



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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President

NUMBERED MEMO CC22-013

TO: Admissions Officers, Continuing Education Officers, Public Information Officers, Human Resources Development, President's Assistants, Business Officers, Chief Financial Officers, Chief Academic Officers, Basic Skills Directors, Data Coordinators

FROM: President Dr. Pamela Senegal, Chairperson, NCCCS Data Governance Committee

SUBJECT: **Course Section Location Type**
Approved Course Section Location Type Data Standards

DATE: February 10, 2022

To improve data quality for the North Carolina Community College System (NCCCS), the State Board of Community Colleges has charged the NCCCS Data Governance Committee (DGC) with approving systemwide data standards, including definitions for data elements used throughout NCCCS (see [1D SBCCC 400.4\(c\)](#)). In February 2021, the North Carolina Community College DGC initiated the process to adopt standard definitions and workflows for Course Section Location Types. The Committee has approved updated definitions and workflows documented below after incorporating comments received during the review period. A maintenance plan has also been added.

Colleges are requested to note the workflow implementation and maintenance guidelines. **Beginning Spring 2022, The System Office will implement a new error checking process which will flag invalid location codes, and corrections will be required before college ICR submissions are accepted in the NCCCS data warehouse.**

For proactive training and assistance, please submit a [Service Now ticket](#). System Office IT Staff will be glad to provide guidance on workflows and address any questions you may have.

Course Section Location Type Standards

Main Campus:

Primary campus location in the community college service area where the college provides instruction, as designated by the Trustees of the college.

Workflow guidance:

- Establishment requires State Board approval [1B SBCCC 200.1](#). Once established, name changes require State Board notification [1B SBCCC 200.2](#).
- Any course section that is delivered 100% online (Instruction Method=IN), and is not for Captive/Co-Opted groups, should be coded to the Main Campus.
- Main Campus is identified with a location type code that begins with a "1."
- Main Campus locations include "Main Campus" in the location type name.
- There is only one Main Campus per community college.

Multi-Campus Center (MCC):

According to [1B SBCCC 200.3](#), "A Multi-Campus Center (MCC) is a convenience location in the community college service area to provide appropriate population and geographic access for community outreach, testing, faculty and staff offices, as well as literacy, continuing education, and curriculum instruction." For the criteria for establishing Multi-Campus Centers, see [1B SBCCC 200.3](#).

Workflow guidance:

- At MCCs, comprehensive instructional support functions including, but not limited to libraries and student development services, are parts of the operation.
- The MCC must provide students the opportunity to complete at least one associate degree at the MCC.
- The MCC must be at least ten (10) miles from the Main Campus or other MCC locations or the college must provide evidence that the MCC is established in a location where the Main Campus or other MCC locations cannot adequately provide community college programs and services. This provision only applies to MCCs established after the effective date of [1B SBCCC 200.3](#).
- Colleges shall obtain prior approval and maintain approval of the MCC from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Programs and services provided through MCCs shall comply with The Principles of Accreditation: Foundation for Quality Enhancement of SACSCOC.
- County government provides support for maintenance and operation of the MCC physical plant.
- The college must demonstrate that they have developed an instructional program and services plan including, but not limited to a description of programs, staffing, and instructional support functions for the MCC.
- The MCC must enroll a minimum of 300 (curriculum, occupational extension, or basic skills) budget FTE via traditional, blended, or hybrid instruction originating from and delivered at that MCC location.
- The physical facility or facilities for the MCC must either be owned or leased on a long-term basis by the college as defined in the [NCCCS Capital Improvement Guide](#).
- Establishment requires State Board approval [1B SBCCC 200.3](#). Designation changes require State Board notification.
- MCCs are typically identified with a location type code that begins with a "2."
- MCCs include "Campus" in the location type name.

- For hybrid and blended instruction where the face-to-face instruction portion of the course occurs at the MCC, a building associated with the MCC location must be used for the online portion of the course.

Off-Campus Center (OCC):

An Off-Campus Center (OCC) is a convenience location in the community college service area where the college provides instruction.

Workflow guidance:

- Does not meet all requirements in [1B SBCCC 200.3](#) for a Multi-Campus Center.
- Does not require curriculum instruction.
- The physical facility or facilities for the OCC must either be owned or leased on a long-term basis by the college as defined in the [NCCCS Capital Improvement Guide](#).
- Establishment does not require State Board approval but does require System Office notification.
- OCCs are identified with a location type code that begins with a “5.”
- OCCs include “Center” in the location type name.
- For hybrid and blended instruction where the face-to-face instruction portion of the course occurs at the OCC, a building associated with the OCC location must be used for the online portion of the course.

High School Location (HS):

High School (HS) locations are high schools in the community college service area where the college provides instruction.

Workflow guidance:

- The focus is on the physical location of the instruction, not the students served.
- Can include public or private HS locations.
- HS locations are identified with a location type code of 9500. Specific HS locations can be built as locations associated with the location type of 9500.
- For hybrid and blended instruction where the face-to-face instruction portion of the course occurs at the HS location, a building associated with the HS location must be used for the online portion of the course.

Captive/Co-Opted Facilities:

Captive/Co-Opted facilities are locations in the community college service area that serve Captive/Co-Opted groups as defined by State Board Code [1D SBCCC 700.98](#) where colleges provide instruction. Colleges may provide instruction to both Captive/Co-Opted (e.g., inmates, patients) and Non-Captive/Co-Opted (e.g., staff) groups at these locations.

Federal Prison (FED): A facility operated under the jurisdiction of the federal government for the confinement of inmates.

State Prison (DPS): A facility operated under the jurisdiction of North Carolina's Department of Public Safety (NCDPS) for the confinement of inmates.

Juvenile Detention Center (JDC): A facility operated by the NCDPS Juvenile Justice section to temporarily house youths alleged to have committed a delinquent act or to be a runaway. Youths are generally placed in a juvenile detention center while awaiting a court hearing, or until another placement can be found, either in a community-based program or service or in a youth development center.

Youth Development Center (YDC): A facility operated by the NCDPS Juvenile Justice section to provide education and treatment services to prepare committed youth to successfully transition to a community setting. This type of commitment is the most restrictive, intensive dispositional option available to the juvenile courts in North Carolina. The structure of the juvenile code limits this disposition to those juveniles who have been adjudicated for violent or serious offenses or who have a lengthy delinquency history.

Local Jail or Detention Center: A facility operated by one or more units of local government (city, county, or region) for the confinement of inmates.

Private Treatment or Rehabilitation Center: A privately operated treatment or rehabilitation center in the community college service area where the college provides instruction as defined by State Board Code [1D SBCCC 700.98\(a\)](#).

Workflow guidance:

- Requires System Office Application (see [KB0010400](#)) and State Board approval. Note: All colleges have received approval to offer BSP and HRD courses in Jail locations (see [Course of Instruction to Captive/Co-Opted Groups](#)).
- Any instruction that happens for Captive/Co-Opted groups, regardless of Course Section Delivery Method, should be coded to a Captive/Co-Opted facility location type.
- Applicable course sections must also be coded to include an approved immured group code.
- For hybrid and blended instruction where the face-to-face instruction portion of the course occurs at the Captive/Co-Opted facility, a building associated with the Captive/Co-Opted location must be used for the online portion of the course.

Other Community Location:

Other Community Locations are convenience locations in the community college service area where the college provides instruction that does not meet the definition of a Multi-Campus Center, Off-Campus Center, High School, or Captive/Co-Opted facility. Other Community Locations are identified with a location type code of 9000.

Workflow guidance:

- For hybrid and blended instruction, where the face-to-face instruction portion of the course occurs at the Other Community Location, a building associated with the Other Community Location must be used for the online portion of the course.

Course Sections Delivered in Multiple Locations

For course sections that are taught in multiple locations, colleges must assign the location where majority of the course is delivered.

If a course section is delivered equally between locations, the following priority order should be used to assign a primary location:

1. Main Campus
2. Multi-Campus Center
3. Off-Campus Center
4. High School Location
5. Captive/Co-Opted Facilities
6. Other Community Location

Example: Multi-Campus center will be the primary location for a course that is taught equally between at a Multi-Campus Center and a High School.

Maintenance Plan

The System Office maintains a comprehensive list of all Colleges active and historic location codes. To ensure this information is current, colleges are requested to follow guidelines noted below.

Workflow Guidance: New Locations-Request New Code

Step 1: In addition to any email notifications and State Board Approvals process noted above, college will need to open a ServiceNow® Incident assigned to the Student Programs and Services IT team requesting the new Class location code.

Step 2: Student Programs and Services IT team will determine the type of location code being requested (i.e., Captive, MCC, OCC) and will work with the Business Division and the College to ensure that all the appropriate documentation is in place to support the assignment of a new code. If the request for a new location code is not approved by the Business Owner, the decision will be noted in the incident with supporting documentation and the incident will be closed.

Step 3: If the new location is approved by the Business Division and:

- a. the location is a new DPS facility, Student Programs and Services IT team will provide the location code determined by the college and other location details (college, type of location, address, any relevant notes) for the Data Warehouse (DW) team to update the System Office (SO) Class Location Table by creating a task within the incident.

OR

- b. the location is a non-DPS facility, a task will be created and assigned to the DW team to assign a new location code. The DW team will select a distinct code that conforms with the numbering conventions in the SO Class Location Table (MCC = 2XXX, OCC =5XXX, Non-DPS Captive and/or Youth = 8XXX) and update the SO Class Location Table. The INC number should be referenced in the Notes column on the table.

Step 4: Once the table is updated, the DW team will alert Business Division and the Student Programs and Services IT team of what that code is and the effective date. Effective date is always the first date of the term in which the request was granted. For example, a request approved in July 2022 would have an effective date back to the first day of the Summer 2022 Term (05/16/2022).

Step 5: Student Programs and Services IT team will inform the college of the new location code and effective date, provide guidance on how to enter the location code in their local system, update supporting documentation (KB Articles) and close the incident.

Workflow Guidance: Site Closure - Remove Existing Code

Within 30 days of local Board approvals and no later than the official date of site closure, colleges are required to submit an official notification letter from the College President to the System Office. In addition, colleges must follow the steps outlined below.

Step 1: College will need to open a ServiceNow® Incident for the Student Programs and Services IT team requesting change in status of an existing Class location code from Active to Inactive and provide the date of this change.

Step 2: Student Programs and Services IT team will review the request, confirm the changes that will be made and note that on the incident. A task will be added for the Data Warehouse team with details on the changes required including any relevant notes. The DW team will update the SO Class Location Table and notify the Student Programs and Services IT team. Student Programs and Services IT team will follow up with colleges with guidance on making changes locally and close the incident.

Workflow Guidance: Change in Code

Step 1: College will need to open a ServiceNow® Incident for the Student Programs and Services IT team requesting changes to an existing Class location code.

Step 2: Student Programs and Services IT team will review the request, confirm the changes that will be made and note that on the incident. A task will be added for the Data Warehouse team with details on the changes required including any relevant notes. The DW team will update the SO Class Location Table and notify the Student Programs and Services IT team. Student Programs and Services IT team will follow up with colleges with guidance on making changes locally and close the incident.

Workflow Guidance: Site Reopening -Change in Status

Colleges should follow the same approval and workflow guidance note for new codes, to reactivate an existing location to Active Status.

Addendum

Questions Received during Comment Period: Committee Response Summary

Question: If a course is taught equally at more than two locations, and never more than 50% in a single location, how should it be coded?

Answer: The location where the highest percentage of the class is taught should be selected (example: if 40% of the course is taught in one location, and 30% each in the other two, the location where 40% of the course is taught should be selected). If there is no majority, the priority order noted in the memo should be used.

Question: What should be the primary location for an online course?

Answer: All online courses should be assigned to the main campus, as noted in the Main Campus guidance above.

Question: Should colleges code the location where the instructor is delivering the course, if colleges are allowing students to attend in-person or online?

Answer: Yes, the college should use the location where the instructor is delivering the course.

Question: How should locations for Work Based Learning (WBL) courses be listed?

Answer: WBL Courses should be assigned to the actual location where the student is attending the course.

Question: How should we identify the location of our clinical instruction that is off campus?

Answer: It should be coded to the actual location where the instruction is occurring.