

UCC Addendum

State Activity Code Uses

When setting up classes in Banner, the activity code is set at the course level. It is important when submitting a request for a CRN that the correct course number is given to insure that the FTE is included for reimbursement. If you're not sure of the course number, contact Debbie Hill for assistance.

10 Lower Division Collegiate (See page 47 number 30): Used for classes that carry regular transfer college credits and the class is approved for lower division transfer instruction. Consult with Director for Curriculum if you have questions.

21 Career and Technical Preparatory (See page 47 number 34): Used for classes in approved vocational programs or in approved "Stand Alone" programs that **prepares** students for a job.

- Approved Vocation Programs - Classes must have a minimum of 6 hours of instruction to qualify for FTE reimbursement.
- Stand Alone Programs – Classes must have a minimum of 10 hours of instruction to qualify for FTE reimbursement.

**** Consult with** the Director of Curriculum and/or the Dean of Career and Technical Education to develop stand alone programs.

- Requires submission of the "Stand Alone Prof. Tech. Course Application" to the CCWD.
- The College must receive approval from the CCWD prior to offering the class.

22 Career and Technical Supplementary (See page 48 number 35): Used for classes offering additional skills or techniques to students **already** in the workplace and includes staff development.

- Consult with the Director of Curriculum and/or the Dean of Career and Technical Education regarding new classes offered under this category.
- Classes must have a minimum of 1 hour of instruction and may have a maximum of 210 hours of instruction to qualify for FTE reimbursement.
- Class instructor and curriculum must be developed by UCC or UCC must be able to demonstrate a significant investment of college resources in the class.
- Requires the submission of an "Occupational Supplementary Course Application" form to the CCWD each term the class is offered.
- This form may be submitted for approval after the class has been offered (post approval.).

23 Career and Technical Apprenticeship (See page 25): Used for classes in support of apprenticeship programs or classes focused on skill improvement or new skills for apprenticeship students.

31 English as a second language Classes (See page 27): Director of Curriculum and/or Contact the Dean of Academic Development for codes 31 through 35.

32 Adult Basic Education Classes (See page 25)

33 GED (General Education Development) Classes (See page 27)

34 Adult High School Classes

35 Post Secondary Remedial Classes

36 Other Reimbursable/Self-Improvement (See page 48 number 36): Eligible classes include workforce related topics designed to help people succeed in the workplace, health and safety.

- Classes must focus on only one topic.
- Support Oregon Benchmarks in the areas of education, civic engagement, social support and public safety.
- Must have a minimum of 6 hours of direct instruction to qualify for FTE reimbursement.
- Be designed for students 16 years of age or older.

** Classes that are less than 6 hours of instruction should be reviewed under the 22 Career and Technical Supplementary category.

51 Non-reimbursable: All classes that do not fall into one of the above categories. For dual listed credit/non-credit classes – most of the non-credit sections are non-reimbursable.

** If you are not sure of the class category contact your supervisor.

*** For details regarding paperwork or approval processes contact the Dean of Instruction or the Director of Curriculum.

State Activity
Codes

	Description
10	Lower Division Collegiate
21	Career/Tech Preparatory
22	Career/Tech Supplementary
23	Career/Tech Apprenticeship
	English as a Second
31	Language

- 32 Adult Basic Education
General Education
- 33 Development
- 34 Adult High School
- 35 Post Secondary Remedial
- 36 Self Improvement
- 51 Non-Reimbursable

FRAMEWORK for Single and Stand Alone Classes

Adult Continuing Education (Community Education-Workforce)

- Support Oregon Benchmarks **
- Minimum of 6 hrs.
- Can be credit or non-credit
- Have direct Instruction **
- Specifically designed for adults 16+ yrs
- Independent of PTE or LDC curriculum

Classes in basic literacy, languages, life skills, technology

Occupational Preparatory

*A single class that prepares a student for entry
into the workforce or an occupation*

- Credit or Non-credit
- Not part of an existing PTE program
- Minimum of 10 lecture hours or 30 lab hours
- 10 to 210 contact hours, combined series of class

QUESTIONS TO ANSWER

1. Does the class specifically prepare people for entry into an occupation, entry level third party license or industry credential?
(If a class is avocational and the intent and marketing is avocational the application needs to be specific.)

(If the class is for a third party-closed enrollment (not open to the general public) who is paying for the class the answer to this question would be no.)

2. Does the class exceed 210 contact hours or a combined series of class hrs exceed 210 hrs?
3. Does the class result in a credential or certificate by the college?
4. In your catalog or other marketing materials, do you list and describe the class as a discrete program?

If YES to any of the above questions, you must “assure” that you’ve talked to your Private Career Schools and addressed duplication of effort and notified other educational entities.

Direct Control (Accreditation Handbook)

d. Courses offered for credit must remain under the sole and direct control of the sponsoring accredited institution which exercises ultimate and continuing responsibility for the performance of these functions as reflected in the contract, with provisions to ensure that conduct of the courses meets the standards of its regular programs as disclosed fully in the institution's publications, especially as these pertain to:

- 1) recruitment and counseling of students;
- 2) admission of students to courses and/or to the sponsoring institution where credit programs are pursued;
- 3) instruction in the courses;
- 4) evaluation of student progress;
- 5) record keeping;
- 6) tuition and/or fees charged, receipt and disbursement of funds, and refund policy;
- 7) appointment and validation of credentials of faculty teaching the course;
- 8) nature and location of courses; and
- 9) library and information resources.