

Course Utility Database

The course utility database has been created to assist DPI staff and LEA customers with knowing what courses are available for use for student scheduling and credit recording. The utility will show what courses are active and inactive at the State system code level. Courses that are not populated at the State level should not be put into production at the LEA or school level. The data will be updated on a nightly basis from the eSIS system so all users will have the most up to date course information available to them.

To make the utility accessible to all that need the information, there will not be a user role needed to access it.

Special Category Courses Section

“Special” courses are online and college courses available for student use. All “special” data comes from a separate list being populated and maintained outside of the eSIS application. This information will assist with identifying which NC standard course code for scheduling and grade reporting is to be used. The spreadsheet and data from within eSIS work together to provide data on courses noted as “special”. For example, if the community college course code is known but NC Standard Course Code is not known, having the Special Category Course Code in this tool will help search for the correct NC Standard code to use in eSIS.

Important: When using a “Special” category on the Course Selection Using Multiple Selection Criteria screen, the resulting data may appear to be missing some key elements (i.e., Grade Level or Academic Level). Missing data, for the most part, means that the course has not been populated in eSIS yet. Please contact the Service Desk for further assistance in these instances.

Navigating and Searching the Course Utility Database

The course utility database allows for multiple ways to search for course code information. Searching for courses using multiple criteria is the most robust search and will be discussed below. Other search options include searching by course code, description, external code, academic level, grade level, and end date.

The Course Utility Database can be accessed in two ways: (1) using the Applications drop-down from any page on the NCWISE website, or (2) by using the link below.

Navigation: <https://schools.nc.gov/coursecodes>

NC WISE Course Utility Database Welcome

Home

MAIN MENU -- COURSE UTILITY

Please Click On An Item In The List Below:

- Course Selection Using Multiple Selection Criteria
- Search By Course Code
- Search By Course Description
- Search By 5th Position Of The External Course Code
- Search By Academic Level
- Search By Grade Level
- Search By Course End Date
- Show Inactive Courses (End Date Is Populated)
- Show Active Courses (No End Date)
- <<< EXIT Course Utility Database

.

If there are problems or questions please contact the Help Desk: (919) 807-4357 or email: help@dpi.state.nc.us

1. Click **Course Selection Using Multiple Selection Criteria**.
The multiple criteria screen opens.

Course Utility Database

Return To Main Menu SEARCH Course Selection Using Multiple Criteria -- (Use the CTRL key to make multiple selections within boxes or undo selections.)

Status: Active Inactive Both School Year: Current Next All For parameter definition Help click on blue labels.

<p>NC Virtual Public School</p> <ul style="list-style-type: none"> NCVPS Standard NCVPS Honors NCVPS Advanced Placement MS- High School Credit Part 1 MS- High School Credit Part 2 MS- High School Credit 	<p>Community College</p> <ul style="list-style-type: none"> Community College Or University- Honor Part 1 Community College Or University- Honor Part 2 Community College Or University Standard Community College- Honors Community College- Honors and Online ONLY 	<p>University</p> <ul style="list-style-type: none"> University 300 Level or Higher Standard University- Honors University- Honors and Online ONLY University 300 or higher Standard Online ONLY 	
<p>Pre-Kindergarten</p> <ul style="list-style-type: none"> Pre-K Special Education Pre-K Abridged/Adapted/Remedial Pre-K Standard 	<p>Elementary School</p> <ul style="list-style-type: none"> ES- Special Education ES- Non-Classroom Activity ES- Abridged/Adapted/Remedial ES- Standard 	<p>Middle School</p> <ul style="list-style-type: none"> MS- High School Credit Part 1 MS- High School Credit Part 2 MS- High School Credit MS- Special Education MS- Abridged/Adapted/Remedial MS- Standard MS- Applied/Technical MS- Non-Classroom Activity MS- Honors/Advanced (conversion only do not use) 	<p>High School</p> <ul style="list-style-type: none"> HS- Special Education HS- Abridged/Adapted/Remedial HS- Standard HS- Applied/Technical HS- Honors/Advanced HS- Coop Education HS- Advanced Placement HS- International Baccalaureate HS- Non-Classroom Activity Online- Other
<p>Subject Area (add subject filter)</p> <ul style="list-style-type: none"> Self Contained/Blocked Courses Communication Skills and Foreign Languages- Reading- English- Language Arts Mathematics/Computer Science Science Social Studies Arts Education Career Development and Business- Marketing- Agriculture Education (CTE) Family and Consumer Science- Health and Trade Education Technology Education Health and Physical Education- Occupational Miscellaneous Non-Classroom Activities 	<p>Academic Level (add Academic filter)</p> <ul style="list-style-type: none"> Special Education - 0 Abridged/Adapted - 1 Basic/Introduction - 2/Q/T/U/V Applied/Technical - 3 NCVPS Advanced Placement - 4 Honors/Advanced - 5/I/J/K/L/O/W Cooperative Education - 6 Advanced Placement - 7/D/E International Baccalaureate - 8 Non-Classroom - 9 	<p>Courses in Special Categories (click here for info)</p> <ul style="list-style-type: none"> UNCGi -UNC Greensboro Internet NCSSM -NC School Of Science and Mathematics Gateway School CCCC -Community College Crosswalk Courses CCA -Comprehensive Articulation Agreement LEO -Learn And Earn Online 	

Click a "Course Code" to display course details, including diploma information, if present.

- Click **Active**, **Inactive**, or **Both** depending on the type of course needed.
- Click **Current**, **Next**, or **All** for the school year.
- Click any specific category options needed for the search.

Note: Use the **CTRL** key to make multiple selections within the boxes or to undo selections.

- Click **Search** at the top of the screen.

A listing of course codes that meet the selected criteria will appear below the selection criteria.

Note: Help screens are also available. Clicking on the blue heading at the top of the criteria group will open a help screen with more information.

Search Tips

Wild Card - %

The % can be used at the beginning, end or both of a search criterion to assist with receiving results.

Drill Down capability

The course code utility also provides additional information that is available by clicking on the specific course code. Users are able to view diploma information that is attached to the course code. This information is useful in determining if a course will meet the students' diploma requirements.

Output Report Options

At the bottom of the search results screen, there are two reporting options available. The search results can be exported to a CVS file (typically opened in Microsoft Excel) or to a word file (typically opened in Microsoft Word). This feature allows users to manipulate the data to fit LEA and/or school needs.

Microsoft Excel output example

Course Code	Course Description	Short Name	SpecialCategory CourseType	SpecialCategory CourseCode	GradeLevel	External CourseCode	CreditValue	Academic LevelCode	Start Date	End Date	Comments
5	Self-Contained	Self Cont			9	0000X	1	5	1-Jul-85		
15	Indiv Curriculum	Ind Curr			9	0001X	1	5	1-Jul-85		
1205	Lang Arts/Math	LA/Math			9	0120X	1	5	1-Jul-85		
1235	Lang Arts/Math/Sci	LA/Ma/Sci			9	0123X	1	5	1-Jul-85		

Microsoft Word output example

NCWISE Course Codes

Course Code	Course Desc	Short Name	SpecialCategory CourseType	SpecialCategory CourseCode	GradeLevel	CreditValue	ExternalCourseCode	AcademicLevelCode	Start Date
00000	Self-Contained	Self Cont			K1	1	0000X	0	01-JUL-85