

# Electronic Captive Application Process

## Quick Review User Guide

The purpose of this Quick Review User's Guide is to provide **Local CIS User** an abbreviated instruction guide for processing an electronic captive course request. Please note captive requests require both an electronic submission along with hard copy application with original signatures. See Overview in this guide.

For the full version of complete step-by-step instructions see the [NCCCS CIS Training/User Support](#) web page on the NCCCS website.

For assistance to access the CIS SO server system see Access and Set up below.

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*#1*

*CAPTIVE POLICY, FORMS AND SET-UP*

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## OVERVIEW

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### CAPTIVE APPROVAL - POLICIES

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Below are the policies that govern the captive approval process.

#### **General Statute 115D-5(c)**

No course of instruction shall be offered by any community college at State expense or partial State expense to any captive or co-opted group of students, as defined by the State Board of Community Colleges, without prior approval of the State Board of Community Colleges. Approval by the State Board of Community Colleges shall be presumed to constitute approval of both the course and the group served by that institution. The State Board of Community Colleges may delegate to the President the power to make an initial approval, with final approval to be made by the State Board of Community Colleges. A course taught without such approval will not yield any full-time equivalent students, as defined by the State Board of Community Colleges.

#### **NC Administrative Code, Chapter 23 02E .0403**

(a) A college shall obtain State Board approval prior to providing instruction to students who are classified captive or co-opted. Captive or co-opted groups of students are defined as inmates in a correctional facility; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers; substance abuse rehabilitation centers; and in-patients of psychiatric hospitals. Approval by the State Board of Community Colleges shall constitute approval of the curriculum program or occupational extension course(s) and the group to be served by the college.

(b) Instruction to captive or co-opted groups may be approved when the State Board determines that the proposed instruction for the group is not a function of the requesting agency, and the instruction is within the purpose of the community college.

(c) Instruction to captive or co-opted groups may be approved in the form of curriculum programs or courses and occupational extension courses. State Board of Community Colleges (SBCC) approved curricula for captive or co-opted groups shall include changes in programs of study and SBCC approved occupational extension course modifications. Physical education or work experience may not be a part of a curriculum program in a correctional setting.

(d) Policies governing student enrollment in curriculum programs or courses and occupational extension courses shall be consistent with general college policies.

To assist colleges with the implementation of these policies, the System Office issued a numbered memo--- CC08-067 Course Approval Process – Captive and Co-opted Groups. This memo contained the official CE Captive Request Form, instructions for submission of the application packet, Frequently Asked Questions, and a copy of the Department of Corrections Feasibility Form.

## CAPTIVE APPLICATION PROCESS

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Below are the instructions for submission of the application packet to the System Office:

**Step 1. Complete all required documents in captive application packet.** Required documents include: CE Captive Request Form, course plan/outline, and if applicable, a Department of Correction's Feasibility and Implementation Plan. These documents combined will be referred to as the application packet. Check the completeness and accuracy of information contained on all required documents. Incomplete and/or incorrect data may slow the process of entering the data in the electronic CE Captive Request form in the System Office CIS/Datatel system. Many of the required forms require signatures from both the college and captive facility staff. The captive approval submission cannot be completed and submitted to the System Office until these signatures have been obtained.

**Step 2. Enter captive information in the new created forms in the System Office CIS.**  
Detailed instructions for this process are contained in the body of this document.

**Step 3. Submit the Application Packet to the System Office**

Colleges should submit **two complete application packets**, with original signatures on each, to the name and address below.

State Director, Continuing Education  
North Carolina Community College System  
5003 Mail Service Center  
Raleigh, NC 27699-5003

A complete application packet consists of the following documents: 1) CE Captive Request Form, 2) course plan/outline, and if applicable, 3) DOC Feasibility and Implementation Plan form. Colleges should allow adequate time for course approval process. A typical timeframe is two to three months, so plan accordingly. The State Board typically does not meet in June or December.

**Step 4. Process Captive Course Request**

Once the two paper copies of the captive course request is received from the college, System Office staff reviews the application to ensure accuracy and appropriateness. Once approved one set of the applications is sent to the Division of Prisons along with their feasibility study for their review.

Once review and approval is complete from both agencies the application is then prepared for NCCCS State Board approval.

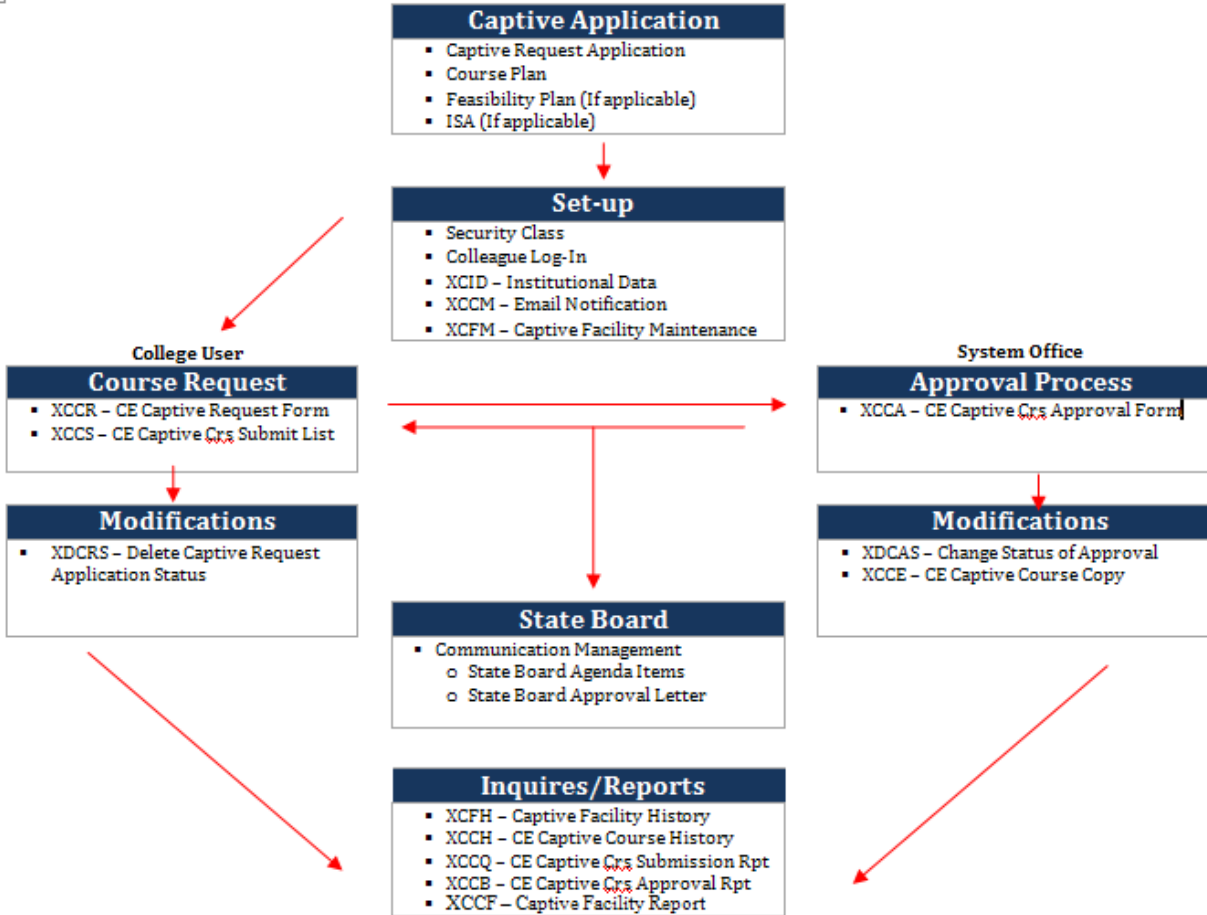
**Step 5. Notify College of Approval Status**

An official letter signed by the NCCCS president will be mailed to the college noting final approval of their request.

An email notification is also generated to the contact upon updating the status of the electronic application.

## CAPTIVE FORMS – WORKFLOW

There are 14 forms associated with the Computer Information System (CIS) Captive Approval process. Below is the workflow for data entry.



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## ACCESS AND SET-UP

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There are two processes that must be addressed before local college users can begin the electronic submission of the captive application process. They are 1.) security class, and 2.) Colleague log-in Access.

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### SECURITY CLASS

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Below are the instructions for security access for local users and System Office staff.

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### LOCAL USER

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Users at local colleges must obtain access to the System Office server in order to access the new captive course request forms. To enter contact information for email notifications, the user must have an NAE record in colleague PERSON file.

**User Request Form:**

<http://www.nccommunitycolleges.edu/Systems/projects/systems/external-id-req.htm>

**NOTE:** Access to the System Office server is restricted to the forms accessible in this manual.

*#2*

*COLLEGE USER:*

*COURSE REQUEST*



## CE CAPTIVE COURSE REQUEST (XCCR)

### OVERVIEW

This form is accessible from the ST menu and allows the **Local CIS User** to create a Captive Course Request record for a Continuing Education course. System Office staff has access to this form, but the data fields are inquiry only.

A unique record ID is assigned to every application entered into the CIS Captive Approval system. This ID allows the user to refer to their specific request on various forms as needed.

Type “XCCR” in the quick access window and then click Go.

File Edit Apps Favorites Options Help

Quick Access XCCR Go

ST

- CU - Curriculum Management
  - XCCL - Combined Course Library
  - XCECC - CE Captive Courses

XCFM - Captive Facility Maintenance

XCCR - CE Captive Courses Request

XCCS - CE Captive Courses Submit

XDCRS - Delete Capt Req. Appl Status

XCCR-CE Captive Course Request

Record ID:

College Code/Name:

Facility ID/Name

Academic Level

Instructional Program

Request Type

Course ID/Name

Course Title

Local Title

Max Hours

Contact L/F Name

Contact Email

Contact Ph/Ext

ISA

Feasibility Plan

Course Plan

Captive/Co-Opted Facility Senior Administrator

Senior Continuing Education Administrator

College President

Chairman, Board of Trustees

Date

Date

Date

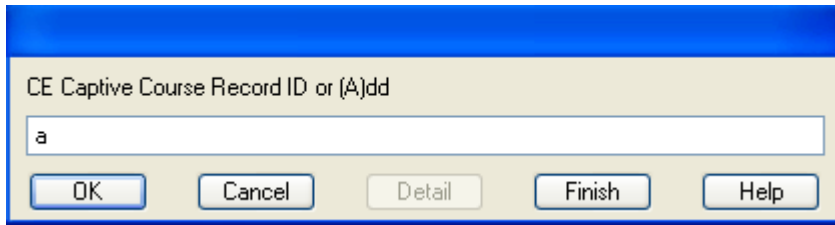
Date

Application Complete

CE Captive Course Record ID or (A)dd

OK Cancel Detail Finish Help

Type an "A" in the prompt box and then click **OK**.



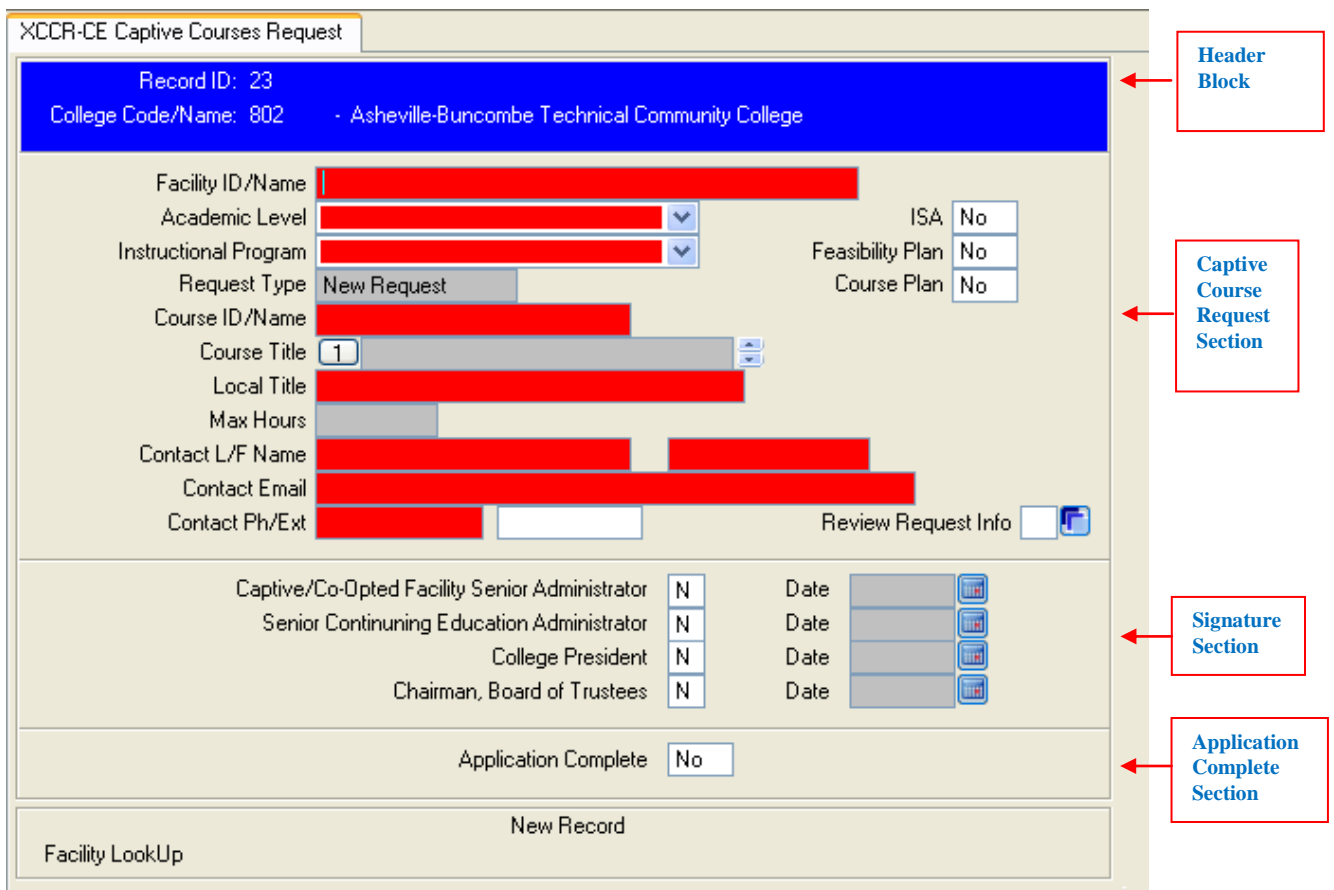
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### XCCR FORM DETAILS

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The CE Captive Request form has four parts: Header Block, Captive Course Request Section, Signature Section, and Application Complete Section.

Below are the field names and descriptions of a new captive request record.



XCCR-CE Captive Courses Request

Record ID: 23  
College Code/Name: 802 - Asheville-Buncombe Technical Community College

Facility ID/Name [Redacted]  
Academic Level [Redacted] ISA  No  
Instructional Program [Redacted] Feasibility Plan  No  
Request Type New Request Course Plan  No  
Course ID/Name [Redacted]  
Course Title [1] [Redacted]  
Local Title [Redacted]  
Max Hours [Redacted]  
Contact L/F Name [Redacted]  
Contact Email [Redacted]  
Contact Ph/Ext [Redacted] [Redacted] Review Request Info

Captive/Co-Opted Facility Senior Administrator  N Date [Redacted]   
Senior Continuing Education Administrator  N Date [Redacted]   
College President  N Date [Redacted]   
Chairman, Board of Trustees  N Date [Redacted]

Application Complete  No

Facility LookUp New Record

Header Block  
Captive Course Request Section  
Signature Section  
Application Complete Section

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**THE HEADER BLOCK**

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Field	Description
Record ID	Inquiry only field. This number is automatically generated by the system to identify the specific Request. Note: You can use this ID to recall the specific request in various forms.
College Code/Name	Inquiry only field. This field displays the college's 3-digit ID and name.

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**THE CAPTIVE COURSE REQUEST SECTION**

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This section contains the data fields related to the facility, course information, and college contact information. Below is a description of each data field and the instructions for data entry.

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**Processing Notes:** The user may save and close the form before the application is complete.

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Field Name	Description
Facility ID/Name	Enter the 4-digit facility ID (or use ellipses (...) to choose from a list of facilities). This field will be populated with both the Facility ID and Name. Only facilities with an "Open" status can be entered. Adding a new facility is not allowed; this process is done by System Office staff using the XCFM-Facility Maintenance form.
Academic Level	Enter a valid academic level. If an academic level is not entered, an error message will appear. This is a required field. Valcodes: <ul style="list-style-type: none"> <li>• CE=Continuing Education</li> <li>• BSP=Basic Skills Program</li> </ul>
Instructional Program	Enter a valid instructional program. This is a required field. Valcodes: <ul style="list-style-type: none"> <li>• OE=Occupational Extension</li> <li>• HRD=Human Resources Dev</li> <li>• ABE=Adult Basic Education</li> <li>• ESL=English as a 2nd Language</li> <li>• GED=General Education</li> <li>• CED=Compensatory Education</li> </ul>
Request Type	Inquiry Only. This field defaults to an "N" for New Request.

Field Name	Description
Course ID/Name	<p>Enter a course ID (prefix, a space or dash, plus 4-digit number). This is a required field.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Once a valid course ID is entered, then the field is populated with both the state number and the course ID.</li> <li>• The user may look up a valid course ID by entering the course prefix in this field and then hit the enter key. A course resolution form will appear.</li> </ul>
Course Title	Inquiry Only. This field defaults to the long title of the course.
Local Title	Enter the local title for the course. This is a text free form with a maximum of 35 characters. This is a required field.
Max Hours	Inquiry Only. This field defaults to the maximum hours for the course.
Contact L/F Name:	Enter the college's contact person's last and first name. This person will receive email notifications when a course request is submitted to the System Office as well as notification when there is any change to the course approval status. This required field is a text free form.
Contact Email	Enter the contact's email address. If an invalid email address is entered, a system error message is displayed. This is a required field.
Contact Ph/Ext	Enter the contact's phone with area code and extension number. These are required fields.
ISA	<p>This field defaults to "No" which indicates that an instructional service agreement (ISA) is not required. If a college is seeking approval to offer a course in another college's service area, then an ISA is required. Entering "Yes" indicates that the college has the official ISA document on file. Please note that this form should also be sent to the System Office. This is not a required field.</p>
Feasibility Plan	<p>This field defaults to "No" which indicates that a feasibility plan form is not required. Entering a "Yes" indicates that the college has a feasibility plan with signatures for both the college president and facility superintendent. This plan is only required for Department of Correction facilities. Please note that this form should also be sent to the System Office.</p>
Course Plan	<p>This field defaults to "No" which indicates a course plan is not on file. Entering a "Yes" indicates that the course plan is on file. User must enter a "Yes" before this course request can be submitted to the System Office. <b>A course plan is a requirement for Continuing Education.</b> Please note that this form should also be sent to the System Office.</p>

Field Name	Description
Review Request Info	Click on detail button to view the Captive Course Request in the report browser mode. User can view or print the Captive Course Request from the report browser. If you want the same form format to display in WORD/NOTEPAD, in the printer options change font type to Lucida Console, 10pt and set page set up to landscape. and set page set up to landscape.

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XCCS70 (XCCR)
                Continuing Education Captive Request Form

Record ID.....: 14                               Date Printed: 10/12/2010
College ID/Code.: REG -

=====
Facility ID/Name: BUILDING3 - Building 3
=====

Academic Level.....: CE                               ISA.....: N
Instructional Program.: HRD                           Feasibility Plan...: N
Request Type.....: N                                 Course Plan.....: Y

Course ID.....: S15953
Course Name.....: ACC-3101
Course Title.....: Taxes for Small Business
Local Title.....: test 2
Max Hours.....: 29.00

Contact Last/First Name: Jose James
Contact Email.....: mcdonaldt@ncccommunitycolleges.edu
Contact Phone/Extension: 919-807-4000
=====

Captive/Co-Opted Facility Senior Administrator: Y      Date: 07/01/2010
Senior Continuing Education Administrator.....: Y      Date: 07/01/2010
College President.....: Y                              Date: 07/01/2010
Chairman, Board of Trustees.....: Y                   Date: 07/01/2010
=====

                Application Complete.....: Y

=====

Submitted Status.....: Y
Submitted Status Date..: 10/07/2010    09:54:44AM
Submitted By.....: Terrence McDonald

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THE SIGNATURE SECTION

This section contains a list of the administrative positions that are required to sign off on the captive course application before a request is submitted to the System Office. The positions are Captive/Co-Opted Facility Senior Administrator, Senior Continuing Education Administrator, College President, and the Chairman of the Board of Trustees. The following instructions applied to each of the data fields in this section.

All signature fields default to an “N” which indicates that the college has not received approval from the appropriate administrator to submit the request to the System Office. The corresponding date field is inquiry only.

Signature fields are required when Application Complete field is set to “Y”. If not entered, an error message will be displayed when user clicks on Save. Entering a “Y” indicates that the college has a signature on file indicating their approval. Once changed, the date field is populated with the current date.

The user may modify the default date as long as it’s not a future date.

XCCR-CE Captive Courses Request			
Record ID: 23			
College Code/Name: 802 - Asheville-Buncombe Technical Community College			
Facility ID/Name	4675 Buncombe Correctional Center	ISA	No
Academic Level	CE - Continuing Education	Feasibility Plan	Yes
Instructional Program	OE - Occupational Extension	Course Plan	Yes
Request Type	New Request		
Course ID/Name	S14852 HOR-3307		
Course Title	1 Horticulture		
Local Title	Horticulture 101		
Max Hours	396.00		
Contact L/F Name	Fennell Kimberly		
Contact Email	fennellk@ncccommunitycolleges.edu		
Contact Ph/Ext	919-807-7119	Review Request Info	<input type="checkbox"/>
Captive/Co-Opted Facility Senior Administrator	<input type="text" value="Y"/>	Date	08/10/10
Senior Continuing Education Administrator	<input type="text" value="Y"/>	Date	08/10/10
College President	<input type="text" value="Y"/>	Date	08/10/10
Chairman, Board of Trustees	<input type="text" value="Y"/>	Date	08/10/10
Application Complete <input type="text" value="y"/>			
New Record			

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### APPLICATION COMPLETE SECTION

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This section contains the data field called Application Complete that allows the user to submit a course request to the System Office. The field defaults to an “N” which indicates the request is not ready to send to the System Office. Entering a “Y” indicates that the application is complete and ready to submit.






**Please note the following validations that occur with this section.**

- When the Application Complete field is set to “N”, editing of all fields on the form is allowed except for inquiry fields.
- When the Application Complete field is set to “Y”, editing fields on the form is not allowed.
- When the Application Complete field is set to “Y”, existing Captive Course Request records will be inquiry only.
- If the Application Complete field equals “Y” all signatures are required.
- If the Application Complete field equals “Y” and the academic level is to equal “CE”, a course plan is required.
- If the Captive Course Request is CE, Course Plan is needed. If not entered, an error message will be displayed when user clicks on Save.
- When modification is not allowed, the form will be displayed as inquiry only.
- For an existing record, the display of the form is inquiry when the application complete indicator equals “Y”.

Once all information is entered, click the Save icon to continue

After entering all the necessary fields and hitting the Save icon the form shows as below.

XLLH-LE Laptive Courses Request

Record ID: 23	
College Code/Name: 802 - Asheville-Buncombe Technical Community College	
Facility ID/Name	4675 Buncombe Correctional Center
Academic Level	CE - Continuing Education
Instructional Program	CE-Occupational Extension
Request Type	New Request
Course ID/Name	S14852 HQR-3307
Course Title	Alert
Local Title	
Max Hours	
Contact L/F Name	
Contact Email	
Contact Ph/Ext	919-807-7119
	Review Request Info 
Captive/Co-Opted Facility Senior Administrator	<input type="checkbox"/> Y
Senior Continuing Education Administrator	<input type="checkbox"/> Y
College President	<input type="checkbox"/> Y
Chairman, Board of Trustees	<input type="checkbox"/> Y
Date	08/10/10 
Date	08/10/10 
Date	08/10/10 
Date	08/10/10 
Application Complete	<input type="checkbox"/> Yes

**NOTE:** Record ID is assigned

Click the Update button on the alert box to add the new request.



XCCR-CE Captive Courses Request

Record ID: 23  
College Code/Name: 802 - Asheville-Buncombe Technical Community College

Facility ID/Name: 4675 Buncombe Correctional Center

Academic Level: CE - Continuing Education

Instructional Program: OE-Occupational Extension

Request Type: New Request

Course ID/Name: S14852 HOR-3307

Course Title: 1 Horticulture

Local Title: Horticulture 101

Max Hours: 396.00

ISA: No

Feasibility Plan: Yes

Course Plan: Yes

**Alert**

Application Complete field has been marked 'Yes'. Modification is not allowed!

OK

Senior Continuing Education Administrator: Y Date: 08/10/10

College President: Y Date: 08/10/10

Chairman, Board of Trustees: Y Date: 08/10/10

Application Complete: Yes

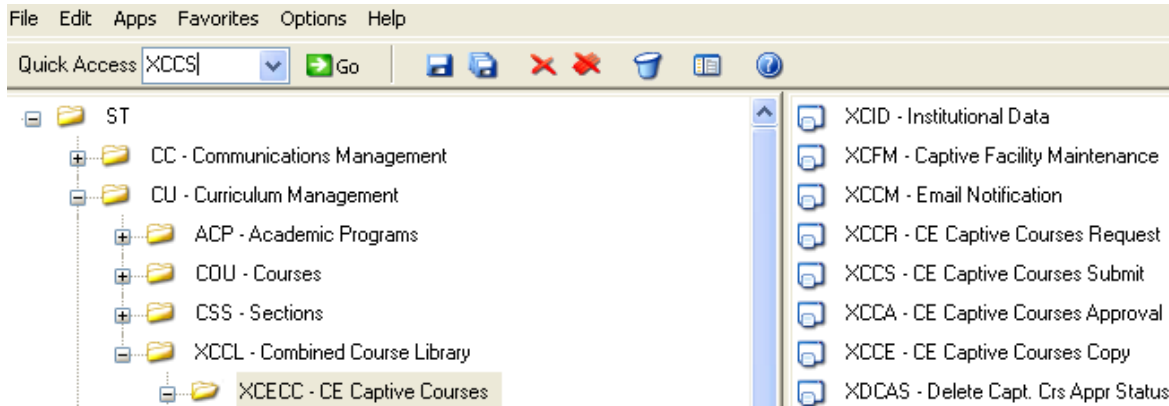
You will get the Alert message above once you change the application complete status to "Yes".

## CE CAPTIVE COURSE SUBMIT (XCCS)

### OVERVIEW

This form allows the **Local CIS User** to view and submit a Captive Course Request record for a Continuing Education course. The **System Office staff** has access to this screen, but the data fields are inquiry only.

Type "XCCS" in the quick access window and then click Go.



The XCCS form should appear.

College Code/Name: 802 - Asheville-Buncombe Tech

Academic Level

Submission Status

Facility Code

Course Look Up

Begin Date  End Date

Submission Date

Record ID	Facility Code	Crs ID	Course Name	S T	Submitted Status Dt	Submitted By	R T	Appr St	Appr St Date	A C
1	15	9050	ACC-3101	N	07/02/10	Terrence McDo	N			
2										
3										
4										
5										

Header Block

Criteria Selection

Request Section

## XCCS FORM DETAILS

The CE Captive Course Submit form has three parts: Header Block, Captive Course Request Selection Criteria, and Captive Course Request Section

### THE HEADER BLOCK

The header block displays the college's 3-digit ID and name. This is an Inquiry only field.

### THE CAPTIVE COURSE REQUEST SELECTION CRITERIA SECTION

**This section allows the user to limit the number of records displayed in the Request Section by filtering five options.**

It is not required to fill out this section. Below is a list and description of the field names of the XCCS form.

Field Name	Description
Academic Level:	Enter a valid academic level. Valcodes: <ul style="list-style-type: none"> <li>• CE=Continuing Education</li> <li>• BSP=Basic Skills Program</li> </ul>
Submission Status:	Enter a valid submission status. Valcodes: <ul style="list-style-type: none"> <li>• N=Request has Not Submitted</li> <li>• Y=Request has been Submitted</li> </ul>
Facility Code:	Enter a 4-digit facility ID. This field will be populated with both the facility ID and name.
Course Look-up:	Enter a course ID (course prefix and 4-digit number). The user has the option of only entering a course prefix. This action will launch the Course Look-up prompt.
Submission Date (Begin and End Date):	Enter a Begin Date and/or End Date in the appropriate fields. These dates will prompt the system to select and display all records within the date range that were marked with a "Y" in the Application Complete field from the Captive Course Request form (XCCR). Notes: <ul style="list-style-type: none"> <li>• The Begin Date cannot be later than the End Date.</li> <li>• End Date cannot be earlier than the Begin Date.</li> </ul>

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**THE CAPTIVE COURSE REQUEST SECTION**

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This section displays a list of records that were marked with a “Y” in the Application Complete field from the Captive Course Request form (XCCR).

Field Name	Description
Record ID (Rec ID):	Inquiry Only. Displays the Record ID of the Captive Course Request record. This field details to the Captive Course Request form (XCCR).
Facility Code:	Inquiry Only. Displays the 4 digit facility ID. This field also details to the Captive Facility Maintenance form (XCFM).
Course ID:	Inquiry Only. Displays the State Number (S-number) of the course record. This field details to the Course form (XUCO).
Course Name:	Inquiry Only. Displays the course ID (prefix and 4-digit number).
Submit Status (ST):	<p>Displays the submit status of the Captive Course Request record.</p> <p>Valcodes:</p> <ul style="list-style-type: none"> <li>• N=Not Submitted</li> <li>• Y=Submitted</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Once the status is changed to “Y” the following fields will be populated: Submit Status, Submitted By, Approval Status, Approval Status Date and Approval Comments.</li> <li>• Once this field is changed to Y no other modifications can be made by the local user.</li> <li>• Upon request, the System Office Status can change the status back to N=Not Submitted.</li> </ul>
Submitted Status Date (Dt):	Defaults to a system date based on the submit status. If status is N=Not Submitted, then the system date defaults to the date that the Application Complete field on XCCR was marked “Y”. When the submit status is changed to Y=Submitted, then the submitted status date defaults to the current date.

Field Name	Description
Submitted By:	Defaults to the name of current user login.
Request Type (RT):	Displays an "N" for a New Request.
Approval Status (Appr St)	<p>Displays the status of the Captive Course Request Record ID. Upon entry of a new request this field defaults to a P.</p> <p>Other Statuses:</p> <p><b>AB</b> - Approved by Board  <b>WC</b> - Withdrew Appl-College - After consultation with the CE director, the College takes responsibility to w/draw application.  <b>WS</b> - Withdrew Appl-SO - After consultation with the college, the SO takes responsibility to w/draw application.  <b>N</b> - Not Approved - Application came in and was determined the course is not needed due to prior approval or the course does not meet Dpt of Correction guidelines or other essential requirement.  <b>P</b> - Pending - Initial application status.  <b>X</b> - Cancel - Used when the application should not have been submitted to SO. Application was a mistake by the college.</p>
Approval Status Date (Appr St Date):	Status Date (Appr St Date) defaults to the current system date once course is submitted.
Approval Comment (AC):	<p>Displays an "X" when comments are entered in the Approval Comments form (UTECE).</p> <p>When the Course Submit Status (ST) is changed to Y=Yes, then this field defaults to an "X" and the following message defaults in the Approval Comments form (UTECE)--- "Pending from System Office for Review and Seek State Board Approval".</p> <p>The Approval Comments form (UTECE) is a free text form.</p>

### Processing Notes:

- The user is allowed to enter one or more selection criteria in the Criteria Section to filter out the records they want to see.
- Once selection criterion is entered, the results of the search are displayed immediately in the Captive Course Submit List section.
- The more criteria selected, the more narrow the search, yielding less records to display.

### Enter a Submit status

Under ST (Status), change the “N” to “Y” to submit a captive course.

The Criteria Section is not required. It allows the User to narrow the number of records in the Request Section. See Processing Notes

Record ID	Facility Code	Crs ID	Course Name	S T	Submitted Status Dt	Submitted By	R T	Appr St	Appr St Date	A C
1 15	9050		ACC-3101	Y	07/02/10	Terrence McDo	N			
2										
3										
4										
5										

Enter a Y to Submit.

Click the Save icon to continue.

Alert

Update record, Cancel record or Return to editing

Update Cancel Return

Click the Update button.

## DELETE CAPTIVE REQUEST APPLICATION STATUS (XDCRS)

The Delete Captive Request Application Status form allows the **Local CIS User or System Office Staff** to change the Application Complete status from Y to N on the XCCR form. This process only applies to applications that have been completed but have not yet been submitted to the System Office. Once changed, the user has the ability to return to the Captive Course Request (XCCR) form and edit information.

Type “XDCRS” in the quick access window and then click Go.

The screenshot shows the XDCRS-Delete Capt Req. Appl Status form. The form has a menu bar (File, Edit, Apps, Favorites, Options, Help) and a Quick Access bar with a search field containing 'xdcrs' and a 'Go' button. Below the Quick Access bar is a navigation pane showing a tree view of folders: ST, AC - Academic Records, AM - Recruitment/Admissions Mgmt, AR - Accounts Receivable, and CC - Communications Management. The main form area contains several input fields and checkboxes. The 'Application Complete' checkbox is checked, and the 'Do you want to change it?' checkbox is unchecked. A modal dialog box is open in the foreground, titled 'CE Captive Course Record ID', with a text input field containing '18' and buttons for 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'.

Enter a Record ID, and then click OK.

The Delete Captive Request Application Status form will appear.

The screenshot shows the 'XDCRS-Delete Capt Req. Appl Status' form. It is divided into several sections, each highlighted with a red box and a blue label on the right side:

- Record Section:** Contains fields for Record ID (18), College Code/Name (802 Asheville-Buncombe Technical Community Colleg), Facility ID/Name (4675 Buncombe Correctional Center), Course ID/Name (S14852 HOR-3307), Course Title (1 Horticulture), Local Title (Plants), Acad Lvl (CE), Inst Prog (OE), and Max Hrs (396.00).
- History Section:** A table with columns: H.Submitted St, H.Submitted St Date, H.Submitted Time, and H.Submitted By. It shows two entries: 1 Yes (08/16/10, 11:01:36, Kimberly Pllum) and 2 No (08/10/10, 14:21:10, Kimberly Pllum).
- Correction Section:** A table with columns: C.Submitted St, C.Submitted St Date, C.Submitted Time, and C.Submitted By. It shows one entry: Yes (08/16/10, 11:01:36, Kimberly Pllum).
- Request for Change Section:** Contains two checkboxes: 'Application Complete' (checked 'Y') and 'Do you want to change it?' (checked 'Y').

### RECORD SECTION

The record section identifies the record that will be changed. This field is an inquiry only.

### HISTORY SECTION

The history section displays all changes made to original record. This field is inquiry only.

### CORRECTION SECTION

The correction section displays the date and time stamp of the most recent submission. This field is inquiry only.

### REQUEST FOR CHANGE SECTION

The section identifies that the record displayed has been completed and asks if you want to change its status.



XDCRS-Delete Capt Req. Appl Status

Record ID	18		
College Code/Name	802	Asheville-Buncombe Technical Community Colleg	
Facility ID/Name	4675	Buncombe Correctional Center	
Course ID/Name	S14852	HOR-3307	Acad Lvl CE
Course Title	1 Horticulture		Inst Prog OE
Local Title	Plants		Max Hrs 396.00

H.Submitted St	H.Submitted St Date	H.Submitted Time	H.Submitted By
1			
2			

**Alert**

Update record, Cancel record or Return to editing

C.Submitted St	C.S

Application Complete  Do you want to change it?

---

### Processing Notes:

- The only field that can be changed is “Do you want to change it”.
- This field can only be changed if the application has not been submitted to the System Office for approval.
- Enter a “y” in the open field, then click the Save icon.
- Click the Update button to finalize the changes.

To verify the status, the user should access XCCR. Make the needed changes on the request then click the Save icon.

XCCR-CE Captive Courses Request

Record ID: 18  
College Code/Name: 802 - Asheville-Buncombe Technical Community College

Facility ID/Name: 4675 Buncombe Correctional Center

Academic Level: CE - Continuing Education  ISA: No

Instructional Program: OE-Occupational Extension  Feasibility Plan: Yes

Request Type: New Request Course Plan: Yes

Course ID/Name: S14852 HOR-3307


Course Title: 1 Horticulture


Local Title: Plants


Max Hours: 396.00


Contact L/F Name: Fennell Kimberly


Contact Email: fennellk@ncccommunitycolleges.edu

Contact Ph/Ext: 828-725-4521  Review Request Info  

Captive/Co-Opted Facility Senior Administrator  Date: 08/10/10 

Senior Continuing Education Administrator  Date: 08/10/10 

College President  Date: 08/10/10 

Chairman, Board of Trustees  Date: 08/10/10 

Application Complete

**Alert**

Update record, Cancel record or Return to editing

Click the Update button to update the record.

#3

*INQUIRY FORMS AND REPORTS*

## INQUIRY FORMS

### CAPTIVE FACILITY HISTORY (XCFH)

The Captive Facility History form allows the **Local CIS User** and **System Office staff** to view changes made to information about a captive facility. This form has two parts: Facility Code Look-Up and Captive Facility Change History sections.

The screenshot shows the XCFH-Captive Facility History application. The top section is a file explorer view showing a tree structure of folders under 'ST', including 'CC - Communications Management', 'CU - Curriculum Management', 'ACP - Academic Programs', 'COU - Courses', 'CSS - Sections', 'XCCCL - Combined Course Library', and 'XCECC - CE Captive Courses'. The right pane shows a list of files: 'XCID - Institutional Data', 'XCFM - Captive Facility Maintenance', 'XCCM - Email Notification', 'XCCR - CE Captive Courses Request', 'XCCS - CE Captive Courses Submit', 'XCCA - CE Captive Courses Approval', 'XCCE - CE Captive Courses Copy', and 'XDCAS - Delete Capt. Crs Appr Status'.

The bottom section is the 'XCFH-Captive Facility History' form. It has a 'Facility Code' field with '1' and '2' entered. Below this is a table with the following columns: 'Fac ID', 'Field Name', 'Chg From', 'Chg To', 'Chg Date', and 'Chg By'. The table contains 15 rows of data, with rows 1-12 having '2000' as the Fac ID and rows 13-15 having '3020', '4150', and '4150' respectively.

Fac ID	Field Name	Chg From	Chg To	Chg Date	Chg By
1	2000	XCF.FAC.NAME	Stonewall	08/04/10	INGOGLIA
2	2000	XCF.FAC.GROUP	JUV	08/04/10	INGOGLIA
3	2000	XCF.FAC.STATUS	0	08/04/10	INGOGLIA
4	2000	XCF.FAC.NAME	Stonewall	08/04/10	INGOGLIA
5	2000	XCF.FAC.GROUP	JUV	08/04/10	INGOGLIA
6	2000	XCF.FAC.STATUS	0	08/04/10	INGOGLIA
7	2000	XCF.FAC.NAME	Stonewall	08/04/10	INGOGLIA
8	2000	XCF.FAC.GROUP	JUV	08/04/10	INGOGLIA
9	2000	XCF.FAC.STATUS	0	08/04/10	INGOGLIA
10	2000	XCF.FAC.NAME	Stonewall	08/04/10	INGOGLIA
11	2000	XCF.FAC.GROUP	JUV	08/04/10	INGOGLIA
12	2000	XCF.FAC.STATUS	0	08/04/10	INGOGLIA
13	3020	XCF.FAC.NAME	Fountain C	07/29/10	TLUONG
14	4150	XCF.FAC.NAME	Pender Co	08/09/10	BOYCEB
15	4150	XCF.FAC.GROUP	C	08/09/10	BOYCEB

Annotations in the image include a box labeled 'Facility Code Look-UP' with an arrow pointing to the Facility Code input fields, and another box labeled 'Captive Facility Change History Section' with an arrow pointing to the table.

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### FACILITY CODE LOOK-UP

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The Facility Code Look-up Section allows the user to view the change history of a specific facility. The user has the option to view one or more facilities at a time. Adding a new facility is not allowed on the look-up prompt.

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#### Processing Notes:

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- If the Facility Code is blank, then the form will display all records in the captive change history section.
- Use ellipses (...) to return all facilities.
- To narrow the records displayed, the user is allowed to enter a valid 4-digit facility code for one or more facilities in the Facility Code Look-up section. Once entered, all applicable records will be displayed in the form.
- To recall the last Captive Facility record, enter a @sign in the look-up prompt and click OK. If the code is valid, the information will appear in the Captive Facility Change History section.

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### CAPTIVE FACILITY CHANGE HISTORY SECTION

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The Captive Facility Change History Section displays the following items:

Field Name	Description
Facility ID (Fac ID):	Displays the 4 digits facility ID.
Field Name:	Displays the field name that was changed.
Chg From:	Displays Captive Facility old data (i.e. Facility Name, Facility Contact, Captive/Co-opted Group, Correctional Facility Type, Matrix Class, Facility Status, and Facility Status Date). User will have the capability to detail into UTEC to view the entire value.
Chg To:	Displays Captive Facility new data (i.e. Facility Name, Facility Contact, Captive/Co-opted Group, Correctional Facility Type, Matrix Class, Facility Status, and Facility Status Date). User will have the capability to detail into UTEC to view the entire value.
Chg Date:	Displays system default change date.
Chg By:	Displays system default change operator.

## CE CAPTIVE COURSES HISTORY (XCCH)

The Captive Course History form allows the local **CIS User** and **System Office staff** to view changes made to either facility location or course ID in the captive request Record ID. The XCCH has five parts: Header section, Course Summary section, Submitted Status section, Approved Status section, and Correction Status section.

Type "XCCH" in the quick access window and then click Go.

Enter a Record ID, and then click OK.

If the record ID is valid, then the XCCH form will be populated with the appropriate information.

XCLH-LE Captive Courses History

**Captive Course History**

Record ID	19		
College Code/Name	RG		
Facility ID/Name	4675	Buncombe Correctional Center	
Course ID/Name	S14852	HOR-3307	Acad Lvl CE
Course Title	1 Horticulture		Inst Prog OE
Local Title	Dirt 101		Max Hrs 396.00
Correction Status			Comment 1

Submitted Status	Submitted St Date	Submitted Time	Submitted By
1 No	08/09/10	16:35:33	Kimberly Pellum
2			

Approval Status	Approval St Date	Approval Time	Approval By	AC
1				
2				

Record ID Chg To		Print
Fac ID/Name Chg To		
Crs ID/Name Chg To		

Header Section

Course Summary Section

Correction Status Section

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**HEADER SECTION**

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This section only has the form name Captive Course History

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**COURSE SUMMARY SECTION**

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Field Name	Description
Record ID:	Displays the Record ID of the Captive Course record. Inquiry only field.
College Code/Name:	Displays the college 3-digit ID and name. Inquiry only field.
Facility ID/Name:	Displays the Facility ID and name. Inquiry only field.
Course ID/Name:	Displays Course ID and course name. Inquiry only field.
Academic Level (Acad Lvl):	Displays the academic level. Inquiry only field.

<b>Field Name</b>	<b>Description</b>
Course Title:	Displays the course Long Title. Inquiry only field.
Instructional Program (Inst Prog):	Displays the instructional program. Inquiry only field.
Local Title:	Displays the course local title. Inquiry only field.
Max Hrs:	Displays the maximum number of course contact hours. This field is the sum of the recommended hours plus 20% and rounded to the nearest hour. Inquiry only field.

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**SUBMITTED STATUS SECTION**

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<b>Field Name</b>	<b>Description</b>
Submitted Status:	Displays the submitted status of the Captive Course Request record. Inquiry only field.
Submitted St Date:	Displays the submitted status date of the Captive Course Request record. Inquiry only field.
Submitted Time:	Displays the submitted time. Inquiry only field.
Submitted By:	Displays the submitted operator name. Inquiry only field.



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 APPROVED STATUS SECTION
 

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Field Name	Description
Approval Status:	Displays the approved status. Inquiry only field.
Approved St Date:	Displays the approved status date. Inquiry only field.
Approval Time:	Displays the approved time. Inquiry only field.
Approval By:	Displays the approved operator name. Inquiry only field.
Approval Comment (AC):	Displays the approved comment. Inquiry only field.

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 CORRECTION STATUS SECTION
 

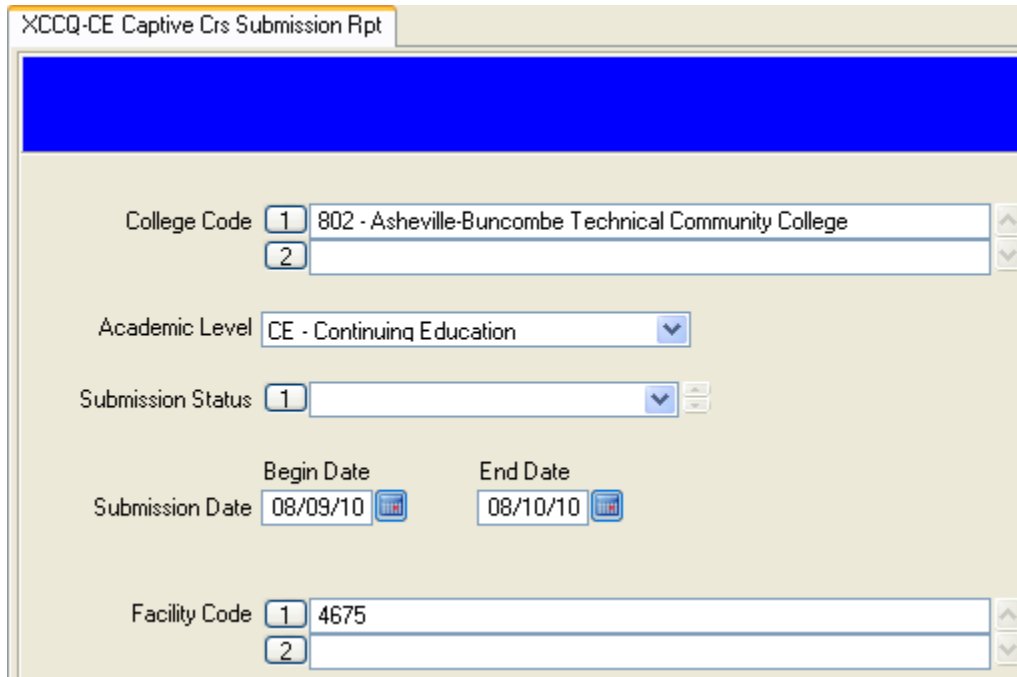
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Field Name	Description
Record ID Chg To:	Displays the system generated sequential record ID of the new (corrected) Captive Course record. Inquiry field only.
Correction Status:	Displays the system generated corrected status. Status "I" means inactive. Inquiry only field.
Comment:	Displays system generated comment. Inquiry only field.
Facility ID/Name Chg To:	Displays Facility ID and name of the Captive Course record that it was changed to. Inquiry only field.
Course ID/Name Chg To:	Displays the Course ID and name of the Captive Course record that it was changed to. Inquiry only field.
Print (Prt):	<p>Allows the user to view the Captive Course Request History in the report browser mode. Click on the detail button.</p> <p>Note:</p> <p>For any report, to maintain the same format in a WORD/NOTEPAD file, the user should change their font type in the printer settings to Lucida Console, 10pt and set page set up to landscape.</p>

## CAPTIVE COURSE REPORTS

### CE CAPTIVE COURSES SUBMISSION REPORT (XCCQ)

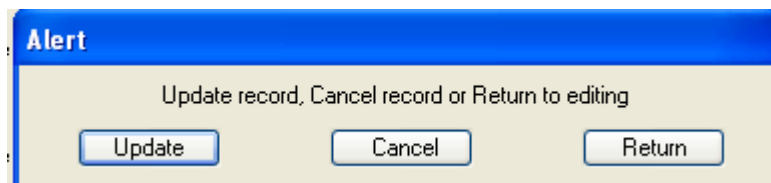
This form allows the **Lcal CIS User** and **System Office staff** to view report of all courses in database with all statuses.



The screenshot shows a web form titled "XCCQ-CE Captive Crs Submission Rpt". The form contains several input fields and dropdown menus:

- College Code:** A dropdown menu with "1" selected, showing "802 - Asheville-Buncombe Technical Community College". A second dropdown menu with "2" is empty.
- Academic Level:** A dropdown menu with "CE - Continuing Education" selected.
- Submission Status:** A dropdown menu with "1" selected.
- Submission Date:** Two date pickers. "Begin Date" is set to "08/09/10" and "End Date" is set to "08/10/10".
- Facility Code:** A dropdown menu with "1" selected, showing "4675". A second dropdown menu with "2" is empty.

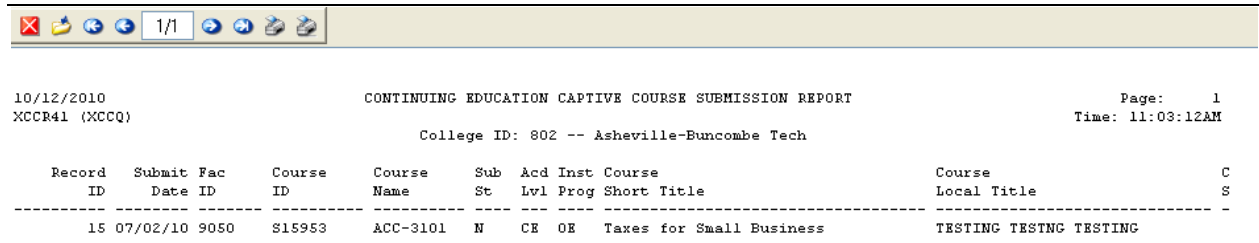
Enter Information needed for each level to create the Captive Course Submission Report, then click the save icon.



The screenshot shows an "Alert" dialog box with a blue header. The text inside the dialog reads "Update record, Cancel record or Return to editing". Below the text are three buttons: "Update", "Cancel", and "Return".

Click the Update button to continue.

Based on information entered a report is created. Note: For any report, to maintain the same format in a WORD/NOTEPAD file, the user should change their font type in the printer settings to Lucida Console, 10pt and set page set up to landscape.



The screenshot shows a window with a toolbar at the top containing icons for file operations and a page indicator '1/1'. Below the toolbar, the report content is displayed in a monospaced font. The report title is 'CONTINUING EDUCATION CAPTIVE COURSE SUBMISSION REPORT'. It includes a date '10/12/2010', a facility identifier 'XCCR41 (XCCQ)', and a page number 'Page: 1'. The time is 'Time: 11:03:12AM'. The college is identified as 'College ID: 802 -- Asheville-Buncombe Tech'. A table follows with columns for Record ID, Submit Date, Facility ID, Course ID, Course Name, Sub St, Academic Level, Instructional Program, Course Short Title, Course Local Title, and Correction Status (CS). One record is shown with the course name 'Taxes for Small Business' and a local title of 'TESTING TESTING TESTING'.

Record ID	Submit Date	Fac ID	Course ID	Course Name	Sub St	Acad Lvl	Inst Prog	Course Short Title	Course Local Title	CS
15	07/02/10	9050	S15953	ACC-3101	N	CE	OE	Taxes for Small Business	TESTING TESTING TESTING	

### Header Titles

Record ID, Submit Date, Facility ID, State Number (Crs ID), Course ID (Course Name), Submit Status (Sub St), Academic Level (Acad Lvl), Instructional Program (Inst Prog), Course Short Title, Course Local Title, Correction Status (CS).

CE CAPTIVE COURSES APPROVAL REPORT XCCB

This form allows **Local CIS User** and **System Office staff** to view course approvals with any status and the option to narrow searches with various filters.

XCCB-CE Captive Crs Approval Rpt

College Code 1 802 - Asheville-Buncombe Technical Community College  
2

Academic Level CE - Continuing Education

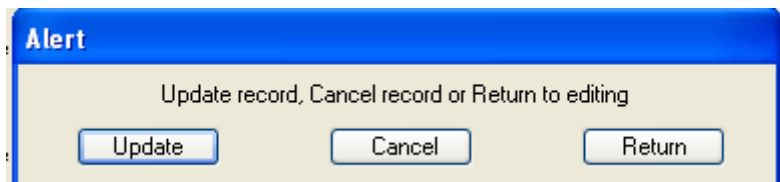
Approval Status 1 P - Pending  
2

Submission Date Begin Date 07/20/10 End Date 08/10/10

Approval Date Begin Date 07/26/10 End Date 08/10/10

Facility Code 1 4675  
2

Enter information needed for each level to create the Captive Course Approval Report, then click the save icon.



Click the Update button to continue.

Based on information entered a report is created. Note: To maintain the same format in a WORD/NOTEPAD file, the user should change their font type in the printer settings to Lucida Console, 10pt and set page set up to landscape.



10/12/2010 CONTINUING EDUCATION CAPTIVE COURSE SUBMISSION REPORT Page: 1  
XCCR41 (XCCQ) College ID: 802 -- Asheville-Buncombe Tech Time: 11:03:12AM

Record ID	Submit Date	Fac ID	Course ID	Course Name	Sub St	Acd Lvl	Inst Prog	Course Short Title	Course Local Title	C S
15	07/02/10	9050	S15953	ACC-3101	N	CE	OR	Taxes for Small Business	TESTING TESTING TESTING	

**Header Titles**

Record ID, Submit Date, Facility ID, State Number (Crs ID), Course ID (Course Name), Submit Status (Sub St), Academic Level (Acd Lvl), Instructional Program (Inst Prog), Course Short Title, Course Local Title, Correction Status (CS).