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:

- a specific course list used when an employer will pay for the same course(s) for all employees covered by the contract.
- 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.

Navigation

Home > Set Up SACR > Product Related > Student Financials > Course and Class Fees > Course Lists

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.		
∫ Find an Existing Value		
SetID: = ₩ NV280		
Course List: begins with		
☐ Include History ☑ Correct History		
Search Clear Basic Search		
Find an Existing Value Add a New Value		

Step 2 Click Add a New Value.

Accept NV280 as the default SetID.

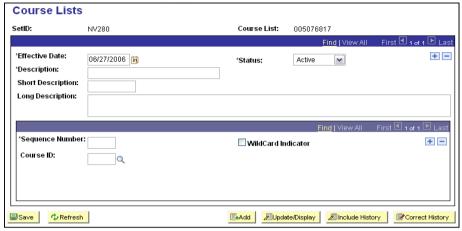
Enter a course list name using the following naming convention. (This field must be numeric.)

If you are setting up a list for a specific student, use the student's EmpIID 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 Add . The following page appears.



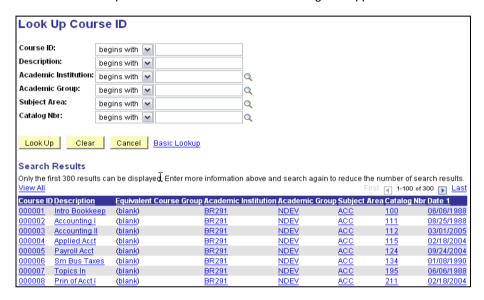
Step 4 Enter the information as listed below. Use the tab key to move between fields.

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 Add to insert an additional row.
WildCard Indicator	Click the WildCard if creating a list of courses with 'like' characteristics.
	When the WildCard is checked, the Institution, Acad Group, and Subject fields become available.

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	To create a list that includes courses with like characteristics and courses with unique characteristics, do not select the WildCard 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 \(\frac{\text{Q}}{\text{to look up the Course ID.}}\) A valid values dialog box appears.



Enter NV280 as the Academic Institution.

Enter the Academic Group.

Enter the Subject Area.

Click Search to narrow the search to the correct subject.

Click on hyperlink for the proper course.

Step 5 Click Save.