

# University System of Georgia



## *Curriculum Inventory Reporting System*

### *User's Manual*

Revised for Summer 2001 Reporting

Office of Planning and Policy Analysis

May 1999

***Curriculum Inventory Reporting System  
(CIR)  
User's Manual***

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# *Introduction*

# *Curriculum Inventory Reporting System*

## **Introduction**

The Curriculum Inventory Reporting System, or CIR, is a data base consisting of data on individual academic courses conducted in the University System of Georgia. The CIR system contains data elements for each course section identifying the offering institution, department and academic field, course name and number, section number, term in which the course is offered, level of instruction and number of students, credit hours, and much additional information, including several fields pertaining to distance education.

A record in the CIR system consists of a unique combination of course acronym, course number and section number that represents only that specific course/section. All of the other information pertaining to that particular course/section can be accessed through that unique combination of codes, and data in the system also can be aggregated and analyzed according to a variety of research needs.

The CIR has many potential uses, but its paramount purpose is to produce an accurate record of total USG semester credit hour production by funding group and level. Those SCH subtotals are the raw numbers, along with SCH-based faculty/staff funding factors and a funding factor for facilities maintenance, that drive the USG funding formula and produce the annual USG budget request to the General Assembly.

The broad changes in the CIR System reflected in the following pages are the result of many new developments in higher education delivery in the University System of Georgia, as well as a rapidly increasing need for policy-related data concerning USG academic operations. The revised system provides the institutions and the USG significantly enhanced research and reporting capabilities.

Not only can distance education and other off-campus instructional activities be reported with much greater accuracy, but the sites at which those increasingly important USG activities occur can be identified and reported with greater specificity under the revised CIR System. You will note in Section I that there are now two record layouts in CIR to accommodate revised reporting requirements..

You also should note that there are now two census dates and two due dates per term. With the occurrence of mini-mesters, an end of term census date has become necessary to capture all courses starting after the regular census date and not reported in the regular CIR report. The end of term census date will fall after the latest drop/add date in the System for those courses. The end of term due date will fall shortly after the second census date.

## Section I

### *Curriculum Inventory Record Layout*

# *CIR Record Layout*

Beginning with the Summer 1999 CIR, two record types will be reported, as follows:

**Type 1 — Section Data Records** — Section Data Records contain information specific to a particular section of a course. There will be one or more records per section depending on how many instructors are assigned responsibility for the course.

**Type 2 — DE Technology Data Records** — These records contain technology information for Distance Education courses. There may be multiple records per DE Unique Code, depending on how many technologies are used in the delivery of that DE course. *Type 2 records will be reported only by the sending institution of a Distance Education course.*

## CIR Input Record

### Record Type 1

FIELD NO	FIELD SIZE	COLS OR POSITIONS	DESCRIPTION	D.E.#
1	6	1 - 6	Institution Code	C010
2	1	7	Campus Code	C011
3	5	8 - 12	Department Code	C020
4	4	13 - 16	Fiscal Year	C030
5	1	17	Fiscal Term (1,2, and 4)	C040
6	4	18 - 21	Course Acronym	C050
7	5	22 - 26	Course Number	C060
8	5	27 - 31	Section Number	C070
9	45	32 - 76	Course Name	C080
10	6	77 - 82	CIP Code	C090
11	2	83 - 84	Instruction Level	C100
12	2	85 - 86	Type of Instruction	C110
13	1	87	RUR Linkage Code	C120
14	1	88	Sponsorship Code	C130
15	1	89	Yamacraw Course	C135
16	4	90 - 93	Number of Students	C140
17	3	94 - 96	Assigned Space Hours - Lecture	C150
18	3	97 - 99	Assigned Space Hours - Lab/Clinic	C160
19	3	100 -102	Student Credit Hours	C170
20	2	103-104	Course Week Length	C180
21	4	105-108	Term Starting Date	C190
22	5	109-113	Total Credit Hours	C200
23	9	114-122	Faculty Social Security Number	C210
24	3	123-125	Faculty Percent Responsibility	C220
25	8	126-133	Distance Education Unique Code	C260
26	2	134-135	DE Sending Receiving Code - Institution	C270
27	1	136	DE Sending Receiving Code - Site	C280
28	7	137-143	External Site Code	C290
29	6	144-149	Outside Institution Code	C300
30	3	150-152	Class Contact Hours	C144
31	3	153-155	Laboratory/Clinic Contact Hours	C146
32	3	156-158	Other Contact hours	C148
33	1	159	Record Type Code - Value of "1"	C310
34	1	160	Reporting Code	C320
35	6	161-166	Course Identifier Code	C330

## CIR Input Record

### *Record Type 2*

FIELD NO	FIELD SIZE	COLS OR POSITIONS	DESCRIPTION	D.E.#
1	6	1 - 6	Institution Code	C010
2	6	7 - 12	Blank	
3	4	13 - 16	Fiscal Year	C030
4	1	17	Fiscal Term	C040
5	8	18 - 25	Distance Education Unique Code	C260
6	3	26 - 28	Distance Education Code	C230
7	2	29 - 30	Distance Technology Code	C240
8	3	31 - 33	Distance Technology Percentage Code	C250
9	1	34	Georgia Globe Code	C112
10	3	35 - 37	Course Type Code	C114
11	121	38 -158	Blank	
12	1	159	Record Type Code - Value of 2	C310
13	1	160	Reporting Code	C320



## Section II

### *CIR Data Element Dictionary*



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Institution Code		<b>ELEMENT NUMBER:</b> C010	
<b>ELEMENT SIZE:</b> 06		<b>COLUMNS:</b> 1-6	
<b>DEFINITION:</b> The federal FICE code identifying each institution in the University system.			
<b>VALID CODES:</b> Numeric (See Appendix A).			
<b>INSTRUCTIONS:</b> This code should be used to identify the reporting institution.			
<b>BANNER REFERENCE:</b> ZTVINST form, "FICE" field. Select FICE code from record where "Home Ind" field is checked.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R100; FIR/GF100	
<b>COMMENTS/EXAMPLES:</b> The above institution codes are used by the following data systems: CIR, RMF (Financial), RUR (Room Use), and FIR (Facilities).			
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element number changed from C100; field size changed from 3 to 6 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99			



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Campus Code		<b>ELEMENT NUMBER:</b> C011
<b>ELEMENT SIZE:</b> 01	<b>COLUMNS:</b> 7	
<b>DEFINITION:</b> A single alphanumeric character used to identify the campus at which a course is held.		
<b>VALID CODES:</b> Alpha/Numeric (See Appendix B).		
<b>INSTRUCTIONS:</b> 1. This code must be reported on all type one records for institutions that have been authorized to report campus codes (Georgia Perimeter College is currently the only USG institution authorized to do so). 2. This code is to be left blank by all other USG institutions.		
<b>BANNER REFERENCE:</b> SSASECT form, "Campus" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C010; RUR/R100; FIR/GF100	
<b>COMMENTS/EXAMPLES:</b>		
<b>DATE ISSUED:</b> 5/99	<b>NOTES ON CHANGES:</b> New element 5/99	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Department Code		<b>ELEMENT NUMBER:</b> C020
<b>ELEMENT SIZE:</b> 05	<b>COLUMNS:</b> 8-12	
<b>DEFINITION:</b> The academic department that has administrative responsibility for a course/section.		
<b>VALID CODES:</b> Numeric  The CIR record for every course must contain the 5-digit Chart of Accounts department code of the department responsible for that course. These codes are obtained from each institution's Fiscal Affairs Office.		
<b>INSTRUCTIONS:</b> Department codes normally remain the same from term to term and even from one year to the next, but must reflect the current fiscal year Financial Accounting System and should not be revised within the same fiscal year.		
<b>BANNER REFERENCE:</b> SSAOVRR form, "Department" field OR SCACRSE form, "Department" field. Translate the department code to the corresponding "Regents Code" specified on the ZOADEPT form.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C090
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element number changed from C101 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Fiscal Year		<b>ELEMENT NUMBER:</b> C030
<b>ELEMENT SIZE:</b> 04	<b>COLUMNS:</b> 13-16	
<b>DEFINITION:</b> The four digits of the fiscal year for which a record is being submitted.		
<b>VALID CODES:</b> Numeric (1999, 2000, 2001, etc.).		
<b>INSTRUCTIONS:</b> Under the semester system, the fiscal year consists of the following terms: Summer Term, Fall Semester, Spring Semester. For example, Summer 1998 is the first term of FY 1999.		
<b>BANNER REFERENCE:</b> ZOATRMT form, "Regents' Code" field. Translate to the Regents Code corresponding to the reporting "Term.." (Regents term includes both fiscal year and term number).	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R101; C040	
<b>COMMENTS/EXAMPLES:</b> In Fall 1998 (Fall 1999 for Georgia Tech), the University System of Georgia converted from the quarter to the semester system.		
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element number changed from C102; size of the field changed from 2 to 4 characters (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Fiscal Term		<b>ELEMENT NUMBER:</b> C040	
<b>ELEMENT SIZE:</b> 01		<b>COLUMNS:</b> 17	
<b>DEFINITION:</b> One of four primary terms that make up a fiscal year.			
<b>VALID CODES:</b> Numeric  1 — Summer Term 2 — Fall Term 3 — Winter Term 4 — Spring Term  <b>NOTE:</b> To maintain continuity with past CIR reporting, the codes for C040 are the same under the semester system as they were under the quarter system. However, under semesters, only codes 1, 2 and 4 will be used, reflecting the semester system's regular Summer, Fall and Spring terms.			
<b>INSTRUCTIONS:</b> Data elements C180 and C190 provide additional data on all courses, irrespective of the fiscal term or Census date in which they are reported.			
<b>BANNER REFERENCE:</b> ZOATRMT form, "Regents' Code" field. Translate to the Regents Code corresponding to the reporting "Term." (Regents term includes both fiscal year and term number).		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R102; C030	
<b>COMMENTS/EXAMPLES:</b> The quarter system consisted of four terms: Summer (1), Fall (2), Winter (3), and Spring (4). Under the semester system, the standard terms are Summer, Fall and Spring. Under semesters, terms that are shorter than 15 weeks should be reported in the standard term during which they begin. If a course begins before the CIR census date in a given term, it is reported in the Census 1 report for that term, with Element C320 reported as code 1. If a course begins within a standard term but <u>after</u> the CIR Census 1 date, it is reported in the Census 2 report for that term, and Element C320 is coded 2. If a course's begin date falls between standard terms, submit a record on the course coded for the Census 1 report in the next standard term, but record the actual term starting date in element C190.  <b>NOTE:</b> All course activity, regardless of the term in which it occurs, will be counted in the CIR.			
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element name changed from <i>Fiscal Quarter</i> ; element number changed from C103; codes and instructions changed to accommodate semester system (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99			



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Course Acronym		<b>ELEMENT NUMBER:</b> C050
<b>ELEMENT SIZE:</b> 04	<b>COLUMNS:</b> 18-21	
<b>DEFINITION:</b> A 4-character abbreviation of the academic area of the course.		
<b>VALID CODES:</b> Alpha		
<b>INSTRUCTIONS:</b> Although most course acronyms will consist of four characters, if a course uses a two- or a three-character acronym, e.g., ART, left-justify the field.		
<b>BANNER REFERENCE:</b> SSASECT form, "Subject" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C060, C070, C080, C090; R103
<b>COMMENTS/EXAMPLES:</b> Core Curriculum <i>Common Course Prefixes, Numbers and Descriptions</i> can be found at the following USG-Academic Affairs Website address:  <a href="http://www.usg.edu/admin/accaff/handbook/section2/2.04/2.04.04.html">http://www.usg.edu/admin/accaff/handbook/section2/2.04/2.04.04.html</a>		
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element name changed from <i>Course Code</i> ; element number changed from C104 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Course Number	<b>ELEMENT NUMBER:</b> C060
<b>ELEMENT SIZE:</b> 05	<b>COLUMNS:</b> 22-26
<b>DEFINITION:</b> The number consisting of up to 4 numeric characters and an optional one-character alpha or numeric suffix, assigned by the institution.	
<p><b>VALID CODES:</b> Alpha/Numeric (This field will accept all course numbers up to 5 characters in length, although the USG course number format of four numbers and an optional alpha character in the fifth position is preferred.)</p> <p>Board-approved suffixes for Common Course Numbers in the Core Curriculum are:</p> <p>L      Lab stand alone  K      Combined Lecture/Lab (Chemistry, Biology, Physics)  H      Honors</p> <p><b>NOTE:</b> These suffixes may or may not be used in reporting non-Core courses.</p>	
<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Left justify this field.</li> <li>2. Numbers should precede letters in all course numbers.</li> <li>3. Use of alpha or numeric suffix is optional except for Common Course Numbers in the Core Curriculum.</li> <li>4. The Course Acronym (C050), Course Number (C060), and the Section Number (C070), together form the "Curriculum Course Identification Code" which identifies a specific course.</li> <li>5. The Course Acronym and Course Number should match the entry for that course in the institution's catalog.</li> <li>6. Only Learning Support courses (LS-System, LS-Institution or voluntary LS) may use a code of 99 or below.</li> </ol> <p>(See <i>Academic Affairs Handbook</i> 2.04.04)</p>	
<p><b>BANNER REFERENCE:</b>  SSASECT form, "Crse Numb" field</p>	<p><b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C050, C070, C080, C090; RUR/R104</p>
<b>DATE ISSUED:</b> 8/1/90	<p><b>NOTES ON CHANGES:</b> Element number changed from C105; element size changed from 4 to 5 characters (5/99).</p>
<b>DATES OF ELEMENT UPDATES:</b> 5/99	





# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Section Number		<b>ELEMENT NUMBER:</b> C070
<b>ELEMENT SIZE:</b> 05	<b>COLUMNS:</b> 27-31	
<b>DEFINITION:</b> A code that identifies each section of a course.		
<b>VALID CODES:</b> Alpha/Numeric		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. May not have more than 4 blank characters.</li><li>2. Must be left justified.</li><li>3. When combined with the Course Acronym and Course Number (C050 + C060 + C070), a unique identifier for each course is formed, the Curriculum Course Identification Code.</li></ol>		
<b>BANNER REFERENCE:</b> SSASECT form, "Section" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C050, C060, C080, C090; RUR/R105
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element name changed from <i>Section</i> ; element number changed from C106 (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Course Name		<b>ELEMENT NUMBER:</b> C080
<b>ELEMENT SIZE:</b> 45	<b>COLUMNS:</b> 32-76	
<b>DEFINITION:</b> The name of the course as it appears in the institution's course schedule.		
<b>VALID CODES:</b> Alpha		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. The course name may consist of up to 45 alpha characters, including blank spaces between words.</li><li>2. Left justify.</li><li>3. Leave one space blank between words in course name.</li></ol>		
<b>BANNER REFERENCE:</b> SSASECT form, course name field (unlabeled) OR SCACRSE form, "Course Title" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C050, C060, C070, C090
<b>DATE ISSUED:</b> 5/99	<b>NOTES ON CHANGES:</b> New element (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Classification of Instructional Program (CIP) Code	<b>ELEMENT NUMBER:</b> C090
<b>ELEMENT SIZE:</b> 06	<b>COLUMNS:</b> 77-82
<b>DEFINITION:</b> A code associating each course with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. <b>Formula funding is based on accurate reporting of CIP codes.</b>	
<b>VALID CODES:</b> Numeric	
6-digit CIP codes listed in the NCES directory ( <i>Classification of Instructional Programs - 1990 Edition</i> , U.S. Dept. Of Education, Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office. Also available on diskette from NCES), or go to Website: <a href="http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=91396">http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=91396</a> .	
<ol style="list-style-type: none"> <li>1. Use the same CIP code for a course every term it is offered, and for all sections of the same course in a single term.</li> <li>2. CIP Codes beginning with the first two digits "32" are exclusive to Learning Support (Developmental Studies and Academic Assistance) Courses.</li> <li>3. Business Law courses should have the first two digits of the CIP equal "52" (not "22," which indicates Law School courses).</li> <li>4. Courses offered to meet physical education requirements (i.e., personal health, fitness and recreation) should be coded 36.0108.</li> <li>5. Courses offered in Colleges of Education in Physical Education (i.e., Teacher Education) should be coded 13.1314.</li> <li>6. Military Science courses should be coded in the 28.0000 or 29.0000 categories. These courses are not funded in the USG Funding Formula.</li> <li>7. <b>All CIP codes for distance education courses are assigned by the sending institution.</b></li> </ol>	
<b>NOTE:</b> Formula funding is based on accurate reporting of CIP codes.	
<b>BANNER REFERENCE:</b> SCACRSE form, "CIP" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C050, C060, C070, C080; FIR/F610
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element name changed from <i>CIP Code</i> ; number changed from C107 (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Instruction Level Code		<b>ELEMENT NUMBER:</b> C100
<b>ELEMENT SIZE:</b> 02	<b>COLUMNS:</b> 83-84	
<b>DEFINITION:</b> A two-digit code used to indicate the level of instruction for a course. <b>Formula funding is based on accurate reporting of Instruction Level.</b>		
<b>VALID CODES:</b> Numeric		
10	Learning Support (Developmental Studies, Academic Assistance, and Regents' Remediation)	
20	Lower Division	
	21 Freshmen	
	22 Sophomore	
30	Upper Division	
	31 Junior	
	32 Senior	
55	Master's and Specialist level	
65	Doctoral level courses	
70	Doctoral dissertation courses	
80	Professional	
<b>NOTE:</b> For courses that enroll/award credit hours to more than one level of student, a separate CIR report must be submitted for each instruction level, i.e., each is reported as a separate section of the course.		
<b>INSTRUCTIONS:</b> The codes for "Lower Division," 20, "Upper Division," 30, and "Professional" level courses, 80, may be coded more specifically. It is the institution's option to use the more detailed corresponding codes, 21 and 22; 31 and 32; or 81 and 82.		
<b>BANNER REFERENCE:</b> SCADETL form, fourth canvas, "Classification" field.		
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element number changed from C108; code 10 re-named to reflect policy changes; code 50, <i>Graduate I Courses</i> , and code 60, <i>Graduate II Courses</i> replaced by codes 55 and 65; codes 81 and 82 added (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Type of Instruction Code	<b>ELEMENT NUMBER:</b> C110
<b>ELEMENT SIZE:</b> 02	<b>COLUMNS:</b> 85-86
<b>DEFINITION:</b> A code used to indicate the <b>primary</b> instructional method employed in the course. Although some courses may combine instructional methods, the primary or dominant method must be reported in this field.	
<b>VALID CODES:</b> Numeric	
<ul style="list-style-type: none"> <li>10 Lecture - Must have class hours, but no laboratory hours.</li> <li>11 Lecture/Supervised Laboratory/Clinic - Must have lecture hours AND supervised lab/clinic hours.</li> <li>12 Lecture/Unsupervised Laboratory/Clinic - Must have lecture hours AND minimally supervised lab/clinic hours.</li> <li>20 Seminar - Small group of upper division, graduate and/or honors students studying and interacting with a faculty member(s).</li> <li>30 Supervised Laboratory/Clinic - Students in a lab or clinic under the supervision of a faculty member. Must have lab hours but no lecture hours.</li> <li>40 Unsupervised Laboratory/Clinic - Students in a lab or clinic under minimal supervision. Must have lab hours but no lecture hours.</li> <li>50 Independent Study - Approved study topic with periodic faculty guidance and no lecture, lab or clinic contact hours (code correspondence courses here).</li> <li>55 Directed Study - A one-to-one teaching situation, e.g., private piano lessons.</li> <li>57 Asynchronous Instruction - Instruction that normally occurs without assigned space and with timing and duration that varies among students. This would include internet, video cassette, print-based correspondence, and some types of satellite courses.</li> <li>60 Practice Teaching - Teacher education field experience.</li> <li>81 Internship/Practicum - Minimally supervised practical or field experience related to the program of study.</li> <li>91 Thesis - Student working on master's thesis with minimal supervision.</li> <li>92 Dissertation - Student working on doctoral dissertation with minimal supervision.</li> </ul>	
<b>NOTES:</b> Courses coded <b>60, Practice Teaching, and 81, Internship/Practicum, should be coded B, "section with unassigned space," in element C120 (see note on element C120 for a more detailed explanation).</b>	
<b>BANNER REFERENCE:</b> SSASECT form, "Schd Type" field. Translate "Schd Type" to corresponding "Instructional Method" specified on the STVSCHD form.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C150, C160
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element number changed from C109; the word <i>Clinic</i> added to codes 11, 12, 30 and 40; codes 70, <i>Internship</i> and 80, <i>Practicum</i> , combined as code 81; code 90, <i>Thesis/Dissertation</i> separated into codes 91 and 92; new code 57 added (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Georgia GLOBE Code		<b>ELEMENT NUMBER:</b> C112
<b>ELEMENT SIZE:</b> 01	<b>COLUMNS:</b> 34 on a Type 2 record	
<b>DEFINITION:</b> A code to indicate that a course section is offered through the Georgia GLOBE portal. This field is not reported for non-DE courses		
<b>VALID CODES:</b> Alpha (G)		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Enter "G" in this field for each Type 2 CIR record with the DE Unique Code of a course that is offered through the Georgia GLOBE portal.</li><li>2. Leave field blank for courses that are not offered through the Georgia GLOBE portal.</li><li>3. For all DE courses/sections, only the sending institution reports the codes for elements C230, C240, C250, C112 and C114 using a Type 2 record. Those codes are then automatically assigned to all sections of a Distance Education course through the use of the course's DE Unique Code, Element C260.</li><li>4. The value entered in C112 will be the same on every type 2 record reported for a specific DE Unique Code; it is an attribute of the DE course as a whole rather than each section of the course.</li></ol>		
<b>COMMENTS/EXAMPLES:</b>		
<b>BANNER REFERENCE:</b> ZSADEDU form, "Globe" field		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C114, C230 through C290
<b>DATE ISSUED:</b> 6/00	<b>NOTES ON CHANGES:</b> New element.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia

## Curriculum Inventory Reporting System

### Data Element Dictionary

<b>ELEMENT TITLE:</b> Course Type Code		<b>ELEMENT NUMBER:</b> C114
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 35-37 on a Type 2 record	
<b>DEFINITION:</b> A code to indicate that a course/section is a component of one of the specific USG distance education programs shown below. This field is not reported for non-DE courses.		
<b>VALID CODES:</b> Alpha (E, WMB), left justified		
<b>INSTRUCTIONS:</b>		
<ol style="list-style-type: none"> <li>1. Enter “E” in this field for each Type 2 CIR record with the DE Unique Code of an E-Core course.</li> <li>2. Enter “WMB” in this field for each Type 2 CIR record with the DE Unique Code of Web MBA course.</li> <li>3. Leave field blank for course sections that are not part of the E-Core or Web MBA curricula.</li> <li>4. For all DE courses/sections, only the sending institution reports the codes for elements C230, C240, C250, C112 and C114 using a type 2 record. Those codes are then automatically assigned to all sections of a Distance Education course through the use of the course's DE Unique Code, Element C260.</li> <li>5. The value entered in C114 will be the same on every type 2 record reported for a specific DE Unique Code; it is an attribute of the DE course as a whole rather than each section of the course.</li> </ol>		
<b>COMMENTS/EXAMPLES:</b>		
<b>BANNER REFERENCE:</b> ZSADEDU form, Crse Type field	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C112, C230 through C290	
<b>DATE ISSUED:</b> 6/00	<b>NOTES ON CHANGES:</b> Modified element.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> RUR Linkage Code		<b>ELEMENT NUMBER:</b> C120	
<b>ELEMENT SIZE:</b> 01		<b>COLUMNS:</b> 87	
<b>DEFINITION:</b> A code used to indicate the facilities impact of the reported course/section.			
<b>VALID CODES:</b> Alpha			
A Section on campus in assigned space.			
B Section with unassigned space (this code should be assigned for student teaching, nursing practicum, internet courses, etc., that take place at unspecified sites (i.e., too numerous and varied to be specified) as well as on-campus courses with no assigned space, e.g., physical education).			
C Section on campus in assigned space, but conducted by outside institution; outside institution enrolls students.			
D At an off-campus site in assigned space.			
E At a specific off-campus site with unassigned space.			
<b>NOTE:</b> The CIR records of courses coded D or E in this field must also contain a specific External Site code in C290. Courses coded 60, Practice Teaching, and 81, Internship/Practicum, in C110 will normally be coded B, "Section with unassigned space," in element C120. Because the students in a single course normally gain this degree-related practical experience at multiple sites that are not "external sites" in the intended sense of that term, coding this field as "Section with unassigned space" avoids submitting multiple course records and an external site code for each student. An exception to this rule occurs if a specific meeting space, either on or off campus, is assigned to the course on a weekly basis throughout the term for periodic class meetings of the student teachers, interns, etc. with supervising faculty, then element C120 should be coded either A or D to reflect that fact.			
<b>BANNER REFERENCE:</b> SSASECT form, "Session" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> FIR/GF103, F409, F604, C150, C160, C290, C300	
<b>COMMENTS/EXAMPLES:</b> This code identifies the basic nature of a course's facilities impact at the reporting institution and enhances the CIR system's linkage with the RUR data system.			
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element replaces <i>Location Code</i> , element C117 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99			





# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Sponsorship Code		<b>ELEMENT NUMBER:</b> C130
<b>ELEMENT SIZE:</b> 01	<b>COLUMNS:</b> 88	
<b>DEFINITION:</b> The code used to indicate the funding source for a course.		
<b>VALID CODES:</b> Alpha		
Blank	Not sponsored (USG/State funded)	
S	Sponsored (other than USG/state funds)	
<b>BANNER REFERENCE:</b> SSADETL form, "Contract Code" field.		
<b>COMMENTS/EXAMPLES:</b> This field is coded "S" only if the course is funded by an entity other than the State of Georgia (e.g., a corporation, federal government, etc.). For the majority of courses that are funded with state appropriations, this field is left blank. The hours generated through sponsored courses are not included in the USG formula funding request (Military/ROTC courses are not coded "S," but are reported with CIP codes 28.0000 or 29.0000, which also are excluded from State funding.).		
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element name changed from <i>Sponsored Code</i> ; element number changed from C110 (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia

## Curriculum Inventory Reporting System

### Data Element Dictionary

<b>ELEMENT TITLE:</b> Yamacraw Course		<b>ELEMENT NUMBER:</b> C135	
<b>ELEMENT SIZE:</b> 01		<b>COLUMNS:</b> 89 on a Type 1 record	
<b>DEFINITION:</b> A code to indicate that a course section is a component of the USG Yamacraw program.			
<b>VALID CODES:</b> Alpha (Y) or blank			
<b>INSTRUCTIONS:</b> Enter "Y" in this field for each Type 1 CIR record of a course that is offered as part of the USG Yamacraw program.			
<b>COMMENTS/EXAMPLES:</b>			
<b>BANNER REFERENCE:</b> SSADETL form, "Contract Code" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b>	
<b>DATE ISSUED:</b> 2/01		<b>NOTES ON CHANGES:</b> New element.	
<b>DATES OF ELEMENT UPDATES:</b>			



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Number of Students		<b>ELEMENT NUMBER:</b> C140	
<b>ELEMENT SIZE:</b> 04		<b>COLUMNS:</b> 89-92	
<b>DEFINITION:</b> The total number of students enrolled in a course section at either the CIR Census 1 or CIR Census 2 Date (See element C320 for appropriate reporting code).			
<b>NOTE:</b> Formula funding is based on accurate reporting of number of students.			
<b>VALID CODES:</b> Numeric (0000-9999)			
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Right-justify field.</li><li>2. For all distance education courses, only the institution that enrolls the students enters a non-zero value in this field — this is a binding, USG Funding Formula restriction with only the following exception:</li><li>3. For non-institutional sections coded “C” for RUR Linkage Code, C120, report the actual class enrollment to the best of your knowledge. That number will be reported for room utilization purposes only.</li></ol>			
<b>BANNER REFERENCE:</b> SSASECT from, Enrollment Data screen, “Enrollment Count” field under the “Census One” section or the “Census Two” section. This field is calculated and cannot be entered manually. For courses with RUR Linkage Code (C120) of “C”: SSASECT form, Enrollment Data screen, “Maximum” field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C170, C200	
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element number changed from C111; field size changed from 3 to 4 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99			



## University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Class Contact Hours	<b>ELEMENT NUMBER:</b> C144
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 149-151
<b>DEFINITION:</b> The number of hours a lecture/seminar/non-lab class would meet each week over a 15-week semester, as listed in the course catalog, regardless of the actual number of weeks in the term associated with the class being reported. Contact hours are reported here for <i>all</i> lecture/seminar/non-lab classes, whether assigned space is used or not. For variable credit courses, the minimum value should be reported.	
<b>VALID CODES:</b> Numeric (000-999). There is one implied decimal place; i.e., furthest right digit represents tenths.	
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Right justify field.</li><li>2. Round to nearest tenth of an hour.</li><li>3. Since the furthest right digit represents tenths, enter zero in that position for whole number values.</li><li>4. This field applies to sections of courses with type of instruction "lecture," "seminar" or the lecture/seminar portion of combined "lecture/lab/clinic" courses as reported in C110.</li><li>5. Contact hours for a combination of lecture/lab/clinic or <i>other</i> courses are submitted to CIR by completing the appropriate 2 or 3 fields, C144, C146 and/or C148 in the same record.</li></ol>	
<b>COMMENTS/EXAMPLES:</b>	
<b>BANNER REFERENCE:</b> "Lecture Hours" field on SCACRSE OR "Lecture Hours" field on SSASECT when section specific values exist that are different from the course default values on SCACRSE. If a range exists, the minimum value will be selected.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C110
<b>DATE ISSUED:</b> 6/00	<b>NOTES ON CHANGES:</b> New element.
<b>DATES OF ELEMENT UPDATES:</b>	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Laboratory/Clinic Contact Hours		<b>ELEMENT NUMBER:</b> C146
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 152-154	
<b>DEFINITION:</b> The number of hours a laboratory/clinic class would meet each week over a 15-week semester, as listed in the course catalog, regardless of the actual number of weeks in the term associated with the class being reported. Contact hours are reported here for <i>all</i> labs/clinics, whether assigned space is used or not. For variable credit courses, the minimum value should be reported.		
<b>VALID CODES:</b> Numeric (000-999). There is one implied decimal place; i.e., furthest right digit represents tenths.		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Right justify field.</li><li>2. Round to nearest tenth of an hour.</li><li>3. Since the furthest right digit represents tenths, enter zero in that position for whole number values.</li><li>4. This field applies to sections of courses with type of instruction "laboratory/clinic," or the laboratory/clinic portion of combined "lecture/lab/clinic" courses as reported in C110.</li><li>5. Contact hours for a combination of lecture/lab/clinic or <i>other</i> courses are submitted to CIR by completing the appropriate 2 or 3 fields, C144, C146 and/or C148 in the same record.</li></ol>		
<b>COMMENTS/EXAMPLES:</b>		
<b>BANNER REFERENCE:</b> "Lab Hours" field on SCACRSE OR "Lab" field on SSASECT when section specific values exist that are different from the course default values on SCACRSE. If a range exists, the minimum value will be selected.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C110
<b>DATE ISSUED:</b> 6/00	<b>NOTES ON CHANGES:</b> New element.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Other Contact Hours		<b>ELEMENT NUMBER:</b> C148
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 155-157	
<b>DEFINITION:</b> The number of hours a class <i>other than</i> a laboratory/clinic or lecture/seminar/non-lab would meet each week over a 15-week semester, as listed in the course catalog, regardless of the actual number of weeks in the term associated with the class being reported. Contact hours are reported here for <i>all</i> such classes, whether assigned space is used or not. For variable credit courses, the minimum value should be reported.		
<b>VALID CODES:</b> Numeric (000-999). There is one implied decimal place; i.e., furthest right digit represents tenths.		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Right justify field.</li><li>2. Round to nearest tenth of an hour.</li><li>3. Since the furthest right digit represents tenths, enter zero in that position for whole number values.</li><li>4. Contact hours for a combination of lecture/lab/clinic or other courses are submitted to CIR by completing the appropriate 2 or 3 fields, C144, C146 and/or C148 in the same record.</li><li>5. Classes in Banner with Other hours indicated should be reported here.</li></ol>		
<b>COMMENTS/EXAMPLES:</b>		
<b>BANNER REFERENCE:</b> "Other Hours" field on SCACRSE OR "Other Hours" field on SSASECT when section specific values exist that are different from the course default values on SCACRSE. If a range exists, the minimum value will be selected.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C110
<b>DATE ISSUED:</b> 6/00	<b>NOTES ON CHANGES:</b> New element.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Assigned Space Hours - Lecture	<b>ELEMENT NUMBER:</b> C150
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 93-95
<b>DEFINITION:</b> The amount of time a lecture section is scheduled to meet per week in an assigned space.	
<b>VALID CODES:</b> Numeric (000-999). There is one implied decimal place; i.e., furthest right digit represents tenths.	
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"> <li>1. Enter zeros for this element if no space is assigned.</li> <li>2. Right justify field.</li> <li>3. Round to nearest tenth of an hour.</li> <li>4. Since the furthest right digit represents tenths, enter zero in that position for whole number values.</li> <li>5. This field applies to sections of courses with type of instruction lecture, seminar, or the lecture portion of combined lecture/lab/clinic courses as reported in C110.</li> <li>6. Hours for combined lecture/lab/clinic courses are submitted to CIR by completing both fields C150 and C160 in the same record.</li> <li>7. Should be equal to the number of hours reported in the Room Utilization Report (RUR) via section meeting days and time of section meeting.</li> </ol>	
<b>COMMENTS/EXAMPLES:</b> Assigned hours reflect <u>actual room use</u> rather than credit hours for the course and therefore pertain only to courses conducted in <u>assigned space</u> , i.e., <i>RUR Linkage Code A, C or D</i> .	
<b>BANNER REFERENCE:</b> Calculated from values entered on form SSASECT, Meeting Times screen, fields "Start Time," "End Time," "Schd," "M," "T," "W," "R," "F," "S," and "U."	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R106, R108, R109; FIR/F608; C110
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element name changed from <i>Contact Hours - Class</i> ; element number changed from C112; field size changed from 2 to 3; coding changed from "nearest whole number" to "nearest tenth of an hour" (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Assigned Space Hours - Laboratory/Clinic		<b>ELEMENT NUMBER:</b> C160
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 96-98	
<b>DEFINITION:</b> The amount of time a laboratory or clinic section is scheduled to meet per week in an assigned space.		
<b>VALID CODES:</b> Numeric (000-999). There is one implied decimal place; i.e., furthest right digit represents tenths.		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Enter zeros for this element if no space is assigned.</li><li>2. Right justify field.</li><li>3. Round to nearest tenth of an hour.</li><li>4. Since the furthest right digit represents tenths, enter zero in that position for whole number values.</li><li>5. This field applies to sections of courses with type of instruction laboratory/clinic or the laboratory/clinic portion of combined lecture/lab/clinic courses, or some directed study courses (e.g., private music lessons) as reported in C110.</li><li>6. Hours for combined lecture/lab/clinic courses are submitted to CIR by completing both fields C150 and C160 in the same record.</li><li>7. Should be equal to the number of hours reported in the Room Utilization Report (RUR) via section meeting days and time of section meeting.</li></ol>		
<b>COMMENTS/EXAMPLES:</b> Reminder -- assigned hours are the <i>actual</i> number of hours a section meets per week in scheduled laboratory/clinic facilities.		
<b>BANNER REFERENCE:</b> Calculated from values entered on form SSASECT, Meeting Times screen, fields "Start Time," "End Time" "Schd," "M," "T," "W," "R," "F," "S," and "U."		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R106, R108, R109; FIR/F608; C110
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element name changed from <i>Contact Hours - Lab</i> ; element number changed from C113; field size changed from 2 to 3; coding changed from "nearest whole number" to "nearest tenth of an hour" (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		





# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Student Credit Hours	<b>ELEMENT NUMBER:</b> C170
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 99-101
<b>DEFINITION:</b> The number of credit hours, rounded to the nearest tenth, to be awarded <u>per student</u> for satisfactory completion of the course. <b>Formula funding is based on accurate reporting of student credit hours.</b>	
<b>VALID CODES:</b> Numeric (000-999)	
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"> <li>1. Round to the nearest tenth and right justify to the tenths column.</li> <li>2. If the credit hours vary among students, use zeros in this field, but provide total credit hours in C200.</li> <li>3. The number of credit hours may or may not equal the number of contact hours for the course, but the credit hours should equal the number shown for the course in the institution's course schedule.</li> <li>4. <b>For all distance education courses, only the institution that enrolls the students may report students and TOTAL credit hours through CIR; institutions reporting sections of DE courses for which they do <u>not</u> enroll students will enter a non-zero value in this field, but will enter <u>zeros</u> in C140, Number of Students, and C200, Total Credit Hours — this is a binding, USG Funding Formula restriction.</b></li> </ol> <p><b>NOTE:</b> For courses that enroll/award credit hours to more than one level of student, a separate CIR report must be submitted for each instruction level, i.e., each is reported as a separate section of the course.</p>	
<b>BANNER REFERENCE:</b> SSASECT form credit hour data OR SCACRSE form, "CEU/Cred" field under the "Low" column.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C140, C200
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element changed form 2 to 3 characters; element name changed from <i>Credit Hours</i> ; element number changed from C114 (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 7/91, 5/99	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Course Week Length		<b>ELEMENT NUMBER:</b> C180	
<b>ELEMENT SIZE:</b> 02		<b>COLUMNS:</b> 102-103	
<b>DEFINITION:</b> The number of weeks the course is scheduled to meet.			
<b>VALID CODES:</b> Numeric (01-99)			
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Right justify.</li><li>2. A standard USG semester term is 15 weeks in length, but shorter or longer terms may be conducted.</li><li>3. Some asynchronous/distance education courses may last longer, i.e., provide students the option of taking longer to complete course requirements, than the standard term length of 15 weeks. For such courses, Element C180 should be coded with the maximum number of weeks permitted for the completion of that course, to a maximum of 99 weeks. <b>Whatever the duration of such a course, it is reported in CIR only once, in the term appropriate to its start date.</b></li><li>4. If necessary, round up to the next higher whole number.</li></ol>			
<b>BANNER REFERENCE:</b> Calculated from values on the SSASECT form, "Part/Term" date fields.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C040, C190	
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element name changed from <i>Week Length</i> ; element number changed from C115; instructions changed to reflect semesters (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99			



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Term Starting Date		<b>ELEMENT NUMBER:</b> C190	
<b>ELEMENT SIZE:</b> 04		<b>COLUMNS:</b> 104-107	
<b>DEFINITION:</b> The date the term begins.			
<b>VALID CODES:</b> Numeric  The four digits of the date, beginning with the month: 01 (Jan.), 02 (Feb), 03 (Mar.), etc.: followed by the day of the month: 01 through 31.			
<b>NOTE:</b> For some asynchronous courses, e.g., Web-based, video cassette, correspondence, students study and meet course requirements at their own individual pace. Such courses often begin in one standard semester and the last student completes his/her requirements in another -- or even in a different fiscal year. In those cases, the Term Starting Date, i.e., the date the course officially begins or is first accessible on the Web ( <i>in relation to the report term</i> ), is particularly important in creating a valid CIR record for the course.			
<b>BANNER REFERENCE:</b> SOATERM form, second canvas, "Start" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C030, C040, C180	
<b>DATE ISSUED:</b> 5/99		<b>NOTES ON CHANGES:</b> New element, 5/99.	
<b>DATES OF ELEMENT UPDATES:</b>			



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Total Credit Hours	<b>ELEMENT NUMBER:</b> C200
<b>ELEMENT SIZE:</b> 05	<b>COLUMNS:</b> 108-112
<p><b>DEFINITION:</b> The total credit hours calculated for all students enrolled in the course as of the appropriate census date, i.e., C140 x C170, or, for courses with varying credit hours per student, the sum of all credit hours reported for all students enrolled in the course. <b>Formula funding is based on accurate reporting of total credit hours.</b></p>	
<p><b>VALID CODES:</b> Numeric (00000-99999) There is one implied decimal place, i.e., furthest right digit represents tenths.</p>	
<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Complete this element for all courses.</li> <li>2. Right justify.</li> <li>3. Round to the nearest tenth.</li> <li>4. <b>For all distance education courses, only the institution that enrolls the students enters a non-zero value in this field — this is a binding, USG Funding Formula restriction.</b></li> </ol> <p><b>NOTE:</b> For courses that enroll/award credit hours to more than one level of student, a separate CIR report must be submitted for each instruction level, i.e., each is reported as a separate section of the course.</p>	
<p><b>BANNER REFERENCE:</b> Calculated by multiplying C140 (Number of Students) by C170 (Student Credit Hours). See these elements for Banner references. For variable credit courses, calculated by summing credit hours for all students enrolled as of the appropriate census date. (Data can be viewed on the SFASLST form.)</p>	<p><b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C140, C170</p>
<b>DATE ISSUED:</b> 8/1/90	<p><b>NOTES ON CHANGES:</b> Element name changed from <i>Total Student Credit Hours</i>; element number changed from C116 (5/99).</p>
<b>DATES OF ELEMENT UPDATES:</b> 5/99	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Faculty Social Security Number		<b>ELEMENT NUMBER:</b> C210
<b>ELEMENT SIZE:</b> 09	<b>COLUMNS:</b> 113-121	
<b>DEFINITION:</b> The social security number(s) of the faculty member(s) responsible for providing instruction for a course.		
<b>VALID CODES:</b> Numeric  Nine-digit federal Social Security Numbers		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Must match USG Faculty Information System (FIS). <b>NOTE: An error message will be generated if a Social Security Number is entered for a faculty member who has not been approved by the BOR and is not in the USG Faculty Information System (FIS). In view of Board of Regents Policy requiring all faculty to be BOR approved by institution, you are reminded to follow up on all edit warnings pertaining to this field.</b></li><li>2. If more than one instructor has responsibility for a course/section, the SSN for each instructor — to a maximum of 20 — should be reported by submitting a duplicate CIR record for each faculty member participating in the course.</li><li>3. Separate CIR records for a distance education course, i.e., reported by the sending institution and the receiving institution(s), should report only the SSNs of their own faculty who share responsibility for conducting the course.</li></ol>		
<b>BANNER REFERENCE:</b> SSASECT form, Instructor Screen, “ID” field or SPAPERS form, “SSN/SIN/TFN” field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C220; FIR/F310; FIS/F4
<b>DATE ISSUED:</b> 8/1/90	<b>NOTES ON CHANGES:</b> Element name changed from <i>Social Security Number</i> ; element number changed from C119 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Faculty Percent Responsibility		<b>ELEMENT NUMBER:</b> C220	
<b>ELEMENT SIZE:</b> 03		<b>COLUMNS:</b> 122-124	
<b>DEFINITION:</b> The percent of responsibility for instruction assigned to each faculty member in a course at the section level.			
<b>VALID CODES:</b> Numeric (000-100)			
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Right justify.</li><li>2. Only whole numbers should be reported (i.e., 40 not .40), and <b>the sum of percentages for course sections requiring instruction from multiple faculty must equal 100.</b></li><li>3. If more than one instructor has responsibility for a course/section— to a maximum of 20 — the percentage responsibility for each should be reported by submitting a duplicate CIR record for each faculty member participating in the course/section.</li><li>4. At the institution's discretion, one or more instructors may be coded 000, giving other instructor(s) all the credit for teaching a team-taught course section.</li><li>5. For distance education courses, both sending and receiving institutions submit CIR records for separate sections of the same distance education course. Where both institutions claim faculty responsibility for the course, each should assign the percentage that best reflects the actual share of responsibility for the course belonging to its faculty member(s), <b>making every effort to accurately record multiple faculty participation in distance education courses.</b></li></ol>			
<b>BANNER REFERENCE:</b> SSASECT form, Instructor Screen, "% Resp" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C020, C200, C210	
<b>COMMENTS/EXAMPLES:</b> Future developments in USG organization for distance education will permit this field to be better coordinated among sending and receiving institutions.			
<b>DATE ISSUED:</b> 8/1/90		<b>NOTES ON CHANGES:</b> Element name changed from <i>Percent Responsibility</i> ; element number changed from C121 (5/99).	
<b>DATES OF ELEMENT UPDATES:</b> 5/99			



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Distance Education Code	<b>ELEMENT NUMBER:</b> C230
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 26-28 on a type 2 record
<b>DEFINITION:</b> A code used to identify the approximate percentage of a course's reliance on distance technology for instructional content delivery (This field is not reported for non-DE courses). <b>NOTE: A distance education course is one in which the majority (more than 50 percent) of instruction is delivered through one or more forms of distance technology, and in which the instructor of record and the student(s) are separated by time and/or geographic location. The estimate of the percentage of instruction delivered via distance technology is a judgment call and the responsibility of the institution.</b>  (Prior to the 1999 revision, the CIR only permitted a course to be coded either as DE or not DE, and there were no fields in which to record the percentage of course content delivered through distance technology, the specific modes of delivery, or the percentage of the course delivered by those specific technologies.)	
<b>VALID CODES:</b> Numeric (Whole number percentage) 51-100 Enter the estimated percentage (from 51 to 100, whole numbers, no decimals) of course content that is delivered through any/all distance technology(ies). The cumulative percentage for all distance technologies used in instructional delivery must be greater than 50 percent of the total instructional content delivery for the course.	
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>For all DE courses/sections, <i>only the sending institution reports the codes for elements C112, 114, 230, C240 and C250, using a type 2 record.</i> Those codes are then automatically assigned to all sections of a Distance Education course through the use of the course's DE Unique Code, Element C260.</li><li>The percentage value entered in C230 will be the same on every type 2 record reported for a specific DE Unique Code; it is an attribute of the DE course as a whole rather than each section of the course.</li></ol>	
<b>BANNER REFERENCE:</b> ZSADEDU form, "DE Pct" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C240, C250, C260, C270, C280, C290, C300, C112 and C114
<b>COMMENTS/EXAMPLES:</b> Although a course in which students and instructor are separated by space but not by time, e.g., GSAMS, satellite, and one in which students and instructor are separated by both space and time, e.g., Internet, video cassette, have very different resource and technology needs, they fall equally within the definition of distance education courses. It is important to note that although courses in the University System are increasingly infused with instructional technology, which in some cases may even account for the majority of course content delivery, they are not reported as distance education unless the instructor of record and the student(s) are separated by time and/or geographic location.	
<b>DATE ISSUED:</b> 4/4/94	<b>NOTES ON CHANGES:</b> Element number changed from C122; element size changed from 1 to 3; coding changed to indicate percentage of a course's reliance on distance technology (5/99).
<b>DATES OF ELEMENT UPDATES:</b> 5/99	



# University System of Georgia

## Curriculum Inventory Reporting System

### Data Element Dictionary

<b>ELEMENT TITLE:</b> Distance Technology Code	<b>ELEMENT NUMBER:</b> C240																				
<b>ELEMENT SIZE:</b> 02	<b>COLUMNS:</b> 29-30 on a type 2 record																				
<b>DEFINITION:</b> A code used to indicate the DE technologies used to deliver a distance education course (See <i>Comments/Examples</i> , below). <b>This field is not reported for non-DE courses.</b>																					
<b>VALID CODES:</b> Numeric (Select all applicable codes for the course being reported.)																					
<table style="width: 100%; border: none;"> <tr><td style="width: 20px;">01</td><td>Videocassette - instruction delivered through videocassettes.</td></tr> <tr><td>02</td><td>Satellite - instruction delivered through downlinks of satellite transmissions.</td></tr> <tr><td>03</td><td>GSAMS - instruction delivered through GSAMS technology.</td></tr> <tr><td>04</td><td>Two-Way Interactive Video - instruction delivered through other interactive video technology than GSAMS.</td></tr> <tr><td>05</td><td>Television - instruction delivered through television transmissions.</td></tr> <tr><td>06</td><td>Internet - instruction delivered through the Internet.</td></tr> <tr><td>07</td><td>Other Network - instruction delivered through a local area or other non-Internet network.</td></tr> <tr><td>08</td><td>Print-Based Materials - instruction delivered through print-based correspondence instructional materials.</td></tr> <tr><td>09</td><td>Other - A single means of delivery not defined by another code. <b>NOTE: This code should <i>not</i> be used as a catch-all for unspecified combinations of DE technologies.</b></td></tr> <tr><td>10</td><td>CD-ROM - instruction delivered through a CD-ROM(s).</td></tr> </table>		01	Videocassette - instruction delivered through videocassettes.	02	Satellite - instruction delivered through downlinks of satellite transmissions.	03	GSAMS - instruction delivered through GSAMS technology.	04	Two-Way Interactive Video - instruction delivered through other interactive video technology than GSAMS.	05	Television - instruction delivered through television transmissions.	06	Internet - instruction delivered through the Internet.	07	Other Network - instruction delivered through a local area or other non-Internet network.	08	Print-Based Materials - instruction delivered through print-based correspondence instructional materials.	09	Other - A single means of delivery not defined by another code. <b>NOTE: This code should <i>not</i> be used as a catch-all for unspecified combinations of DE technologies.</b>	10	CD-ROM - instruction delivered through a CD-ROM(s).
01	Videocassette - instruction delivered through videocassettes.																				
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10	CD-ROM - instruction delivered through a CD-ROM(s).																				
<b>INSTRUCTIONS:</b> For all DE courses/sections, <i>only the sending institution reports the codes for elements C112, 114, 230, C240 and C250, using a type 2 record.</i> Those codes are then automatically assigned to all sections of a Distance Education course through the use of the course's DE Unique Code, Element C260. The entries for elements C240 and C250 are determined in two steps: <b>C240</b> -- All distance technologies employed in the course are identified in this field. <b>C250</b> -- Then, estimate the percentage of the cumulative DE technology-delivered course content that each technology identified in C240 is responsible for and enter that percentage in field C250 ( <b>The percentages entered must total 100 irrespective of any proportion of the course that's delivered by non-DE methods</b> ). It is important to note that the "Other" option in C240, code 09, should not be used to represent combinations of separately listed technologies for that element; the "Other" code is intended as a substitute for any <i>single</i> technologies that are not specifically listed among the options.																					
<b>BANNER REFERENCE:</b> ZSADEDU form, "Tech" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C230, C250, C260, C270, C280, C290, C300, C112 and C114.																				
<b>COMMENTS/EXAMPLES:</b>																					
<ol style="list-style-type: none"> <li>1. Instruction in Course A is delivered 90 percent by distance technology, so it is a DE course (Element C230 is coded as [90]). The only distance technology used in Course A is Internet. Therefore, one type 2 data record is reported, with C240 coded [06] and a corresponding value of [100] for element C250.</li> <li>2. Course B is delivered 75 percent by distance technology, so it also is a DE course (Element C230 is coded [75]). Course B uses 3 different DE technologies, as follows: of the DE-delivered course content, 1/2 uses Internet, 1/4 uses GSAMS, and 1/4 uses videocassettes. So, three type 2 records are reported, with C240 codes of [06], [03], and [01], and corresponding values of [50], [25], and [25] for Element C250.</li> </ol>																					
<b>DATE ISSUED:</b> 5/99	<b>NOTES ON CHANGES:</b> New Element, 5/99.																				
<b>DATES OF ELEMENT UPDATES:</b>																					



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Distance Technology Percentage Code	<b>ELEMENT NUMBER:</b> C250
<b>ELEMENT SIZE:</b> 03	<b>COLUMNS:</b> 31-33 on a type 2 record
<b>DEFINITION:</b> A code used to indicate the approximate percentage each DE technology identified in C240 represents of all DE delivery technologies used to deliver the course (See <i>Comments/Examples</i> , below). <b>This field is not reported for non-DE courses.</b>	
<b>VALID CODES:</b> Numeric >0 to 100      All percentages must be greater than zero and should total 100 percent.	
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"> <li>1. Select the approximate percentage of instructional delivery for each DE technology identified in C240.</li> <li>2. Only whole numbers should be reported (i.e., 40 not .40), and the sum of percentages for all DE technologies employed in the delivery of a DE course must equal 100.</li> <li>3. Right justify.</li> <li>4. For all DE courses/sections, <i>only the sending institution reports the codes for elements C112, 114, 230, C240 and C250, using a type 2 record.</i> Those codes are then automatically assigned to all sections of a Distance Education course through the use of the course's DE Unique Code, Element C260.</li> </ol> <p>The entries for elements C240 and C250 are determined in two steps:</p> <p><b>C240</b> -- All distance technologies employed in the course are identified in this field.</p> <p><b>C250</b> -- Then, estimate the percentage of the cumulative DE technology-delivered course content that each technology identified in C240 is responsible for and enter that percentage in field C250 (<b>The percentages entered must total 100 irrespective of any proportion of the course that's delivered by non-DE methods</b>).</p>	
<b>BANNER REFERENCE:</b> ZSADEDU form, "DT Pct" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C230, C240, C260, C270, C280, C290, C300, C112 and C114.
<b>COMMENTS/EXAMPLES:</b> <ol style="list-style-type: none"> <li>1. Instruction in Course A is delivered 90 percent by distance technology, so it is a DE course (Element C230 is coded as [90]). The only distance technology used in Course A is Internet. Therefore, one type 2 data record is reported, with C240 coded [06] and a corresponding value of [100] for element C250.</li> <li>2. Course B is delivered 75 percent by distance technology, so it also is a DE course (Element C230 is coded [75]). Course B uses 3 different DE technologies, as follows: of the DE-delivered course content, ½ uses Internet, 1/4 uses GSAMS, and 1/4 uses videocassettes. So, three type 2 records are reported, with C240 codes of [06], [03], and [01], and corresponding values of [50], [25], and [25] for Element C250.</li> </ol>	
<b>DATE ISSUED:</b> 5/99	<b>NOTES ON CHANGES:</b> New Element, 5/99.
<b>DATES OF ELEMENT UPDATES:</b>	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Distance Education Unique Code		<b>ELEMENT NUMBER:</b> C260
<b>ELEMENT SIZE:</b> 08	<b>COLUMNS:</b> 125-132 on a type 1 record; 18-25 on a type 2 record	
<b>DEFINITION:</b> A code used to link the separate sections of a distance education course (i.e., sending and/or receiving sites) between sending and receiving institutions and sending and receiving sites at the same institution.		
<b>VALID CODES:</b> Alpha/Numeric A Distance Education Unique Code consists of the acronym assigned to the sending institution (Appendix A) followed by any sequence of three numbers. All DE Unique Codes are assigned <i>only</i> by the sending institution. The purpose of this code is to link all sections of the same distance education course across all participating institutions. <b>NOTE:</b> <b>Accurate research on the extent and effectiveness of distance education activity throughout the University System depends on these linkages.</b>		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. Left-hand justify.</li><li>2. It is the sending institution's responsibility to assign the Distance Education Unique Code to each DE course, to ensure that it is not assigned to any other distance education course within the same fiscal term, and to communicate the Unique Code to all institutions receiving sections of that course. For DE courses that are team taught by more than one institution, all institutions must agree among themselves which one will be identified in its CIR report as the sending institution and therefore assign the unique code for the course.</li><li>3. The same code must be used by <u>both</u> the sending and receiving institution(s) in their CIR submissions for each distance education course, i.e., for every section of the same distance education course.</li><li>4. Leave this field blank for all non-DE courses.</li></ol>		
<b>BANNER REFERENCE:</b> ZSADEDU form, "Anym" and "Grp" fields. Concatenate the two fields to create a single field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C230, C240, C250, C270, C280, C290, C300
<b>COMMENTS/EXAMPLES:</b> This code provides the necessary linkage among sections of a distance education course that is sent from and is received at different institutions, or at one or more sites at the sending institution.		
<b>DATE ISSUED:</b> 5/99		<b>NOTES ON CHANGES:</b> New element, 5/99.
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Distance Education Sending/Receiving Code - Institution		<b>ELEMENT NUMBER:</b> C270
<b>ELEMENT SIZE:</b> 02	<b>COLUMNS:</b> 133-134	
<b>DEFINITION:</b> A two-digit code that identifies the reporting institution as either the sending or receiving institution and as the institution registering or not registering students for the DE course being reported.		
<b>VALID CODES:</b> Alpha  Blank If not a distance education course.  SR Reporting institution is sending institution and enrolls students in section.  SN Reporting institution is sending institution but does not enroll students in section.  RR Reporting institution is receiving institution and enrolls students in section.  RN Reporting institution is receiving institution but does not enroll students in section.		
<b>BANNER REFERENCE:</b> ZSADEDU form, "SR/Inst" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C230, C240, C250, C260, C280, C290, C300
<b>DATE ISSUED:</b> 5/99	<b>NOTES ON CHANGES:</b> New Element, 5/99.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Distance Education Sending/Receiving Code - Site		<b>ELEMENT NUMBER:</b> C280
<b>ELEMENT SIZE:</b> 01	<b>COLUMNS:</b> 135	
<b>DEFINITION:</b> A one-digit code that identifies the DE section being reported as a sending or receiving site for a DE course.		
<b>VALID CODES:</b> Alpha  Blank If not a distance education course  S Sending site  R Receiving site		
<b>INSTRUCTIONS:</b>  1. Some distance education sending and receiving sites may be at the same institution. This code allows those sites to be differentiated, and in such cases, a separate CIR record must be completed by that institution for each site.		
<b>BANNER REFERENCE:</b> ZSADEDU form, "SR/Sect" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R100; C230, C240, C250, C260, C270, C290, C300
<b>DATE ISSUED:</b> 5/99	<b>NOTES ON CHANGES:</b> New element, 5/99.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> External Site Code	<b>ELEMENT NUMBER:</b> C290
<b>ELEMENT SIZE:</b> 07	<b>COLUMNS:</b> 136-142
<b>DEFINITION:</b> A code assigned to each external site (i.e., external to the reporting institution) where instruction is received by student(s) and/or conducted by institutions in the USG (includes both non-distance education and distance education sites).	
<b>VALID CODES:</b> Numeric	
Blank	No external site.
External Site	Six-digit or seven-digit codes assigned by the Board of Regents and available on the OPPA-CIR Website (Website is under construction).
<b>INSTRUCTIONS:</b>	
<ol style="list-style-type: none"> <li>1. This element is reported for all course sections meeting at off-campus locations (coded as D or E in element C120).</li> <li>2. For Distance Education courses, only sending or receiving sections that are located at sites external to the main campus of the reporting institution must report a specific external site code in this field.</li> <li>3. Left justify this field.</li> </ol>	
<b>BANNER REFERENCE:</b> ZSADEDU form, "Ex Site" field OR ZSAOFFC form, "Ex Site" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> C230, C240, C250, C260, C280
<b>COMMENTS/EXAMPLES:</b> When an institution offers a course at another USG institution, at a non-USG institution, at another external site or in another state or country, the CIR record for that course must identify the external site by completing this field. The external or "off-campus" course activity may be through a faculty presence at the external site or through distance education technology delivered to that site.	
<b>NOTE:</b> <b>If you are using a new off-campus site for the first time, you must submit an External Site Survey form to the BOR/Office of Planning and Policy Analysis to have the site coded and added to the External Site data base.</b>	
<b>DATE ISSUED:</b> 4/4/94	<b>NOTES ON CHANGES:</b> Element number and name changed from C123, <i>Distance Education Site</i> ; field size changed from 6 to 7 places, 5/99.
<b>DATES OF ELEMENT UPDATES:</b> 5/99	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Outside Institution Code	<b>ELEMENT NUMBER:</b> C300
<b>ELEMENT SIZE:</b> 06	<b>COLUMNS:</b> 143-148
<b>DEFINITION:</b> This code is used to identify another institution or organization (e.g., other USG institution, non-USG institution, or non-higher education institution, corporation, etc.) conducting a course on the campus of the reporting institution.	
<b>VALID CODES:</b> Numeric	
Blank	No outside institution.
USG FICE Code	Appendix A or Website. (Website is under construction)
Non-USG FICE Code	Website.
888888	Non-USG higher education institution with FICE code unavailable.
999999	Outside, non-higher education organization/institution.
<b>INSTRUCTIONS:</b>	
<ol style="list-style-type: none"> <li>1. This element is reported only by the institution on whose campus another institution is conducting a course/section, or in the case of a distance education course, by the receiving institution to identify the sending institution.</li> <li>2. All USG institution FICE codes and as many FICE codes as possible for out-of-state institutions of higher education are provided on the OPPA-CIR Website (Website is under construction). For institutions of higher education not listed in those locations, use code 888888.</li> </ol>	
<b>BANNER REFERENCE:</b> ZSADEDU form, "Out Ins" field OR ZSANONI form, "Out Ins" field.	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b> RUR/R100, C120, C230, C240, C250, C260, C270, C280, C290
<b>DATE ISSUED:</b> 1999	<b>NOTES ON CHANGES:</b> New element, 5/99.
<b>DATES OF ELEMENT UPDATES:</b>	



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Record Type Code		<b>ELEMENT NUMBER:</b> C310
<b>ELEMENT SIZE:</b> 01	<b>COLUMNS:</b> 149	
<b>DEFINITION:</b> A code used to indicate the type of data record being reported		
<b>VALID CODES:</b> Numeric		
1 Section Data Record 2 Distance Education Technology Data Record		
<b>INSTRUCTIONS:</b>		
1. All course sections are reported using type 1 data records.		
2. For all DE courses/sections, <i>only the sending institution reports the codes for elements C230, C240 and C250, using a type 2 record.</i> Those codes are then automatically assigned to all sections of a Distance Education course through the use of the course's DE Unique Code, Element C260.		
<b>BANNER REFERENCE:</b> N/A	<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b>	
<b>DATE ISSUED:</b> 1999	<b>NOTES ON CHANGES:</b> New element, 5/99.	
<b>DATES OF ELEMENT UPDATES:</b>		



# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Reporting Code		<b>ELEMENT NUMBER:</b> C320	
<b>ELEMENT SIZE:</b> 01		<b>COLUMNS:</b> 150	
<b>DEFINITION:</b> A code used to indicate whether data is being reported for the census 1 report or the census 2 report for a given reporting term.			
<b>VALID CODES:</b> Numeric			
1      Census 1 data submission			
2      Census 2 data submission			
<b>INSTRUCTIONS:</b>			
1. This code will be the same on all records of the data file.			
2. Course sections reported for the census 1 report must have a start date on or prior to the census 1 date for the reporting term.			
3. Course sections reported for the census 2 report must have a start date after the census 1 date for the reporting term.			
<b>BANNER REFERENCE:</b> N/A		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b>	
<b>DATE ISSUED:</b> 5/99		<b>NOTES ON CHANGES:</b> New element, 5/99.	
<b>DATES OF ELEMENT UPDATES:</b>			





# University System of Georgia Curriculum Inventory Reporting System Data Element Dictionary

<b>ELEMENT TITLE:</b> Course Identifier Code		<b>ELEMENT NUMBER:</b> C330
<b>ELEMENT SIZE:</b> 06	<b>COLUMNS:</b> 151-156	
<b>DEFINITION:</b> An optional code used by the institution to identify a course section. The purpose of this code is to facilitate editing and other follow-up activities with CIR records.		
<b>VALID CODES:</b> Alpha/Numeric (any combination)		
<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"><li>1. For institutions using BANNER, each section's CRN will automatically be added to its CIR record in this field.</li><li>2. Non-BANNER institutions have the option of entering a similar code for each course/section CIR record. This field should be left blank if not used.</li></ol>		
<b>BANNER REFERENCE:</b> SSASECT form, "Course Ref. Number" field.		<b>LINKAGES TO OTHER DATA ELEMENTS/SYSTEMS:</b>
<b>COMMENTS/EXAMPLES:</b> <p>This code differs from the <i>DE Unique Code</i> in three ways:</p> <ul style="list-style-type: none"><li>C it applies to <u>all</u> course/sections;</li><li>C it is different for each section of a course; and,</li><li>C it is optional.</li></ul>		
<b>DATE ISSUED:</b> 5/99		<b>NOTES ON CHANGES:</b> New element, 5/99.
<b>DATES OF ELEMENT UPDATES:</b>		

Section III  
*CIR Reporting Procedures  
and  
Course Reporting Examples*

## *Curriculum Inventory Reporting System*

### **CIR Reporting Procedures and Course Reporting Examples for System Changes Effective Summer Term Fiscal 2000**

This document provides information and examples regarding reporting requirements and data field relationships for various situations. It cannot be an all-inclusive document, since there are many variations in how institutions set up classes. It is intended to be a general reference in illustrating how courses need to be reported to the CIR system.

#### *Definitions*

**Non-institutional Class Section** - Institutions often provide space for other institutions to conduct classroom or laboratory instruction. These non-institutional courses are not offered by the host institution in the schedule of classes, usually are not attended by host institution students, and are not counted by the host institution in Curriculum Inventory. However, the host institution should report the course to CIR in order to claim Room Utilization credit.

**Distance Education Delivery Section** - Sections reported to record the delivery of Distance Education course content to another institution. This is a section for which the reporting institution does not register the students.

**Synchronous Instruction** – Instruction that occurs with assigned space and with timing and duration that does not vary among students. (For example, GSAMS courses, and satellite courses which are received at the same time they are televised.)

**Asynchronous Instruction** – Instruction that occurs without assigned space and with timing and duration that varies among students. (For example, internet courses, video cassette courses, and satellite courses that are not received at the same time they are televised.)

**Sending Section** – For synchronous distance education courses, the sending section is a section at which the instructor of record is physically located and teaching the course. Used exclusively to identify the presence of the instructor of record.

**Receiving Section** – Any section of a DE course that receives its course content from another course section (for synchronous courses), or any section of an asynchronous DE course.

**Sending Institution** – The institution that provides the course content for a DE course.

**Receiving Institution** – The institution that receives DE course content from another institution.

**Distance Education Course (functional definition)** – The aggregated grouping of all class sections that receive DE course content from the same source, i.e. from the same sending section or from the same videotaped course, satellite broadcast course, internet course, etc. (Please see the CIR Data Element Dictionary for clarification of factors used to identify a Distance Education Course.)

## *General Reporting Information*

- Each record of the CIR data file holds information for *only one section*. No information for any other section should be included on the record.
- The *Institution Code, Fiscal Year, Fiscal Term, and Reporting Code* fields must contain identical values on every record of the data file.
- Each course ID (*course acronym + course number + section number*) can be used only once per reporting term at a single institution.
- If multiple instructors are being reported for a class section, duplicate records for the section must be submitted, with only the instructor information different on each record.
- CIR data will be reported two times per reporting term. The two reporting periods will each have a census date and a due date. A class section will only be reported once per reporting term, either in the Census 1 report or in the Census 2 report. This will allow reporting of registration in course sections that begin after the Census 1 date. See the CIR Data Element Dictionary, elements C140, C200, and C320 for more information.
- Class sections having zero enrollment should not be reported, with two exceptions:
  - ◆ Sections being reported to record the delivery of distance education instruction to another institution. (DE Delivery Section)
  - ◆ Sending sections of a DE course with no enrollment in the sending section.Please see the examples below for more detail.
- The following fields will always contain a value regardless of the reporting situation:
  - ◆ C010 – Institution Code
  - ◆ C030 – Fiscal Year
  - ◆ C040 – Fiscal Term
  - ◆ C050 – Course Acronym
  - ◆ C060 – Course Number
  - ◆ C070 – Section Number
  - ◆ C120 – RUR Linkage Code
  - ◆ C140 – Number of Students (may have a value of zero for some sections)
  - ◆ C150 – Assigned Space Contact Hours – Lecture (may have a value of zero for some sections)
  - ◆ C160 – Assigned Space Contact Hours – Lab/Clinic (may have a value of zero for some sections)
  - ◆ C170 – Student Credit Hours (may have a value of zero for some sections)
  - ◆ C180 – Course Week Length
  - ◆ C190 – Term Starting Date
  - ◆ C200 – Total Credit Hours (may have a value of zero for some sections)
  - ◆ C310 – Record Type
  - ◆ C320 – Reporting Code
- For Distance Education courses, type ‘2’ records (*C310 – Record Type Code*) will be submitted only by the sending institution of a Distance Education course. The type ‘2’ records will identify the following Distance Education information for the DE course grouping (identified by *C260 – Distance Education Unique Code*):
  - ◆ C230 – Distance Education Code
  - ◆ C240 – Distance Technology Code
  - ◆ C250 – Distance Technology Percentage Code

- For Distance Education courses, only the institution with faculty involved in teaching a DE course will complete *C210 – Faculty Social Security Number and C220 – Faculty Percent Responsibility* in the CIR record for its section of that course. Reminder: All faculty must be approved to teach at the reporting institution, i.e., must be in that institution’s file in the Faculty Information System database.
- Only the institution that registers students for a course will enter a non-zero value in fields *C140 – Number of Students and C200 – Total Credit Hours*. If both sending and receiving institutions of a DE course register students for a particular class section, both should report non-zero values for the section, but only for the students each registers. All institutions participating in a DE course will enter a non-zero number in field *C170 – Students Credit Hours* to indicate the credit hour “value” of the course.
- All institutions participating in a specific DE course must use the same *Distance Education Unique Code (C260)* in their CIR records for that course. (NOTE: DE Unique Codes are assigned by the sending institution, and all receiving sections of a given course will use the same DE Unique Code.)
- Element *C120 – RUR Linkage Code* is used to identify the basic nature of a course’s facilities impact and enhances the CIR system’s linkage with the RUR data system. This code should be utilized as follows:
  - ◆ Choose code “A” for reporting courses that are held in assigned space at the reporting institution. Use this code if any portion of the course is held on campus in assigned space.
  - ◆ Code “B” is used in all cases where it is not possible or is unnecessary to identify the site either on campus or off campus. This would apply for synchronous courses with no specific meeting times, most internships, PE courses that do not meet in buildings, etc.
  - ◆ Choose code “C” only for reporting non-institutional class sections.
  - ◆ Code “D” should be used in cases where an off-campus site can be identified and a specific location and time are identified. When code "D" is used, an *External Site Code (C280)* is required.
  - ◆ Code “E” should be used only in cases where a site can be identified, but no specific room use is involved (ex. Montana, London, Carthage, or any specific building, in which a class would be held with no specific days, times, rooms, etc.) When the code "E" is used, an *External Site Code (C280)* is required.
  - ◆ Codes “A”, “C”, and “D” involve the use of assigned space and therefore require a non-zero value in field *C150 and/or C160 (Assigned Space Contact Hours – Lecture or Lab/Clinic)*.
  - ◆ For class sections where part of the class would need to be coded as an “A” and part of the class would need to be coded as either a “D” or an “E” it will be necessary to split the class into two separate sections in order to report the class accurately to CIR. It is imperative that we have the ability to identify when classes are held at on-campus locations and when they are held at off-campus locations, and this is not possible if both situations occur for the same section.
- In order to report class enrollment accurately, any class section that includes several sessions with varying numbers of students per session need to be reported as separate sections. For example, a lecture/lab class with one large lecture session and 3 smaller lab sessions should be broken down into 4 sections. This will allow accurate reporting of enrollment in the lecture session and each of the separate lab sessions.

**CIR Field Reporting Requirements for Various Section Types**

CIR DED Element Number	Field Name and Notes	----- Section Type -----				
		Regular On-campus or Off-campus Section.	DE Section, Sending Institution, Registers Students	DE Section, Receiving Institution, Registers Students	DE Delivery Section	Non-institutional Section, either DE or Non-DE
C010	<b>Institution Code</b>	Yes	Yes	Yes	Yes	Yes
C011	<b>Campus Code</b> --Blank if not applicable	If applicable	If applicable	If applicable	If applicable	If applicable
C020	<b>Department Code</b>	Yes	Yes	Yes	Yes	Blank
C030	<b>Fiscal Year</b>	Yes	Yes	Yes	Yes	Yes
C040	<b>Fiscal Term</b>	Yes	Yes	Yes	Yes	Yes
C050	<b>Course Acronym</b>	Yes	Yes	Yes	Yes	Yes
C060	<b>Course Number</b>	Yes	Yes	Yes	Yes	Yes
C070	<b>Section Number</b>	Yes	Yes	Yes	Yes	Yes
C080	<b>Course Name</b>	Yes	Yes	Yes	Yes	Blank
C090	<b>CIP Code</b>	Yes	Yes	Yes	Yes	Blank
C100	<b>Instruction Level</b>	Yes	Yes	Yes	Yes	Blank
C110	<b>Type of Instruction</b>	Yes	Yes	Yes	Yes	Blank
C120	<b>RUR Linkage Code</b>	Yes	Yes	Yes	“E”	“C”
C130	<b>Sponsorship Code</b> --Blank if not applicable	If applicable	If applicable	If applicable	Blank	Blank
C140	<b>Number of Students</b>	Yes	Yes	Yes	“0”	Yes
C150	<b>Assigned Space Contact Hours - Lecture</b> -- Zero if not applicable	If assigned space	If assigned space	If assigned space	“0”	Yes, if lecture
C160	<b>Assigned Space Contact Hours – Lab/Clinic</b> -- Zero if not applicable	If assigned space	If assigned space	If assigned space	“0”	Yes, if lab/clinic
C170	<b>Student Credit Hours</b> -- Zero if variable credit	Yes	Yes	Yes	Yes	“0”
C180	<b>Course Week Length</b>	Yes	Yes	Yes	Yes	Yes
C190	<b>Term Starting Date</b>	Yes	Yes	Yes	Yes	Yes
C200	<b>Total Credit Hours</b>	Yes	Yes	Yes	“0”	“0”
C210	<b>Faculty SSN</b> --Blank if not applicable	Yes	Yes	If applicable	If applicable	Blank
C220	<b>Faculty Percent Responsibility</b> -- Blank if not applicable	Yes	Yes	If applicable	If applicable	Blank

CIR DED Element Number	Field Name and Notes	----- Section Type -----				
		Regular On-campus or Off-campus Section.	DE Section, Sending Institution, Registers Students	DE Section, Receiving Institution, Registers Students	DE Delivery Section	Non-institutional Section, either DE or Non-DE
*	<b>C230</b> Distance Education Code	No	Yes	No	Yes	No
*	<b>C240</b> Distance Technology Code	No	Yes	No	Yes	No
*	<b>C250</b> Distance Technology Percentage Code	No	Yes	No	Yes	No
#	<b>C260</b> Distance Education Unique Code	Blank	Yes	Yes	Yes	Yes, if DE section
#	<b>C270</b> DE Sending/Receiving Code – Institution --Blank if NA	Blank	“SR”	“RR”	“SN”	“RN” if DE section
#	<b>C280</b> DE Sending/Receiving Code – Site -- Blank if NA	Blank	“S” or “R”	“R”	“R”	“R” if DE section
	<b>C290</b> External Site Code --Blank if NA	If held off- campus	If held off- campus	If held off- campus	Yes (institution class is sent to)	No
	<b>C300</b> Outside Institution Code --Blank if NA	Blank	Blank	Yes	Blank	Yes
	<b>C310</b> Record Type Code	Yes	Yes	Yes	Yes	Yes
	<b>C320</b> Reporting Code	Yes	Yes	Yes	Yes	Yes
	<b>C330</b> Course Identifier Code	Optional	Optional	Optional	Optional	Optional

\* - These DE fields will be reported only by the Sending institution of a Distance Education course. They are reported on a type 2 record in the CIR data file.

# - These fields are always blank for non-DE class sections, and should always have values for DE class sections.

## Reporting Examples

NOTE: The examples below do not show all data fields that are required to be reported, but only those pertinent to the example. These examples are meant to illustrate various scenarios for the purpose of reference and assistance in coding courses. Bogus institution codes, external site codes, and outside institution codes are used here for illustration.

### Variable Credit Classes:

Variable credit classes will report numbers of students and total credit, with zero student credit hours. Total credit is calculated by adding the individual credit for all students.

<b>C050+C060+C070</b>	<b>C140</b>	<b>C170</b>	<b>C200</b>
<b>Course ID</b>	<b>Number of Students</b>	<b>Student Credit Hours</b>	<b>Total Credit Hours</b>
BOT 900 A	4	0.0	25.0

### Multiple Instructors:

If multiple instructors are being reported for a class section, duplicate records for the section must be submitted, with only the instructor information different on each record.

<b>C050+C060+C070</b>	<b>C100</b>	<b>C110</b>	<b>C140</b>	<b>C170</b>	<b>C200</b>	<b>C210</b>	<b>C220</b>
<b>Course ID</b>	<b>Instruction Level</b>	<b>Instruction Type</b>	<b>Number of Students</b>	<b>Student Credit Hours</b>	<b>Total Credit Hours</b>	<b>Faculty SSN</b>	<b>Faculty Percent Responsibility</b>
ART 353 A2	30	11	5	4.0	20.0	123456789	65
ART 353 A2	30	11	5	4.0	20.0	987654321	35

### Off Campus Courses:

Courses taught at an off campus site should be coded with a “D” or an “E” in the RUR Linkage Code field and include the appropriate code in the External Site Code field. Those coded “D” will have associated Assigned Space Contact Hours, and those coded “E” will have zeros in the Assigned Space Contact Hours fields.

<b>C050+C060+C070</b>	<b>C140</b>	<b>C170</b>	<b>C200</b>	<b>C210</b>	<b>C120</b>	<b>C110</b>	<b>C150</b>	<b>C160</b>	<b>C290</b>
<b>Course ID</b>	<b>Number of Students</b>	<b>Student Credit Hours</b>	<b>Total Credit Hours</b>	<b>Faculty SSN</b>	<b>RUR Linkage Code</b>	<b>Type of Instruction</b>	<b>A.S. Cont Hours – Lecture</b>	<b>A.S. Cont Hours – Lab/Clinic</b>	<b>External Site Code</b>
ART 353 A2	5	4.0	20.0	123456789	D – Off Campus, assigned space	10 - Lecture	4.0	0.0	OFF001
ART 400 L	4	5.0	20.0	987654321	E – Off Campus, unassigned space	40 – Unsup Lab/Clinic	0.0	0.0	OFF002



**Non-institutional Course Reporting:**

The host institution for a non-institutional class section should report the course to CIR in order to claim Room Utilization credit. The purpose of the host institution's CIR report is to provide only enough data to establish a record on the use of its facilities. A limited number of data fields are required to be reported for these courses (see table above). The institution utilizing the space will also submit a record to CIR for this section, including all data required for a regular off-campus class. The number of Assigned Space Contact Hours reported by both institutions should match.

\*\*\*Also see Distance Education reporting scenarios for examples of non-institutional course reporting for Distance Education classes.

**Section Reported by the Host Institution (Institution ZZZZZZ):**

<b>C010</b>	<b>C050+C060+C070</b>	<b>C120</b>	<b>C150</b>	<b>C160</b>	<b>C140</b>	<b>C170</b>	<b>C200</b>	<b>C180</b>	<b>C190</b>	<b>C290</b>	<b>C300</b>	<b>C210</b>
<b>Institution Code</b>	<b>Course ID</b>	<b>RUR Linkage Code</b>	<b>A.S. Cont Lec</b>	<b>A.S. Cont Lab</b>	<b>Num of Stu</b>	<b>Stud Cred Hrs</b>	<b>Total Cred Hrs</b>	<b>Course Week Length</b>	<b>Term Starting Date</b>	<b>External Site Code</b>	<b>Outside Inst Code</b>	<b>Faculty SSN</b>
ZZZZZZ	CRS 300 A	C	5.0	0.0	10	0.0	0.0	15	0104		XXXXXX	

**Section Reported by the Institution Utilizing the Space (Institution XXXXXX) – NOTE: not all required fields are listed here:**

<b>C010</b>	<b>C050+C060+C070</b>	<b>C120</b>	<b>C150</b>	<b>C160</b>	<b>C140</b>	<b>C170</b>	<b>C200</b>	<b>C180</b>	<b>C190</b>	<b>C290</b>	<b>C300</b>	<b>C210</b>
<b>Institution Code</b>	<b>Course ID</b>	<b>RUR Linkage Code</b>	<b>A.S. Cont Lec</b>	<b>A.S. Cont Lab</b>	<b>Num of Stu</b>	<b>Stud Cred Hrs</b>	<b>Total Cred Hrs</b>	<b>Course Week Length</b>	<b>Term Starting Date</b>	<b>External Site Code</b>	<b>Outside Inst Code</b>	<b>Faculty SSN</b>
XXXXXX	MAT 330 X	D	5.0	0.0	10	5.0	50.0	15	0104	ZZZZZZ		123456789

**Distance Education Course Reporting:**

Distance education courses require specialized coding in order to link all sections of a DE course and to relate multiple institutions that access the same course.

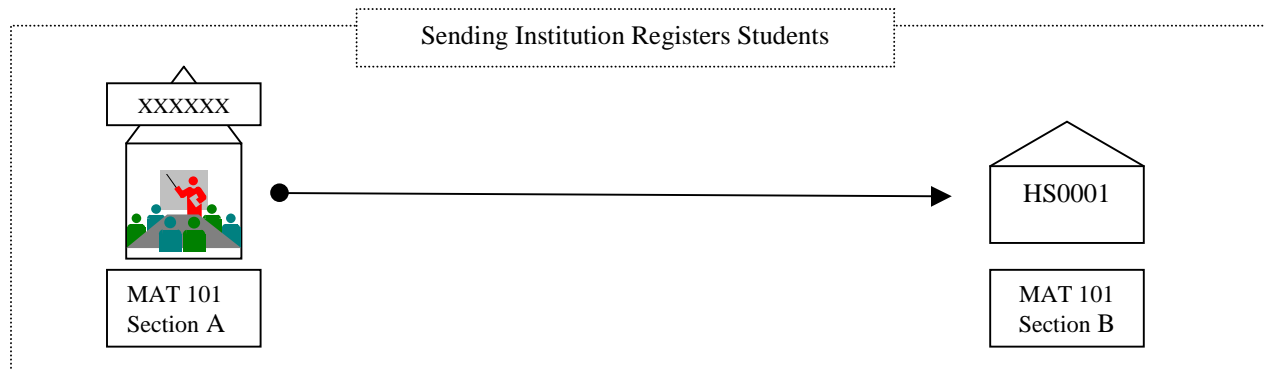
The sending institution for a DE course must submit a data record for *every* section of the course, including *all* receiving sections for the course. Sections for which the sending institution does not register the students must be reported by the sending institution to record the delivery of the DE course to the receiving institution. These “DE delivery sections” should be coded with an RUR Linkage Code of “E” and Assigned Space contact hours will be reported as zero.

Sections being reported by an institution to record non-institutional room use for DE instruction must contain DE field information as well as the basic non-institutional course information outlined above. These sections will be called “Non-inst sections” in the examples below. See DE Scenario 3 for more detail.

Course identifiers do not have to be the same at all institutions for related DE sections, but the DE Unique Code must be the same for all related sections.

All DE sections that are held at an off-campus location (designated by code “D” or “E” in element C120, RUR Linkage Code) must include an External Site Code.

**DE Scenario 1 – A BASIC GSAMS COURSE INVOLVING ONLY ONE INSTITUTION, RECEIVING SECTION OFF CAMPUS** (starting out simple) – Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, with 20 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). There are 15 students registered at this location.

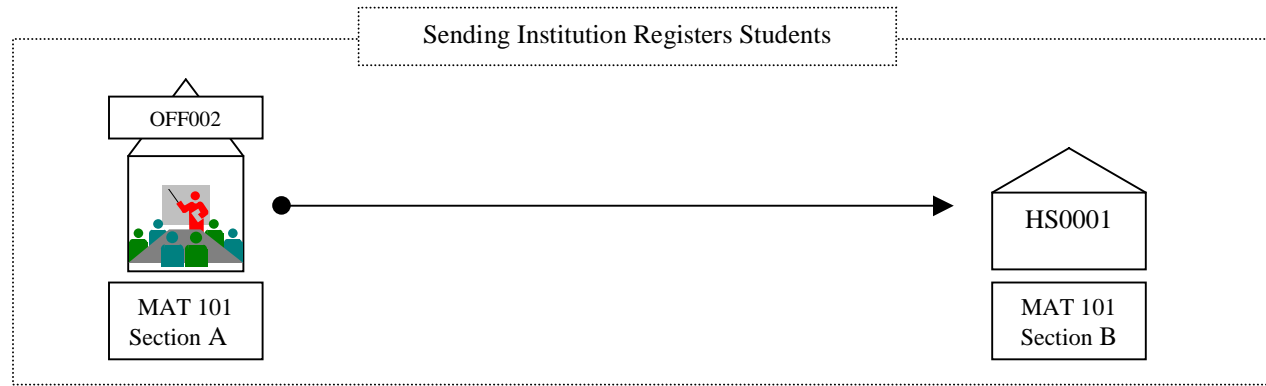


**Sections Reported by the Sending Institution (Institution XXXXXX):**

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	MAT 101 A	XXX001	20	5.0	100.0	A- On Campus, assigned space	SR – Sending institution, registering students	S - Sending section		
XXXXXX	MAT 101 B	XXX001	15	5.0	75.0	D – Off Campus, assigned space	SR	R – Receiving section	HS0001	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	03- GSAMS	100

***DE Scenario 2 – A BASIC GSAMS COURSE INVOLVING ONLY ONE INSTITUTION, SENDING SECTION OFF CAMPUS*** -Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing **at a site OFF of the institution’s campus** at location OFF002, with 20 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). There are 15 students registered at this location.

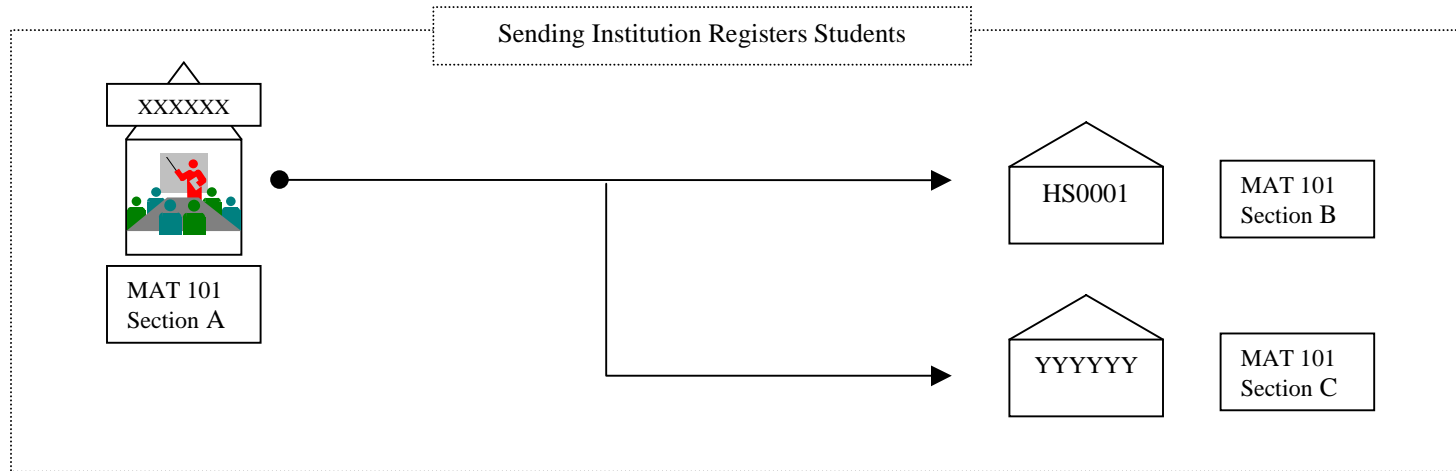


*Sections Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	MAT 101 A	XXX002	20	5.0	100.0	D - Off Campus, assigned space	SR – Sending institution, registering students	S - Sending section	OFF002	
XXXXXX	MAT 101 B	XXX002	15	5.0	75.0	D – Off Campus, assigned space	SR	R - Receiving section	HS0001	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	03- GSAMS	100

**DE Scenario 3 – A BASIC GSAMS COURSE, SENDING INSTITUTION UTILIZES SPACE ON ANOTHER INSTITUTION’S CAMPUS** - Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, with 20 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). There are 15 students registered at this location. **The course is also being sent to a room on the campus of institution Y (code YYYYYY) where more students registering through institution X are taking the course. Institution Y submits a record stating that institution X is using one of its rooms. This institution needs to identify that the room is being used for Distance Education by indicating the appropriate Distance Education Unique Code and Sending/Receiving Codes. This section is considered a receiving section.**



*Sections Reported by the Sending Institution (Institution XXXXXX):*

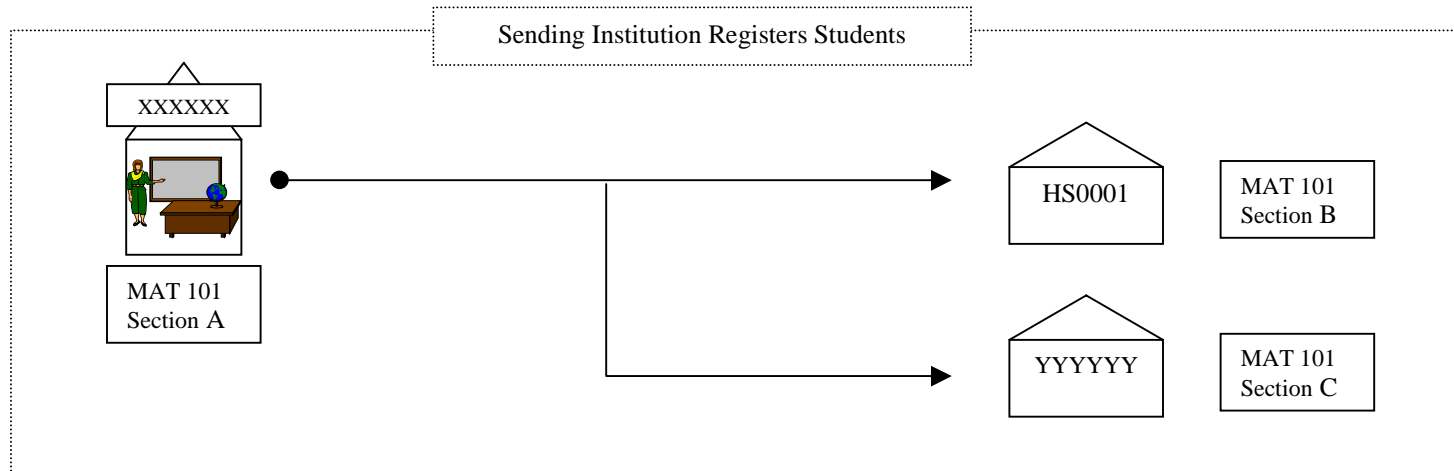
C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	MAT 101 A	XXX003	20	5.0	100.0	A- On Campus	SR – Sending institution, registering students	S - Sending section		
XXXXXX	MAT 101 B	XXX003	15	5.0	75.0	D – Off Campus	SR	R - Receiving section	HS0001	
XXXXXX	MAT 101 C	XXX003	10	5.0	50.0	D – Off Campus	SR	R - Receiving section	YYYYYY	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	03- GSAMS	100

*Sections Reported by the Receiving Institution (Institution YYYYYY):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
YYYYYY	MAT 101 X (Non-inst Section)	XXX003	10	0.0	0.0	C- RUR Reporting Only	RN – Receiving institution, not registering	R - Receiving section		XXXXXX

**DE Scenario 4 – A GSAMS COURSE WITH NO STUDENTS REGISTERED AT THE SENDING SITE** - Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, **and no students have registered to attend at this site. This section must be reported even without enrollment in order to provide information on the sending site and the instructor(s).** The course is being televised to students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). There are 15 students registered at this location. The course is also being sent to a room on the campus of institution Y (code YYYYYY) where more students registering through institution X are taking the course. Institution Y submits a record stating that institution X is using one of its rooms. This institution needs to identify that the room is being used for Distance Education by indicating the appropriate Distance Education Code and Sending/Receiving Codes.



*Sections Reported by the Sending Institution (Institution XXXXXX):*

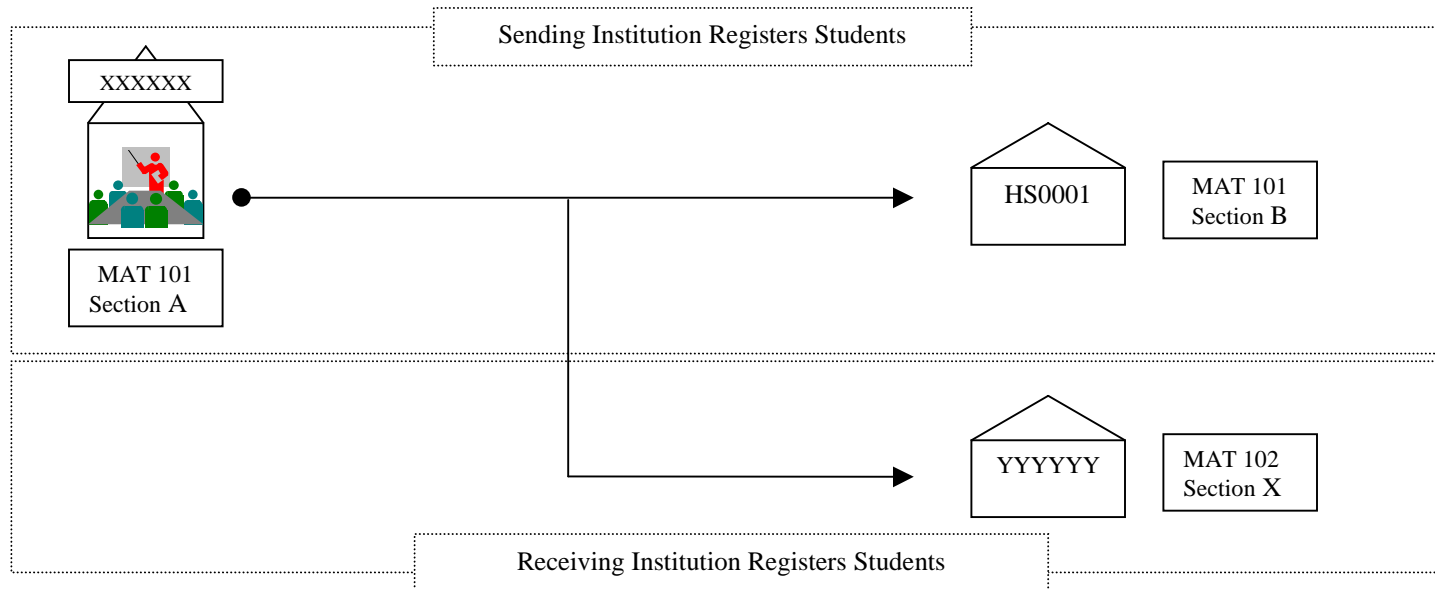
C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	MAT 101 A	XXX004	0	5.0	0.0	A- On Campus	SR – Sending institution, registering students	S – Sending section		
XXXXXX	MAT 101 B	XXX004	15	5.0	75.0	D – Off Campus	SR	R – Receiving section	HS0001	
XXXXXX	MAT 101 C	XXX004	10	5.0	50.0	D – Off Campus	SR	R – Receiving section	YYYYYY	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	03- GSAMS	100

*Sections Reported by Institution YYYYYY:*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
YYYYYY	MAT 101 X (Non-inst section)	XXX004	10	0.0	0.0	C- RUR Reporting Only	RN – Receiving institution, not registering	R - Receiving section		XXXXXX

**DE Scenario 5 – A GSAMS COURSE USED BY MORE THAN ONE INSTITUTION** - Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, with 20 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). There are 15 students registered at this location. **The course is also being sent to a room on the campus of institution Y (code YYYYYY) where institution Y is registering the students. The receiving institution calls this MAT 102 section X.**



*Sections Reported by the Sending Institution (Institution XXXXXX):*

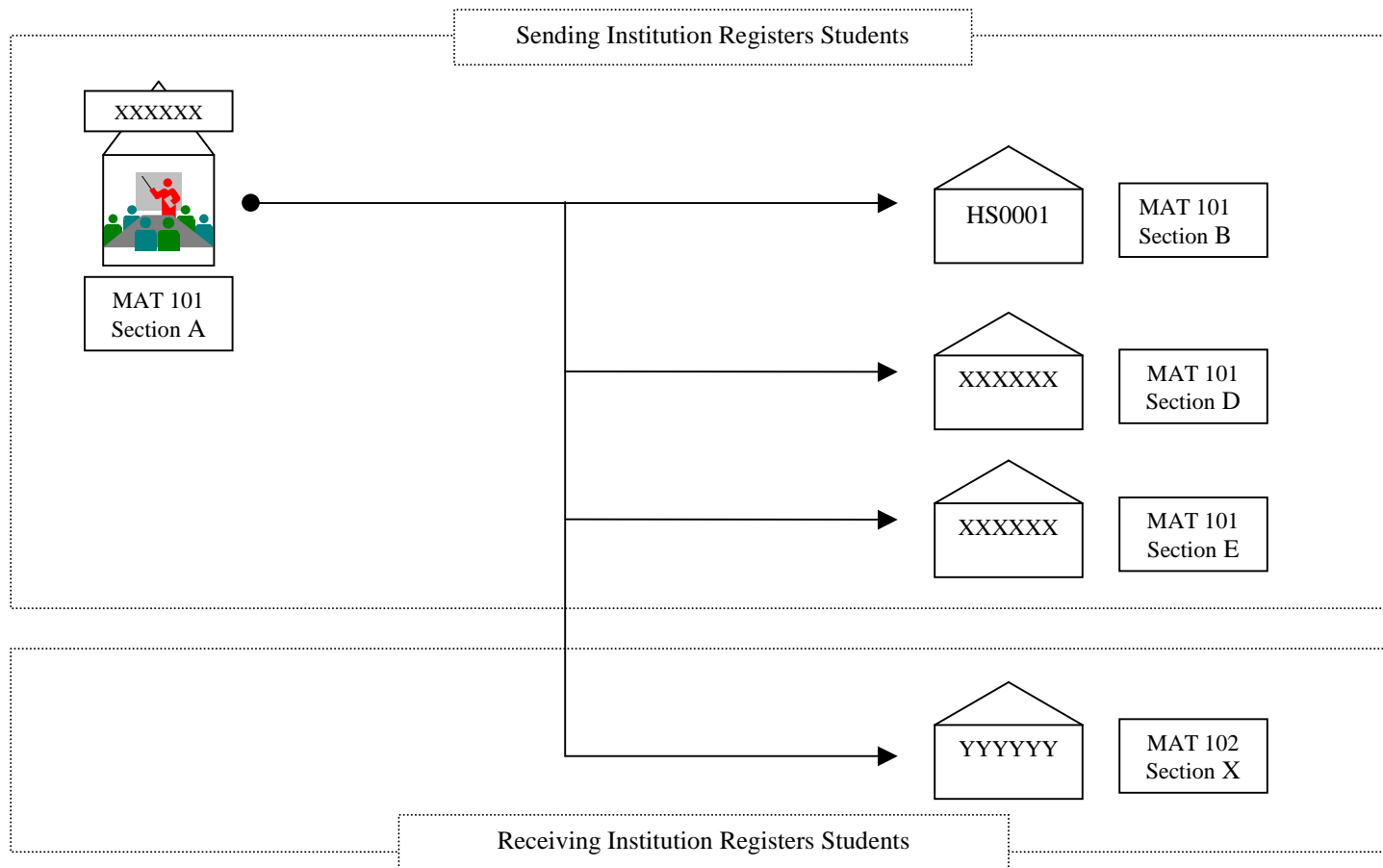
C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	MAT 101 A	XXX005	20	5.0	100.0	A - On Campus	SR – Sending institution, registering	S – Sending section		
XXXXXX	MAT 101 B	XXX005	15	5.0	75.0	D – Off Campus	SR	R – Receiving section	HS0001	
XXXXXX	MAT 101 C (DE delivery section)	XXX005	0	5.0	0.0	D – Off Campus	SN – Sending institution, not registering	R – Receiving section	YYYYYY	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	03- GSAMS	100

*Sections Reported by the Receiving Institution (Institution YYYYYY):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
YYYYYY	MAT 102 X	XXX005	10	5.0	50.0	A - On Campus	RR – Receivg institution, registering	R –Receiving section		XXXXXX

**DE Scenario 6 – A GSAMS COURSE BEING RECEIVED ON THE SENDING INSTITUTION’S CAMPUS** - Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, with 50 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). There are 15 students registered at this location. **The course is also being sent to two small rooms on institution X’s campus because they want to accommodate more students than a single room will hold (these are sections D and E of the course).** The course is also being sent to a room on the campus of institution Y where institution Y’s students are registered to take the course. The receiving institution calls this MAT 102 section X.



*Sections Reported by the Sending Institution (Institution XXXXXX):*

<b>C010</b> <b>Instit</b> <b>Code</b>	<b>C050+C060+C070</b> <b>Course ID</b>	<b>C260</b> <b>DE</b> <b>Unique</b> <b>Code</b>	<b>C140</b> <b>Num</b> <b>of</b> <b>Stud</b>	<b>C170</b> <b>Stud</b> <b>Credit</b> <b>Hours</b>	<b>C200</b> <b>Total</b> <b>Credit</b> <b>Hours</b>	<b>C120</b> <b>RUR</b> <b>Linkage</b> <b>Code</b>	<b>C270</b> <b>DE S/R Code</b> <b>- Inst</b>	<b>C280</b> <b>DE S/R Code</b> <b>- Site</b>	<b>C290</b> <b>External</b> <b>Site Code</b>	<b>C300</b> <b>Outside</b> <b>Institution</b> <b>Code</b>
XXXXXX	MAT 101 A	XXX006	50	5.0	250.0	A - On Campus	SR – Sending institution, registering	S – Sending section		
XXXXXX	MAT 101 B	XXX006	15	5.0	75.0	D – Off Campus	SR	R - Receiving section	HS0001	
XXXXXX	MAT 101 C (DE delivery section)	XXX006	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending Institution, not registering	R – Receiving section	YYYYYY	
XXXXXX	MAT 101 D	XXX006	20	5.0	100.0	A – On Campus	SR – Sending institution, registering	R - Receiving section		
XXXXXX	MAT 101 E	XXX006	15	5.0	75.0	A – On Campus	SR	R - Receiving section		

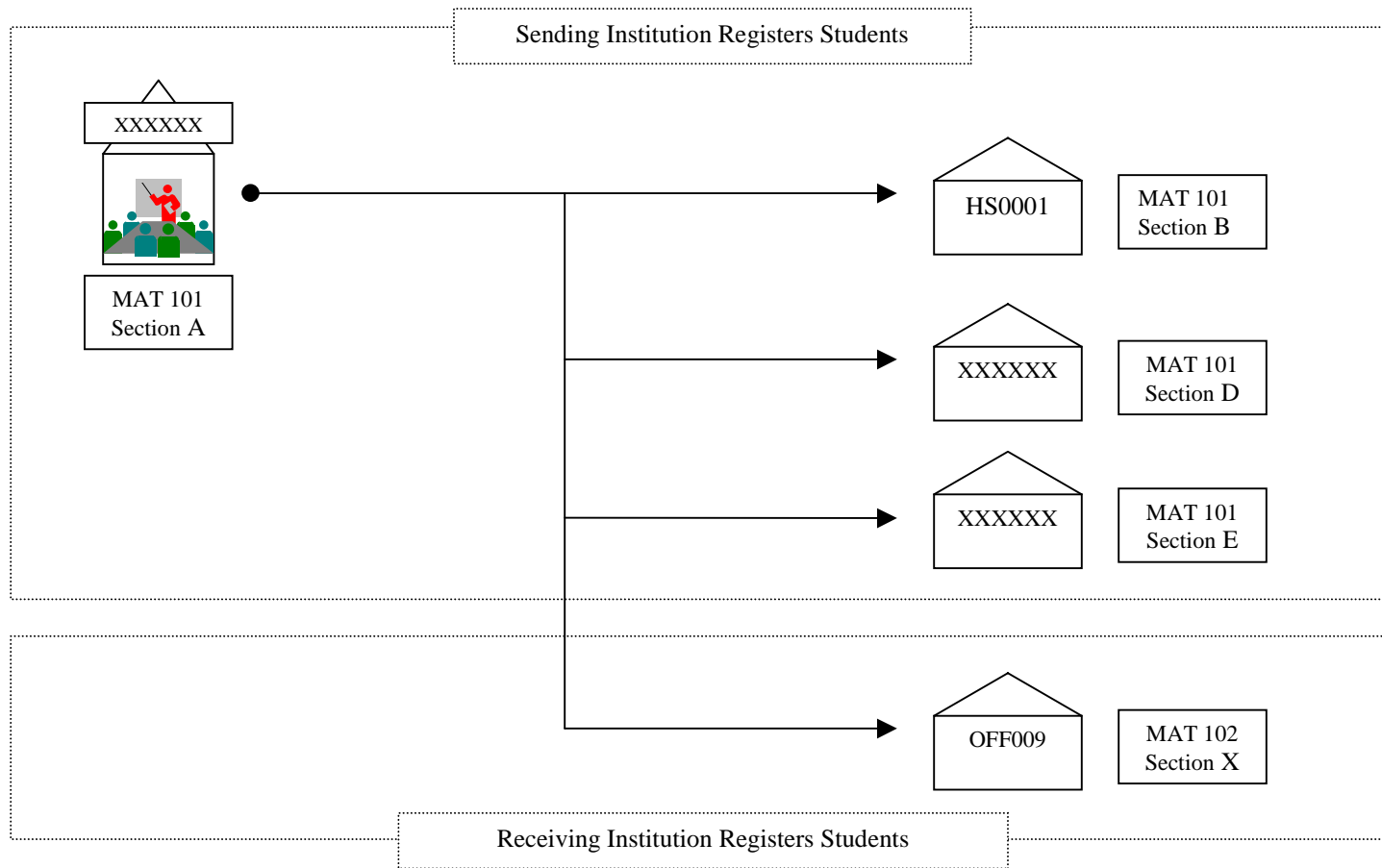
<b>C230</b> <b>Dist</b> <b>Ed</b> <b>Code</b>	<b>C240</b> <b>Dist</b> <b>Tech.</b> <b>Code</b>	<b>C250</b> <b>Dist</b> <b>Tech.</b> <b>%</b>
100	03- GSAMS	100

*Sections Reported by the Receiving Institution (Institution YYYYYY):*

<b>C010</b> <b>Instit</b> <b>Code</b>	<b>C050+C060+C070</b> <b>Course ID</b>	<b>C260</b> <b>DE</b> <b>Unique</b> <b>Code</b>	<b>C140</b> <b>Num</b> <b>of</b> <b>Stud</b>	<b>C170</b> <b>Stud</b> <b>Credit</b> <b>Hours</b>	<b>C200</b> <b>Total</b> <b>Credit</b> <b>Hours</b>	<b>C120</b> <b>RUR</b> <b>Linkage</b> <b>Code</b>	<b>C270</b> <b>DE S/R Code</b> <b>- Inst</b>	<b>C280</b> <b>DE S/R Code</b> <b>- Site</b>	<b>C290</b> <b>External</b> <b>Site Code</b>	<b>C300</b> <b>Outside</b> <b>Institution</b> <b>Code</b>
YYYYYY	MAT 102 X	XXX006	10	5.0	50.0	A- On Campus	RR – Receiving institution, registering	R - Receiving section		XXXXXX



**DE Scenario 7 – A GSAMS COURSE RECEIVED BY ANOTHER INSTITUTION AT AN OFF-CAMPUS LOCATION** - Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, with 50 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). The course is also being sent to two small rooms on institution X’s campus because they want to accommodate more students than a single room would hold (these are sections D and E of the course). **The course is also being sent to institution Y where the class will be held at a location OFF of the institution’s campus (OFF009). Institution Y will register the students. The receiving institution calls this MAT 102 section X. Note that the sending institution indicates the receiving institution’s FICE code in the External Site Code field rather than the actual location of the course.**



*Sections Reported by the Sending Institution (Institution XXXXXX):*

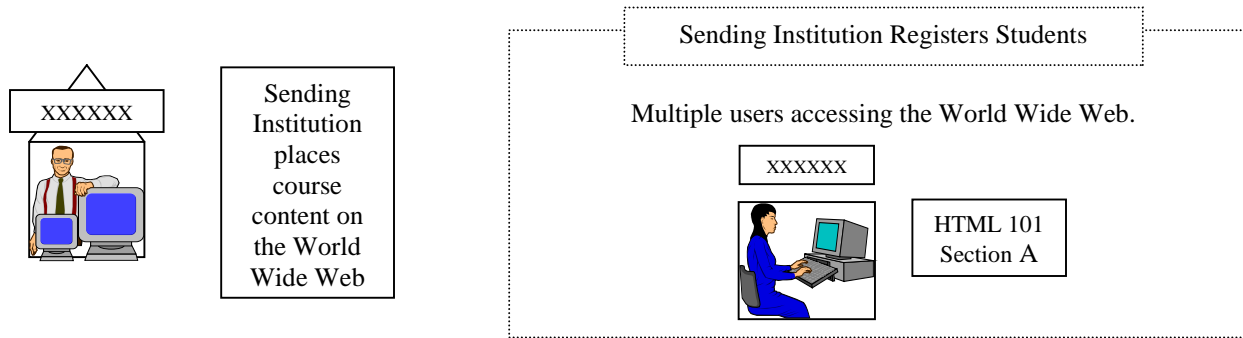
<b>C010</b> <b>Instit</b> <b>Code</b>	<b>C050+C060+C070</b> <b>Course ID</b>	<b>C260</b> <b>DE</b> <b>Unique</b> <b>Code</b>	<b>C140</b> <b>Num</b> <b>of</b> <b>Stud</b>	<b>C170</b> <b>Stud</b> <b>Credit</b> <b>Hours</b>	<b>C200</b> <b>Total</b> <b>Credit</b> <b>Hours</b>	<b>C120</b> <b>RUR</b> <b>Linkage</b> <b>Code</b>	<b>C270</b> <b>DE S/R Code</b> <b>- Inst</b>	<b>C280</b> <b>DE S/R Code</b> <b>- Site</b>	<b>C290</b> <b>External</b> <b>Site Code</b>	<b>C300</b> <b>Outside</b> <b>Institution</b> <b>Code</b>
XXXXXX	MAT 101 A	XXX007	50	5.0	250.0	A - On Campus	SR – Sending Institution, registering	S – Sending section		
XXXXXX	MAT 101 B	XXX007	15	5.0	75.0	D – Off Campus	SR	R - Receiving section	HS0001	
XXXXXX	MAT 101 C (DE delivery section)	XXX007	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending Institution, not registering	R – Receiving section	YYYYYY	
XXXXXX	MAT 101 D	XXX007	20	5.0	100.0	A – On Campus	SR – Sending institution, registering	R - Receiving section		
XXXXXX	MAT 101 E	XXX007	15	5.0	75.0	A – On Campus	SR	R - Receiving section		

<b>C230</b> <b>Dist</b> <b>Ed</b> <b>Code</b>	<b>C240</b> <b>Dist</b> <b>Tech.</b> <b>Code</b>	<b>C250</b> <b>Dist</b> <b>Tech.</b> <b>%</b>
100	03- GSAMS	100

*Sections Reported by the Receiving Institution (Institution YYYYYY):*

<b>C010</b> <b>Instit</b> <b>Code</b>	<b>C050+C060+C070</b> <b>Course ID</b>	<b>C260</b> <b>DE</b> <b>Unique</b> <b>Code</b>	<b>C140</b> <b>Num</b> <b>of</b> <b>Stud</b>	<b>C170</b> <b>Stud</b> <b>Credit</b> <b>Hours</b>	<b>C200</b> <b>Total</b> <b>Credit</b> <b>Hours</b>	<b>C120</b> <b>RUR</b> <b>Linkage</b> <b>Code</b>	<b>C270</b> <b>DE S/R Code</b> <b>- Inst</b>	<b>C280</b> <b>DE S/R Code</b> <b>- Site</b>	<b>C290</b> <b>External</b> <b>Site Code</b>	<b>C300</b> <b>Outside</b> <b>Institution</b> <b>Code</b>
YYYYYY	MAT 102 X	XXX007	10	5.0	50.0	D - Off Campus, assigned space	RR – Receiving institution, registering	R - Receiving section	OFF009	XXXXXX

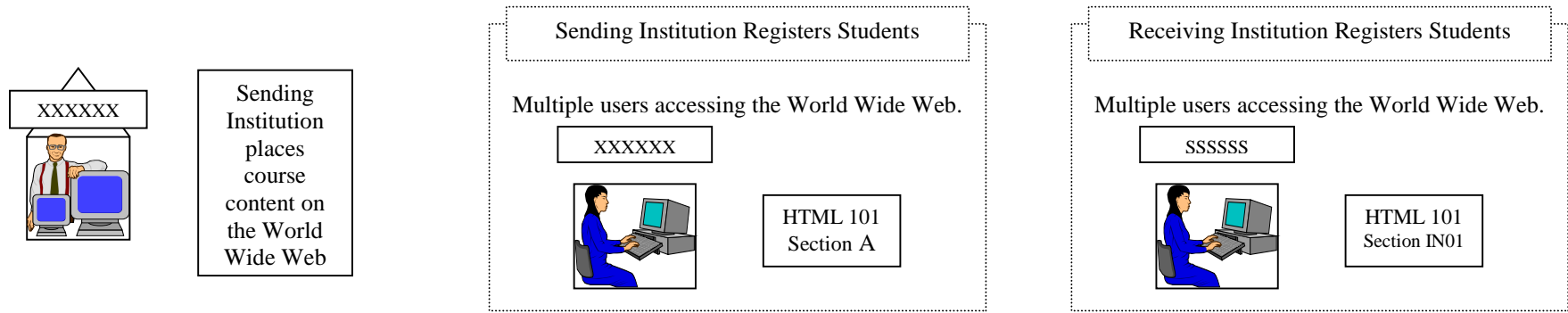
**DE Scenario 8 – AN INTERENT COURSE** - Institution X (code XXXXXX) is providing an INTERNET-BASED DE course, HTML 101. Twenty students are registered to take the course through institution X. All students access the course materials through the World Wide Web.



*Sections Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	HTML 101 A	XXX008	20	5.0	100.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	06 - Internet	100

**DE Scenario 9 – AN INTERNET COURSE INVOLVING MORE THAN ONE INSTITUTION** - Institution X (code XXXXXX) is providing an Internet-based HTML 101 course. Twenty (20) students register for the course through institution X. Institution X calls this HTML 101 section A. Institution S (code SSSSSS) also offers the course and registers five (5) students. Institution S calls this HTML 101 section IN01. All students access the course materials through the World Wide Web.



*Sections Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	HTML 101 A	XXX009	20	5.0	100.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section		
XXXXXX	HTML 101 X (DE delivery section)	XXX009	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending Institution, not registering	R – Receiving section	SSSSSS	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	06 – Internet	100

*Section Reported by the Receiving Institution (Institution SSSSSS):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
SSSSSS	HTML 101 IN01	XXX009	5	5.0	25.0	B – No room assign.	RR – Receiving institution, registering	R – Receiving section		XXXXXX

**DE Scenario 10 – A SATELLITE COURSE** - Institution X (code XXXXXX) is offering a DE course, HIST 201, via satellite. The instructor tapes the courses at institution X and sends the tapes to Georgia Public Television (GPTV) to be transmitted over satellite. Twenty students register for the course through institution X.

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	HIST 201 A	XXX010	20	5.0	100.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	02 - Satellite	100

**DE Scenario 11 – A SATELLITE COURSE WITH TRANSIENT STUDENTS** - Institution X (code XXXXXX) is offering a DE course, HIST 201, via satellite. The instructor tapes the courses at institution X and sends the tapes to Georgia Public Television (GPTV) to be transmitted over satellite. There are 20 of institution X’s students enrolled in the course. There are also 15 students from institution Y (YYYYYY) registered for the course through institution X. There are 12 students from institution Z (ZZZZZZ) are also registered for the course through institution X. All of the students have the institutions (X,Y,Z) record the courses onto a videotape and they pick up the tapes and watch the classes at home, work, etc.

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	HIST 201 A	XXX011	47	5.0	235.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	02 - Satellite	100

**DE Scenario 12 – A VIDEOCASSETTE COURSE** - Institution X (code XXXXXX) is offering a graduate engineering course, ISYE 802 via videotape. There are 15 students enrolled in the course. The students are located in Texas, Georgia, Nebraska, Alaska and 3 other states. The instructor records the lectures onto videotapes in the television studio of institution X and they are express-mailed to students at the beginning of the term. The instructor answers questions and holds group discussions in a chat room on the internet (this portion comprises 10% of the distance technology used for the course).

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	ISYE 802 A	XXX012	15	5.0	75.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	01 – Videocas	90

**DE Scenario 13 – A VIDEOCASSETTE COURSE USED BY MORE THAN ONE INSTITUTION** - Institution X (code XXXXXX) is offering a graduate engineering course, ISYE 802 via videotape. There are 15 students enrolled in the course. **There are also 10 students registered for the course through institution Y (code YYYYYY).** The students are located in Texas, Georgia, Nebraska, Alaska and 3 other states. The instructor records the lectures onto videotapes in the television studio of institution X and they are express-mailed to students at the beginning of the term. The instructor answers questions and holds group discussions in a chat room on the internet (this portion comprises 10% of the distance technology used for the course).

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	ISYE 802 A	XXX013	15	5.0	75.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	01 – Videocas	90
XXXXXX	ISYE 802 B (DE delivery section)	XXX013	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending institution, not registering	R – Receiving section	YYYYYY		100	06 – Internet	10

*Section Reported by the Receiving Institution (Institution YYYYYY):*

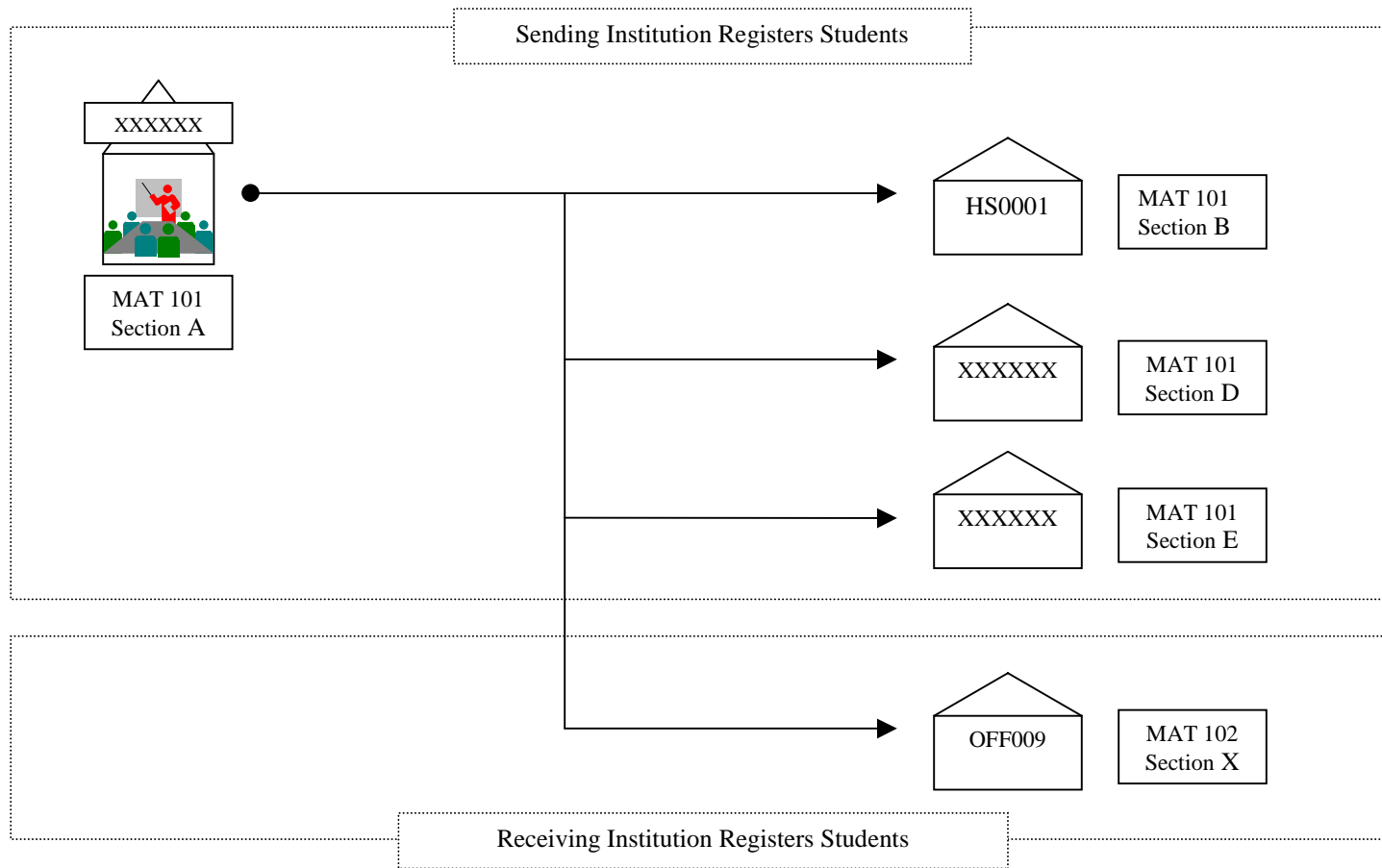
C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
YYYYYY	ISYE 802 D	XXX013	10	5.0	50.0	B – No room assign.	RR – Receiving institution, registering	R – Receiving section		XXXXXX

**DE Scenario 14 – A CABLE TELEVISION COURSE** - Institution X (code XXXXXX) is providing a DE course, SOC 1101, via cable television from a studio on campus. There are 35 students registered for the course.

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	SOC 1101 A	XXX014	35	5.0	175.0	B – No room assign	SR – Sending institution, registering	R - Receiving section			100	05 – Cable Televis	100

**DE Scenario 7 – A GSAMS COURSE RECEIVED BY ANOTHER INSTITUTION AT AN OFF-CAMPUS LOCATION** - Institution X (code XXXXXX) is providing a DE course, MAT101. The instructor is standing at a site on the institution’s campus, with 50 students registered and sitting in front of him as he teaches (this is section A of the course). The course is being televised to more students registering through institution X at a location in a high school in the next county, identified by code HS0001 (this is section B of the course). The course is also being sent to two small rooms on institution X’s campus because they want to accommodate more students than a single room would hold (these are sections D and E of the course). **The course is also being sent to institution Y where the class will be held at a location OFF of the institution’s campus (OFF009). Institution Y will register the students. The receiving institution calls this MAT 102 section X. Note that the sending institution indicates the receiving institution’s FICE code in the External Site Code field rather than the actual location of the course.**



*Sections Reported by the Sending Institution (Institution XXXXXX):*

<b>C010</b> <b>Instit</b> <b>Code</b>	<b>C050+C060+C070</b> <b>Course ID</b>	<b>C260</b> <b>DE</b> <b>Unique</b> <b>Code</b>	<b>C140</b> <b>Num</b> <b>of</b> <b>Stud</b>	<b>C170</b> <b>Stud</b> <b>Credit</b> <b>Hours</b>	<b>C200</b> <b>Total</b> <b>Credit</b> <b>Hours</b>	<b>C120</b> <b>RUR</b> <b>Linkage</b> <b>Code</b>	<b>C270</b> <b>DE S/R Code</b> <b>- Inst</b>	<b>C280</b> <b>DE S/R Code</b> <b>- Site</b>	<b>C290</b> <b>External</b> <b>Site Code</b>	<b>C300</b> <b>Outside</b> <b>Institution</b> <b>Code</b>
XXXXXX	MAT 101 A	XXX007	50	5.0	250.0	A - On Campus	SR – Sending Institution, registering	S – Sending section		
XXXXXX	MAT 101 B	XXX007	15	5.0	75.0	D – Off Campus	SR	R - Receiving section	HS0001	
XXXXXX	MAT 101 C (DE delivery section)	XXX007	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending Institution, not registering	R – Receiving section	YYYYYY	
XXXXXX	MAT 101 D	XXX007	20	5.0	100.0	A – On Campus	SR – Sending institution, registering	R - Receiving section		
XXXXXX	MAT 101 E	XXX007	15	5.0	75.0	A – On Campus	SR	R - Receiving section		

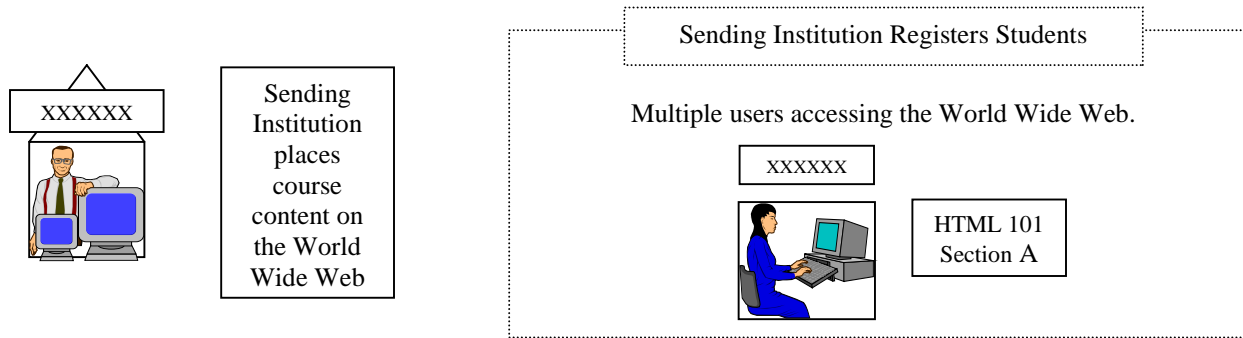
<b>C230</b> <b>Dist</b> <b>Ed</b> <b>Code</b>	<b>C240</b> <b>Dist</b> <b>Tech.</b> <b>Code</b>	<b>C250</b> <b>Dist</b> <b>Tech.</b> <b>%</b>
100	03- GSAMS	100

*Sections Reported by the Receiving Institution (Institution YYYYYY):*

<b>C010</b> <b>Instit</b> <b>Code</b>	<b>C050+C060+C070</b> <b>Course ID</b>	<b>C260</b> <b>DE</b> <b>Unique</b> <b>Code</b>	<b>C140</b> <b>Num</b> <b>of</b> <b>Stud</b>	<b>C170</b> <b>Stud</b> <b>Credit</b> <b>Hours</b>	<b>C200</b> <b>Total</b> <b>Credit</b> <b>Hours</b>	<b>C120</b> <b>RUR</b> <b>Linkage</b> <b>Code</b>	<b>C270</b> <b>DE S/R Code</b> <b>- Inst</b>	<b>C280</b> <b>DE S/R Code</b> <b>- Site</b>	<b>C290</b> <b>External</b> <b>Site Code</b>	<b>C300</b> <b>Outside</b> <b>Institution</b> <b>Code</b>
YYYYYY	MAT 102 X	XXX007	10	5.0	50.0	D - Off Campus, assigned space	RR – Receiving institution, registering	R - Receiving section	OFF009	XXXXXX



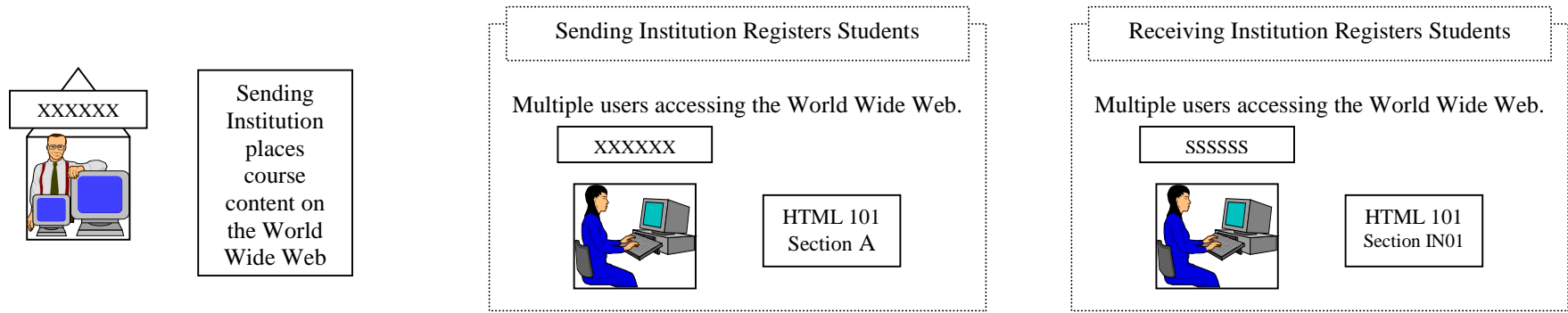
**DE Scenario 8 – AN INTERENT COURSE** - Institution X (code XXXXXX) is providing an INTERNET-BASED DE course, HTML 101. Twenty students are registered to take the course through institution X. All students access the course materials through the World Wide Web.



*Sections Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	HTML 101 A	XXX008	20	5.0	100.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	06 - Internet	100

**DE Scenario 9 – AN INTERNET COURSE INVOLVING MORE THAN ONE INSTITUTION** - Institution X (code XXXXXX) is providing an Internet-based HTML 101 course. Twenty (20) students register for the course through institution X. Institution X calls this HTML 101 section A. Institution S (code SSSSSS) also offers the course and registers five (5) students. Institution S calls this HTML 101 section IN01. All students access the course materials through the World Wide Web.



*Sections Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
XXXXXX	HTML 101 A	XXX009	20	5.0	100.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section		
XXXXXX	HTML 101 X (DE delivery section)	XXX009	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending Institution, not registering	R – Receiving section	SSSSSS	

C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
100	06 – Internet	100

*Section Reported by the Receiving Institution (Institution SSSSSS):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
SSSSSS	HTML 101 IN01	XXX009	5	5.0	25.0	B – No room assign.	RR – Receiving institution, registering	R – Receiving section		XXXXXX

**DE Scenario 10 – A SATELLITE COURSE** - Institution X (code XXXXXX) is offering a DE course, HIST 201, via satellite. The instructor tapes the courses at institution X and sends the tapes to Georgia Public Television (GPTV) to be transmitted over satellite. Twenty students register for the course through institution X.

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	HIST 201 A	XXX010	20	5.0	100.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	02 - Satellite	100

**DE Scenario 11 – A SATELLITE COURSE WITH TRANSIENT STUDENTS** - Institution X (code XXXXXX) is offering a DE course, HIST 201, via satellite. The instructor tapes the courses at institution X and sends the tapes to Georgia Public Television (GPTV) to be transmitted over satellite. There are 20 of institution X’s students enrolled in the course. There are also 15 students from institution Y (YYYYYY) registered for the course through institution X. There are 12 students from institution Z (ZZZZZZ) are also registered for the course through institution X. All of the students have the institutions (X,Y,Z) record the courses onto a videotape and they pick up the tapes and watch the classes at home, work, etc.

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	HIST 201 A	XXX011	47	5.0	235.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	02 - Satellite	100

**DE Scenario 12 – A VIDEOCASSETTE COURSE** - Institution X (code XXXXXX) is offering a graduate engineering course, ISYE 802 via videotape. There are 15 students enrolled in the course. The students are located in Texas, Georgia, Nebraska, Alaska and 3 other states. The instructor records the lectures onto videotapes in the television studio of institution X and they are express-mailed to students at the beginning of the term. The instructor answers questions and holds group discussions in a chat room on the internet (this portion comprises 10% of the distance technology used for the course).

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	ISYE 802 A	XXX012	15	5.0	75.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	01 – Videocas	90

**DE Scenario 13 – A VIDEOCASSETTE COURSE USED BY MORE THAN ONE INSTITUTION** - Institution X (code XXXXXX) is offering a graduate engineering course, ISYE 802 via videotape. There are 15 students enrolled in the course. **There are also 10 students registered for the course through institution Y (code YYYYYY).** The students are located in Texas, Georgia, Nebraska, Alaska and 3 other states. The instructor records the lectures onto videotapes in the television studio of institution X and they are express-mailed to students at the beginning of the term. The instructor answers questions and holds group discussions in a chat room on the internet (this portion comprises 10% of the distance technology used for the course).

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	ISYE 802 A	XXX013	15	5.0	75.0	B – No room assign.	SR – Sending institution, registering	R – Receiving section			100	01 – Videocas	90
XXXXXX	ISYE 802 B (DE delivery section)	XXX013	0	5.0	0.0	E – Off Campus, unassign space	SN – Sending institution, not registering	R – Receiving section	YYYYYY		100	06 – Internet	10

*Section Reported by the Receiving Institution (Institution YYYYYY):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code
YYYYYY	ISYE 802 D	XXX013	10	5.0	50.0	B – No room assign.	RR – Receiving institution, registering	R – Receiving section		XXXXXX

**DE Scenario 14 – A CABLE TELEVISION COURSE** - Institution X (code XXXXXX) is providing a DE course, SOC 1101, via cable television from a studio on campus. There are 35 students registered for the course.

*Section Reported by the Sending Institution (Institution XXXXXX):*

C010 Instit Code	C050+C060+C070 Course ID	C260 DE Unique Code	C140 Num of Stud	C170 Stud Credit Hours	C200 Total Credit Hours	C120 RUR Linkage Code	C270 DE S/R Code - Inst	C280 DE S/R Code - Site	C290 External Site Code	C300 Outside Institution Code	C230 Dist Ed Code	C240 Dist Tech. Code	C250 Dist Tech. %
XXXXXX	SOC 1101 A	XXX014	35	5.0	175.0	B – No room assign	SR – Sending institution, registering	R - Receiving section			100	05 – Cable Televis	100

## Appendices

*Appendix A: Institution Codes*

*Appendix B: Campus Codes*



# University System of Georgia Curriculum Inventory Reporting System Users= Manual

## APPENDIX A

**ELEMENT TITLE:** Institution Codes and Acronyms

**DEFINITION:** Institution Code -- The 6-digit federal FICE code assigned to each institution in the University System.  
 Institution Acronym -- The acronym used by the Academic Affairs Division of the BOR; used in CIR reporting as the alpha prefix in every Distance Education Unique Code (C240).

**VALID CODES:**

<u>FICE Code</u>	<u>Acronym</u>	<u>FICE Code</u>	<u>Acronym</u>
001569	Georgia Institute of Technology	001570	Southern Polytechnic State University
001574	Georgia State University	001601	State University of West Georgia
001579	Medical College of Georgia	003956	Dalton State College
001598	University of Georgia	007728	Macon State College
001572	Georgia Southern University	001541	Abraham Baldwin Agricultural College
001599	Valdosta State University	012165	Atlanta Metropolitan College
001544	Albany State University	011074	Bainbridge College
001546	Armstrong Atlantic State University	001558	Coastal Georgia Community College
001552	Augusta State University	001543	Darton College
008976	Clayton College & State University	010997	East Georgia College
001561	Columbus State University	009507	Floyd College
001566	Fort Valley State University	001567	Gainesville College
001602	Georgia College and State University	001562	Georgia Perimeter College
001573	Georgia Southwestern State University	001575	Gordon College
001577	Kennesaw State University	001581	Middle Georgia College
001585	North Georgia College & State University	001592	South Georgia College
001590	Savannah State University	020550	Waycross College



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## APPENDIX B

**ELEMENT TITLE:** Campus Codes

**DEFINITION:** The campus code is a one-digit code assigned to each of Georgia Perimeter College's five campuses. Campus codes will be used in CIR reporting **only by Georgia Perimeter College** in combination with Georgia Perimeter's institution (i.e., FICE) code, 001562.

**VALID CODES:**

<u>Campus Code</u>	<u>Campus Name</u>
C	Clarkston Campus
G	Lawrenceville Campus
N	Dunwoody Campus
R	Rockdale Center
S	Decatur Campus