Common Course Numbering (CCN): Instructions for Entry into Webforms

Introduction

Each community college must enter all approved Common Course Number (CCN) courses into Webforms for approval.

Community college programs that include any newly aligned CCN courses will need to be submitted for reapproval in webforms. Ideally, the submission of a program for approval would immediately follow CCN course approval. However, because institutions vary in their internal curriculum approval process, programs have until their regularly scheduled reapproval date (every three-years) to update their program(s) to reflect the new courses in webforms. While community college programs do not need to seek HECC program approval immediately, they are required to ensure the newly aligned courses are published in their course catalog starting in the 2023-24 academic year per Senate Bill 233, Section 2.

College Empowered Administrators 2022

Questions about the college implementation process should be directed to the following institutional empowered administrators:

Table 1 Name of Institution and Empowered Administrator

Name of Institution and Empowered Administrator

Blue Mountain Community College
- John Fields

Central Oregon Community College
- Annemarie Hamlin

Chemeketa Community College
- Michael Vargo

Clackamas Community College
- David Plotkin

Clatsop Community College
- Peter Williams

Columbia Gorge Community College
- Jarett Gilbert

Klamath Community College
- Jamie Jennings

Lane Community College
- Grant Matthew

Linn-Benton Community College
- Lara Miller

Mt. Hood Community College
- Al McQuarters

Oregon Coast Community College
- Dan Lara

Portland Community College
- Katy Ho

Rogue Community College
- Juliet Long

Southwestern Oregon Community College
- Ali Mageehon

Tillamook Bay Community College
- Paul Jarrell

Treasure Valley Community College
- Eddie Alves

Umpqua Community College
- Teresa Rivenes

CCN Courses Recommended to the HECC Commission for Approval 2023-24

For full information on CCNs, see the [Summary of Approved CCN Courses, Fall 2022](#).

COM or COMM 100Z	MTH or MATH 112Z
COM or COMM 111Z	ST or STAT 243Z
COM or COMM 218Z	WR 121Z
MTH or MATH 105Z	WR 122Z
MTH or MATH 111Z	WR 227Z

Table 2 Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs)

Q1: Will changing the existing course number to the new CCN trigger the 30% change rule?

A: No.

Q2: How should the college handle updates in curriculum needed for the new CCN courses?

A: Contact your college's empowered administrator (see above) for direction. If you need additional assistance, CCWD staff are ready to assist you. Please contact Celia.Nunez@hecc.oregon.gov and/or Kasena.Dailey@hecc.oregon.gov

Q3: Some CCNs have different credits than the existing courses at our college. Using the CCN will cause some of our approved programs to fall out of compliance with required award credits. How do we proceed?

A: When a program is out of compliance with the award credit requirement:

- Contact your empowered administrator to see how the college would like to proceed with programs.
- Track #2 allows a college to submit programs individually for approval throughout the three-year amendment process to support the workload that this change may cause.

Q4: Track #2 states colleges have three years to update/amend each program with new CCNs. However, we are required to have CCNs published in our catalog and in the curriculum of programs by 2023-2024. Is CCWD saying that that we have up to three-years to update

A: Yes. To support the workload this is creating for the colleges, track #2 was created. However, colleges must still meet the statutory catalog deadlines for publishing CCNs.

each individual program in the Webforms system?

Q5: How long will it take for CCWD to approve each new CCN?

A: CCWD staff have blocked out time to expedite the approval of all CCNs.

Q6: The college is experiencing unique issues with some of our programs. Who do we go to for help?

A: For help with process problems:

- At the institutional level, please contact the college empowered administrator.

- In Webforms: please contact Kasena.Dailey@hecc.oregon.gov. She will take your question to the CCWD team for review and answer.

Q7: I am the empowered administrator and I have questions. Who do I contact at CCWD?

A: The contact for empowered administrators is Celia.Nunez@hecc.oregon.gov.

Entry Process

Use this chart to help determine the correct *track* for your institution. Directions for each track are listed below.

Table 3 Entry Process

Track #1	Track #2
Your college… • wishes to edit each existing course to the reflect the new CCN course information • is ready to batch submit all programs for approval • programs are not affected by award credit level compliance	Your college… • has programs that will not maintain compliance with award level credit requirements due to loss in credits (MTH and COMM) • wishes to add new course applications for each CCN course • will add the new CCNs into their programs during the three-year update/amendment process

TRACK #1

Course Approval

1. Open Webforms Program and Course Approval database.

2. Go to the "Course" screen.

Courses

| View | Add | Edit | Delete | Copy | Excel Export | Compare | View History | Selected Course ▼ | Submit |

3. Click on the course that you wish to edit. The example below shows a course at Chemeketa Community College that will be edited using a new CCN.

| MTH105 | 100 | Math in Society | Computer Systems and Information Technology; PROCUREMENT MANAGEMENT | 2 | 44.0 | 44 | 0 | 0 | 4.0 | |

4. After the course is highlighted choose "Edit." This function opens the course application.

5. Update the Course #, Credits, and Title, and Description (as needed).

General Information

Course #

MTH105Z

Alternate Label

Noncredit Contact Hours

Credits

4

Activity Code

100 - Lower Division Collegiate ▼

Title

Math in Society

Lecture Hours

44

Lab Hours

0

Lecture/Lab Hours

0

Handbook Credits and Clock/Contact Hours

Description

An exploration of present-day applications of mathematics focused on developing numeracy. Major topics include quantitative reasoning and problem-solving strategies, probability and statistics, and financial mathematics; these topics are to be weighted approximately equally. This course emphasizes mathematical literacy and communication, relevant everyday applications, and the appropriate use of current technology.

Character Count: 418 out of 8000

6. Scroll down (in that application) to enter in the new outcomes.

7. Choose "Save and Close." The course application will close out and the main course screen will appear.

8. On the course screen, highlight the course and choose "Submit."

| MTH105Z | 100 | Math in Society | Computer Systems and Information Technology; PROCUREMENT MANAGEMENT | 2 | 44.0 | 44 | 0 | 0 | 4.0 |

Courses

| View | Add | Edit | Delete | Copy | Excel Export | Compare | View History | Selected Course | Submit |

9. Repeat the editing process until all CCNs are submitted.

Program Approval

1. When all CCNs have been submitted for approval, go to the "Programs" section of Webforms.

Programs

| View | New NCTC | Edit | Delete | Copy | Compare | View History | Submit | Print | Excel Export | Blank Program Application Worksheet |

	Title	Award	Career Area	CIP	CIP 7	CIP 8	Credits/Hrs	NCCH	Date Implemented	Status

2. Click on "Status" and sort by "Edited" by inputting the word "edited" into the filter field below status and choosing "Contains." Next, click on all programs that need to be submitted for approval and select "Submit."

Programs

	Title	Award	Career Area	CIP	CIP 7	CIP 8	Credits/Hrs	NCCH		Status
☑	(S) SOLAR VOLTAIC MANUFACTURING TECHNOLOGY *** SOLAR VOLTAIC MANUFACTURING TECHNOLOGY	CC	IE Industrial and Engineering Systems	15.0613	L	E	14.0	0.0	09/09/2011	Edited
☑	ACCELERATED ACCOUNTING	CC	BU Business and Management	52.0302	L	D	31.0	0.0	09/04/2008	Edited
☐	ACCOUNTING CLERKs ~ SUSPENDED 08/31/21	CC1	BU Business and Management	52.0301	J	C	42.0	0.0	09/02/2009	Edited
☐	Administrative Office Professional ~ SUSPENDED 06/30/21	SAAS	BU Business and Management	52.0204	I	F	89.0	0.0	09/02/2015	Edited
☑	Advanced Emergency Medical Technician	CC	HS Health Services	51.0904	L	G	22.0	0.0	01/04/2015	Edited
☑	Advanced Windows Network Security	CC	IE Industrial and Engineering Systems	11.1003	L	D	28.0	0.0	09/19/2021	Edited

3. After submission, please contact Kasena.Dailey@hecc.oregon.gov, and the CCWD team will start approving the submitted programs.

TRACK #2

Course Approval

1. Open Webforms Program and Course Approval database.

2. Go to the "Courses" screen and select "Add."

Courses

3. Fill out all fields in the new course application, including:
   a. Course #
   b. Alternate Label (not required)
   c. Credits
   d. Activity Code (100)
   e. Title
   f. Lecture Hours
   g. Lab Hours
   h. Lecture/Lab Hours
   i. Description
   j. ACTI Code 100:
      i. Foundational Requirement

> ii. Discipline Studies
> iii. Elective Only
k. Attach supporting documentation for the course
l. Enter in the Outcomes

Activity Code: 100 Only (Must select one)

Foundational Requirement: ☐   Discipline Studies: ☐   Elective Only: ☐

See Guidelines for help

📤 Attachments   📄 Outcomes

Attachments include Course Outlines, ODE Response documents, and any other supporting document for a course.

File Name

Response Attachments: (Attachments can be a saved email file, Word document, Text file, etc.)

+ Attach New File   ↻ Refresh

10. Choose "Save and Close." The course application will close out and the main course screen will appear.

[Save & Close]   [Save]   [Cancel]
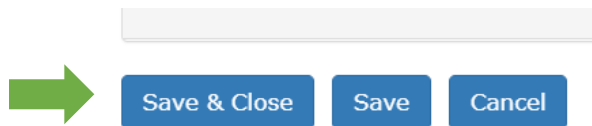
11. On the course screen, highlight the course and select "Submit."

MTH105Z	100	Math in Society	Computer Systems and Information Technology; PROCUREMENT MANAGEMENT	2	44.0	44	0	0	4.0

Courses

[View] [Add] [Edit] [Delete] [Copy] [Excel Export] [Compare] [View History]   Selected Course   [Submit]

12. Repeat the process until all CCNs are submitted.

Program Approval

1. College updates/amends each individual program – must be completed within three years.
   a. Opens program with old course
   b. Deletes old course out of program course listing and inserts new course
   c. Close and Save
   d. Submit program for approval

2. CCWD reviews the program and approves if all information is correct.