CCE Course Set-up Process

- Go to the CE Master List on nccommunitycolleges.edu/ccl.htm.
- Click the Faculty and Staff Search link.
- Click the Continuing Education Courses by Program Area link.
- Select the applicable Program Area, click the Include Course Description in results checkbox, and click Submit.
- Review the descriptions of the courses provided to determine the course that is the most similar to what you are considering.

Does a course that is similar to what you are considering exist in the state CE Master List?

Program Area:
- Submits completed form to RM Coordinator
- Enters outline information into the CCE Course Outlines Application

Contact RM Coordinator for form to request new state course and number.

Enter outline information into the CCE Course Outlines Application.

If the course is a local public course, complete FAQ and send to Customer Service prior to registration.

If approved, course may continue to be offered. If not approved, Program Area must discontinue offering course.

RM Coordinator forwards forms to System Office and notifies Program Area when approved.

Contact Financial Services and HR.

CCE Course Idea

Determine if the course is OE or SS? (includes Grant Supported)

Does the CPCC course exist in any department?

Contact CCE Accounting for the AR Code, if the department does not have an AR Code.

Complete COD to set up the specific section of the course.

End

Note: If the course exists in another CCE department, approval is required by the Dean of the originating department to run the class.

Note: Consider that the course selected cannot exceed the maximum hours indicated on the state CE Master List.

Note: The number assigned to the course at state level may be referred to as Course No., Govt. ID, or State No.

Does the course exist in any department?

Is budget set up with account # and position # to pay instructor?

Contact RM Coordinator for form to request new state course and number.

Start

Selected local course prefix and number. It must be a 7000 or 8000 number.

Select the appropriate SS Course No. for either Occupational, Non-Occupational, or Small Business Grant Supported Training.

Go to the CE Master List on nccommunitycolleges.edu/ccl.htm.
- Click the Faculty and Staff Search link.
- Click the Continuing Education Courses by Program Area link.
- Select Program Area X90, X95, or X87, click the Include Course Description in results checkbox, and click Submit.
- Review the description of the course provided to determine which is most appropriate.

Does the course exist in any department?

OE

YES

NO

YES

NO

SS

YES

NO

Contact Financial Services and HR.

Submit COD to CCE RM Specialist for entry and to generate instructor contract.

Note: The number assigned to the course at state level may be referred to as Course No., Govt. ID, or State No.