

# 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

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# 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 <i>Classification of Instructional Programs:</i> <i>CIP-2010 Edition</i> . (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	codes, managing A surveys. Functional	staff responsible for maintaining CIP and SEVIS DM data submissions, and completing the IPEDS data entry staff responsible for creating and codes and institutionally-maintained minor and s.						
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	• Introduction to the CIP 2010 Codes						
	• Forms and Proc	cess Reference						
	• CIP 2010 Proce	essing Flow						
	• Updating to the	cIP 2010 Codes						
	Creating new CIP 2010 Records							
	Updating Major, Minor, and Concentration Records							
	• Updating B	asic Course Information						
	Updating Supplemental Room Information							
References	or certificates at yo	garding specific CIP 2010 codes for degree programs our institution, please refer to <u>a/research/gen_info/dma/</u> or the Office of Research s at 404-656-2213.						
Support	If you have any que by one of the follow	estions or problems, contact ITS Customer Services wing methods:						
	Web	http://www.usg.edu/customer_services						
	Toll-free	1-888-875-3697						
	e-mail	helpdesk@usg.edu						

## **Forms and Process Reference**

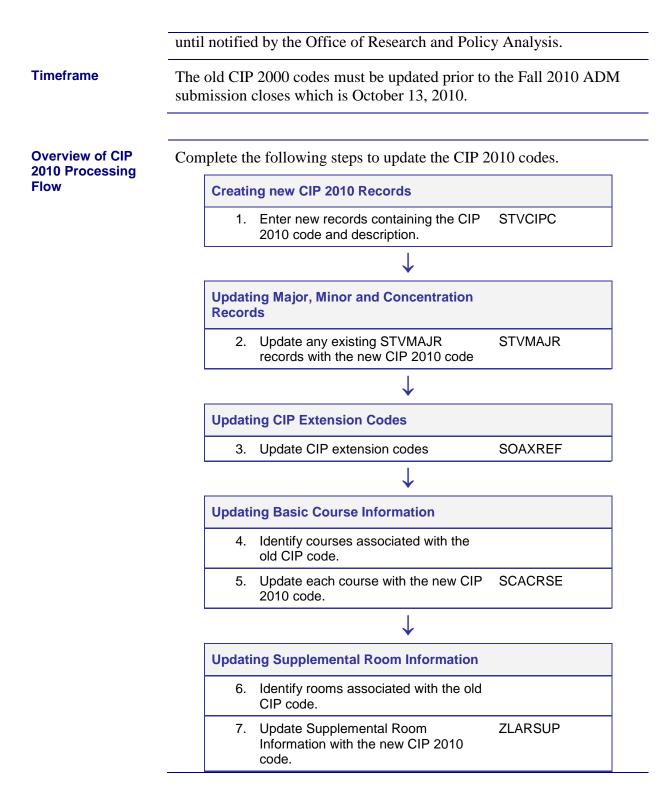
**Overview** 

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	For Degree Programs, Certificates, Majors and Minors:						
Flow	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.						
	<ol> <li>Create a new record on the CIPC Code Validation Form (STVCIPC) for the CIP 2010 code and description.</li> </ol>						
	<ol> <li>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.</li> </ol>						
	For CIP Extensions:						
	Each approved degree program in the USG is identified by a unique combination of the following four elements:						
	<ol> <li>Institution</li> <li>Degree Level         <ul> <li>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.</li> </ul> </li> <li>Degree Acronym         <ul> <li>Institution-specific acronyms</li> </ul> </li> <li>CIP Code             <ul> <li>The six-digit federal CIP code, plus an optional two-digit extension.</li> </ul> </li> </ol>						
	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						



## Updating to CIP 2010 Codes

## Creating new CIP 2010 Records

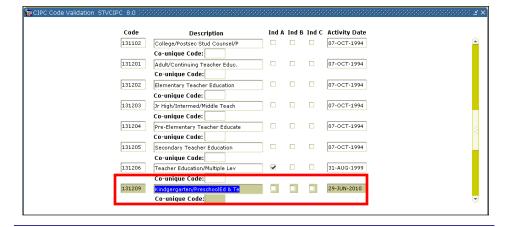
1. Enter new records containing the CIP 2010 code and description (STVCIPC)

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

Code	Description	Ind A	Ind B	Ind C	Activity Date
131102	College/Postsec Stud Counsel/P				07-OCT-1994
	Co-unique Code:				
131201	Adult/Continuing Teacher Educ.				07-0CT-1994
	Co-unique Code:				
131202	Elementary Teacher Education				07-OCT-1994
	Co-unique Code:				
131203	Jr High/Intermed/Middle Teach				07-OCT-1994
	Co-unique Code:				
131204	Pre-Elementary Teacher Educate				07-0CT-1994
	Co-unique Code:				
131205	Secondary Teacher Education				07-0CT-1994
	Co-unique Code:				
131206	Teacher Education/Multiple Lev				31-AUG-1999
	co-unique coae:				
	Co-unique Code:				

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 <i>Banner Student User Guide</i> .
References	For additional information about STVCIPC, see <i>Banner Student User Guide</i> .

#### 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).

Major, Mi	nor, Concentration Code Validation STV	(MAJR 8.0 )	*******			*********	Financial
Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Aid System Voice Response Aid System Voice Response Eligibility Required Message Number
EDEC	Early Childhood Education SEVIS Equivalent	131209 131209	~				Activity Date: 29-JUN-2010
Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid System Voice Response Eligibility Required Message Number
ELED	Elementary Education	131209					
	SEVIS Equivalent	131209	J.				Activity Date: 29-JUN-2010
Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid System Voice Response Eligibility Required Message Number
PECE	Pre-Early Childhood Educ	131209					
	SEVIS Equivalent:	131209					Activity Date: 29-JUN-2010

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.

ross-Refere	nce Label: RGT	CIPE CIP Extentions					Copy Table: 🝺
ross-Refe	erence Rules						
Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
RGTCIPE	1	01	1			EDEC	Early Childhood Education
GTCIPE	10	01				ASED	
GTCIPE	12	01				ITDL	
GTCIPE	13	01				EDEX	
GTCIPE	14	01	1			PEDX	
GTCIPE	15	01	1			EDMG	
GTCIPE	16	01	×			PEDM	
GTCIPE	17	01	1			SEED	
GTCIPE	2	01	1			ELDR	Educational Leadership
GTCIPE	22	01	2			HPED	
GTCIPE	25	01	1			FREN	
GTCIPE	26	01	Image: A start and a start			SPAN	
GTCIPE	27	01				LAST	
GTCIPE	28	01	1			ENGL	
GTCIPE	29	01	<b>v</b>			RHET	
GTCIPE	3	01	<b>v</b>			ELED	Elementary Education
GTCIPE	30	01	1			LIBS	
GTCIPE	31	01	Image: A start of the start			BIOL	

#### **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	1.

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	Enter a subject and course number in the appropriate fields on SCACRSE.
2010 code	Use the term code for Fall term.
(SCACRSE)	Perform a Next Block function.

Subject: EDRD	Reading	Course:	3215 💌	Term: 2	01008 💌			
Course Title: FB T	each/Read through Chil Li					•		
Course Details								
rom Term: 200508	Сору 🍺	To Term:	999999					
Course Title:	FB Teach/Read through Chil Lit		Hours					
College:	03 School of Education							High
Division:	•		CEU or Credit:	3.000	None	Or	⊂ To	
Department:	EEC Early Childhood Educ		Billing:	3.000	None	Or	⊂ To	
status:	A Active		Lecture:	1.000	None	Or	O To	
pprovali			Lab:	4.000	None	Or	O To	
CIP:	131204 Pre-Elementary Teacher	r Educa	Other:		None	Or	O To	
Prerequisite Waive			Contact:	5.000	None	Or	<sup>⊖</sup> To	
)uration:								
Continuing Educa	tion		Repeat Deta	ils				
Tuition Waiver			Limit:		Maxim	um Hou	rs: [	
Additional Fees			Repeat Status:		axiiii			
CAPP Areas for P	rereauisites		Repeat Status:					

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.

eBasic Course Information SCACRSE 8.2.1 Subject: EDRD Reading Course Course Title: FB Teach/Read through Chil Li	: 9215 V Term: 201008 V
Course Details	
From Term: 201008 Copy 🗈 To Terr	n: 999999
Course Title: FB Teach/Read through Chil Lit College: 03 School of Education	Hours
Division:	CEU or Credit: 3.000 • None Or To
Department: EEC Early Childhood Educ	Billing: 3.000 None Or To
Status: A Active	Lecture: 1.000 • None Or To
Approval:	Lab: 4.000 • None Or To
CIP: 131204 Pre-Elementary Teacher Educa	Other: •None Or To
Prerequisite Waiver:	Contact: 5.000 None Or To
Duration:	
Continuing Education	Repeat Details
Tuition Waiver	Limit: Maximum Hours:
Additional Fees	Repeat Status: NR V
CAPP Areas for Prerequisites	
Syllabus Exists	
Long Title Exists	

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

Subject: EDRD 🔻 R	eading	Course:	3215 💌	Term: 2	201008 🔻	]		
Course Title: FB Teach/Re	ad through Chil Li							
Course Details								
From Term: 201008	Сору	To Term:	999999					
	each/Read through Chil Lit		Hours					
College: 03	School of Education		, iouro					High
Division:			CEU or Credit:	3.000	None	Or	ОТО	
Department: EEC			Billing:	3.000	None	Or	ОТО	
	Active		Lecture:	1.000	None	Or	ОТО	
Annroval:		_	Lab:	4.000	None	Or	ОТО	
CIP: 131:	209 Kindgergarten/Preschoo	IEd & '	Other:		None	Or	O To	
Prerequisite Waiver:			Contact:	5.000	None	0 Or	<u>о</u> то	
Continuing Education			Repeat Detai	ls				
Tuition Waiver			Limit:		Maxim	um Hou	rs:	
Additional Fees			Repeat Status:	NR 🛡				
🗆 CAPP Areas for Prerequi	sites							

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.

Building:	2014 T En	glish Building	]		Rege	nt's: 2014		
Room #	Desc	Area	Rm Use	Pgm Cl	CIPC	Number Stations	Activity Date	
203	OFFICE	260	310	11	230101	1	16-DEC-1998	
204	204	508	111	11	230101	36	16-DEC-1998	
205	205	250	310	11	230101	1	16-DEC-1998	
206	206	508	111	11	230101	35	16-DEC-1998	
207	207	261	310	11	230101	1	16-DEC-1998	
208	208	508	111	11	230101	38	16-DEC-1998	
209	209	254	310	11	230101	1	16-DEC-1998	
210	CHAIRMAN	252	310	11	2201.01	1	16-DEC-1998	
211	CLASSRM	508	111	11	131204	20	06-JUL-2010	
212	OFFICE	250	310	11	131204	1	16-DEC-1998	
213	CLASS	508	111	11	131204	36	16-DEC-1998	
214	OFFICE	250	310	11	230101	1	16-DEC-1998	
215	215	530	111	11	230101	36	16-DEC-1998	
216	216	737	112	11	230101	57	24-FEB-1997	
999C	CIRCUL	3907	020	90	000000	0	24-FEB-1997	
9993	CUSTODIA	289	010	90	000000	0	24-FEB-1997	
999M	MECHAN	524	030	90	000000	0	24-FEB-1997	
999S	STRUCT	2527	040	90	000000	0	24-FEB-1997	

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

Building:	2014 💌 En	glish Buildin	g		Reg	jent's: 2014		
Room #	Desc	Area	Rm Use	Pgm Cl	CIPC	Number Stations	Activity Date	
203	OFFICE	260	310	11	230101	1	16-DEC-1998	
204	204	508	111	11	230101	36	16-DEC-1998	
205	205	250	310	11	230101	1	16-DEC-1998	
206	206	508	111	11	230101	35	16-DEC-1998	
207	207	261	310	11	230101	1	16-DEC-1998	
208	208	508	111	11	230101	38	16-DEC-1998	
209	209	254	310	11	230101	1	16-DEC-1998	
210	CHAIRMAN	252	310	11	0005.05	1	16-DEC-1998	
211	CLASSRM	508	111	11	131209	20	06-JUL-2010	
212	OFFICE	250	310	11	131209	1	06-JUL-2010	
213	CLASS	508	111	11	131209	36	06-JUL-2010	
214	OFFICE	250	310	11	230101	1	16-DEC-1998	
215	215	530	111	11	230101	36	16-DEC-1998	
216	216	737	112	11	230101	57	24-FEB-1997	
999C	CIRCUL	3907	020	90	000000	0	24-FEB-1997	
9993	CUSTODIA	289	010	90	000000	0	24-FEB-1997	
999M	MECHAN	524	030	90	000000	0	24-FEB-1997	
999S	STRUCT	2527	040	90	000000	0	24-FEB-1997	

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