# Building a Class

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| 1               | - CCE Course Set-up Process  
  o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  o Click Processes/Instructions  
  o Click CCE Course Set-up Process 2-8-13  
- List of Course Numbers in Use  
  o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  o Click Course #’s Not to Use  
  o Click List of Courses Not To Use  
- CCE Course Outlines Application  
  [https://services.cpcc.edu/cceoutlines/](https://services.cpcc.edu/cceoutlines/)  
- CCE Course Outlines Application Training  
  o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  o Click Training Materials  
  o Click Outlines  
  o Click Author  
- Standards for Course Notes and Section Notes for Schedule  
  o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  o Click Processes/Instructions  
  o Click Standards for Section Notes and Course Notes  
- Certification Approval Form  
  o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  o Click Forms  
  o Click Certification Approval Form  
- Frequently Asked Questions (FAQ)  
  [H:\Corporate and Continuing Education\FAQ\FAQ_ProgramInfoforCustomerService.doc](H:\Corporate and Continuing Education\FAQ\FAQ_ProgramInfoforCustomerService.doc)  

PA creates course in CCE Course Outlines Application, completes Certification Approval Form, if applicable, and completes FAQ.
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| **2**<br>RM enters course info into Colleague. | - RM Coordinator enters information on the following screens:  
  - SUBJ - Subjects  
  - COCO - Course Copy  
  - CRSE - Courses  
  - XUDS - Course Description  
  - UTEC - Course Description  
  - CREQ - Course Requisites  
  - CRES - Course Restrictions  
  - CFIN - Course Financial Info  
  - CRSB - Course Billing Information  
  - ACOI - Additional Course Information |
| **3**<br>PA creates Class Origination Document (COD) in CCE COD Application. | - CCE COD Application  
  [https://services.cpcc.edu/ccecod/](https://services.cpcc.edu/ccecod/)  
  - CCE COD Application Training  
  - Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  - Click Training Materials  
  - Click COD  
  - Setting Up Sections  
  - Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  - Click Processes/Instructions  
  - Click Setting up Sections  
  - Standards for Course Notes and Section Notes for Schedule  
  - Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  - Click Processes/Instructions  
  - Click Standards for Section Notes and Course Notes |
| **4**<br>RM enters class data into Colleague for schedule and registration information. | - RM Specialist enters information on the following screens:  
  - SECT - Sections  
  - SOFF - Section Offering Info  
  - SESC - Section Schedule Detail  
  - SRES - Section Restrictions  
  - SFIN - Section Financial Info  
  - SECB - Section Billing Information  
  - SRDG - Section Reg Date Ranges  
  - ASCI - Additional Section Info |
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| 5               | • CCE Printed Schedule Timeline  
|                 |  
|                 |   o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
|                 |   o Click Schedule Information  
|                 | • Informer Reports  
|                 |   [http://informer.cpcc.edu](http://informer.cpcc.edu)  
| 6               | • Contract  
|                 |   [H:\Corporate and Continuing Education\Training - Processes\Examples\PT Instructor Contract.msg](H:\Corporate and Continuing Education\Training - Processes\Examples\PT Instructor Contract.msg)  
|                 | • Network Access and CPCC Email Instructions  
|                 |   o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
|                 |   o Click Processes/ Instructions  
|                 |   o Click Network Credentials and Email Instructions 7-20-11  
| 7               | • Part Time Rate Schedule  
|                 |   [https://services.cpcc.edu/rateschedule](https://services.cpcc.edu/rateschedule)  
|                 | • Timesheet  
|                 |   o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
|                 |   o Click Forms  
|                 |   o Click Timesheet_ContactHoursReportingSheetforInstructors_7.11.12  
|                 | • No Pay Form  
|                 |   o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
|                 |   o Click Forms  
|                 |   o Click Instructor No Pay Agreement  
|                 | • Invoice (Cover Sheet)  
|                 |   o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
|                 |   o Click Forms  
|                 |   o Click Invoice cover sheet  

PA proofs and edits class data for the schedule.  

RM creates instructor contract.  

PA/Instructor generates instructional pay documents.
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| **8** CS registers students or students register via the web. | • Corporate and Continuing Education Customer Service Center  
  o Phone: 704-330-4223  
  o Email: ccecustomerservice@cpcc.edu  
  o Fax: 704-330-4222  
  • Online Registration  
    1. www.cpcc.edu  
    2. MyCollege  
    3. Login  
    4. Continuing Education  
| **9** RM creates and sends class packet, when applicable. | • CCE Instructor Packet Information  
  o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
  o Click Processes/Instructions  
  o Click V11 – CCE Instructor Packet Job Aid  
  • Posting Attendance and Grades (Orange)  
    o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
    o Click Processes/Instructions  
    o Click Posting Attendance and Grades (ORANGE) 8-15-12  
  • List of Registered Students and Posting Grades (Yellow)  
    o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
    o Click Processes/Instructions  
    o Click List of Reg Students and Grading (YELLOW) 8-15-12  
  • Memo Student Opinion Survey Process  
    [H:\Corporate and Continuing Education\Course Evaluation\MEMO Student Opinion Survey 8-11.doc](file:\H:\Corporate and Continuing Education\Course Evaluation\MEMO Student Opinion Survey 8-11.doc)  
  • Participant Opinion Survey  
    o Go to [https://sharepoint.cpcc.edu/sites/cce/RMCS](https://sharepoint.cpcc.edu/sites/cce/RMCS)  
    o Click Forms  
    o Click SOSurvey Public  
  • Certificates  
    [H:\Corporate and Continuing Education\Certificate of Completion\NEW CERT FORM 5-07.pub](file:\H:\Corporate and Continuing Education\Certificate of Completion\NEW CERT FORM 5-07.pub)  
  • Parking Permits (for Central Campus) |
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<td><strong>10</strong>&lt;br&gt;Instructor completes attendance on CPCC Attendance System, and class paperwork.</td>
<td>- Tutorial for New Features for Online Attendance Roster System (Online)&lt;br&gt;<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>&lt;br&gt;- Corporate and Continuing Education Online Attendance Job Aid&lt;br&gt;<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>&lt;br&gt;- LearnerWeb Instructions&lt;br&gt;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.&lt;br&gt;2. If you are unable to access LearnerWeb, email Professional Development at <a href="mailto:CPCCProfDev@cpcc.edu">CPCCProfDev@cpcc.edu</a>.&lt;br&gt;3. Click on the Library link on the left.&lt;br&gt;4. Use the dropdown Catalog and select Online Catalog. Then click Go.&lt;br&gt;5. Select <strong>FD-OAR-104 New Features for Online Attendance Roster System (Online)</strong>. Click Launch to view the series of short videos.&lt;br&gt;- Network Access&lt;br&gt;  - Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a>&lt;br&gt;  - Click Processes/ Instructions&lt;br&gt;  - Click Network Credentials and Email Instructions 7-20-11&lt;br&gt;- Independent Contractor Network Access&lt;br&gt;  - Go to <a href="https://sharepoint.cpcc.edu/sites/cce/RMCS">https://sharepoint.cpcc.edu/sites/cce/RMCS</a>&lt;br&gt;  - Click Processes/ Instructions&lt;br&gt;  - Click Independent Contractors Network Access Process</td>
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<td>11</td>
<td>- Continuing Education Checklist for Non-Credit Course Records H:\Corporate and Continuing Education\Training - Processes\Examples\Checklist_3.30.12.doc</td>
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<tr>
<td>12</td>
<td>- RM sends State Folder contents to Document Imaging.</td>
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