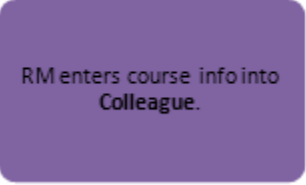
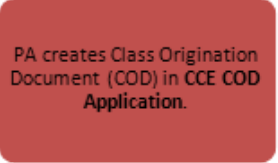
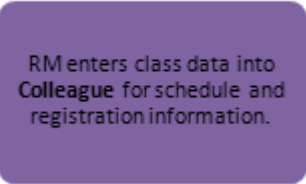


# Building a Class

Step in Process	Resources
<p style="text-align: center;"><b>1</b></p> <div style="border: 1px solid black; background-color: #f08080; padding: 5px; margin: 10px 0;"> <p>PA creates course in CCE Course Outlines Application, completes <i>Certification Approval Form</i>, if applicable, and completes FAQ.</p> </div>	<ul style="list-style-type: none"> <li>• CCE Course Set-up Process               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/Instructions</b></li> <li>○ Click <b>CCE Course Set-up Process 2-8-13</b></li> </ul> </li>   <li>• List of Course Numbers in Use               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Course #'s Not to Use</b></li> <li>○ Click <b>List of Courses Not To Use</b></li> </ul> </li>   <li>• CCE Course Outlines Application  <a href="https://services.cpcc.edu/cceoutlines/">https://services.cpcc.edu/cceoutlines/</a> </li>   <li>• CCE Course Outlines Application Training               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Training Materials</b></li> <li>○ Click <b>Outlines</b></li> <li>○ Click <b>Author</b></li> </ul> </li>   <li>• Standards for Course Notes and Section Notes for Schedule               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/Instructions</b></li> <li>○ Click <b>Standards for Section Notes and Course Notes</b></li> </ul> </li>   <li>• Certification Approval Form               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Forms</b></li> <li>○ Click <b>Certification Approval Form</b></li> </ul> </li>   <li>• Frequently Asked Questions (FAQ)  <a href="H:\Corporate and Continuing Education\FAQ\FAQ_ProgramInfoforCustomerService.doc">H:\Corporate and Continuing Education\FAQ\FAQ_ProgramInfoforCustomerService.doc</a> </li> </ul>

# Building a Class

Step in Process	Resources
<p style="text-align: center;"><b>2</b></p>  <p style="text-align: center;">RM enters course info into Colleague.</p>	<ul style="list-style-type: none"> <li>• RM Coordinator enters information on the following screens:               <ul style="list-style-type: none"> <li>○ <b>SUBJ - Subjects</b></li> <li>○ <b>COCO - Course Copy</b></li> <li>○ <b>CRSE - Courses</b></li> <li>○ <b>XUDS - Course Description</b></li> <li>○ <b>UTEC - Course Description</b></li> <li>○ <b>CREQ - Course Requisites</b></li> <li>○ <b>CRES - Course Restrictions</b></li> <li>○ <b>CFIN - Course Financial Info</b></li> <li>○ <b>CRSB - Course Billing Information</b></li> <li>○ <b>ACOI - Additional Course Information</b></li> </ul> </li> </ul>
<p style="text-align: center;"><b>3</b></p>  <p style="text-align: center;">PA creates Class Origination Document (COD) in CCE COD Application.</p>	<ul style="list-style-type: none"> <li>• CCE COD Application <a href="https://services.cpcc.edu/ccecod/">https://services.cpcc.edu/ccecod/</a></li> <li>• CCE COD Application Training               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Training Materials</b></li> <li>○ Click <b>COD</b></li> </ul> </li> <li>• Setting Up Sections               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/Instructions</b></li> <li>○ Click <b>Setting up Sections</b></li> </ul> </li> <li>• Standards for Course Notes and Section Notes for Schedule               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/ Instructions</b></li> <li>○ Click <b>Standards for Section Notes and Course Notes</b></li> </ul> </li> </ul>
<p style="text-align: center;"><b>4</b></p>  <p style="text-align: center;">RM enters class data into Colleague for schedule and registration information.</p>	<ul style="list-style-type: none"> <li>• RM Specialist enters information on the following screens:               <ul style="list-style-type: none"> <li>○ <b>SECT - Sections</b></li> <li>○ <b>SOFF - Section Offering Info</b></li> <li>○ <b>SESC - Section Schedule Detail</b></li> <li>○ <b>SRES - Section Restrictions</b></li> <li>○ <b>SFIN - Section Financial Info</b></li> <li>○ <b>SECB - Section Billing Information</b></li> <li>○ <b>SRDG - Section Reg Date Ranges</b></li> <li>○ <b>ASCI - Additional Section Info</b></li> </ul> </li> </ul>

# Building a Class

Step in Process	Resources
<p style="text-align: center;"><b>5</b></p> <div style="background-color: #c00000; color: white; padding: 10px; border-radius: 10px; text-align: center;">           PA proofs and edits class data for the schedule.         </div>	<ul style="list-style-type: none"> <li>• CCE Printed Schedule Timeline               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Schedule Information</b></li> </ul> </li>   <li>• Informer Reports  <a href="http://informer.cpcc.edu">http://informer.cpcc.edu</a></li> </ul>
<p style="text-align: center;"><b>6</b></p> <div style="background-color: #663399; color: white; padding: 10px; border-radius: 10px; text-align: center;">           RM creates instructor contract.         </div>	<ul style="list-style-type: none"> <li>• Contract  <a href="H:\Corporate and Continuing Education\Training - Processes\Examples\PT Instructor Contract.msg">H:\Corporate and Continuing Education\Training - Processes\Examples\PT Instructor Contract.msg</a></li>   <li>• Network Access and CPCC Email Instructions               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/ Instructions</b></li> <li>○ Click <b>Network Credentials and Email Instructions 7-20-11</b></li> </ul> </li> </ul>
<p style="text-align: center;"><b>7</b></p> <div style="background-color: #c00000; color: white; padding: 10px; border-radius: 10px; text-align: center;">           PA/Instructor generates instructional pay documents.         </div>	<ul style="list-style-type: none"> <li>• Part Time Rate Schedule  <a href="https://services.cpcc.edu/rateschedule">https://services.cpcc.edu/rateschedule</a></li>   <li>• Timesheet               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Forms</b></li> <li>○ Click <b>Timesheet_ContactHoursReportingSheetfor Instructors_7.11.12</b></li> </ul> </li>   <li>• No Pay Form               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Forms</b></li> <li>○ Click <b>Instructor No Pay Agreement</b></li> </ul> </li>   <li>• Invoice (Cover Sheet)               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Forms</b></li> <li>○ Click <b>Invoice cover sheet</b></li> </ul> </li> </ul>

# Building a Class

Step in Process	Resources
<p style="text-align: center;"><b>8</b></p> <div style="background-color: #92d050; padding: 10px; border-radius: 10px; text-align: center;"> <p>CS registers students or students register via the web.</p> </div>	<ul style="list-style-type: none"> <li>• Corporate and Continuing Education Customer Service Center               <ul style="list-style-type: none"> <li>○ Phone: 704-330-4223</li> <li>○ Email: <a href="mailto:ccecustomerservice@cpcc.edu">ccecustomerservice@cpcc.edu</a></li> <li>○ Fax: 704-330-4222</li> </ul> </li> <li>• Online Registration               <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> <ol style="list-style-type: none"> <li>1. www.cpcc.edu</li> <li>2. MyCollege</li> <li>3. Login</li> <li>4. Continuing Education</li> </ol> </div> </li> </ul>
<p style="text-align: center;"><b>9</b></p> <div style="background-color: #8e7cc3; padding: 10px; border-radius: 10px; text-align: center;"> <p>RM creates and sends class packet, when applicable.</p> </div>	<ul style="list-style-type: none"> <li>• CCE Instructor Packet Information               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/Instructions</b></li> <li>○ Click <b>V11 – CCE Instructor Packet Job Aid</b></li> </ul> </li> <li>• Posting Attendance and Grades (Orange)               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/Instructions</b></li> <li>○ Click <b>Posting Attendance and Grades (ORANGE) 8-15-12</b></li> </ul> </li> <li>• List of Registered Students and Posting Grades (Yellow)               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/Instructions</b></li> <li>○ Click <b>List of Reg Students and Grading (YELLOW) 8-15-12</b></li> </ul> </li> <li>• Memo Student Opinion Survey Process  <a href="H:\Corporate and Continuing Education\Course Evaluation\MEMO Student Opinion Survey 8-11.doc">H:\Corporate and Continuing Education\Course Evaluation\MEMO Student Opinion Survey 8-11.doc</a> </li> <li>• Participant Opinion Survey               <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Forms</b></li> <li>○ Click <b>SOSurvey Public</b></li> </ul> </li> <li>• Certificates  <a href="H:\Corporate and Continuing Education\Certificate of Completion\NEW CERT FORM 5-07.pub">H:\Corporate and Continuing Education\Certificate of Completion\NEW CERT FORM 5-07.pub</a> </li> <li>• Parking Permits (for Central Campus)</li> </ul>

# Building a Class

Step in Process	Resources
<p style="text-align: center;"><b>10</b></p> <div style="background-color: #c00000; color: white; padding: 10px; border-radius: 5px; margin: 10px 0;"> <p>Instructor completes attendance, on CPCC Attendance System, and class paperwork.</p> </div>	<ul style="list-style-type: none"> <li>• Tutorial for New Features for Online Attendance Roster System (Online)  <a href="https://pd.cpcc.edu/desktop/FD-OAR-104/Online_Attendance.htm">https://pd.cpcc.edu/desktop/FD-OAR-104/Online_Attendance.htm</a> </li> <li>• Corporate and Continuing Education Online Attendance Job Aid  <a href="https://pd.cpcc.edu/desktop/FD-OAR-104/CCE_Online_Attendance_Handout.pdf">https://pd.cpcc.edu/desktop/FD-OAR-104/CCE_Online_Attendance_Handout.pdf</a> </li> <li>• LearnerWeb Instructions           <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ol style="list-style-type: none"> <li>1. Go to LearnerWeb, you will need to use your CPCC login. If off campus, use your CPCC login with @cpcc.edu on the end: <a href="mailto:abc1234e@cpcc.edu">abc1234e@cpcc.edu</a>, then type your normal password.</li> <li>2. If you are unable to access LearnerWeb, email Professional Development at <a href="mailto:CPCCProfDev@cpcc.edu">CPCCProfDev@cpcc.edu</a>.</li> <li>3. Click on the <b>Library</b> link on the left.</li> <li>4. Use the dropdown Catalog and select <b>Online Catalog</b>. Then click <b>Go</b>.</li> <li>5. Select <b>FD-OAR-104 New Features for Online Attendance Roster System (Online)</b>. Click <b>Launch</b> to view the series of short videos.</li> </ol> </div> </li> <li>• Network Access           <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/ Instructions</b></li> <li>○ Click <b>Network Credentials and Email Instructions 7-20-11</b></li> </ul> </li> <li>• Independent Contractor Network Access           <ul style="list-style-type: none"> <li>○ Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a></li> <li>○ Click <b>Processes/ Instructions</b></li> <li>○ Click <b>Independent Contractors Network Access Process</b></li> </ul> </li> </ul>

# Building a Class

Step in Process	Resources
<p data-bbox="347 327 380 352"><b>11</b></p> <div data-bbox="212 354 518 537" style="background-color: #808080; color: white; padding: 10px; border-radius: 10px;"><p data-bbox="240 405 490 483">RM processes paperwork, sends to auditing, and compiles state folder.</p></div>	<ul data-bbox="553 289 1338 401" style="list-style-type: none"><li data-bbox="553 289 1338 401">• Continuing Education Checklist for Non-Credit Course Records <a data-bbox="597 327 1192 401" href="H:\Corporate and Continuing Education\Training - Processes\Examples\Checklist_3.30.12.doc">H:\Corporate and Continuing Education\Training - Processes\Examples\Checklist_3.30.12.doc</a></li></ul>
<p data-bbox="337 653 373 678"><b>12</b></p> <div data-bbox="204 680 513 863" style="background-color: #808080; color: white; padding: 10px; border-radius: 10px;"><p data-bbox="248 730 472 808">RM sends State Folder contents to Document Imaging.</p></div>	