

CCP District Actions

1. Pre-Launch Training – in CCP environment (Optional)

☐	Review Out of Compliance reports
☐	Review Orphaned Courses Report
☐	Review Courses with Curriculum Exception Codes Report
☐	Experiment in CCP Environment – reminder, Aligned/Shared relationships will not be set up
☐	Review Rollover reports
☐	Review Advanced Curriculum Search with the Contains Course with Status filter
☐	Submit a course and curriculum file. This is a good time to test uploading a course file with an S record (course description)

2. Post-Launch – in Production environment

☐	Upload Aligned Courses & Curricula
☐	*Upload Curricula with Course Discrepancies
☐	*Review list of Pending Disapproved Courses & Curricula; determine whether they need to be re-uploaded
☐	Submit Elective Courses to go under Instructional Area 899
☐	Review Shared programs

3. Pre-Rollover

☐	Run Out of Compliance reports
☐	Run Orphaned Report- address courses with no curriculum
☐	Review Advanced Curriculum Search with the Contains Course with Status filter of 1 Year Approved
☐	Run Courses with Curriculum Exception Codes
☐	Re-Upload Out of Compliance Courses
☐	Re-Upload Out of Compliance Curricula

4. Post-Rollover

☐	Review Rollover – Disapproved Course report
☐	Review Rollover – Disapproved Curricula report
☐	Run Out of Compliance – Course report
☐	Run Out of Compliance - Curricula report