Updating from the 2000 to the 2010 CIP Codes

USG Business Practice

University System of Georgia

Division of Academics & Fiscal Affairs

Office of Information & Instructional Technology

July 15, 2010

This page left blank to facilitate front/back printing.

Table of Contents

This page left blank to facilitate front/back printing.

Updating from the 2000 to the 2010 CIP Codes

Introduction to CIP 2010 Codes

Description of CIP 2010 Codes

The Classification of Instructional Programs (CIP) is a taxonomic coding scheme for titles and descriptions of postsecondary instructional programs. Developed to facilitate the National Center for Education Statistics' (NCES) collection and reporting of postsecondary degree completions by major field of study to IPEDS, the CIP codes are the accepted standard on instructional program classifications. Previously revised in 2000, the CIP 2010 edition is the fourth revision.

For more information, see *Classification of Instructional Programs: CIP-2010 Edition*. (CIP-2010). Washington, D.C.: U.S. Department of Education, National Center for Education Statistics, NCES-2002-165. To access an electronic version of this publication, see http://nces.ed.gov/ipeds/cipcode/Files/Introduction_CIP2010.pdf.

The crosswalk between 2000 codes and 2010 codes can be found by selecting the 'View Crosswalk 2000-2010' option at: http://nces.ed.gov/ipeds/cipcode/.

Impact on IPEDS Reporting

The Integrated Postsecondary Education Data System (IPEDS) is a system of interrelated surveys designed by the NCES to collect institutional data on enrollment, program completions, faculty, staff, and finances. CIP 2010 includes changes to several two-digit program areas and many six-digit programs that will impact the reporting of data to IPEDS.

The 2010 CIP codes must be used for IPEDS reporting beginning with the 2010-11 data collection year. The surveys affected are the Institutional Characteristics Survey (Fall 2010), the Completions Survey (Fall 2010), and the Fall Enrollment Survey (Spring 2011).   The process of reporting IPEDS data will not change.

Impact on Academic Data Mart Reporting of Courses (legacy CIR and SIRS data)

Course information will be collected in the warehouse to create various reports including thoseused to generate the budget request for funding of the University System of Georgia. In these reports, the CIP code of each course in the University System is categorized into one of five discipline groups, each funded at a different level in the request formula. Thus, it is very important to the System that course CIP data be accurate.

USG institutions must report course CIP data using the 2010 CIP codes in Fall Term 2010 so that data for the fiscal year will be consistent.

Target Audience
Administrators and staff responsible for maintaining CIP and SEVIS codes, managing ADM data submissions, and completing the IPEDS surveys. Functional data entry staff responsible for creating and maintaining major codes and institutionally-maintained minor and concentration codes.

Purpose and Scope of Document
This document explains how to update Banner forms with the CIP 2010 codes.

This chapter includes the following topics:

- Introduction to the CIP 2010 Codes
- Forms and Process Reference
- CIP 2010 Processing Flow
- Updating to the CIP 2010 Codes
  - Creating new CIP 2010 Records
  - Updating Major, Minor, and Concentration Records
  - Updating Basic Course Information
  - Updating Supplemental Room Information

References
For information regarding specific CIP 2010 codes for degree programs or certificates at your institution, please refer to http://www.usg.edu/research/gen_info/dma/ or the Office of Research and Policy Analysis at 404-656-2213.

Support
If you have any questions or problems, contact ITS Customer Services by one of the following methods:

Web	http://www.usg.edu/customer_services
Toll-free	1-888-875-3697
e-mail	helpdesk@usg.edu

Forms and Process Reference

Overview

Use the following form to create and update the CIP code information for degree programs and certificates, majors and minors, and courses:

Descriptive Title	Name
CIPC Code Validation Form	STVCIPC
EDI Cross-Reference Rules Form	SOAXREF
Major, Minor, Concentration Code Validation Form	STVMAJR
Basic Course Information Form	SCACRSE
Supplemental Room Information Form	ZLARSUP

CIP 2010 Process Flow

Description of CIP 2010 Processing Flow

For Degree Programs, Certificates, Majors and Minors:

You will receive a list of CIP 2000 codes that must be changed from the USG Office of Research and Policy Analysis. To make these changes, follow the instructions below for updating STVCIPC and STVMAJR.

1. Create a new record on the CIPC Code Validation Form (STVCIPC) for the CIP 2010 code and description.

2. Change the old CIP 2000 code to the new CIP 2010 code on the Major, Minor, Concentration Code Validation Form (STVMAJR) for any existing records.

For CIP Extensions:

Each approved degree program in the USG is identified by a unique combination of the following four elements:

1. Institution
2. Degree Level
   Less than one-year certificate, one-year certificate, career associate, associate (transfer), bachelor's, advanced certificate (post-baccalaureate), masters, educational specialist, doctorate, or first professional.
3. Degree Acronym
   Institution-specific acronyms
4. CIP Code
   The six-digit federal CIP code, plus an optional two-digit extension.

The two-digit extension is used to indicate that the program name is different from the federal label for the CIP code.

Previously entered on the CIP Extension Rules Form (ZOACIPE), CIP code extensions are now translated on the EDI Cross-Reference Rules Form (SOAXREF) under the Cross Reference Label (RGTCIPE).

For courses:

Institutions must identify any courses or rooms which are associated with the old CIP 2000 codes. A sample script is provided as guidance for determining the courses and rooms to be updated with the new CIP 2010 codes.

Update the Basic Course Information Form (SCACRSE) for each course associated with the old CIP code.

Update the Supplemental Room Information Form (ZLARSUP) for each room associated with the old CIP code.

Caution

Do not make any changes to the CIP codes on STVCIPC or STVMAJR

Creating a More Educated Georgia

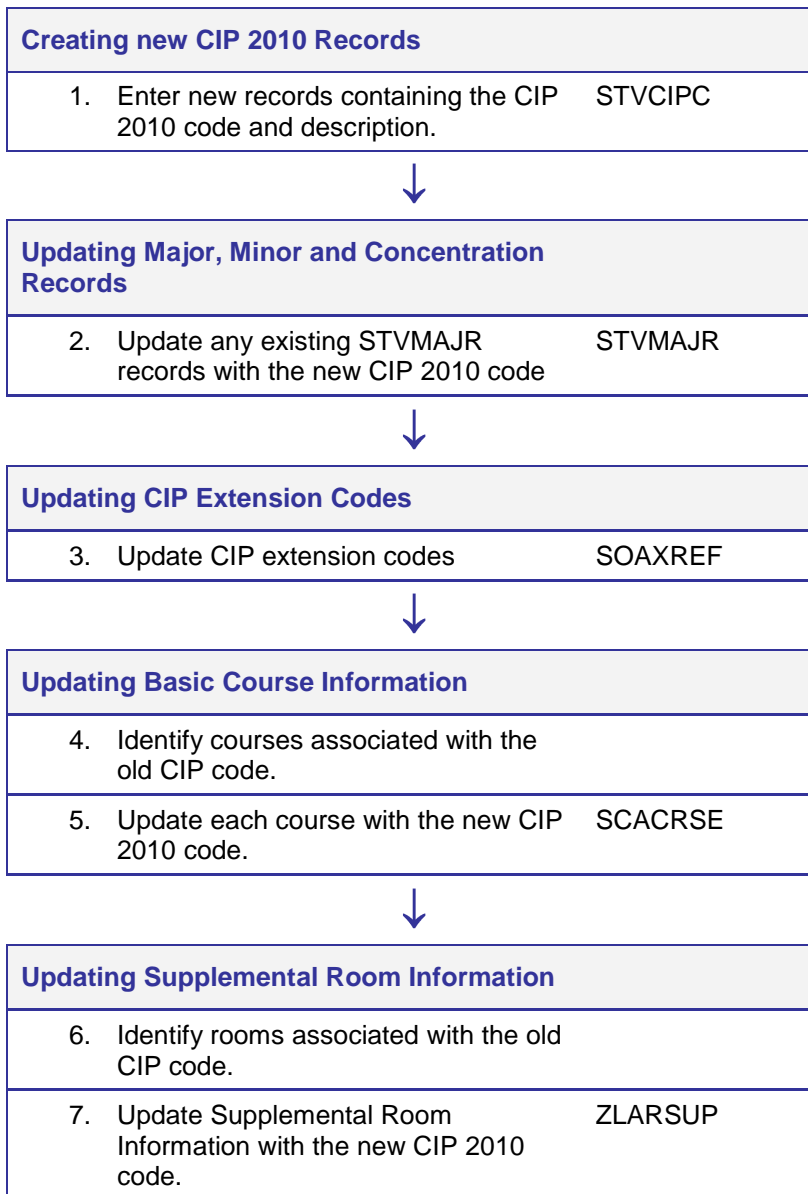until notified by the Office of Research and Policy Analysis.

Timeframe

The old CIP 2000 codes must be updated prior to the Fall 2010 ADM submission closes which is October 13, 2010.

Overview of CIP 2010 Processing Flow

Complete the following steps to update the CIP 2010 codes.

Creating new CIP 2010 Records	
1. Enter new records containing the CIP 2010 code and description.	STVCIPC

↓

Updating Major, Minor and Concentration Records	
2. Update any existing STVMAJR records with the new CIP 2010 code	STVMAJR

↓

Updating CIP Extension Codes	
3. Update CIP extension codes	SOAXREF

↓

Updating Basic Course Information	
4. Identify courses associated with the old CIP code.	
5. Update each course with the new CIP 2010 code.	SCACRSE

↓

Updating Supplemental Room Information	
6. Identify rooms associated with the old CIP code.	
7. Update Supplemental Room Information with the new CIP 2010 code.	ZLARSUP

Creating a More Educated Georgia

Updating to CIP 2010 Codes

Creating new CIP 2010 Records

1. Enter new records containing the CIP 2010 code and description (STVCIPC)

Perform a Record Insert function on the CIPC Code Validation form (STVCIPC) to insert a new record.

Enter the six-digit CIP 2010 code. Do not enter decimal points. Enter the appropriate description. Be aware that the Description field only allows 30 characters and abbreviation may be necessary. Save the record.

For the purposes of this example, 131204 is the old CIP code and 131209 is the new CIP 2010 code.

Important

Very Important: Do not delete the old CIP code from this form. For historical and reporting purposes, the old CIP code should remain on STVCIPC.

Reminder   If you use the Banner IPEDS Completions Report (SHRICIP), select the appropriate Indicate check box. For additional information about the IPEDS Completion Report (SHRICIP), see *Banner Student User Guide.*

References   For additional information about STVCIPC, see *Banner Student User Guide.*

Updating Major, Minor and Concentration Records

2. Update any existing STVMAJR records with the new CIP 2010 code (STVMAJR)

Locate major codes that are associated with the old CIP 2000 code (e.g. 131204).

Remove the old CIP code (e.g.131204) and insert the new code (e.g. 131209).

Save the changes.

References

For additional information about STVMAJR, see *Banner Student User Guide.*

Updating CIP Extension Codes

3. Update CIP Extension Codes (SOAXREF)

If the new CIP 2010 code includes a two-digit extension code, perform the translation on the EDI Cross-Reference Rules Form (SOAXREF).

Enter SOAXREF. Type 'RGTCIPE' in the Cross-Reference Label field and perform a Next Block function.

Enter RGTCIPE in the Electronic Label field.

Enter a qualifier in the Electronic Qualifier field if more than one Banner Value will be mapped to a single Electronic Value.

Enter the two-digit extension code in the Electronic Value field.

Enter the major code in the Banner Value field.

Enter the description of the major in the Description field.

Save the record.

Updating Basic Course Information

4. Identify active courses associated with the old CIP code

The following sample SQL*Plus script can be used to identify active semester level courses associated with the old CIP 2000 code. This script should be run for each old CIP 2000 code that is being replaced by a new CIP 2010 code. It will prompt the user for the CIP code, active status code, and semester level code.

```
select scbcrse_subj_code, scbcrse_crse_numb

from scbcrse, scrlevl

where scbcrse_cipc_code = '&CIPC'

and scbcrse_csta_code = '&ActiveStatus'

and scbcrse_subj_code = scrlevl_subj_code

and scbcrse_crse_numb = scrlevl_crse_numb

and scrlevl_levl_code = '&SemesterLevel';
```

This script will provide the subject code and course number for each active course that is associated with that particular CIP code. Below is a sample of the output.

```
SCBCRSE_SUBJ_COD  SCBCRSE_CRSE_NUMB
----------------  --------------------
EEC               351
EDRD              3215
EDEC              4940
EDEC              4950
EDEC              6950
EDEC              4960
EDEC              6930
EDRD              4960
EDEC              6255

174 rows selected.
```

The output is specific to your institution. Assistance may be required from your institution's technical staff to run select scripts for each old CIP 2000 code that is associated with an active course. **Be sure that no new courses are being created while you run this script.**

5. Update each active course with the new CIP 2010 code (SCACRSE)

Enter a subject and course number in the appropriate fields on SCACRSE.

Use the term code for Fall term.

Perform a Next Block function.

Copy the record using the **Copy** function in the Course Information
screen. Confirm that the **From Term** is equal to the **Term** in the key
block.

Change the code in the CIP field to the new CIP 2010 code. The
description will automatically update.

Save the record.

References

For additional information about SCACRSE, see *Banner Student User Guide*.

Updating ZLARSUP Records

6. Identify rooms associated with the old CIP code

The following sample SQL*Plus script can be used to identify rooms associated with the old CIP code. It will prompt the user for the CIP code.
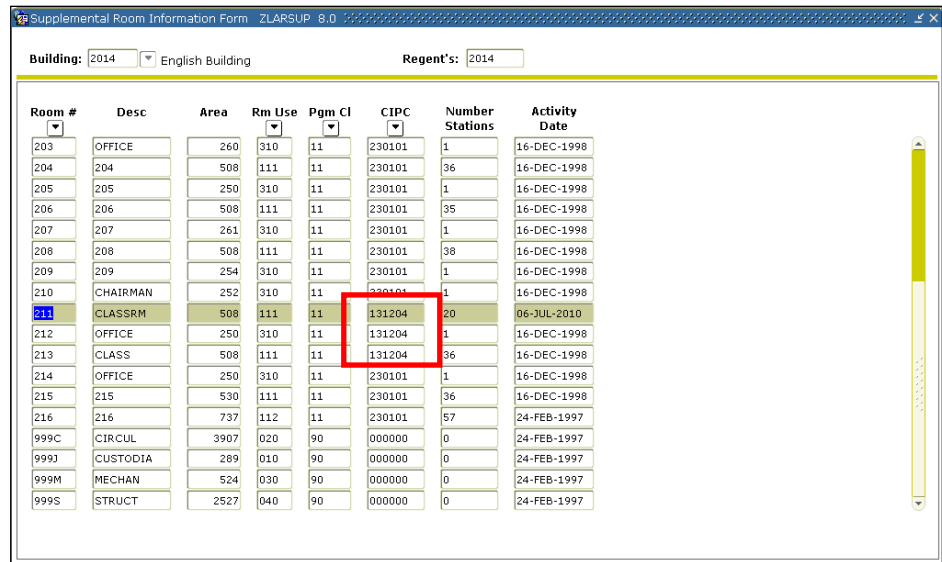
> select zlrrsup_bldg_code, zlrrsup_room_number
>
> from zlrrsup
>
> where zlrrsup_cipc_code = '&CIPC';

This script will provide the building code and room code for each room that is associated with that particular CIP code. Below is a sample of the output.

```
ZLRRSUP_BLDG_CODE            ZLRRSUP_ROOM_NUMBER
------------------------     ------------------------
2014                         211
2014                         212
2014                         213
```

7. Update any existing ZLARSUP records with the new CIP 2010 code (ZLARSUP)

Enter the building number in the Key Block.

Perform a Next Block function.

Remove the old CIP 2000 code (e.g.131204) in the CIPC field and insert the new CIP 2010 code (e.g. 131209).

Save the changes.

References

For a full list of CIP codes deleted by NCES see:
http://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=55&ca=5.

See http://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=55&ca=2 for a list of new CIP codes.

See http://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=55&ca=3,4 for a list of moved CIP codes.