Business Process Procedures

9.21 SET UP CONTINUOUS LEARNING CONTRACT

Overview
These procedures walk an operator through the step-by-step process of setting up a third party contract that accommodates the VCCS Continuous Learning Policy.

Information
VCCS Fiscal Services has provided the following information regarding the VCCS Continuous Learning Policy.

Chapter 337, Acts of the 2006 General Assembly, authorizes the State Board to establish policies and guidelines for reduced tuition rates at Virginia’s community colleges for employees of the Virginia Community College System. The legislation does not specify that the coursework be for coursework that is job related. It does not provide for tuition at any other institution of higher education and does not provide for reduced tuition for dependents of VCCS employees.

The existing VCCS Educational Assistance Guidelines were expanded to provide colleges the option of offering “continuous learning courses”, at no tuition to all VCCS employees, except student-employees. These courses may be either job-related or for professional growth. Following is an excerpt from the VCCS guidelines:

A. Eligibility Requirements - Program Criteria: Courses included in this program must be offered by the community college and may be part of degree program or for professional development.

B. Employee Eligibility for Continuous Learning Assistance - Full-time instructional faculty, administrative/professional faculty, full time classified employees, wage employees, and adjunct faculty may take continuous learning courses. Wage employees whose primary status is as a student are not eligible for this program. This is an employment benefit and therefore it is intended to exclude students from eligibility.

C. Program Requirements - Employees may take continuous learning courses only at the community college where they are employed. No more than (six) 6 credit hours may be taken in a semester.

To address the new policy and to provide tracking in SIS, the most effective means to accommodate the new policy is using third party contracts as waivers. Listed below is the setup and business process.

Key Points
Continuous Learning Waivers can be accomplished in four (4) steps:
1. Create a new External Organization for internal use only.
2. Create Third Party Contract by Term
3. Assign Employee/Students to the Contract
4. Close out Contract at end of Term

Directions

Step 1
Set up a new External Organization called NVCC Continuous Learning. (See 9.05 Set up New External Organization for details.)
Step 2

Navigate to the Third Party Contract page to create a new contract. (See 9.15 Set up New Third Party Contract for details.)

Click **Add a New Value**, and use the following naming convention to name the new contract:

**YYYYTTCONLEARN**

Where:

- **YYYY** = term (2074)
- **TT** = two letter designation for career (i.e. CR for credit, CE for Con Ed)

**Note**

To ensure all students are attached to the proper contracts, you must adhere to this contract naming convention. You may not make up any other name that does not follow the format listed above.

Step 3

Referring to the screen shot below, set up the new contract using these values on the Third Party Contract page.
9.21 SET UP CONTINUOUS LEARNING CONTRACT

Step 4

Referring to the screen shot below, set up the new contract using these values on the Third Party Item Types page. You must use Credit Item Type 000002700007.

![Third Party Item Types](image)

Step 5

Referring to the screen shot below, set up the new Credit Continuous Learning contract using these values on the Third Party Charges page. You must use the waiver Item Types shown below.

![Third Party Charges](image)
9.21 SET UP CONTINUOUS LEARNING CONTRACT

Note: Since the College is not waiving tuition for CE Continuous Learning students, these students should be placed on a regular third party contract set up with the standard values.

Step 6: Click Save.

Step 7: Attach the Continuous Learning students to the new contract. (See 9.25 Attach Student to Contract)

Step 8: At the direction of the Controller’s Office, NovaConnect Support Services will write-off the balances on the NVCC Continuous Learning External Organization at the appropriate time.