DEPARTMENT CODE
SET-UP REQUEST
CAREER AND TECHNICAL

REQUEST FOR DEPARTMENT CODE SETUP
FOR CAREER/TECHNICAL COURSES

PART I.

The following process should be used by the colleges to create and/or setup a new division or department code (dept. code) for use in the Colleague course master.

TO CREATE A NEW DIVISION
AND/OR
CHANGE AN EXISTING DEPARTMENT CODE FOR COURSE INPUT INTO COLLEAGUE

The following will need to occur:

(1) A new department code will need to be requested and created in Colleague based upon the new division name. Colleges will need to provide the Office of Workforce Education with the new division name. The department code should include the numerical college code and a four-letter acronym for the division name. Example: 2BUWF for Brookhaven – Business Studies.

(2) Any new course records that require the new division/department code must be input or built into the Colleague Course Master for a future semester prior to the activation of an upcoming term (refer to Term Activation Calendar). A request for a new department code should be made no less than one semester prior to the beginning of the semester the college intends to offer the course(s). The reason for this length of time is better explained in # 5 below.

(3) Provide the Office of Workforce Education with a complete list of subjects/prefixes to be moved to the new division. Subjects cannot be split between departments. Although it is possible to split subjects between departments, you must use caution. If rubrics and course numbers are split between departments, the following areas will be affected: 1) Contract printing, 2) Report accuracy, and 3) tracking subjects/prefixes which are split between departments; unless you remember how you split the subjects between departments. It will make it impossible to track future changes within the system as changes are made to the subjects/prefixes within various departments. **NOTE: The college will be accountable and responsible for maintaining and tracking the subjects/prefixes that are split between departments.**

(4) Provide Office of Workforce Education with a complete list of courses by course prefix/number to be moved or relocated to the new division/department code.

(5) If you have already built or input sections into the Colleague Course Master prior to this request being made, you will need to go into each section record and manually change the department code. Unfortunately, this information is not automatically pulled into the course record when we make the change in the course record at the district level.

NOTE: If you normally request courses to be copied or rolled over from a previous term for use in a new term through DSC/IT, you must go into the course section record and manually make changes by deleting the old dept. code and adding the new dept. code to that section record. This must be done before students are registered for the course or put in the section.

Any changes (i.e. start/end date, credit hours, CEUs, dept. code, credit type, academic level or term) made to a section record that has been built where there are students registered in the class will impact students' records. You must also change the students' records by working with the Registrar. Please provide the Registrar with a roster of students and indicate what actually needs to be corrected or changed. Registrars will use the STAC screen to make the corrections or changes. The college will need to decide whether to build new sections or correct the student records.   If you make changes or corrections to the contact hours, faculty load/assignment or CIP Code, you do not need to change any student records.

(6) We cannot remove, cancel or delete the old department code from the course record at the district level. We must allow for class rolls, student grades, etc. to be processed prior to removing the old department code. Please communicate this information to any staff who will be inputting course section records. They must create any new section records using the new and not the old division/department code. This will allow your division to set up course section records per your request. Please be advised that you will need to go into each section record and manually change the department code for any sections you've already built/created. However, you are now able to build any new course section records using the new department code. For example, if computer courses have been offered at North Lake College under the old Business/Computer Info. Tech division and students have been graded, we cannot remove, cancel or delete the old department code, 7BCIT, from these course records. We must allow time for student grades, class rolls, etc. to be processed prior to removing the old department code. **NOTE:** Funding reimbursement is based upon the college location; not the department code.

(7) Colleges must remember to use the correct dept. code when setting up course sections if there is more than one dept. code in the course record for your college.

PART II.

During the Spring 2003 semester/term, the following process was established for use by the colleges to set-up or create WECM courses not currently approved and/or offered as part of a technical program at their college location. Colleges were advised to begin using this new process and the new dept. code below, as they setup course sections. The 14 SCH limitation as defined in the THECB guidelines may have an impact on state reporting. Utilization of these dept. codes will allow the district to monitor whether the colleges are exceeding the maximum 14 SCH limitation required by WECM guidelines. These dept. codes may also be used to acquire data for the anticipated reimbursement report. (See *THECB Guidelines-Single Course Delivery for SCH*).

TO SETUP AND/OR OFFER A WECM COURSE
NOT PART OF AN APPROVED TECHNICAL PROGRAM AT YOUR COLLEGE
(These dept. codes should not be used when you setup HOME/HOST courses.)

A new WECM institutional department code will be created and setup in Colleague for each college location as follows:

Brookhaven College	2WECM
Cedar Valley College	3WECM
Eastfield College	4WECM
El Centro College	5WECM
Mountain View College	6WECM
North Lake College	7WECM
Richland College	8WECM

The following will need to occur:

(1) The dept. codes above should be used for all prefix/course numbers regardless of the technical program area or division at each college. Course prefixes/numbers will vary under this dept. code at each college location.

(2) Any technical division or department can use this dept. code to setup a course for their college/division.

(3) Colleges should use this dept. code if the courses are not offered under the HOME/HOST guidelines.

(4) Colleges should use this process to setup dual credit courses.

For example, if Mountain View College would like to offer a course in the Child Development program area, they would setup this course in Colleague under dept. code 6WECM since they are not currently approved to offer the Child Development program.