

COMMUNITY AND TECHNICAL COLLEGE LINKS OVERVIEW

- ✓ Login and choose the Program Inventory link from the Projects menu at the top left corner
- ✓ Click on the Program/Course Inventory tab at upper right

Review Course Inventory

- ✓ Allows you to download a list of the courses your institution provides (Excel spreadsheet)

Institution Program Inventory Maintenance

- ✓ You can Search Pending, Active and Phased-Out programs
- ✓ You can add a program (Apply New Program) that goes into Pending until approved or denied
- ✓ You can make changes (Apply Modify Program) to existing programs
 - If the change is approved, the changed Program will be the new Active Program and the previous Program will be inactivated or Phased-Out

Institution Course Inventory Maintenance

- ✓ You can Search Active or Pending Courses
- ✓ You can add a course (Apply for a New Course) that goes into Pending for Review
 - A course can immediately go into Active status if it is identical to a course title already in the system and/or if it has zero credit hours
- ✓ You can make changes (Apply Modify Course) to existing courses
 - These changes will also go into Pending until approved or denied and the current course will remain in Active status
 - If the change is approved, the changed course will be the new Active course

Elective Blocks

- ✓ You can Add, Modify or Delete (only if Block is NOT tied to a Program) Elective blocks in this link
- ❖ You cannot remove more course hours than the highest number of required hours tied to a program
- ✓ When a Block is modified, this change will be applied to **ALL** programs the Block is tied to—**BE CAREFUL!!**

TIP: If a change is wanted for only 1 program, you must remove the Block from that one program, create a new Block specific to that program and attach that new Block to the program

Program CWP Report

- ✓ Shows Award Level, Award, Program Description, CIP, Credit Hours Required, CWP Total Hours, if it is Being Modified, and Final Approval date
 - If there is a discrepancy between the Credit Hours Required and CWP Total Hours, it will show in Red
 - A “Y” will show up under Being Modified if it is being modified, nothing will show if not