



# UTAH SYSTEM OF HIGHER EDUCATION

*Building a Stronger State of Minds<sup>SM</sup>*

## COURSE DATA SUBMISSION FILE

April 16, 2007 - 2007-2008 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 3<sup>rd</sup>-Week, Fall EOT, Spring 3<sup>rd</sup>-Week, and Spring EOT).

### Submission Schedule:

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

Summer EOT	Annually	1.5 weeks after EOT (near September 5)
Fall 3 <sup>rd</sup> -Week	Annually	1 week after 3 <sup>rd</sup> -Week (near September 25)
Fall EOT	Annually	2.5 weeks after EOT (near January 30)
Spring 3 <sup>rd</sup> -Week	Annually	1.5 weeks after 3 <sup>rd</sup> -Week (near February 10)
Spring EOT	Annually	1.5 weeks after EOT (near June 15)

### Capture Date:

The capture date for each 3<sup>rd</sup>-Week extract is the 3<sup>rd</sup>-Week date of the Semester.

### Data Elements:

\*See Elements C-01 through C-38 for specific format information.

Institution	C-01
Year, Term, & Extract	C-02
Course Subject	C-03
Course Number	C-04
Course Section	C-05
Minimum Credit Hours	C-06
Maximum Credit Hours	C-07
Contact Hours	C-08
Line Item	C-09
Site Type	C-10
Budget Code	C-11
Delivery Method	C-12
Program Type	C-13
Credit Indicator	C-14

Course Start Time	C-15
Course Stop Time	C-16
Course Days	C-17
Building	C-18
Room	C-19
Course Start Time2	C-20
Course Stop Time2	C-21
Course Days2	C-22
Building2	C-23
Room2	C-24
Course Start Time3	C-25
Course Stop Time3	C-26
Course Days3	C-27
Building3	C-28
Room3	C-29
Course Start Date	C-30
Course End Date	C-31
Course Title	C-32
Instructor ID	C-33
Instructor Name	C-34
Course Instruction Type	C-35
Course College	C-36
Course Department	C-37
Course General Education Code	C-38

**Banner Source Information:**

The Banner source information came from Salt Lake Community College “Finding IMC Data Extract Files in Banner by Bob Ranz. 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), extract period (**3** for 3<sup>rd</sup>-Week or **E** for EOT) , file description (**s** for students, **c** for courses, and **sc** for student\_courses) (dot) year/term extension (**023** for 2002 and third term).

example: **wsu-3c.023**

for Weber State University’s 3<sup>rd</sup>-Week Course File for Spring (2001/2002).

**Additional Explanations:**

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

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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 State College	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

**REFERENCE:**

**BANNER SOURCE:** SQL (hardcoded in table create)

**VALIDATION TABLE:** INST

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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

Field Value T Format	Name	Field Attributes or Example	Effective Date
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.

**REFERENCE:**

**BANNER SOURCE:** SQL

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

Element: **C-03**

**ELEMENT NAME:** Course Subject

**FIELD NAME:** C\_CRSSUBJECT

**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: 04-16-2007

Element: **C-04**

**ELEMENT NAME:** Course Number

**FIELD NAME:** C\_CRS\_NUMBER

**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: 04-16-2007

Element: **C-05**

**ELEMENT NAME:** Section Number

**FIELD NAME:** C\_CRS\_SECTION

**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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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  
Scbcrse\_cont\_hr\_low

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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
H	CEU San Juan Center	June 15, 1998
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 ATE*	July 1, 2003
R	USU Brigham City	July 1, 2001
<b>S</b>	<b>CEU Southeast Center</b>	<b>July 1, 2007</b>
T	USU Tooele/SLC	July 1, 2001

**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: 04-16-2007

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	September 1, 1998
BXX	Course taught from Other Major Instructional Center	June 14, 2000
	B01 Uof U Bountiful Center	September 1, 1998
	B02 Uof U Cedar Park Center	September 1, 1998
	B03 Uof U Park City Center	September 1, 1998
	B04 Uof U Sandy Center	September 1, 1998
	B10 USU Brigham Center	September 1, 1998
	B11 USU Tremonton Center	September 1, 1998
	B12 USU Ogden Center	September 1, 1998
	B13 USU Salt Lake Center	September 1, 1998
	B14 USU Cedar City Center	September 1, 1998
	B15 USU St. George Center	September 1, 1998
	B16 USU Richfield Center	September 1, 1998
	B17 USU Delta Center	September 1, 1998
	B18 USU Tooele Center	September 1, 1998
	B19 USU Moab Center	September 1, 1998
	B20 USU Price Center	September 1, 1998
	B21 USU Blanding Center	September 1, 1998
	B22 USU Roosevelt Center	September 1, 1998
	B23 USU Vernal Center	September 1, 1998
	B24 USU Randolph Center	September 1, 1998
	B30 WSU Davis Center	September 1, 1998
	B31 WSU SUU	September 1, 1998
	B32 WSU USU	September 1, 1998
	B33 WSU Ogden North Center	September 4, 2001
	B34 WSU West Center	September 4, 2001
	B35 WSU Morgan Center	July 1, 2002
	B36 WSU Davis TL Center	September 28, 2005
	B40 SUU St. George Center	September 1, 1998
	B41 SUU Richfield Center	September 1, 1998
	B45 CEU San Juan Center	September 1, 1998



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	November 20, 2000 July 1, 2002 November 20, 2000 November 20, 2000 November 20, 2000 November 20, 2000 July 1, 2002 July 1, 2002 July 1, 2007 July 1, 2002 July 1, 2002
G	Course taught from other owned site	September 1, 1998
H	Course taught from other leased site	September 1, 1998
Z	Course taught from an out of state site	September 1, 1998
O	Course is taught at Other site (i.e. Independent Study)	September 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: 04-16-2007

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 ATE (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.

**REFERENCE:**

**BANNER SOURCE:** Ssrscd\_sccd\_code

**VALIDATION TABLE:** BUDGET\_CODE

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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 the preponderance of instruction is transmitted.

Field Value	Field Attribute or Example	Effective Date
P	<b>Face-to-Face:</b> 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, slide presentations, or videotapes of live lectures. Technology may be providing administrative or logistical support to the class, but does not significantly impact students' learning experience.	June 2, 2003
H	<b>Technology-Enhanced:</b> Course is classroom based with face-to-face instruction, but non-classroom based technology components reduce the time traditionally spent in the classroom. The technology-delivered components in these courses, such as online chat sessions, or online video lectures, significantly impact the learning experience and reduce the amount of classroom time.	July 1, 2004
T	<b>Broadcast:</b> 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 chat sessions, exam review sessions and proctored exams. (Distance Delivered).	June 2, 2003

R	<b>Interactive Audio/Video:</b> Course is taught via remote interactive video and audio (i.e., 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 (EdNET), or accessed online on demand via streaming audio/video. (Distance Delivered)	June 2, 2003
I	<b>Online:</b> Students access a Website for course instructions, lectures, assignments and materials, and to communicate with the instructor and with other students. Internet courses may have face-to-face orientation sessions or exam reviews; however, the time and place-specific requirements are minimal. Internet classes promote Web-based interactivity between students and instructors, students and internet-based communities, and among students. (Distance Delivered)	June 2, 2003
O	<b>Electronic Media:</b> 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)	June 2, 2003
C	<b>Correspondence:</b> Course is delivered in print form, either as hard or electronic copy. No Instructor present however; students may use mail, phone, fax, or email to contact the instructor and/or submit assignments. Students work at their own pace without significant interaction with instructor or other students in the class. Courses are generally enrolled open entry/open exit.	February 4, 2004

**COMMENTS:** Last modified July 7, 2006

**REFERENCE:**

**BANNER SOURCE:** Ssbsect\_schd\_code

**VALIDATION TABLE:** DELIVERY\_METHOD

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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 Course	June 15, 1998
V	Vocational (ATE Course)	June 14, 2000
P	Apprenticeship	June 1, 2001
C	Non-applicable due to course being a Continuing Education Course.	July 1, 2006

**COMMENTS:** Last modified July 7, 2006.

**REFERENCE:**

**BANNER SOURCE:** Scbsupp\_occs\_code

**VALIDATION TABLE:** PROGRAM\_TYPE

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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: 04-16-2007

Element: **C-29**

**ELEMENT NAME:** Section Room 3

**FIELD NAME:** C\_CRS\_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: 04-16-2007

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: 04-16-2007

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:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

Element: **C-32**

**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 February 11, 2002.

**REFERENCE:**

**BANNER SOURCE:** (SORTEST) Title

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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: 04-16-2007

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: 04-16-2007

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

**REFERENCE:**

**BANNER SOURCE:** Ssbsect\_schd\_code

**VALIDATION TABLE:** INSTRUCT\_TYPE

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Course Data* -- Version: 04-16-2007

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:** Scbcirse\_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: 04-16-2007

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: 04-16-2007

Element: **C-38**

**ELEMENT NAME:** General Education Course Codes

**FIELD NAME:** C\_GEN\_ED

**FIELD FORMAT:** Varchar2, 4 Characters, Columns 242-246

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

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

Field Value	Field Attribute or Example	Effective 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

Field Value	Field Attribute or Example	Effective Date
AI	<i>American Institutions</i> (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
H	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	<i>Interdisciplinary</i> (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	<i>Institution Requirement</i> (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
DV	Institution Specific Requirements in Diversity.	July 1, 2007
CL	Institution Specific Requirement in Computer Literacy	July 1, 2007

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE: GENERAL EDUCATION**