



UTAH SYSTEM OF
HIGHER EDUCATION
Building a Stronger State of MindsSM

COURSE DATA SUBMISSION FILE

July 1, 2011 - 2011-2012 Submission Year

File Description: The Course Data Submission file contains the information, budget code, building, room, and instructor information for each specific course. The Course Data Submission File is submitted five times per fiscal year (Summer EOT, Fall 3rd-Week, Fall EOT, Spring 3rd-Week, and Spring EOT).

Submission Schedule:

The file must be submitted to Utah Board of Regents as follows:

<u>Data</u>	<u>1st Submission</u>	<u>Final Submission (if needed)</u>
Fall 3 rd -Week	October 3 rd	October 7 th
Summer EOT	October 23 rd	October 28 th
Fall EOT	January 23 rd	January 27 th
Spring 3 rd -Week	February 13 th	February 17 th
Spring EOT	June 29 th	July 6 th

Capture Date: The capture date for each 3rd-Week extract is the 3rd-Week date of the Semester.

Banner Source Information: The Banner source information came from [Salt Lake Community College “Finding IMC Data Extract Files in Banner”](#) by Bob Rantz. This document was presented at the Utah Information Management Committee (IMC) meeting on June 3, 2003.

Submission File Usage: The Course Data Submission File will be used for reporting of Facility Usage, Budget and Line Item Allocations, Faculty Workload, and other as necessary.

Submission File Naming Convention: The Course Data Submission File should be named as follows: School short name (hyphen), file description (**s** for students, **c** for courses, and **sc** for student_courses) (hyphen), year/term extension (**093** for 2009 and third term), extract period (**3** for 3rd-Week or **E** for EOT). File extension csv or txt may be used.

Example: **wsu-c-0933.txt** or **wsu-c-0933.csv** for Weber State University’s 3rd-Week Course File for Spring (2008/2009).

Delimiter: The Course Data Submission File may be submitted in either fixed field or delimited format. A single pipe symbol ‘|’ will be used as the delimiter. When submitting a delimited file, the pipe symbol must appear between each field in the file (Note: some data elements will have multiple fields, e.g. year, term, extract are three separate fields). Column spacing references are provided for those wishing to submit data in a fixed length format.

Additional Explanations: The Course Data Submission File should contain a unique course subject, number, and section for each course taught throughout the entire term.

Course Data Elements:				
*See Elements C-01 through C-40 for specific format information				
				(fixed-width files)
Name	Element	Field	Length	Columns
Institution	C-01	C_INST	4	1 - 4
Year, Term, & Extract	C-02	C_YEAR	4	5 - 8
		C_TERM	1	9
		C_EXTRACT	1	10
Course Subject	C-03	C_CRS_SBJ	6	11 - 16
Course Number	C-04	C_CRS_NUM	5	17 - 21
Course Section	C-05	C_CRS_SEC	5	22 - 26
Minimum Credit Hours	C-06	C_MIN_CREDIT	3	27 - 29
Maximum Credit Hours	C-07	C_MAX_CREDIT	3	30 - 32
Contact Hours	C-08	C_CONTACT_HRS	5	33 - 37
Line Item	C-09	C_LINE_ITEM	1	38
Site Type	C-10	C_SITE_TYPE	3	39 - 41
Budget Code	C-11	C_BUDGET_CODE	2	42 - 43
Delivery Method	C-12	C_DELIVERY_METHOD	1	44
Program Type	C-13	C_PROGRAM_TYPE	1	45
Credit Indicator	C-14	C_CREDIT_IND	1	46
Course Start Time	C-15	C_START_TIME	4	47 - 50
Course Stop Time	C-16	C_STOP_TIME	4	51 - 54
Course Days	C-17	C_DAYS	7	55 - 61
Building	C-18	C_BLDG	6	62 - 67
Room	C-19	C_ROOM	10	68 - 77
Course Start Time2	C-20	C_START_TIME2	4	78 - 81
Course Stop Time2	C-21	C_STOP_TIME2	4	82 - 85
Course Days2	C-22	C_DAYS2	7	86 - 92
Building2	C-23	C_BLDG2	6	93 - 98
Room2	C-24	C_ROOM2	10	99 - 108
Course Start Time3	C-25	C_START_TIME3	4	109 - 112
Course Stop Time3	C-26	C_STOP_TIME3	4	113 - 116
Course Days3	C-27	C_DAYS3	7	117 - 123
Building3	C-28	C_BLDG3	6	124 - 129
Room3	C-29	C_ROOM3	10	130 - 139
Course Start Date	C-30	C_START_DATE	8	140 - 147
Course End Date	C-31	C_END_DATE	8	148 - 155
Course Title	C-32	C_TITLE	35	156 - 190
Instructor ID	C-33	C_INST_ID	9	191 - 199
Instructor Name	C-34	C_INST_NAME	32	200 - 231
Course Instruction Type	C-35	C_INSTRUCT_TYPE	3	232 - 234

Course College	C-36	C_COLLEGE	3	235 - 237
Course Department	C-37	C_DEPT	4	238 - 241
Course General Education Code	C-38	C_GEN_ED	4	242 - 245
Course Destination Site	C-39	C_DEST_SITE	6	246 - 251
Class Size	C-40	C_CLASS_SIZE	4	252 - 255

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-01**

ELEMENT NAME: Institution

FIELD NAME: C_INST

FIELD FORMAT: Number, 4 Characters, Columns 1-4.

DEFINITION: The identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	June 15, 1998
3677	00367700	Utah State University	June 15, 1998
3680	00368000	Weber State University	June 15, 1998
3678	00367800	Southern Utah University	June 15, 1998
3679	00367900	Snow College	June 15, 1998
3671	00367100	Dixie State College	August 9, 2000
3676	00367600	College of Eastern Utah	June 15, 1998
4027	00402700	Utah Valley University	June 15, 1998
5220	00522000	Salt Lake Community College	June 15, 1998
3670	00367000	Brigham Young University	June 15, 1998
3681	00368100	Westminster College	June 15, 1998
1625	00162500	Brigham Young University - Idaho	August 9, 2000
3672	00367200	LDS Business College	June 15, 1998

COMMENTS: As institutions are added to the data base, their existing OPE ID code will be used. Last Modified July 7, 2006

BANNER SOURCE: SQL (hardcoded in table create)

VALIDATION TABLE: INST

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-02**

ELEMENT NAME: Year, Term & Extract Code

FIELD NAME: C_TERM_ID

FIELD FORMAT: Number, 4 Characters (YYYY format), Columns 5-8
Number, 1 Character (T format), Columns 9-9
Varchar2, 1 character (E format), Columns 10-10

DEFINITION: The current academic year, term and extract in which course is offered. Format YYYYTE is made up of academic year YYYY, academic term T, and extract E (3rd week or End of Term).

Field Value Example	Field Attributes or Examples	Effective Date
1999	Academic year in which course is offered. Academic year is defined as Summer Term of the previous year through Spring Semester of the current year. Thus, 1999 would be the assigned value for year for attendance anytime from Summer Term 1998 through Spring (January) Term 1999.	June 15, 1998

Field Value T Format	Name	Field Attributes or Example	Effective Date
1	Summer Term	First term of Academic Year. Course start date occurs after the final day of scheduled Spring Semester exams, and through the first day of the final enrollment block of scheduled Summer Term.	June 15, 1998
2	Fall Semester	Second term of Academic Year. Course start date occurs after the first day of the final enrollment block of scheduled Summer Term, and before the end of final exam day of scheduled Fall Semester.	June 15, 1998
3	Spring Semester (January)	Third term of Academic Year. Course start date occurs after the final exam day of scheduled Fall Semester and before the end of final exam day of scheduled Spring Semester.	June 15, 1998

Field Value E Format	Field Attributes or Example	Effective Date
3	Code used when submitting 3rd week extract.	June 15, 1998
E	Code used when submitting End of Term extract.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

BANNER SOURCE: SQL

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-03**

ELEMENT NAME: Course Subject

FIELD NAME: C_CRIS_SBJ

FIELD FORMAT: Varchar2, 6 Characters, Columns 11-16

DEFINITION: An institutionally defined abbreviation for the subject field of the course.

Field Value	Field Attributes or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Course Subject</i> of 'MATH ' The course 'CJ 2020 03' has the <i>Course Subject</i> of 'CJ '.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Subj_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-04**

ELEMENT NAME: Course Number

FIELD NAME: C_CRS_NUM

FIELD FORMAT: Varchar2, 5 Characters, Columns 17-21

DEFINITION: The official number or other identifier that serves to uniquely identify a course within the offering academic unit. First position must be numeric (indicating the course level), while fifth position is available for an alphanumeric suffix.

Field Value	Field Attributes or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Course Number</i> of '1010 '. In the course ID 'CJ 2020 03' has the <i>Course Number</i> of '2020 '.	September 29, 1998

COMMENTS: Course level (CRS_LVL) (lower division, upper division, beginning graduate, advanced graduate) is calculated from this field. The course level is determined by the left most position.

< 3 Lower Division – Associate Degree Level (all institutions)

3-5 Upper Division – Bachelor’s Degree Level (UU, USU, WSU, SUU, DSC, UVU)

6 Graduate – Master’s Degree Level (UU, USU, WSU, SUU)

> = 7 Advanced Graduate – Doctorate and Professional Degree Level (UU, USU)

*remedial courses are determined by the C_BUDGET_CODE (BU, SM) only.

Common Course Numbering took effect July 1, 2006

Last modified April 2, 2007

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Crse_num

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-05**

ELEMENT NAME: Section Number

FIELD NAME: C_CRSS_SEC

FIELD FORMAT: Varchar2, 5 Characters, Columns 22-26

DEFINITION: The section number of this course signifying a unique grouping of students.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Section Number</i> of '01'. In the course ID 'CJ 2020 03' has the <i>Section Number</i> of '03'.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Subj_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-06**

ELEMENT NAME: Credit Hours Minimum

FIELD NAME: C_MIN_CREDIT

FIELD FORMAT: Number, 3 Characters, Column 27-29

DEFINITION: Minimum credit hours offered for the Course.

Field Value Example	Field Attributes or Example	Effective Date
005	The minimum credit hours possible for the course is .5	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Credit_hours_low

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-07**

ELEMENT NAME: Credit Hours Maximum

FIELD NAME: C_MAX_CREDIT

FIELD FORMAT: Number, 3 Characters, Column 30-32

DEFINITION: Maximum credit hours offered for the Course.

Field Value Example	Field Attributes and Example	Effective Date
135	The maximum credit hours possible for the given course is 13.5	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Credit_hours_high

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-08**

ELEMENT NAME: Non Credit Course Contact Hours

COBOL NAME: C_CONTACT_HRS

FIELD FORMAT: Number, 5 Characters, Column 33-37

DEFINITION: The maximum number of contact hours the course is scheduled to meet within the academic term. Sometimes referred to as clock hours. This field is for non-credit courses only.

Field Value Example	Field Attribute or Example	Effective Date
00045	Students meet with the instructor for 15 hours a week (weekly membership hours). The course is scheduled for three weeks. Thus $15 \times 3 = 45$ contact hours for course.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: SUM(Ssrmeet_hrs_week) X (ssbsect_pterm-weeks) or
Ssbsect_cont_hr or
Scbrse_cont_hr_low

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-09**

ELEMENT NAME: Line Item

FIELD NAME: C_LINE_ITEM

FIELD FORMAT: Varchar2, 1 Character, Column 38-38

DEFINITION: Discrete instructional unit of the institution as identified in the annual legislative appropriations act that is offering the course.

Field Value	Name	Effective Date
A	E&G	June 15, 1998
B	UU Med Dr	June 15, 1998
C	UU Med Other	June 15, 1998
D	UU RDEP	June 15, 1998
E	USU SE Utah Center	June 15, 1998
F	USU Uintah Basin Center	June 15, 1998
G	USU Eastern - Division of Workforce Education	August 29, 2011
H	USU Eastern - San Juan Center	August 29, 2011
I	SLCC Skills Center	June 15, 1998
K	SUU St. George Center	Inactive 10/11/04
L	Snow College (Secondary)	Inactive 10/11/04
M	UEC (for S-11 should be rolled-up to E&G)	June 15, 1998
N	Snow College (Postsecondary)	Inactive 10/11/04
P	UU Med PA	July 1, 2001
Q	Snow CTE*	July 1, 2003
R	USU Brigham City	July 1, 2001
S	USU Eastern - Southeast Center	August 29, 2011
T	USU Tooele/SLC	July 1, 2001
X	USU Eastern – Price	August 29, 2011

COMMENTS: Last modified April 2, 2007

REFERENCE: *Memorandum dated 09/25/03 from Brad Mortensen.

BANNER SOURCE: SQL

VALIDATION TABLE: LINE_ITEM

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-10**

ELEMENT NAME: Course Site Type

FIELD NAME: C_SITE_TYPE

FIELD FORMAT: Varchar2, 3 Characters, Column 39-41

DEFINITION: Code used to specify a site type where instruction originates.

Field Value	Field Attributes and Example	Effective Date
A01	Course taught from Main Campus	Sep 1, 1998
BXX	Course taught from Other Major Instructional Center	June 14, 2000
	B01 Uof U Bountiful Center	Sep 1, 1998
	B02 Uof U Cedar Park Center	Sep 1, 1998
	B03 Uof U Park City Center	Sep 1, 1998
	B04 Uof U Sandy Center	Sep 1, 1998
	B10 USU Brigham Center	Sep 1, 1998
	B11 USU Tremonton Center	Sep 1, 1998
	B12 USU Ogden Center	Sep 1, 1998
	B13 USU Salt Lake Center	Sep 1, 1998
	B14 USU Cedar City Center	Sep 1, 1998
	B15 USU St. George Center	Sep 1, 1998
	B16 USU Richfield Center	Sep 1, 1998
	B17 USU Delta Center	Sep 1, 1998
	B18 USU Tooele Center	Sep 1, 1998
	B19 USU Moab Center	Sep 1, 1998
	B20 USU Price Center	Sep 1, 1998
	B21 USU Blanding Center	Sep 1, 1998
	B22 USU Roosevelt Center	Sep 1, 1998
	B23 USU Vernal Center	Sep 1, 1998
	B24 USU Randolph Center	Sep 1, 1998
	B25 USU Orem Center	Sep 8, 2011
	B30 WSU Davis Center	Sep 1, 1998
	B31 WSU SUU	Sep 1, 1998
	B32 WSU USU	Sep 4, 2001
	B33 WSU Ogden North Center	Sep 4, 2001
	B34 WSU West Center	July 1, 2002
	B35 WSU Morgan Center	Sep 28, 2005
	B36 WSU Davis TL Center	Sep 1, 1998
	B40 SUU St. George Center	Sep 1, 1998
	B41 SUU Richfield Center	August 29, 2011
	B43 USU Eastern - Price	August 29, 2011
	B44 USU Eastern - Workforce Education	August 29, 2011

	<p>B45 USU Eastern - San Juan Center B46 USU Eastern - Moab Center B47 USU Eastern - Monument Valley B48 USU Eastern - Castle Dale Educational Center B50 Snow College - Richfield B55 SLCC Sandy Center B56 SLCC Riverside Center B57 SLCC West Jordan Center B58 SLCC Millcreek Center B59 SLCC Tooele Center B60 SLCC Jordan Technical Center B61 SLCC South City Center B62 SLCC Airport Center B63 SLCC Jordan Campus B64 SLCC Larry H. Miller Campus B65 SLCC Meadowbrook Campus B66 SLCC Library Square Center (Previously Main Street Campus) B67 SLCC Draper Campus B70 UVSC North Valley Center B71 UVSC Park City Center B72 UVSC Heber City Center B80 Dixie Hurricane Center</p>	<p>August 23, 2011 August 23, 2011 August 23, 2011 October 15, 2003 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 July 1, 2002 July 1, 2002 July 1, 2002 August 19, 2004 August 19, 2004 Sep 1, 1998 Sep 1, 1998 July 1, 2002 July 1, 2002</p>
C	Course taught from Public Education Site (i.e. High School)	Sep 1, 1998
DXX	<p>Course taught from University Center D05 CEU D06 Snow College D07 Dixie College D08 SLCC D09 UVSC</p>	Sep 1, 1998
EXX	<p>Course taught from Correctional Facility E01 Draper E02 Gunnison E03 Cedar City E04 Washington County Purgatory E05 Panguitch E06 Duchesne E07 Monticello E08 Daggett County Correctional</p>	<p>Sep 1, 1998 July 1, 2001 July 1, 2002 Sept 10, 2004 Sept 10, 2004 July 1, 2004</p>

FXX	Course taught from UCAT Campuses F01 Snow - Richfield F02 Davis F03 Uintah Basin F04 Ogden-Weber F05 Bridgerland F06 Mountainland F07 Southwest F08 CEU – Southeast Center F09 Salt Lake - Tooele F10 Dixie	Nov 20, 2000 July 1, 2002 Nov 20, 2000 Nov 20, 2000 Nov 20, 2000 Nov 20, 2000 July 1, 2002 July 1, 2002 July 1, 2007 July 1, 2002 July 1, 2002
G	Course taught from other owned site	Sep 1, 1998
H	Course taught from other leased site	Sep 1, 1998
RXX	Course taught via distance education for budget-related courses delivered to a highschool R01 SLCC	
Z	Course taught from an out of state site	Sep 1, 1998
O	Course is taught at Other site (i.e. Independent Study)	Sep 1, 1998

COMMENTS: Last modified August 5, 2005

REFERENCE:

BANNER SOURCE: Ssbsect_camp_code

VALIDATION TABLE: SITE_TYPE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-11**

ELEMENT NAME: Budget Code

FIELD NAME: C_BUDGET_CODE

FIELD FORMAT: Varchar2, 2 Characters, Column 42-43

DEFINITION: Categorizes courses according to funding source/mechanism associated with the course. See comments section for value definitions.

Field Value	Field Attributes and Example	Effective Date
BA	Budget-Related [Regular]	September 29, 1998
BC	Budget-Related Concurrent Enrollment	September 29, 1998
BU	Budget-Related Remedial	September 29, 1998
BV	Budget-Related STIT	September 29, 1998
BY	Budget-Related Non Credit	September 29, 1998
SD	Self-Supporting [Regular]	September 29, 1998
SF	Self-Supporting Concurrent Enrollment	September 29, 1998
SM	Self-Supporting Remedial	September 29, 1998
SP	Self-Supporting - ATCSR	September 29, 1998
SQ	Self-Supporting - Custom Fit	September 29, 1998

COMMENTS:

R506, Inventory of Budget Related and Self Supporting Courses

R506-1. Purpose

To provide guidance to the categorization of courses as budget-related or self-supporting for state funding purposes.

R506-2. References

2.1. Utah Code §53B-7-101 (Combined Requests for Appropriations - Appropriation Formulas)

2.2. Policy and Procedure R501, Budgeting Definitions and Guidelines

2.3. Enrollment Category Decision Tree for Acrobat Reader

R506-3. Utah System of Higher Education Course Inventory

3.1. Supervised Instruction - For courses to be included in the USHE Course Inventory, instruction must occur and the institution must supervise the instruction.

3.2. Separate Designation for Credit and Not for Credit Courses - Whenever a specific course offering can be taken either for credit or not for credit, the different registration categories are to be provided by separate section numbers scheduled at the same time and location.

R506-4. Budget-Related Courses for State Funding Purposes

4.1. Budget-Related Regular (BA) - (course must meet all of the following criteria)

- Course is for credit.
- Course is not offered at a high school site, or is offered at a high school site but is not a concurrent enrollment course.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction is received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is non-remedial

4.1.1. #AND# (course must also meet all points of one of the following two sets of criteria)

- Course section is offered to the general public not primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course is not a correspondence course.
- Course is not for concurrent enrollment students (i.e. for secondary students concurrently receiving college credit and high school credit).

4.1.2. #OR#

- Course section is not offered to the general public and is primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course was not developed specifically for a particular business or organization.
- Course enrollees are not predominantly non-matriculated employees of the institution.

4.2. Budget-Related Concurrent Enrollment (BC) - (course must meet one of the following sets of criteria)

4.2.1. Offered at high school site via technology

- Course is for credit.
- Course is offered at a high school site.
- Course is a concurrent enrollment course (i.e. for secondary students concurrently receiving college credit and high school credit).

- Course is delivered via technology.

4.2.2. #OR# - Not offered at high school site

- Course is for credit.
- Course is not offered at a high school site.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is non-remedial.
- Course is not a correspondence course.
- Course is for concurrent students.

4.3. Budget-Related Remedial (BU) - (course must meet all of the following criteria)

- Course is for credit.
- Course is not offered at a high school site, or is offered at a high school site but is not a concurrent enrollment course.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course is taught by WSU, Snow, Dixie, CEU, UVSC, or SLCC or by USU at its branch campuses or continuing education centers after a community college chooses not to exercise its right of first refusal to offer a remedial class.

4.4. Budget-Related STIT (BV) - (course must meet all of the following criteria)

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program (i.e. remedial).
- Course is a short-term intensive training course funded with state STIT appropriations.

4.5. Budget-Related Non Credit CTE (BY) - (course must meet all of the following criteria)

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program (i.e. remedial).
- Course is not a short-term intensive training course funded with state STIT appropriations.
- Course is not funded by ATCSR funding (i.e. appropriation made to either public education or higher education funneled to the institution to support ATC-type training programs in areas of the state without freestanding ATC's).
- Course is not funded by Custom Fit funding (i.e. appropriation made to public education funneled to the institution to support company-specific vocational training programs).
- Course is creditable towards a Board approved degree/award program or is a pre-requisite to such program.

R506-5. Self-Supporting Courses for State Funding Purposes

5.1. Self-Supporting Regular (SD) - (course must meet all points of any one of the following sets of criteria)

5.1.1. Not for credit - Not vocational or vocational pre-requisite

- Course is not for credit.
- Course is not vocational or pre-requisite to a vocational program (i.e. remedial).

5.1.2. #OR# - Not creditable towards a Board approved degree/award program

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program (i.e. remedial).
- Course is not a short-term intensive training course funded with state STIT appropriations.
- Course is not funded by ATCSR funding.
- Course is not funded by Custom Fit funding.
- Course is not creditable towards a Board approved degree/award program or is a pre-requisite to such program.

5.1.3. #OR# - For credit - Board approved tuition not assessed

- Course is for credit.
- Board approved tuition is not assessed.

5.1.4. #OR# - Instructor costs not paid by institutional funds

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are not paid for by institutional funds (e.g. external funds have been received or ear-marked to pay instructor costs).

5.1.5. #OR# - Not taught in Utah - not received in Utah or through study abroad

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is not taught in Utah or instruction is not received in Utah or through study abroad.

5.1.6. #OR# - Not part of regular curriculum - not taught on a full-term basis

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction is received in Utah or through study abroad.
- Course section is not part of regular curriculum or is not taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.

5.1.7. #OR# - Not offered to general public

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction is received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is non-remedial.
- Course section is not offered to the general public and is primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course was developed specifically for a particular business or organization.

5.1.8. #OR# - In-service training for institutional employees

- Course is for credit.
- Board approved tuition is assessed
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction is received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is non-remedial.
- Course section is not offered to the general public and is primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course was not developed specifically for a particular business or organization.
- Course enrollees are predominantly non-matriculated employees of the institution.

5.1.9. #OR# - Correspondence study

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction is received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is non-remedial.
- Course section is offered to the general public not primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course is a correspondence course.

5.1.10. #OR# - Technology based for non resident student

- Course is delivered to the student through technology.
- Student is a non resident of Utah under provisions of R512, Determination of Resident Status and is residing outside of Utah.

5.2. Self-Supporting Concurrent Enrollment (SF) - (course must meet all of the following criteria)

- Course is for credit.
- Course offered at a high school site.
- Course is a concurrent enrollment course (i.e. for secondary students concurrently receiving college credit and high school credit).
- Course is not delivered via technology.

5.3. Self-Supporting Remedial (SM) - (course must meet all of the following criteria)

- Course is for credit.
- Course is not offered at a high school site, or is offered at a high school site but is not a concurrent enrollment course.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah and instruction received in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is below 1000.
- Course is taught by one of the following institutions: UU, USU (unless it is considered budget related under 4.3), or SUU.

5.4. Self-Supporting ATCSR (SP) - (course must meet all of the following criteria)

- Course is non-credit.
- Course is vocational or pre-requisite to a vocational program (i.e. remedial).
- Course is funded by ATCSR funding (i.e. appropriation made to either public education or higher education funneled to the institution to support ATC-type training programs in areas of the state without freestanding ATC's).

5.5. Self-Supporting Custom Fit (SQ) - (course must meet all the following criteria)

- Course is non credit.
- Course is vocational or pre-requisite to a vocational program (i.e. remedial).
- Course funded by Custom Fit funding (i.e. appropriation made to public education funneled to the institution to support company-specific vocational training programs).

(Approved September 12, 1997, revised August 7, 1998, amended April 20, 2001 and March 14, 2002.)

LAST MODIFIED: May 1, 2002.

BANNER SOURCE: Ssrscdd_sccd_code

VALIDATION TABLE: BUDGET_CODE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-12**

ELEMENT NAME: Delivery Method

FIELD NAME: C_DELIVERY_METHOD

FIELD FORMAT: Varchar2, 1 Character, Column 44-44

DEFINITION: The method of delivery by which most of the instruction is transmitted.

Field	Field Attribute or Example	Effective Date
P	Face-to-Face: Course is taught primarily in person - classroom based. This includes workbook courses with instruction, and courses with technology-delivered components such as online syllabi, online lecture notes; however, teaching and learning activities are classroom-based.	June 2, 2003
H	Technology-Enhanced: Course is taught both in person in a classroom and via technology. The technology-delivered components include teaching and learning activities. Use of technology does not reduce the time traditionally spent in the face-to-face class.	July 1, 2004
T	Broadcast: Course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (i.e. KUED, KULC). The technology component delivers lectures and assignments one-way from the instructor to students. Broadcast classes may have Internet-based or face-to-face components such as exam review sessions and proctored exams.	June 2, 2003
R	Interactive Audio/Video: Course is taught via remote interactive video and audio (i.e., IVC, EdNET, Satellite) from an origination site to one or more receive sites or via streaming media technologies. Lectures and assignments are delivered in real time, one-way from the instructor to students (Satellite), with two-way exchange capabilities between instructor and student (IVC or EdNET), or accessed online on demand via streaming audio/video.	June 2, 2003
I	Online/Internet: Course content is delivered online. While online courses may require proctored exams, there are no other place-bound requirements and minimal synchronous (real time) requirements. Regular interactions between students and instructor are a part of the teaching and learning process.	August 9, 2011
B	Hybrid/Blended: Course is taught both in person, in a classroom and via technology. The technology-delivered components include teaching and learning activities and reduces the time traditionally spent in the face-to-face class.	August 9, 2011

C	Correspondence: Course is delivered in print form, either as hard or electronic copy. Students work at their own pace without significant interaction with instructor or other students in the class. Students may use mail, phone, fax, or email to contact the instructor, submit work or take assessments. Courses are generally enrolled open entry/open exit.	Feb 4, 2004
O	Electronic Media: Content is delivered primarily via computer disks, CD, DVD, or videocassettes. Students generally work at their own pace without significant interaction with the instructor or other students in the class. E-mail may be being used to transmit instructions and assignments. (Distance Delivered)	Inactive August 9, 2011

COMMENTS: Last modified August 9, 2011

BANNER SOURCE: Ssbsect_schd_code

VALIDATION TABLE: DELIVERY_METHOD

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-13**

ELEMENT NAME: Program Type

FIELD NAME: C_PROGRAM_TYPE

FIELD FORMAT: Varchar2, 1 Character, Column 45-45

DEFINITION: A code to indicate whether the course is vocational, academic, or an apprenticeship.

Field Value	Field Attribute or Example	Effective Date
A	Academic Program: An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits which can be applied to one of these degrees.	June 15, 1998
V	Vocational (CTE): CTE programs include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary to economic independence as a productive and contributing member of society. If the activity requires less than a baccalaureate degree and meets the job preparation requirement, it is CTE. CTE Course Designation Guidelines are: 1) The course must be included as a required course for a CTE program listed in the school catalog. 2) The CTE program must be less than baccalaureate level. 3) A course which is approved for general education credit cannot be counted as an CTE course unless offered by an CTE department with a majority of the department lower division SCH produced by CTE courses. 4) The offering department offers one or more CTE programs or a course offered specifically for a CTE program. 5) Courses may be approved by exception.	June 14, 2000
P	Apprenticeship (CTE subset): Apprenticeship programs are related instruction leading to a journeyman status in a skilled trade or craft.	June 1, 2001
C	Continuing Education: An instructional program that brings participants up to date in a particular area of knowledge or skills, designed especially for part-time adult students who are not seeking a degree.	July 1, 2006

COMMENTS: Last modified February 4, 2009.

BANNER SOURCE: Scbsupp_occs_code

VALIDATION TABLE: PROGRAM_TYPE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-14**

ELEMENT NAME: Credit Indicator

FIELD NAME: C_CREDIT_IND

FIELD FORMAT: Varchar2, 1 Character, Column 46-46

DEFINITION: A code indicating whether the course is offered for credit or not.

Field Value	Field Attribute or Example	Effective Date
C	Credit – Recognition of attendance of performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Credit hours)	June 15, 1998
N	Non-Credit – A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (Contact or Membership hours)	June 15, 1998

COMMENTS: Last modified April 2, 2007

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Credit_hours_low and Credit Hours_high

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-15**

ELEMENT NAME: Section Start Time 1

FIELD NAME: C_START_TIME

FIELD FORMAT: Varchar2, 4 Characters, Column 47-50

DEFINITION: The time of day this section is scheduled to commence, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0100	Given course starts at 1:00 AM	June 15, 1998
1300	Given course starts at 1:00 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Begin_time1

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-16**

ELEMENT NAME: Section Stop Time 1

FIELD NAME: C_STOP_TIME

FIELD FORMAT: Varchar2, 4 Characters, Column 51-54

DEFINITION: The time of day the section is scheduled to end, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0150	Given course ends at 1:50 AM	June 15, 1998
1350	Given course ends at 1:50 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) End_time1

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-17**

ELEMENT NAME: Section Days 1

FIELD NAME: C_DAYS

FIELD FORMAT: Varchar2, 7 Characters, Column 55-61

With one position for each day of week, starting with Monday.

DEFINITION: The day(s) of the week this section is scheduled to meet. (M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday)

Field Value							Field Attribute or Examples	Effective Date
M		W		F			Course meets on Monday Wednesday and Friday	June 15, 1998
	T		R				Course meets on Tuesday and Thursday	June 15, 1998
M	T	W	R	F			Course meets every Weekday	June 15, 1998
					S	U	Course meets on Saturday and Sunday	June 15, 1998
M						U	Course meets on Sundays and Mondays	June 15, 1998
M	T	W	R	F	S	U	Course meets every day of the week.	June 15, 1998
		W					Course meets on Wednesdays only.	June 15, 1998
	T	W	R				Course meets on Tuesday, Wednesday, and Thursday	June 15, 1998
M	T	W					Course meets on Monday, Tuesday, and Wednesday	June 15, 1998
		W	R	F			Course meets on Wednesday, Thursday, and Friday	June 15, 1998

COMMENTS: Last modified May 1, 2002

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Monday_ind1 thru Sunday_ind1

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-18**

ELEMENT NAME: Section Building 1

FIELD NAME: C_BLDG

FIELD FORMAT: Varchar2, 6 Characters, Column 62-67

DEFINITION: The official *institutional* identifier that uniquely identifies the building (or other facility) where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
ADMIN	Course is taught in the Administration building.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Bldg_code1

VALIDATION TABLE: FACILITY:BUILDING

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-19**

ELEMENT NAME: Section Room 1

FIELD NAME: C_ROOM

FIELD FORMAT: Varchar2, 10 Characters, Column 68-77

DEFINITION: The official *institutional* identifier that uniquely identifies the room where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
101A	Course is taught in room 101A of given building.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE: IMC Meeting, November 2005 – Banner Issue

BANNER SOURCE: (SWCATSCHED) Room_code1

VALIDATION TABLE: FACILITY:ROOMS

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-20**

ELEMENT NAME: Section Start Time 2

FIELD NAME: C_START_TIME2

FIELD FORMAT: Varchar2, 4 Characters, Column 78-81

DEFINITION: The time of day this section is scheduled to commence, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0100	Given course starts at 1:00 AM	June 15, 1998
1300	Given course starts at 1:00 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Begin_time2

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-21**

ELEMENT NAME: Section Stop Time 2

FIELD NAME: C_STOP_TIME2

FIELD FORMAT: Varchar2, 4 Characters, Columns 82-85

DEFINITION: The time of day the section is scheduled to end, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0150	Given course ends at 1:50 AM	June 15, 1998
1350	Given course ends at 1:50 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) End_time2

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-22**

ELEMENT NAME: Section Days 2

FIELD NAME: C_DAYS2

FIELD FORMAT: Varchar2, 7 Characters, Columns 86-92

With one position for each day of week, starting with Monday.

DEFINITION: The day(s) of the week this section is scheduled to meet. (M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday)

Field Value							Field Attribute or Examples	Effective Date
M		W		F			Course meets on Monday Wednesday and Friday	June 15, 1998
	T		R				Course meets on Tuesday and Thursday	June 15, 1998
M	T	W	R	F			Course meets every Weekday	June 15, 1998
					S	U	Course meets on Saturday and Sunday	June 15, 1998
M						U	Course meets on Sundays and Mondays	June 15, 1998
M	T	W	R	F	S	U	Course meets every day of the week.	June 15, 1998
		W					Course meets on Wednesdays only.	June 15, 1998
	T	W	R				Course meets on Tuesday, Wednesday, and Thursday	June 15, 1998
M	T	W					Course meets on Monday, Tuesday, and Wednesday	June 15, 1998
		W	R	F			Course meets on Wednesday, Thursday, and Friday	June 15, 1998

COMMENTS: Last modified May 1, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Monday_ind2 thru Sunday_ind2

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-23**

ELEMENT NAME: Section Building 2

FIELD NAME: C_BLDG2

FIELD FORMAT: Varchar2, 6 Characters, Columns 93-98

DEFINITION: The official *institutional* identifier that uniquely identifies the building (or other facility) where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
ADMIN	Course is taught in the Administration building.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Bldg_code2

VALIDATION TABLE: FACILITY:BUILDING

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-24**

ELEMENT NAME: Section Room 2

FIELD NAME: C_ROOM2

FIELD FORMAT: Varchar2, 10 Characters, Columns 99-108

DEFINITION: The official *institutional* identifier that uniquely identifies the room where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
101A	Course is taught in room 101A of given building.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Room_code2

VALIDATION TABLE: FACILITY:ROOMS

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-25**

ELEMENT NAME: Section Start Time 3

FIELD NAME: C_START_TIME3

FIELD FORMAT: Varchar2, 4 Characters, Columns 109-112

DEFINITION: The time of day this section is scheduled to commence, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0100	Given course starts at 1:00 AM	June 15, 1998
1300	Given course starts at 1:00 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Begin_time3

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-26**

ELEMENT NAME: Section Stop Time 3

FIELD NAME: C_STOP_TIME3

FIELD FORMAT: Varchar2, 4 Characters, Columns 113-116

DEFINITION: The time of day the section is scheduled to end, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0150	Given course ends at 1:50 AM	June 15, 1998
1350	Given course ends at 1:50 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) End_time3

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-27**

ELEMENT NAME: Section Days 3

FIELD NAME: C_DAYS3

FIELD FORMAT: Varchar2, 7 Characters, Columns 117-123
With one position for each day of week, starting with Monday.

DEFINITION: The day(s) of the week this section is scheduled to meet. (M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday)

Field Value							Field Attribute or Examples	Effective Date
M		W		F			Course meets on Monday Wednesday and Friday	June 15, 1998
	T		R				Course meets on Tuesday and Thursday	June 15, 1998
M	T	W	R	F			Course meets every Weekday	June 15, 1998
					S	U	Course meets on Saturday and Sunday	June 15, 1998
M						U	Course meets on Sundays and Mondays	June 15, 1998
M	T	W	R	F	S	U	Course meets every day of the week.	June 15, 1998
		W					Course meets on Wednesdays only.	June 15, 1998
	T	W	R				Course meets on Tuesday, Wednesday, and Thursday	June 15, 1998
M	T	W					Course meets on Monday, Tuesday, and Wednesday	June 15, 1998
		W	R	F			Course meets on Wednesday, Thursday, and Friday	June 15, 1998

COMMENTS: Last modified May 1, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Monday_ind3 thru Sunday_ind3

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-28**

ELEMENT NAME: Section Building 3

FIELD NAME: C_BLDG3

FIELD FORMAT: Varchar2, 6 Characters, Columns124-129

DEFINITION: The official *institutional* identifier that uniquely identifies the building (or other facility) where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
ADMIN	Course is taught in the Administration building.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Bldg_code3

VALIDATION TABLE: FACILITY:BUILDING

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-29**

ELEMENT NAME: Section Room 3

FIELD NAME: C_ROOM3

FIELD FORMAT: Varchar2, 10 Characters, Columns 130-139

DEFINITION: The official *institutional* identifier that uniquely identifies the room where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
101A	Course is taught in room 101A of given building.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Room_code3

VALIDATION TABLE: FACILITY:ROOMS

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-30**

ELEMENT NAME: Start Date

FIELD NAME: C_START_DATE

FIELD FORMAT: Date, 8 Characters, (YYYYMMDD Format), Columns 140-147

DEFINITION: The calendar date instruction is scheduled to begin for this course.

Field Value Format	Field Attribute or Example	Effective Date
yyyy	Four position Year in which course instruction begins (e.g. Course starts in 1978 would have 1978 listed).	June 15, 1998
mm	Two position Calendar Month in which course instruction begins. 01-January through 12-December.	June 15, 1998
dd	Two position Day of the month in which course instruction begins. Valid day between 01 and 31.	June 15, 1998

Field Value Example	Field Attribute or Example	Effective Date
20011031	Given course begins instruction on October 31, 2001.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Pterm_start_date

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-31**

ELEMENT NAME: End Date

FIELD NAME: C_END_DATE

FIELD FORMAT: Date, 8 Characters, (YYYYMMDD Format), Columns 148-155

DEFINITION: Ending date for course instruction/testing.

Field Value Format	Field Attribute or Example	Effective Date
yyyy	Four position Year in which course instruction/testing ends (e.g. Course starts in 1978 would have 1978 listed).	June 15, 1998
mm	Two position Calendar Month in which course instruction/testing ends. 01-January through 12-December.	June 15, 1998
dd	Two position Day of the month in which course instruction/testing ends. Valid day between 01 and 31.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Ptrm_end_date

VALIDATION TABLE:

ELEMENT NAME: Title

FIELD NAME: C_TITLE

FIELD FORMAT: Varchar2, 35 Characters, Columns 156-190

DEFINITION: Course Descriptive Title that appears in the institution's course catalog.

Field Value Example	Field Attribute or Example	Effective Date
Multi variable Calculus	This would be show the course description as published in the course catalog.	June 15, 1998

COMMENTS: Last modified June 19, 2008

- Report the course title and only the course title in the course title field (ex. Calculus I).
 - Please list entire course description and don't just list a subject like Mathematics or English.
 - Please do not include general education labels (exp. QL), delivery mode (exp. Online), site type (exp. Kanab), or contract student population (exp. Elem Teachers Math v. College Algebra) embedded in the course title.
- Please do not use punctuation marks (. , --) in the course title (ex. General Biology Lab v. General Biology-Lab).
Exceptions: A+ Certification, 10-Key Data Entry.
- Use the following nomenclature in course titles:

Best	Short	Incorrect
3D	3-D	3 Dimension or 3 Dim
Analysis, Analytic	Analy	Anal
and		&
Advanced	Adv	Adv.
Beginning	Beg	Beg. Or Begin.
Elementary	Elem	Elem.
Emergency Medical Technician	EMT	
Fundamentals		Fndmntl or Fund
Foundations		Foundtns or Fndtns or Fdtn or Fnd
Heavy Duty		HD
Intermediate	Inter	Interm
Introduction	Intro	Intro.
Introductory		Intro or Intro.
Laboratory	Lab	-Lab or -Lab or Lab.
Lowercase connecting words	and v. And, for v. For, to v. To, of v. Of	
Principle, Principles	Princ	Prin
Special Topics	ST:	ST
Special Projects	SP:	SP
Spell out Disciplines	Ex. General Biology	Ex.General Biol

- Renumber all labs to end in "5." Apply the Common Course Numbering Science convention of numbering labs as ending in "5" to all classes including CTE. Note that all Chemistry, Physics, and Biology labs end in "5" (exp. BIOL 1010 *General Biology*, BIOL 1015 *General Biology Lab*). For reporting purposes this convention is very helpful.

BANNER SOURCE: (SORTEST) Title

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-33**

ELEMENT NAME: Primary Instructor ID

FIELD NAME: C_INST_ID

FIELD FORMAT: Varchar2, 9 Characters, Columns 191-199

DEFINITION: Primary instructor ID. The instructor's social security number.

Field Value	Field Attribute or Example	Effective Date
<instructor specific	Courses primary instructor's social security number.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Primary_instructor_ID

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-34**

ELEMENT NAME: Primary Instructor Name

FIELD NAME: C_INST_NAME

FIELD FORMAT: Varchar2, 32 Characters, Columns 200-231

DEFINITION: Primary instructor's name. The legal combination of words by which the instructor is known. In the format last name, comma, space, first name, space middle name, comma, space, suffix

Field Value	Field Attribute or Example	Effective Date
<student specific>	Van Orton, Peter Paul Mary. Van Orton is the Last Name (followed by comma), Peter Paul Mary is the First Name-Middle Name combination.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Last_name+First_name+Middle_init

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-35**

ELEMENT NAME: Instructional Type

FIELD NAME: C_INSTRUCT_TYPE

FIELD FORMAT: Varchar2, 3 Characters, Columns 232-234

DEFINITION: Instructional Type.

Field Value	Field Attribute or Example	Effective Date
LEC	Regular Classes without Lab - Standard fixed credit classes where instruction occurs in a traditional classroom setting.	June 14, 2000
LEL	Regular Classes with incorporated Lab - Standard fixed credit classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.	Inactive 10/11/04
LAB	Laboratory - Separate section laboratory setting course (can be credit or non-credit).	June 14, 2000
SUP	Supervision at Remote Sites - Faculty supervision at remote sites that generate student credit hours (e.g. student teaching, internships, clinical, cooperative education, practica)	February 24, 1999
INV	Individualized Instruction - Classes with no defined clock hours where students register term by term and credits offered may not exceed the published credit hour value of an equivalent standard fixed credit class (e.g. directed readings, independent study/projects)	February 24, 1999
THE	Thesis Credit - Faculty supervision of Thesis Credit (for thesis chair only).	February 24, 1999
DIS	Dissertation Credit - Faculty supervision of Dissertation Credit (for dissertation chair only).	February 24, 1999
CON	Conferences and Workshops - Classes that are not part of the regular curriculum and/or are not taught on a full-term or equivalent to a full-term basis.	February 24, 1999
OTH	Other - All other instructional activity that generates formal credit or contact hours.	February 24, 1999

COMMENTS: Last modified March 23, 2004

BANNER SOURCE: Sbsubsect_schd_code

VALIDATION TABLE: INSTRUCT_TYPE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-36**

ELEMENT NAME: College that Teaches the Course

FIELD NAME: C_COLLEGE

FIELD FORMAT: Varchar2, 3 Characters, Columns 235-237

DEFINITION: The categorization of an academic discipline at a USHE Institution.

Field Value	Field Attribute or Example	Effective Date
SCI	College of Science.	July 1, 2002
HUM	College of Humanities	July 1, 2002

COMMENTS: Last modified July 9, 2002.

REFERENCE:

BANNER SOURCE: Scbrse_coll_code or
(SWCATSCHED) Coll_code or
Ssbovrr_coll_code

VALIDATION TABLE: COLLEGE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-37**

ELEMENT NAME: Department that Teaches the Course

FIELD NAME: C_DEPT

FIELD FORMAT: Varchar2, 4 Characters, Columns 238-241

DEFINITION: A field of study or interest which is directly under a specific academic discipline category.

Field Value	Field Attribute or Example	Effective Date
MATH	Math Department.	July 1, 2002
ENG	English Department	July 1, 2002
BIO	Biology Department	July 1, 2002

COMMENTS: Last modified July 9, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Dept_code or
Ssbovrr_dept_code

VALIDATION TABLE: DEPARTMENT

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-38**

ELEMENT NAME: General Education Course Codes

FIELD NAME: C_GEN_ED

FIELD FORMAT: Varchar2, 4 Characters, Columns 242-245

DEFINITION: The codes which designate the required General Education requirements as outlined in Regent Policy R470.

Do NOT report courses beyond the Breadth General Education Requirements such as: writing or quantitative intensive.

Field	Field Attribute or Example	Date
C	<u>Composition</u> (English 1010, Introduction to Writing (3 credits), and English 2010, Intermediate Writing (3 credits).	July 1, 2007
QL	<u>Quantitative Literacy</u> (Mathematics 1030, Quantitative Literacy (3 credits), or Mathematics 1040, Statistics (3 credits), which have prerequisites of high school intermediate algebra or two years of high school algebra. Students may also satisfy the requirement by completing at least one institutionally approved mathematics course at the level of college algebra or which requires college algebra as a prerequisite).	July 1, 2007
AI	<u>American Institutions</u> (Economics 1740, United States Economic History, (3 credits); Political Science 1100, American Political Institutions (3 credits); or History 1700, American Civilization (3 credits). Students may also satisfy this requirement by completing an interdisciplinary integrated course that satisfies comparable competencies. Some institutions may require two course sequence in the areas of economics, political science, or history which satisfy comparable competencies).	July 1, 2007
FA	Fine Arts	July 1, 2007
HU	Humanities	July 1, 2007
SS	Social and Behavioral Sciences	July 1, 2007
LS	Life Science	July 1, 2007
PS	Physical Science (Includes Earth Science)	July 1, 2007
ID	<u>Interdisciplinary</u> (A breadth course listed under more than one category OR listed under a category other than FA, H, SS, LS, or PS. Both instances reflect the cross curricular nature of the class. Examples of alternative categories include: "Interdisciplinary" or "Student Choice").	July 1, 2007
IR	<u>Institution Requirement</u> (An institution specific graduation requirement for all undergraduate students. Do not list courses beyond the Breadth General Education Requirements such as: writing or quantitative intensive).	July 1, 2007

Field	Field Attribute or Example	Date
DV	Institution Specific Requirements in Diversity.	July 1, 2007
CL	Institution Specific Requirement in Computer Literacy	July 1, 2007
FL	Foreign Language	July 1, 2007

COMMENTS: General Education is defined as the intellectual and practical knowledge and skills required of students to communicate effectively, to employ quantitative and qualitative analysis in problem solving, to interpret and evaluate information, to work successfully within diverse groups and complex organizations, to adjust to and manage change, and to act with social responsibility, intellectual honesty, and ethical judgment.

The General Education and Core Requirements include: Composition, Quantitative Literacy, American Institutions, and General Education Breadth Requirements beyond the Core (18 to 27 credits in areas of fine arts, humanities, social and behavioral sciences, life sciences, physical sciences, and other areas deemed appropriate at individual USHE institutions).

VALIDATION TABLE: GENERAL EDUCATION

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-39**

ELEMENT NAME: Course Destination Site

FIELD NAME: C_DEST_SITE

FIELD FORMAT: Varchar2, 6 Characters, Columns 246-251

DEFINITION: Designed for concurrent enrollment courses. The High School or Special Secondary School code which uniquely identifies the destination site of a concurrent enrollment course. This code will only be used where the site may be clearly identified and left blank when not. The codes for any secondary institution located within the United States can be found by accessing the URL (<http://www.act.org/aap/regist/lookuphs.html>)

Please refer to the High School Codes Table for a complete list of high schools and accompanying codes.

Example:

Field Value	Field Attributes and Examples - High Schools	Effective Date
450402	Alta High School - Sandy	July 1, 2003

COMMENTS: Last modified June 29, 2009

REFERENCE: <http://www.act.org/aap/regist/lookuphs.html>

BANNER SOURCE: Sorhsch_sgbi_code

VALIDATION TABLE: HIGHSCHOOLS

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Course Data -- Version: 07-01-2011

Element: **C-40**

ELEMENT NAME: Class Size

FIELD NAME: C_CLASS_SIZE

FIELD FORMAT: Number, 4 Characters, Columns 252-255

DEFINITION: The number of students enrolled in the class.

Field Value	Field Attributes or Example	Effective Date
0060	60 students enrolled in this class.	May 5, 2010

COMMENTS: Last modified May 5, 2010.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: