Course Master Information

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Course Masters define district level elements keeping course information consistent across the district. It is important to note that the course master can be copied from the NC Course Catalog and certain fields can be updated for local needs.

See the Course Master Information | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information on the workflow.

The chart below reviews some of the fields in the course master information tool and provides NC information.

NC Course Master Information

Number	The course number should be from the NC Course Catalog list, but the last 3 characters can be updated for local use.
Name	Completes when course number is entered but can be updated for local needs.
State Code	Automatically populates from the NC Course Catalog.
State Code Name	Automatically populates from the NC Course Catalog.

Department	Choose from the list provided by NCDPI	• Arts Ed • CTE • ECS • ELA • Electives • ESL • Hlth & PE • Math • Militry Sc • Misc • Non Clssm • OCS • Science • Soc Studies • World Lang
Max Students	Should match requirements from class size maximums in accordance with G.S. 115C-3012 and Session Law 2017-9 (House Bill 13). Information on class size requirements can be found in the SASAM (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394).	• Kindergarten - 21 individual sections • Grade 1 - 19 individual sections • Grade 2 & 3 - 20 individual sections • Grades 4-12 - PSU flexibility
Terms	The number of terms one instance of the course will cover. Enter based on the number of the lowest term in the calendar (if quarters, enter 4)	• Quarter/9 Weeks - 4 • Trimester - 3 • Semester - 2 • Yearlong - 4
Schedules	The number of period schedules the course will meet. If the course will meet during all period schedules enter all options.	
Periods	The number of periods the course will be taught in one day. If the course will be only one period long, enter 1, if the course will cover more than one period, enter that number.	

Grade Level	Should match the grade level of the course number.	• P: PK • X: High School Grades 9-13 • Y: Middle School Grades 6-8 • Z: Elementary School Grades I1-5
College	Should be blank or match the course number.	• A= Advanced Placement • C= Community College • D= Community College • I= International Baccalaureate • U= University or College • V= Cambridge International
Academic Level	Should match the 5th character of the course number.	• 2 = Standard • 5 = Advanced (Honors, Community College, or University 100 or 200 level courses) • 6 = CTE Cooperative Education • 7 = Advanced (AP or University 300 level or higher courses) • 8 = Advanced (IB or CIE courses) • 9 = No academic level • A = Extended Content Standards • B = Occupational Course of Study • W = CTE Workforce Continuing Education
GPA Weight	Equivalent to the potential credit of the course. The GPA weight is multiplied by the GPA Value from the score provided to calculate the GPA. If the course does not contribute to the GPA, leave the field blank.	
Bonus Points	**NOT USED in NC**	
Transcript	Check for courses that will post to the transcript.	

Required	Check for courses required for NC Graduation requirements. Graduation requirements can be found at High School Graduation Requirements | NC DPI (https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements)
Type	**NOT USED in NC**
Activity	Check for courses use to track activities. Note the course number must also be a zero-credit course number
Allow Student Requests	Used for scheduling and academic planning. This can be updated this when preparing for future year scheduling.
Allow Teacher Requests/Recommendations	Used for scheduling and academic planning. This can be updated this when preparing for future year scheduling.
Hide Standards on Portal	Check if standards should be hidden on parent and student portal.
Repeatable	Used for academic planning to allow students to repeat the same course more than once.
Attendance	Check to allow teachers to take attendance for the course. Can be checked even if the school uses daily attendance.
Positive Attendance	**NOT USED in NC**
UNC Minimum Requirements	Check if the course counts part of UNC requirements.
Expected Hours	**NOT USED in NC**
Post Secondary Institution	Select the corresponding post-secondary institution for courses that are community college, college or university courses
Instructional Provider	Select the corresponding instructional provider
How Taken	Select the corresponding how taken type
Delivery Mode	Select the corresponding delivery mode