

# College and Career Readiness

Wayne Madry  
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Business Systems Analysts

Managing and Reporting  
Membership Hours  
versus  
Contact Hours

# Objective

- **Identify and Understand New CCR (BSP) courses**
  - 4 new courses
  - BSP 3400, BSP 3450, BSP 5500, BSP 5600
- **Review and Apply establish workflow to support NRS and FTE reporting**
  - XDCD (Census) Setup
  - Course creation
  - Section Setup
    - SOFF
    - SFIN
    - Registration Date Ranges
- **Review strategies to support Compliance Review**

# Getting Started

- Review and Setup XDCD
- Import New Courses – (XUIC)
- Understand Course Copy (COCO) Process
- Ensure Course Setup
  - CFIN
  - Credit Type
  - Credit Field
- Ensure Section Setup
  - SFIN
  - SOFF



# XDCD – Census Defaults

- Mainly used by Continuing Education and Curriculum
- Limited Access
- Setup complete – Do Not change
- Review setup periodically
- Authorized personnel for access

Census Defaults ☆

Census Date Calc Basis	M Meeting Times	Cont Wks	
Prereg Start Date Basis	SS Section Start Date	Offset	-100
Prereg End Date Basis	SS Section Start Date	Offset	-1
Reg Start Date Basis	SS Section Start Date	Offset	0
Reg End Date Basis	CD Census Date	Offset	0
Add Start Date Basis	CD Census Date	Offset	1
Add End Date Basis	SE Section End Date	Offset	0
Drop Start Date Basis	CD Census Date	Offset	0
Drop End Date Basis	SE Section End Date	Offset	0
Drop Reqd Date Basis	CD Census Date	Offset	0

# Section Setup - SFIN

Used to Set  
Funding  
Accounting  
Method to  
Contact or  
Membership

Initial setup is  
Contact – DO  
NOT CHANGE TO  
MEMBERSHIP

SECT • SFIN - Section Financial Info ☆

Course Cost

GL Number

Description

	Expense Codes	Proj Expense	Actual Expense
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Funding Sources  CEBS Basic Skills

Funding Acctg Method

Disability Status

Stipend

Comments

Section : AHS-BIOL-01

Term : 2020CE1

Status : Active

Title : Biology

Synonym : 1562

Status Date : 05/18/20

Instr Method	Instr Ld	Contact Hrs	Contact Measure	Clock Hrs
1 CLASS Classroom Hours		303.00	T Term	
2				

Schedule Print Times

Instr Meth	Bldg	Room	St Time	End Time	Days of Week	St Date	End Date
1 Classroom	BELK	210	09:00AM	12:00PM	MTWTHF	01/02/20	05/15/20
		Additional Meeting Information		Frequency			
				Weekly			
2 Classroom	BELK	210			MTWTHFSSU	01/02/20	05/15/20
				Frequency			
				Weekly			

Calendar Status: Current      Rebuild Calendar:       Calendar Details:

Number of Weeks: 21

Attendance Tracking Type: S - Pos att hrs: sect mtg

Schedule Type: D Day

# Section Offering - Calendar Details

SRGD - Section Reg Date Ranges ☆

Section : AHS-BIOL-01

Term : 2020CE1

Status : A

Title : Biology

Synonym : 1562

Status Date : 05/18/20

	Start Date	End Date	Default	Default
Term	<input type="text" value="01/01/20"/>	<input type="text" value="05/15/20"/>		
Section	<input type="text" value="01/02/20"/>	<input type="text" value="05/15/20"/>	Start Date	End Date
Preregistration	<input type="text" value="09/24/19"/>	<input type="text" value="01/01/20"/>	<input type="text"/>	<input type="text"/>
Registration	<input type="text" value="01/02/20"/>	<input type="text" value="01/15/20"/>	<input type="text"/>	<input type="text"/>
Add	<input type="text" value="01/02/20"/>	<input type="text" value="01/15/20"/>	<input type="text"/>	<input type="text"/>
Drop	<input type="text" value="01/02/20"/>	<input type="text" value="01/15/20"/>	<input type="text"/>	<input type="text"/>
Drop Grades Req'd	<input type="text" value="01/15/20"/>		<input type="text"/>	
Census Dates	<input type="text" value="1"/> <input type="text" value="01/15/20"/>		Default Census Dates	<input type="text" value="1"/> <input type="text"/>
	<input type="text" value="2"/> <input type="text"/>			<input type="text" value="2"/> <input type="text"/>
Manual Entry	<input type="checkbox"/>			<input type="text" value="3"/> <input type="text"/>

Registration  
Date  
Ranges –  
Census  
Date

Section : (1662) AHS-BIOL-01 MCL

Section  Term  Hide in Course Catalog

Start/End

Synonym

Depts/Pct

Cred Type/Hrs

Credits

Course Lvl

Acad Lvl

Grade Scheme

Subscheme

Short Title

Status

National ID

Govt IDs

Location

Course Types

Program Area

CE Reg  CE Cred/Agency

Delivery Method

Delivery Mode  NCH?

Delivery Modifier

Supervisor

Contr Agency

Tier Eligible  CE ICR

Faculty Assignment

Offering Info

Requisites

Restrictions

Financial Info

Billing Info

Books

Reg Date Ranges

Cross-Listings

Additional Info

SECT main  
page setup



Name ☆

Save Save All Can

Instructors

Value 1/1

Term : Spring 2020  
Loc : Main Campus

1 Wayne Madry 2

ID	Fin Grd	L K	Vrf Grd	Expire Date	Last Dt Attend	Nv At	Cl	S T	WithdrawSeat DateHrs	Cred/ CEUS
0076490	B		B					N	60.00	1.00/
0076491	A		A					N	48.00	1.00/
0076492	C		C					N	45.00	1.00/
0076494	C		C					N	42.00	1.00/
0076496	A		A					N	285.00	1.00/
<b>Total Seat Hours</b>									480.00	

# FGRN - Membership Setting

Name ☆

Save

Save All

C

> D

Instructors

Value 1/1

Term : Spring 2020

Loc : Main Campus

1

Wayne Madry

2

ID	Fin Grd	L K	Vrf Grd	Expire Date	Last Dt Attend	Nv At	Cl	S T	WithdrawSeat DateHrs	Cred/ CEUS
0076490	B		B					N	60.00	1.00/
0076491	A		A					N	48.00	1.00/
0076492	C		C					N	45.00	1.00/
0076494	C		C					N	42.00	1.00/
0076496	A		A					N	285.00	1.00/
	...		...							
	...		...							
	...		...							
	...		...							
	...		...							

Total Seat Hours 480.00

FGRN  
Contact  
Hours  
Setting

Rpt Year : 2020 Age : 64 Pop# : 1 Stu Type : N Pgm Area : Verified : P/R : R

Intake Dt: 03/23/2020  
Sep Date:   
Reason:

- Print POP Summary
- Test/Placement
- HS Data
- Disability
- Errors

Student Data/Other

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

Section

Hours

1	ABE-HIS-001	0.00
2	ABE-ENG1-001	7.00
Total		7.00

Release Dt:

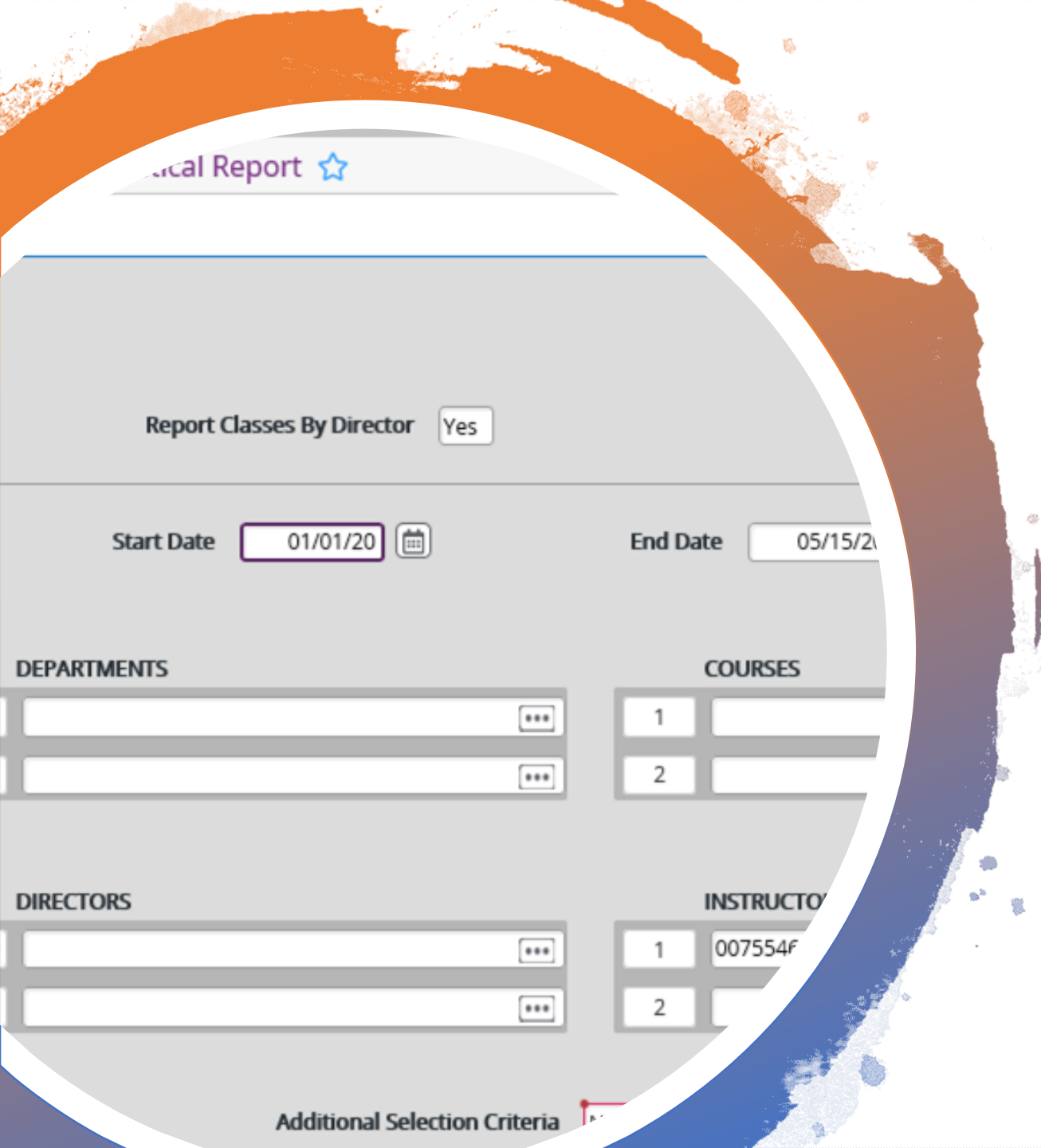
Educ Lvl: 10 - Tenth Grade  
Cntry Last Sch Att: US - US Based  
Employ Status: FT - Full Time

AHS/HSE Info

Req. Grad Credits:   
Cred. Transferred In:

Credits Dt/Earned: 1    
Total Creds Earned at CC:

POP Review



# Generating XCES Report

# XCES output

-----  
 DATE 22 May 2020 CONTINUING EDUCATION -- CLASS STATISTICAL PAGE 1  
 PERIOD ENDING DATES: 01/01/20 TO 05/15/20  
 ADDITIONAL SELECTION CRITERIA: INSTRUCTOR SSN  
 -----

SECTION NO	SECTION TITLE	PREFIX NO	-----STUDENTS-----				CONT HRS	INSTRUCTOR NAME	MBRSHP HRS	ANNUAL FTE	BEGIN DATE	END DATE	CENSUS DATE
			REG	MEMB	COMP	%							
DIRECTOR: UNASSIGNED													
1662	Biology	BSP-2000	5	5	5	100	0.00	W. Madry	480	0.94	01/02/20	05/15/20	

Contact hours  
 output →

No Census Date

Reg Date Ranges

-----  
 DATE 01 Jun 2020 CONTINUING EDUCATION -- CLASS STATISTICAL PAGE 1  
 PERIOD ENDING DATES: 01/01/20 TO 05/15/20  
 ADDITIONAL SELECTION CRITERIA: INSTRUCTOR SSN  
 -----

SECTION NO	SECTION TITLE	PREFIX NO	-----STUDENTS-----				CONT HRS	INSTRUCTOR NAME	MBRSHP HRS	ANNUAL FTE	BEGIN DATE	END DATE	CENSUS DATE
			REG	MEMB	COMP	%							
DIRECTOR: UNASSIGNED													
1663	Abe English Intro	BSP-2000	3	2	0	0	500.00	R. Massey	1000	1.95	01/02/20	05/15/20	01/15/20

Membership  
 Hours output →

Census Date

Reg Date Ranges

ATTENDANCE REPORT  
 North Carolina Community College  
 CLASS SCHEDULE

DEPT CODE CEA20

Wayne T.ogy	METHOD MEETING DAYS	TIME	LECTURE OR LABORATORY LOCATION			Cur
BIOL 01	----- -----	-----	-----			*
	L  L  S M T W T F S					
	E  A  U O U E H R A	BEGIN  END	BLDG  ROOM			F =
	C  B  N N E D U I T	TIME  TIME	NO   NO	LOCATION		
12/2020	-- -- -----	-----	-----	-----	-----	V =
05/2020	X      X X X X X	09:00A 12:00P	BELK 210	Main Campus		P =
	-----	-----	-----			

JAN - MAY

STUDENT NAME	JAN													FEB																
	02	03	06	07	08	09	10	13	14	15	16	17	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13
Wayne T.ogy	00	00	00	00	00	00	00				00	00	00		00						00	00								
Wayne T.ogy	00	00	00	00	00	00	00				00		00	00	00		00				00	00								00
Wayne T.ogy	00	00	00	00	00	00	00				00	00	00		00															
Wayne T.ogy	00	00	00	00	00	00	00				00				00	00														
Wayne T.ogy	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00

Attendance  
 Output -  
 Membership

ATTENDANCE REPORT

North Carolina Community College

CLASS SCHEDULE

DATE 05/22/2020

DIV CODE DEPT CODE CEA20

TERM 2020CE1

INSTRUCTOR Madry, Wayne T.

CLASS TITLE Biology

CLASS NO AHS BIOL 01

CLASS TYPE TR

BEGIN DATE 01/02/2020 END DATE 05/15/2020

CENSUS DATE 05/15/2020

TOTAL STUDENTS ENROLLED AT CENSUS DATE 5

MEMBERSHIP HRS

CONTACT HRS 476.00

METHOD	MEETING DAYS	TIME	LECTURE OR LABORATORY	LOC
L L S M T W T F S				
E A U O U E H R A	BEGIN	END	BLDG	ROOM
C B N N E D U I T	TIME	TIME	NO	NO
X		X X X X X	09:00A 12:00P	BELK 210
				Main Campus

MONTHS IN TERM JAN - MAY

ID	STUDENT NAME	JAN													
*	PROGRAM	02	03	06	07	08	09	10	13	14	15	16	17	21	
001	0076490 Madry, Five S. BSP	3.00	2.00	1.00	2.00	3.00	2.00	1.00				1.00	2.00	2.00	
002	0076491 Madry, Four S. BSP	3.00	1.00	2.00	2.00	2.00	2.00	3.00				1.00			
003	0076492 Madry, One S. BSP	3.00	3.00	3.00	3.00	1.00	2.00	1.00				1.00	2.00		
004	0076494 Madry, Six S. BSP	3.00	3.00	2.00	1.00	1.00	2.00	2.00				2.00			
005	0076496 Madry, Two S. BSP	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	

Attendance  
Output –  
Contact  
Hours

# Tips for Successful Reporting

