses, use “TL” for the instructional method and “110” for the class type.

BASIC SKILLS CLASSES

- Literacy Classes

Contact hours may not exceed the recommended maximum hours contained in the North Carolina Community College System (NCCCS) Continuing Education Master Course List.

Schedule contact hours according to classroom availability.

Beginning and ending dates may crossover the College calendar term dates.

Classes scheduled for less than 90 minutes DO NOT receive a break.

Classes scheduled for more than 90 minutes MUST include a 10 minute break after every 50 minutes of instruction.

Saving break time until the end of class in order to dismiss the class early is not permitted.

- Adult High School

Schedule each class for a minimum of 64 contact hours with open labs as the exception.

Schedule work practicums for 80 contact hours.

Beginning and ending dates must conform to the College calendar term dates.

Classes scheduled for less than 90 minutes DO NOT receive a break.

Classes scheduled for more than 90 minutes MUST include a 10 minute break after every 50 minutes of instruction.

Saving break time until the end of class in order to dismiss the class early is not permitted.

CORPORATE & CONTINUING EDUCATION

Contact hours may not exceed the recommended maximum hours contained in the North Carolina Community College System (NCCCS) Continuing Education Master Course List.

Schedule contact hours according to classroom availability.

Beginning and ending dates may crossover the College calendar term dates.

Classes scheduled for less than 90 minutes DO NOT receive a break.

Classes scheduled for more than 90 minutes MUST include a 10 minute break after every 50 minutes of instruction.

COD ENTRY USER PROCEDURES

Using Internet Explorer

GO TO: www.cpcc.edu/caw
ENTER: Your network user name (i.e. Rkn1234e) & network password
SELECT: "COD Entry" listed under the Class Management index heading

ENTER: Class Prefix
SELECT: "Continue"
CLASS LIST screen appears

HOW TO UPDATE & OFFER SECTIONS

SELECT: The class/section you wish to update

SELECT: "Update"

CLASS DISPLAY screen appears.

- **REMEMBER INITIALLY TO CHANGE THE CLASS STATUS**
- Make any necessary modifications to the class section
- Only complete tuition and "Program Coordinator Number" if the class is self-supporting

SELECT "Submit" or press "Enter". A confirmation copy of the COD is displayed

- If further edits are needed SELECT "Back" to return to the previous page

SELECT(*) "File" on the tool bar, then select "Print" to print a copy of the COD

SELECT: "SUBMIT" Confirmation that the form has been sent will display

A confirmation email is automatically sent to your personal mailbox

HOW TO ADD A NEW CLASS / SECTION

Follow the same procedure listed above except instead of Update,

SELECT: "Create"

CLASS ADD screen appears

- Enter all required information including tuition if self-supporting

SELECT: "Submit"

SELECT: "File" on the tool bar, then select "Print"

SELECT Submit

(*) Optional Step