

### CURRICULUM PROCEDURES REFERENCE MANUAL

## Section 8

# Electronic Program of Study (POS) Input

#### Electronic Program of Study (POS) Input and Colleague Access

Colleges are required to have an approved electronic program of study prior to the implementation of a curriculum program. Programs of study are created, reviewed, and approved in the System Office (SO) CIS/Colleague, then downloaded to a college's local Colleague. The System Office recommends that a minimum of two college staff members be trained in building electronic programs of study in the SO CIS.

#### For instructions on how to request Colleague access, contact <a href="mailto:posaccess@nccommunitycolleges.edu">posaccess@nccommunitycolleges.edu</a>.

Please allow at least ten (10) business days for the account to be approved and created.