

Work Around for Community College Courses

The NC WISE team sent a communication to the LEAs regarding the expansion of course code numbers from six characters to eight. The following is an excerpt of that communication:

- NCDPI recently expanded the internal course code numbers in NC WISE from six characters to eight. This action increases the number of course codes available to current NC WISE LEAs and charter schools. It also makes it easier for larger LEAs to convert to NC WISE in future deployments. Previously, with the six-digit course code, the first five numbers were reserved for the NC WISE standard course list and the last number was available to the LEAs and charter schools for local course definition. Now, LEAs and charter schools will have three numbers instead of one for local course definition. LEAs and charter schools have the option of using the additional two characters. There is no need to make use of the additional two characters if an LEA or school does not choose to do so.

For more information and the full communication, please see:

http://www.ncwise.org/documents/communications/newsletters/wise_newsletter_06_02_06.pdf

The following is a proposed work around for identifying Community College Courses in eSIS for reporting purposes.

- LEAs should identify a naming convention for the internal course code. One or any combination of the sixth through eighth characters may be used.
- LEA Coordinators must create a unique internal course code for your LEA to use for each Community College Course by using the additional 3 characters available in eSIS.
 - For example, CJC111 - Intro to Criminal Justice could have an internal course number of 7899U0, 7899U01, or 7899U011.
 - The external course code and the internal course code first 4 characters must match exactly. The 5th character in the external course code should be X for high schools.
 - Instructions for adding new Community College Courses are included in this document.
- If a Community College Course already exists with a unique internal course code, then updates should be made using the following guidelines.
 - LEA Coordinators must update the **Description** of an existing course code to reflect the Community College course code followed by the course title to appear on the student transcript.
 - When the **Description** is updated, the course code must be pushed down to all schools that have the existing course code in **Course Maintenance** and have course sections associated with the course. A Heat Ticket must be created with the NC WISE Service desk for all courses which need to be pushed down.
 - If the school does not have the course code in **Course Maintenance**, then the school can select the course from the **List Add** button. There will not be a need for these courses to be pushed down.
 - If the course exists but has no course sections attached, the course can be deleted from **Course Maintenance** and then re-added using the **List Add** button. There will not be a need for these courses to be pushed down.
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6. Select the OK button in the information box.

The screenshot shows a software window titled "Standard Course Detail" with a blue header bar. The window contains several tabs: "Course Info.", "Options", and "Curriculum". The "Course Info." tab is active, displaying the following fields:

- Code:** 7899U201
- Short Name:** (empty)
- Desc:** CJC111 CRIMINAL JUSTICE YEAR 2
- Ext. Code:** 7899X
- Start Date:** 06/05/2008
- Grade Level:** 11
- End Date:** (empty)
- Other Desc:** (empty)
- Allow Crs Desc Override:** No
- Mark/Grade Type:** Mark Scale
- Language:** English
- Traditional Gender:** (empty)
- Max Class Size:** (empty)
- Learning Hrs.:** (empty)
- Times for Credit:** 1
- Waiver Course?:** No

Below these fields are sections for "School Type" (High/Secondary), "Credit Values" (1.000), and "Grade Restrictions". At the bottom of the form is a table with columns for "Diploma", "Max", "Cat", and four "Alt" options (Alt 1, Alt 2, Alt 3, Alt 4). Each cell in the table contains a question mark. At the very bottom of the window are buttons for "Course Catalogue", "Report Card Narrative", "External Test", and "ADD".

7. Complete all required fields.
8. Save.

School - Updating the Short Name

Navigation: School Menu > Course Information > Course Maintenance

1. Select the List Add button in the bottom center of the Course Maintenance screen.



2. Select the F7 button to clear the screen.
3. Query for the needed course number and select the F8 button.
4. Highlight the desired course and click the Select button.
5. Use the Tab key to move to the next field. This will populate the course information that is listed in the standard course file.

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Course Maintenance

School 340 Name WISE COUNTY 65 HIGH 1-YB **YOU ARE IN NEXT YEAR!!** School Year: Curre... Next

Course Title 7899U201 CJC111 Criminal Justice Year 2 Lang of Instruct English

Short Name Crm Just 2 Credit Value 1.000 ? Hours Mark/Grade Type Mark Scale

External Code 7899X Times for Credit 1 Units Subject Category

Course Type

Crs Designator

HS Credit? HS Credit Apply?

Ranking? Median Length

Hon. Roll? GPA Multiplier

GPA? Extra GPA Point

Academic Level 2 - Standard Version

Target/Maximum PTC

Coop In/Out School Hours 0

Service Learning Hours

Course Seq

Exam?

Report Card?

Parent Interface?

Coop?

Non-Standard?

Career Prep?

Vocational

Grade Level 11 # of Sections 0 Course Length 18 Weeks

Option 5604 Default Sem

Do Not Replace by Global Alternate

Format Full Semester Study Hall? Lunch? Option Sheet?

Department Social Studies Consecutive Periods 1

Sub Dept Preferred Loading None

Weight Gender Restriction Min/Max Class Size 29

Max Sec/Per 1 Traditional Gender

Need Counselor

Approval To Repeat?

Course Catalogue Report Card Narrative List ADD More Timetable ADD DEL

6. Type in the Short Title that should appear on the school report card.
7. Complete the other required fields for adding a course.
8. Save.