



# **North Carolina Community College System**

## **Credit for Prior Learning User Guide**

**Version 6.0**

**April 2026**

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Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

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**Version #:** Updated version number of document as of published revision.

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## 1 Purpose

This document highlights the main topics relating to State Board of Community College Code 1D SBCCC 800.1 through 1D SBCC 800.10 to ensure that the workflow used to record Credit for Prior Learning (CPL) is consistent across the 58 North Carolina community colleges. This document provides insight into awarding credit for prior learning. The workflows described within are considered best practice workflows and should be utilized by each college. Section 19 of the *Curriculum Procedures Reference Manual* will include guidance for colleges on how to implement each type of credit for prior learning (CPL). The chapter will also include references to applicable State Board Code and websites that provide additional information. The Curriculum Course Review Committee (CCRC) approved the workflow described in this document on October 27, 2021.

The NC credit type and NC status should be assigned to credit awarded for Credit for Prior Learning with the exception of credit awarded from Community College of the Air Force. The **Noncourse Work Summary (NCWS)** form will be used for the non-course codes described in this document.

Refer to the document titled *Management of Transfer and Placement Test Credit for the Curriculum Level* published on the NCCCS Service Portal at <https://ncccs.servicenowservices.com/sp> for additional information related to equivalencies, credit types, and general workflows related to creating non-course codes.

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Note: All non-course codes created based on the workflow in this document must be added to the **TT\_TEST.CODES** file translation table on the **File Translate Table (FLTT)** form. The new code should be LOCAL.

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## ***2 Apprenticeships (RAP)***

Credit for Prior Learning (CPL) based on an Apprenticeship is defined in 1D SBCCC 800.3. The North Carolina Community College System (NCCCS) recognizes “Registered Apprenticeship” as defined by the Federal Definition by the U.S. Department of Labor.

At a minimum, colleges shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee (CCRC) for related instruction provided by external entities for registered apprenticeship programs. A college may award CPL for related instruction provided by external entities for which statewide articulations have not been established by the CCRC consistent with its local CPL policy.

Work-based learning (WBL) course credit may be granted for the experiential portion of a Registered Apprenticeship. Documentation including completed time on task shall be provided through an Apprenticeship Agreement and shall constitute the documentational requirements of a WBL experience.

The non-course code for apprenticeships should always begin with **RAP** and follow one of the two workflows below.

## 2.1 Apprenticeship With an Equivalency

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code for Apprenticeship should be **RAP** followed by the course, e.g., **WBL111**.

The screenshot shows the 'NONC - Noncourses' form. The title is 'Registered Apprenticeship' and the description is '1 CPL for Registered Apprenticeship'. The type is 'RAPP Registered Appr' and the category is 'Other Noncourse Wo'. The SOC Credit Type is empty. The Equivalencies table has two rows: Row 1 has Start Date '08/15/21', General Credit '0.00000', Course Credit '1.00000', Credit Type 'Non Course', and Default Status 'NC Noncourse'. Row 2 is empty.

Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
08/15/21		0.00000	1.00000	Non Course	NC Noncourse

Figure 2.1 – NONC – Noncourses

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **RAPP**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

NONC • NONE - Noncourse Equivalencies ☆

Save Save All Cancel Cancel All

---

Noncourse : RAPWBL111 Registered Apprenticeship

Start Date: 08/15/21

End Date:

Acad Level: CU Cu

Credit Type: NC No

Grade Scheme:

Drft Status: NC Noncourse Equivalency

Description:

Institution:

Acad Programs: 1

Comments: 1

---

Equivalent Course	Title	Course Level	Credit	Score Min	Score Max	Grade Min	Grade Max
WBL-111	Work-Based Learning	Non-T	1.00000				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

Credit	Subject	Course Level	Dept	Score Min	Score Max	Grade Min	Grade Max
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 2.2 – NONE – Noncourse Equivalencies

## 2.2 Apprenticeship without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **RAPOTH1 – RAPOTH5** should be used.

NONC - Noncourses ☆ Save Save All Cancel Cancel All

Equivalencies No Values

Noncourse : RAPOTH1

Title Registered Apprenticeship

Description 1 CPL for Registered Apprenticeship

Type RAPP Registered Appr

Form Name Number

Category Other Noncourse Wo

SOC Credit Type

Std Test ID

Addnl CalMIS Info

Min Score

Max Score

Desired Score

Expiration Years

Grade Scheme

Desired Grade 1

Grade/Score to Use BEST Use best gra

Equivalencies

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1						
2						

Comments 1

Figure 2.3 – NONC – Noncourses

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **RAPP**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Access the **Noncourse Work Summary (NCWS)** form to award specific credit.

NCWS • NCRS - Noncourse Work ☆

Save Save All Cancel Cancel All

Atkinson Bartley, Ms. Sonya C. ID: 0075547  
Greenville NC 27834 Home: 252-758-2881  
Noncourse: RAPOTH1 Registered Apprenticeship

Title Registered Apprenticeship  
Category O Other Noncourse Work  
Start Date 07/14/21  
End Date  
Scores Pcts  
Grade Scheme  
Grade  
Source  
Status A Accepted  
Status Date 07/14/21  
Institution

Licensing County  
Licensing State  
Licensing Country  
Comments 1  
Equivalency No  
Shell  
Term

	Credit	Credit Type	Acad Level	Subject	Course Level	Dept	Status
1							
2							

**Figure 2.4 – NCRS – Noncourse Work**

The following field descriptions are provided as guidance when using the **NCRS** form:

- Enter the student ID or other identifying criteria.
- Detail on the first blank line.
- **Start Date** and **End Date**: Record the start date. Record the end date, if applicable.
- **Scores**: Record the score(s), if applicable.
- **Source**: Select the source.
- **Status**: Select Accepted.
- **Equivalency**: Detail on this field.

Enter the appropriate credit to be awarded on the **Noncourse Equiv Evaluation (NEQV)** form.

NCWS • NCRS • NEQV - Noncourse Equiv Evaluation ☆

Save Save All Cancel Cancel All

1 of 3 Equivalency Value 1/2

Atkinson Bartley, Ms. Sonya C. ID: 0075547  
Greenville NC 27834 Home: 252-758-2881

Noncourse	Title	Score	Scheme	Gr	Date
RAPOTH1	Registered Apprenticeship				07/14/21

  

Status	Equivalent Course	Title	Acad Level	Course Level	Equiv Dt	Credit Term	Scheme	Gr
1	WBL-110	World of Work		AAS Non-Trans		1.00000	CU	
NC	NC Non Course	CU Curriculum			07/14/21			

  

Status	Credit	Subject	Acad Level	Course Level	Equiv Dt	Department	Notes/Com
1							

Description

Acad Programs 1

Std Equiv/Date

Figure 2.5 – NEQV – Noncourse Equiv Evaluation

NCWS • NCRS • NEQV - Noncourse Equiv Evaluation ☆

Save Save All Cancel Cancel All

2 of 3 Equivalency Value 2/2

Atkinson Bartley, Ms. Sonya C. ID: 0075547  
Greenville NC 27834 Home: 252-758-2881

Noncourse	Title	Score	Scheme	Gr	Date
RAPOTH1	Registered Apprenticeship				07/14/21

  

Status	Equivalent Course	Title	Course Level	Credit Term	Scheme	Gr
	Credit Type	Acad Level	Equiv Dt		Notes/Com	
2	WBL-111	Work-Based Lear	AAS Non-Trans	1.00000	CU	
NC	NC Non Course	CU Curriculum	07/14/21			

  

Status	Credit	Subject	Course Level	Department	Notes/Com
	Credit Type	Acad Level	Equiv Dt	Term	
1					

Description

Acad Programs 1

Std Equiv/Date

Figure 2.6 – NEQV – Noncourse Equiv Evaluation – Additional Credit

Save All.

### **3 Certifications and Licensures (CNL)**

Certifications and licensures include industry recognized/State mandated/regulated licenses/LP license/aviation programs, etc.

The non-course code for certifications and licensures should always begin with **CNL** and follow one of the two workflows below.

#### **3.1 CNL with an Equivalency**

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code **CNL** followed by the course should be used, e.g., **CNLAVI110**.

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **CERT**.
- **Category:** Select **Life Experience**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

### 3.2 CNL without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **CNLOTH1 – CNLOTH5** should be used.

NONC - Noncourses ☆ New Record Save Save All Cancel Cancel All

Equivalencies No Values

Noncourse : CNLOTH1

Title: Certifications and Licensures

Description: 1 CPL for Certifications and Licensures

Type: CERT Certification

Category: Life Experience

SOC Credit Type: [Dropdown]

Std Test ID: [Text]

Form Name: [Text] Number: [Text]

Subtest Of: [Text]

Addnl CalMIS Info: [Checkbox]

Min Score: [Text] Max Score: [Text] Desired Score: [Text] Expiration Years: [Text]

Grade Scheme: [Text] Desired Grade: 1

Grade/Score to Use: BEST Use best gra

Equivalencies

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1						
2						

Comments: 1 [Text]

**Figure 3.1 – NONC – Noncourses**

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **CERT**.
- **Category:** Select **Life Experience**.
- **Grade/Score to Use:** Select **BEST**.

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a particular set of courses.

## 4 High School to Community College Articulation (HCC)

The North Carolina High School to Community College Articulation Agreement is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System. This articulation agreement ensures that when a student is proficient in a high school course included in the agreement, the student can receive college credit for that course at any North Carolina community college.

Colleges shall award credit to students who have completed a high school course and met the criteria as outlined in the North Carolina High School to Community College Articulation Agreement.

A college may award credit for successful completion of other high school courses consistent with any local high school to community college articulation agreements entered by the college and an education entity providing secondary education.

The non-course code for certifications and licensures should always begin with **HCC** and follow one of the two workflows below.

### 4.1 HCC with an Equivalency

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code **HCC** followed by the course should be used, e.g., **HCCANS110**.

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **TEST**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

## 4.2 HCC without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **HCCOTH1 – HCCOTH5** should be used.

NONC - Noncourses ☆ Save Save All Cancel Cancel All

Noncourse: HCCOTH1

Title: High School to Comm College

Description: 1 CPL for High School to Community College

Type: TEST Test

Form Name: 1 Number: 1

Category: Other Noncourse Wo

SOC Credit Type: Subtest Of: Std Test ID: Addnl CalMIS Info: Expiration Years: Min Score: Max Score: Desired Score: Expiration Years: Grade Scheme: Desired Grade: 1 Grade/Score to Use: BEST Use best gra

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1		2				
2	2	1				

Comments: 1

**Figure 4.1 – NONC – Noncourses**

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **TEST**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a particular set of courses.

## 5 *Military Training and Service (JST)*

---

Note: Credit related to courses taken through Community College of the Air Force is considered transfer credit and should be awarded using the **External Transcript Summary (EXTS)** form. The credit type of **TR** should be assigned, and a status of **XT** should be entered.

---

For Military Training and Service except courses taken through the Community College of the Air Force, the non-course code should always begin with **JST** and follow one of the two workflows below.

### 5.1 **Military Training and Service with an Equivalency**

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code **JST** followed by the course should be used, e.g., **JSTPED110**.

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Military Duty**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

## 5.2 Military Training and Service without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **JSTOTH1 – JSTOTH5** should be used.

NONC - Noncourses ☆ New Record Save Save All Cancel Cancel All

Equivalencies No Values

Noncourse: JSTOTH1

Title: Joint Services Transcript

Description: 1 CPL for Joint Services Transcript

Type: MIL Military Duty

Form Name: 1 Number: 1

Category: Other Noncourse Wo

SOC Credit Type: Subtest Of: ...

Std Test ID: Addnl CalMIS Info:

Min Score: Max Score: Desired Score: Expiration Years:

Grade Scheme: ... Desired Grade: 1 Grade/Score to Use: BEST Use best gra

Equivalencies						
	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1						
2						

Comments: 1

**Figure 5.1 – NONC – Noncourses**

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Military Duty**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a particular set of courses.

---

**Note:** For credit added from a Joint Services Transcripts (JST), enter the Military Course ID and Course Title or Occupation ID and Title in the **Comments** field on the **Noncourse Work (NCRS)** form after adding the non-course on the **Noncourse Work Summary (NCWS)** form.

---

NCWS • NCRS - Noncourse Work ☆

Save Save All Cancel Cancel All

1 of 2 Comments Value 1/1

McCullough, Bryan ID: 0076602  
Winston-Salem NC 27103  
Noncourse : JSTOTH1 Joint Services Transcript

Title

Category

Start Date

End Date

Scores   Pcts

Grade Scheme

Grade

Source

Status

Status Date

Institution

Licensing County

Licensing State

Licensing Country

Comments

Equivalency

Shell

Term

	Credit	Credit Type	Acad Level	Subject	Course Level	Dept	Status
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
3	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Figure 5.2 – NCRS – Noncourse Work

## **6 Standardized Exams**

The non-course code for standardized exams should always begin with the standard non-course code identified below and follow one of the two workflows below.

### **6.1 AP Exams (APE)**

AP Exams with an equivalency: **APE** followed by course, e.g., **APEENG111**

AP Exams without a standard equivalency: **APEOTH1 – APEOTH5**

### **6.2 CLEP (CLP)**

CLEP Exams with an equivalency: **CLP** followed by course, e.g., **CLPENG111**

CLEP Exams without a standard equivalency: **CLPOTH1 – CLPOTH5**

### **6.3 International Baccalaureate (IBE)**

International Baccalaureate with an equivalency: **IBE** followed by course, e.g., **IBEENG111**

International Baccalaureate without an equivalency: **IBEOTH1 – IBEOTH5**

### **6.4 Cambridge (CMB)**

Cambridge with an equivalency: **CMB** followed by course, e.g., **CMBENG111**

Cambridge without an equivalency: **CMBOTH1 – CMBOTH5**

### **6.5 DSST Exams (DST)**

DSST Exams with an equivalency: **DST** followed by course, e.g., **DSTENG111**

DSST Exams without an equivalency: **DSTOTH1 – DSTOTH5**

NONC - Noncourses ☆ New Record

1 of 1 Equivalencies Adding Value 2

---

**Noncourse : APEEC0251**

Title: Economics, Micro

Description: 1 AP Exam Economics, Micro

Type: TEST Test

Form Name: 1

Number: [ ]

Category: **O Other Noncourse Wo**

SOC Credit Type: [ ]

Subtest Of: [ ]

Std Test ID: [ ]

Addnl CalMIS Info:

---

Min Score: 3

Max Score: [ ]

Desired Score: 3

Expiration Years:

Grade Scheme: [ ]

Desired Grade: 1

Grade/Score to Use: BEST Use best gra

---

**Equivalencies**

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1	08/15/21		0.00000	3.00000	Non Course	NC Noncourse
2						

---

Comments: 1 [ ]

**Figure 6.1 – NONC – Noncourses – Non-Course for AP Exam with Standard Equivalency**

The following field descriptions are provided as guidance when using the **NONC** form for Standardized Exams:

- **Type:** Select **TEST**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

NONC • NONE - Noncourse Equivalencies ☆

New Record Save Save All Cancel Cancel All

1 of 1 Element Equivalent Course Value 1/1

Noncourse : APEECO251 Economics, Micro

Start Date: 08/15/21  
 End Date:   
 Acad Level: CU Cu  
 Credit Type: NC No  
 Grade Scheme:   
 Dflt Status: NC Noncourse Equivalency  
 Description:   
 Institution:   
 Acad Programs: 1  
 Comments: 1

Equivalent Course	Title	Course Level	Credit	Score Min	Score Max	Grade Min	Grade Max
1	ECO-251 Prin of Microeconom	Comp.	3.00000	3			
2							
3							

Credit	Subject	Course Level	Dept	Score Min	Score Max	Grade Min	Grade Max
1							
2							

Figure 6.2 – NONE – Noncourse Equivalencies – Equivalency for AP Exam

NONC - Noncourses ☆ New Record Save Save All Cancel Cancel All

Equivalencies No Values

Noncourse: CLPOTH1

Title: CLEP Exam

Description: 1 CPL for CLEP

Type: TEST Test

Form Name: [ ] Number: [ ]

Category: O Other Noncourse Wo

SOC Credit Type: [ ] Subtest Of: [ ]

Std Test ID: [ ] Addnl CalMIS Info: [ ]

---

Min Score: [ ] Max Score: [ ] Desired Score: [ ] Expiration Years: [ ]

Grade Scheme: [ ] Desired Grade: 1

Grade/Score to Use: BEST Use best gra

Maintainable field Grade/Score to Use is a ValCode field

Equivalencies

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Comments: 1 [ ]

**Figure 6.3 – NONC – Noncourses – Non-course for CLEP without an Equivalency**

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a particular set of courses.

## 7 Challenge Exams (CHL)

The grade assigned should be the Challenge Exam grade equivalent listed in the **TT\_CRPFA.STD.GRADES** file translation table on the **FLTT** form.

Original code is the local grade. New code should be **CE**.

Use one of the following two options.

### 7.1 Option 1

Access the **Noncourses (NONC)** form.

**Noncourse LookUp:** Enter the non-course code. The non-course code should begin with **CHL** followed by the subject and course number (course name), e.g., **CHLENG111**.

The screenshot shows the 'NONC - Noncourses' form. At the top, there are navigation buttons: 'New Record', 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below these are navigation icons and the text 'Equivalencies' and 'Adding Value 2'. The main form area is titled 'Noncourse: CHLENG111'. It contains several input fields and dropdown menus: 'Title' (Credit by Exam/Proficiency), 'Description' (1 CPI for Credit by Exam/Proficiency), 'Type' (LIFE Life Experience), 'Form Name' (1), 'Number' ( ), 'Category' (L Life Experience), 'SOC Credit Type' ( ), 'Subtest Of' ( ), 'Std Test ID' ( ), 'Addnl CalMIS Info' ( ), 'Min Score' ( ), 'Max Score' ( ), 'Desired Score' ( ), 'Expiration Years' ( ), 'Grade Scheme' ( ), 'Desired Grade' (1), and 'Grade/Score to Use' (BEST Use best gra). Below these fields is a section for 'Equivalencies' which contains a table with columns: Start Date, End Date, General Credit, Course Credit, Credit Type, and Default Status. The table has two rows of data. At the bottom, there is a 'Comments' field with the value '1'.

Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
08/15/21		0.00000	3.00000	Non Course	NC Noncourse

Figure 7.1 – NONC – Noncourses

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Life Experience**.
- **Category:** Select **Life Experience**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

NONC • NONE - Noncourse Equivalencies ☆ New Record [Save](#) [Save All](#) [Cancel](#) [Cancel All](#)

---

Noncourse: CHLENG111    Credit by Exam/Proficiency

Start Date: 08/15/21    Diff Status: NC Noncourse Equivalency

End Date:    Description:    Institution:    Acad Programs: 1    Comments: 1

Acad Level: CU Cu    Credit Type: NC No    Grade Scheme:    Institution:    Acad Programs: 1    Comments: 1

Equivalent Course	Title	Course Level	Credit	Score Min	Score Max	Grade Min	Grade Max
1	ENG-111 Writing and Inquiry	Comp.	3.00000				
2							
3							

Credit	Subject	Course Level	Dept	Score Min	Score Max	Grade Min	Grade Max
1							
2							

Figure 7.2 – NONC – Noncourse Equivalencies

## 7.2 Option 2

Registration/claim contact hour FTE.

Create a section using the **Sections (SECT)** form as normal.

Access the **Section Financial Info (SFIN)** form.

**Funding Acctg Method:** Select **C Contact Hr/Multi-Entry**.

**SFIN - Section Financial Info** ☆ Save

Section : ACC-120-02      Term : 2023SP      Status : A  
 Title : Prin of Financial Account      Synonym : 4500      Status Date : 02/21/23

Course Cost

GL Number

Description

Expense Codes	Proj Expense	Actual Expense
1 <input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
2 <input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
3 <input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>

Funding Sources 1

Funding Acctg Method M Membership Hour Course

Instructional Categories	Category	Credits	Hours
1	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
2	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
Total		<input type="text"/>	<input type="text"/>

Disability Status

Stipend

Comments 1

**Figure 7.3 – SFIN – Section Financial Info**

Access the **Section Offering Info (SOFF)** form.

**Attendance Tracking Type:** Select **S – Section meeting poss att** or **A – Non scheduled poss att**.

The screenshot shows the 'SOFF - Section Offering Info' form. At the top, there are 'Save', 'Save All', and 'Cancel' buttons. Below the title bar, there are navigation controls and the text 'Instructional Methods' and 'Value 1/1'. The main form area is divided into several sections:

- Instructional Methods:** A table with columns: Instr Method, Instr Ld, Contact Hrs, Contact Measure, and Clock Hrs. Row 1 shows 'CLASS Classroom Hours', '3.00', '3.00', 'W Weekly', and an empty field. Row 2 is empty.
- Schedule Print Times:** A table with columns: Instr Meth Bldg, Room, Additional Meeting Information, St Time, End Time, Days of Week, St Date, and End Date. Row 1 shows 'Classroo', 'ONLN', 'ONLINE', '08:00AM', '10:00AM', 'W', '05/16/07', and '08/01/07'. A 'Frequency' dropdown is set to 'Weekly'. Row 2 is empty.
- Configuration Options:**
  - Calendar Status: Needs Build
  - Rebuild Calendar:
  - Calendar Details:
  - Number of Weeks: 16
  - Attendance Tracking Type: S - Section meeting pos att
  - Schedule Type: D Day
  - Show Drop Roster:
  - Re-open Attendance Entry:
  - Disallow Final Grade Entry if No Attendance:
  - Default:
  - Disallow Final Grade Entry By:
  - Default:
  - Fac Comm Cd/Stat:
  - Sec Blks: 1
  - Stu Comm Cd/Stat:
  - Curr Off: 1

**Figure 7.4 – SOFF – Section Offering Info**

## **8 Portfolio of Life and Work Experiences (LWE)**

The non-course code for portfolio of life and work experiences should always begin with **LWE** and follow one of the two workflows below.

### **8.1 Life and Work Experiences with an Equivalency**

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code **LWE** followed by the course should be used, e.g., **LWEEMS110**.

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Life Experience**.
- **Category:** Select **Life Experience**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

## 8.2 Life and Work Experience without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **LWEOTH1 – LWEOTH5** should be used.

NONC - Noncourses ☆ New Record Save Save All Cancel Cancel All

Equivalencies No Values

Noncourse: LWEOTH1

Title: Portfolio of Life and Work Exp

Description: 1 CPL for Portfolio of Life and Work Exp

Type: LIFE Life Experience

Category: L Life Experience

Form Name: [ ] Number: [ ]

SOC Credit Type: [ ] Subtest Of: [ ]

Std Test ID: [ ] Addnl CalMIS Info: [ ]

Min Score: [ ] Max Score: [ ] Desired Score: [ ] Expiration Years: [ ]

Grade Scheme: [ ] Desired Grade: 1

Grade/Score to Use: BEST Use best gra

Equivalencies

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Comments: 1 [ ]

**Figure 8.1 – NONC – Noncourses**

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Life Experience**.
- **Category:** Select **Life Experience**.
- **Grade/Score to Use:** Select **BEST**.

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a particular set of courses.

## 9 Public Safety Training (PST)

Examples of public safety training include but are not limited to Certifications/CE to CU, Police Officer/Firefighter/Emergency Medical, etc.

The non-course code for public safety training should always begin with **PST** and follow one of the two workflows below.

### 9.1 Public Safety Training with an Equivalency

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code **PST** followed by the course should be used, e.g., **PSTEMS110**.

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Certification**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Detail on the **Equivalencies** section at the bottom of the **NONC** form to set the standard equivalency.

## 9.2 Public Safety Training without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **PSTOTH1 – PSTOTH5** should be used.

NONC - Noncourses ☆ New Record

Equivalencies No Values

Noncourse: PSTOTH1

Title: Public Safety Training

Description: 1 CPL for Public Safety Training

Type: CERT Certification

Category: Other Noncourse Wo

SOC Credit Type: [ ]

Std Test ID: [ ]

Addnl CalMIS Info:

Form Name: [ ] Number: [ ]

Subtest Of: [ ]

Min Score: [ ]

Max Score: [ ]

Desired Score: [ ]

Expiration Years: [ ]

Grade Scheme: [ ]

Desired Grade: 1

Grade/Score to Use: BEST Use best gra

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Comments: 1 [ ]

**Figure 9.1 – NONC – Noncourses**

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **Certification**.
- **Category:** Select **Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a particular set of courses.

## 10 Continuing Education to Curriculum Credit (CECU)

Access the **Validation Codes (VAL)** form in the **Student (ST)** module to add the **CECU Con Ed to Curr Credit** non-course type to the **NON.COURSE.TYPES** validation table in **ST-VAL**.

Code	Description	Min Entry	Special Processing
9	CECU	Con Ed to Curr Credit	CECU
10			

**Figure 10.1 – ST-VAL – Validation Codes**

The following field descriptions are provided as guidance when using the **ST-VAL** form:

- **Code:** Enter **CECU**.
- **Description:** Enter **Con Ed to Curr Credit**.
- **Min Entry:** Select **CECU**.

The non-course code for Continuing Education to Curriculum credit should always begin with **CECU** and follow one of the two workflows below.

## 10.1 Continuing Education to Curriculum Credit with an Equivalency

When a standard equivalency has been determined and/or credit should be awarded for a specific course in the CCL, the non-course code **CECU** followed by the course code should be used, e.g., **CECUEPT120**.

NONC - Noncourses ☆ Save Save All Cancel Car

Noncourse: CECUEPT120

Title: CE to CU Credit

Description: 1 Continuing Education to Curriculum Credit

Type: CECU Con Ed to Curr

Category: O Other Noncourse Wo

SOC Credit Type:

Std Test ID:

Form Name: 1

Number:

Subtest Of:

Addnl CalMIS Info:

Min Score:

Max Score:

Desired Score:

Expiration Years:

Grade Scheme:

Desired Grade: 1

Grade/Score to Use: BEST Use best gra

Equivalencies

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1	01/01/26		0.00000	3.00000	Non Course	NC Noncourse
2						

Comments: 1

Figure 10.2 – NONC – Noncourses

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **CECU Con Ed to Curr Credit**.
- **Category:** Select **O Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.
- **Equivalencies:** Detail on this section at the bottom of the **NONC** form to enter the standard equivalency.

NONC • NONE - Noncourse Equivalencies ☆ • Save Save All Cancel C

Noncourse: CECUEPT120      CE to CU Credit

Start Date: 01/01/26

End Date:

Acad Level: CU Cu

Credit Type: NC No

Grade Scheme:

Dflt Status: NC Noncourse Equivalency

Description:

Institution:

Acad Programs: 1

Comments: 1

Equivalent Course	Title	Course Level	Credit	Min Score	Max Score	Min Grade	Max Grade
1	EPT-120      Sociology of Disast	Non-T	3.00000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/> <input type="calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/> <input type="calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Credit	Subject	Course Level	Dept	Min Score	Max Score	Min Grade	Max Grade
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 10.3 – NONE – Noncourse Equivalencies

## 10.2 Continuing Education to Curriculum Credit without an Equivalency

Sometimes a standard equivalency is not created and/or credit for more than one course will be awarded. The non-course codes **CECUOTH1 – CECUOTH5** should be used.

The screenshot shows the 'NONC - Noncourses' form. The 'Noncourse' is identified as 'CECUOTH1'. The form includes the following fields and sections:

- Title:** CE to CU Credit
- Description:** 1 Continuing Education to Curriculum Credit
- Type:** CECU Con Ed to Curr
- Category:** O Other Noncourse Wo
- SOC Credit Type:** (empty)
- Std Test ID:** (empty)
- Form Name:** 1
- Number:** (empty)
- Subtest Of:** (empty)
- Addnl CalMIS Info:** (empty)
- Min Score:** (empty)
- Max Score:** (empty)
- Desired Score:** (empty)
- Expiration Years:** (empty)
- Grade Scheme:** (empty)
- Desired Grade:** 1
- Grade/Score to Use:** BEST Use best gra
- Equivalencies Table:**

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1						
2						
- Comments:** 1

**Figure 10.4 – NONC – Noncourses**

The following field descriptions are provided as guidance when using the **NONC** form:

- **Type:** Select **CECU Con Ed to Curr Credit**.
- **Category:** Select **O Other Noncourse Work**.
- **Grade/Score to Use:** Select **BEST**.

Follow the steps in section 2.2 to assign the non-course code to a student and award credit for a specific set of courses.

## ***11 Non-course Based on Local College Policy (LCP)***

Local college policies may cause a need to award non-course credit. When this scenario arises, colleges should use the non-course codes **LCPTH1 – LCPTH5**. Select **Other Noncourse Work or Life Experience** as the **Category**.

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Note: Refer to the document titled *Curriculum Award Developmental Credit* published on the NCCCS Service Portal at <https://ncccs.servicenowservices.com/sp> for workflow guidance related to awarding credit for Curriculum developmental courses when transfer credit is awarded for a gateway course.

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