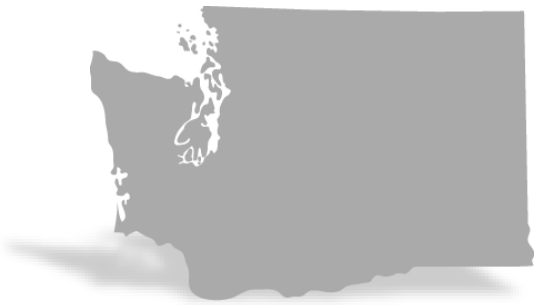
Course and Registration Files



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Agenda

- Staff Introductions
- Course File
- Registration File

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Webinar Schedule

- Monday, May 4 – Overview of Changes
- Wednesday, May 6 – Demographics Files
- Monday, May 11 – Student Term and Term Dates
- Wednesday, May 13 – Field of Study Files
- Monday, May 18 – Completion Files
- Wednesday, May 20 – Course and Registration Files
- Wednesday, May 27 – Admissions File

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Staff Introductions

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Course

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General Instructions

Question	Answer
What to include?	Institution-level records specifying each college course offered in a specific term
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Course ID

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File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0020	Enrollment Year
PSD-0030	Enrollment Term
PSD-0040	Institution ID
PSD-0300	Course Provider Campus ID
PSD-0870	Course ID
PSD-0880	Course Section ID
PSD-0890	Course Number
PSD-0900	Course Title
PSD-0910	Course Subject

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File Structure (2)

Field ID	Field Name
PSD-0920	Course Subject CIP Code
PSD-0930	Course Section Instructional Type
PSD-0940	Course Section Duration
PSD-0950	Course Section Instruction Delivery Type
PSD-0960	Course Section Instruction Delivery Site
PSD-0970	Course Section Online Learning Type
PSD-0980	Course Section Pre-Collegiate Learning Indicator
PSD-0990	Course Section Start Date
PSD-1000	Course Section End Date

Course ID and Course Section ID

- Course ID – alphanumeric code uniquely identifying a distinct for-credit course offered by your institution during the reporting term
  - EX PHIL114
- Do not include Course Section ID as part of the Course ID

- Course Section ID – an alphanumeric code that identifies multiple sections of the same course offered by a reporting institution during a reporting term

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Course Number and Course Title

- Course Number – standardized 3-digit course catalog number for a course section offered by a reporting institution
  - First digit indicates the course level
    - 0 – pre-undergraduate
    - 1-2 – lower-level undergraduate
    - 3-4 upper-level undergraduate
    - 5+ - graduate/professional level
- Course Title – the title of the course

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Course Subject and Course Subject CIP Code

- Course Subject
  - Description of the course subject
  - Does not need to match CIP description
  - Course acronyms (ex. ‘PHIL’) may be used if subject descriptions are not available
- Course Subject CIP Code
  - 6-digit CIP code for the course subject
  - If your institution does not record course subject CIP codes, please provide ‘999999’ (‘Unknown’) for all values in this field

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Course Section Instructional Type

A two-digit code indicating the instructional type of a course section offered by a reporting institution during a reporting term

Please use ‘course_section_instruction_type’ lookup table values

Field experience courses (ex. Student teaching) – use code ‘20’

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Course Section Duration

- Two-digit code indicating the instructional type of a course section offered by a reporting institution during a reporting term
  - 10 – single-term course section
  - 20 – multiple term course section

Course Section Instruction Delivery Type

Three-digit code indicating the primary mode of delivery for the instruction in a course section offered by a reporting institution during the reporting term

Please use valid values listed under ‘section_instruction_delivery’ lookup table

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Course Section Instruction Delivery Site

- A four-digit code indicating the primary site in which students receive instruction in a course section offered by a reporting institution during a reporting term
  - 1000 – On-site
  - 2000 – Off-site
  - 3000 – No site (distance learning)

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Course Section Online Learning Type

- Two-digit code indicating the primary way in which web tools are used (if at all) at a course section at a reporting institution during the reporting term
  - 10 – complete online learning
  - 20 – hybrid online learning
  - 30 – enhanced online learning
  - 40 – optional online learning
  - 98 – no online learning
  - 99 - unknown

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Course Section Pre-Collegiate Learning Indicator

- One-alpha character code indicating whether a course section at a reporting institution is designed to bring the student up to the collegiate level so that students can subsequently take for-credit academic courses
  - Y – Yes
  - N – No
  - 9 - Unknown

Course Section Start Date and End Date

- Course Section Start Date
  - The start date for a course section
  - Any date expressed in format ‘MM/DD/YYYY’
  - Must not be later than the Course Section End Date
- Course Section End Date
  - The end date for a course section
  - Any date expressed in format ‘MM/DD/YYYY’
  - Must not be earlier than the Course Section Start Date

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Registration

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General Instructions

Question	Answer
Who to include?	All students enrolled at your institution in the academic year and term represented in the file.
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID, Course ID, Course Section ID
Are there any special instructions?	Yes. Please make sure the values for PSD-0870 Course ID and PSD-0880 Course Section ID match values you provided for these data elements in the Course Table.

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File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0020	Enrollment Year
PSD-0030	Enrollment Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0870	Course ID
PSD-0880	Course Section ID
PSD-1010	Course Section Credit Hours Attempted
PSD-1020	Course Section Credit Hours Earned
PSD-1030	Course Section Grade Letter
PSD-1040	Course Section Grade Number

Course Section Credit Hours Attempted and Credit Hours Earned

- Course Section Credit Hours Attempted
  - Credit hours attempted by the student in a (registration for a) course section offered by a reporting institution.

- Course Section Credit Hours Earned
  - Credit hours earned by the student in a (registration for a) course section offered by a reporting institution.
  - May not exceed the value provided for Course Section Credit Hours Attempted, or the sum of values in the current term and earlier term when the course section duration is a multiple-term course

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Course Section Grade Letter and Grade Number

- Grade Letter
  - One-character alphanumeric code indicating the grade or posting status received by the student for their performance in a course section offered by the institution
  - Please use the values in the ‘grade’ lookup tables
- Grade Number
  - The numeric equivalent of the letter grade the student received for the course
    - 9.8 – Not Applicable
    - 9.9 - Unknown

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Questions?

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