

## Business Process Procedures

### 9.10 SET UP COURSE LIST

**Overview** These procedures walk an operator through the step-by-step process of setting up a course list to be used by third party contracts.

**Key Points** Course Lists are used when setting up third party contract when the third party type “Specific Course Lists” is selected. There are three types of course lists:

1. a **specific course list** – used when an employer will pay for the same course(s) for all employees covered by the contract.
2. a **generic course list** – used with a “dummy” course to ready the contract to accept a student course list.
3. a **student course list** – used when an employer will pay for specific course(s) for the students covered by the contract, but each student’s covered course(s) may be different.

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#### Detailed Directions

**Step 1** Navigate to Course List page. A dialog window appears.

**Course Lists**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**SetID:** =

**Course List:** begins with

Include History
  Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)


**Step 2** Click [Add a New Value](#).

Accept **NV280** as the default SetID.


Enter a course list name using the following naming convention. (This field must be numeric.)

If you are setting up a list for a specific student, use the student's EmpID  
If you are setting up a list for a specific course, use the class number.

**Note** It is very important to adhere to the course list naming convention. If all course list names are set up the same way, it will be much easier to find the appropriate list.

**Step 3** Click . The following page appears.

**Step 4** Enter the information as listed below. Use the tab key to move between fields.

Field	Description/Instructions
Effective Date	Accept the current date as the default effective date. Note: It may be necessary to insert a new effective date row so the course list can be updated and used for the new term's contract.
Status	Active
Description	Enter a description. For a student course list, enter the student's Empl ID and name (last name, first). For specific course list, enter the contract number the course list will be attached to.
Short Description	Enter a short description or accept the default.
Long Description	Accept the long description default or change it to a description that will fully describe the course list to anyone else reviewing the panel
Sequence Nbr	Enter a Sequence Nbr (number). This is a required field. Start with 1. It is not possible to duplicate sequence numbers within one course list.
Course ID	If you know the Course ID, enter it in this field. If you do not know the ID, follow the instructions in the Note below. To enter more courses, place your cursor in the Course ID field and click  to insert an additional row.
Wildcard Indicator	Click the WildCard <input type="checkbox"/> if creating a list of courses with 'like' characteristics.  When the WildCard <input type="checkbox"/> is checked, the Institution, Acad Group, and Subject fields become available.


	To create a list that includes courses with like characteristics and courses with unique characteristics, do not select the WildCard <input type="checkbox"/> on rows referencing a single course. Simply enter the Course ID for these rows.
Institution	This field becomes available when the WildCard Indicator box is checked. Enter NV280.
Acad Group	This field becomes available when the WildCard Indicator box is checked. Enter the appropriate value.
Subject	This field becomes available when the WildCard Indicator box is checked. Enter the appropriate value.


**Note** Click  to look up the Course ID. A valid values dialog box appears.


### Look Up Course ID


Course ID:

Description:

Academic Institution:   

Academic Group:   

Subject Area:   

Catalog Nbr:   

[Basic Lookup](#)

#### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.  
[View All](#) First  [Last](#)

Course ID	Description	Equivalent Course Group	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Date 1
000001	<a href="#">Intro Bookkeep</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">100</a>	<a href="#">06/06/1988</a>
000002	<a href="#">Accounting I</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">111</a>	<a href="#">08/25/1988</a>
000003	<a href="#">Accounting II</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">112</a>	<a href="#">03/01/2005</a>
000004	<a href="#">Applied Acct</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">115</a>	<a href="#">02/18/2004</a>
000005	<a href="#">Payroll Acct</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">124</a>	<a href="#">09/24/2004</a>
000006	<a href="#">Sm Bus Taxes</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">134</a>	<a href="#">01/08/1990</a>
000007	<a href="#">Topics In</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">195</a>	<a href="#">06/06/1988</a>
000008	<a href="#">Prin of Acct I</a>	(blank)	<a href="#">BR291</a>	<a href="#">NDEV</a>	<a href="#">ACC</a>	<a href="#">211</a>	<a href="#">02/18/2004</a>

Enter NV280 as the Academic Institution.

Enter the Academic Group.

Enter the Subject Area.

Click  to narrow the search to the correct subject.

Click on hyperlink for the proper course.

**Step 5** Click .