



UTAH SYSTEM OF HIGHER EDUCATION

COURSES DATA SUBMISSION FILE

Version: June 28, 2021
2021-2022 Submission Year

File Description

The Courses Data Submission File contains the information, budget code, building, room, and instructor information for each specific course. It is submitted five times per fiscal year (Summer EOT, Fall 3rd Week, Fall EOT, Spring 3rd Week, and Spring EOT).

Submission Schedule

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

<u>Data</u>	<u>1st Submission</u>	<u>Verification</u>
Summer EOT	October 8 th	October 15 th
Fall 3 rd Week	September 24 th	October 1 st
Fall EOT	January 14 th	January 21 st
Spring 3 rd Week	February 4 th	February 11 th
Spring EOT	June 10 th	June 17 th

Capture Date

The capture date for each 3rd Week extract is the 3rd Week date of the Semester. The capture date for each EOT is the end of the respective term.

Banner Source Information

The Banner source information came from Salt Lake Community College Finding IMC Data Extract Files in Banner by Bob Rantz. This document was presented at the Utah Information Management Committee (IMC) meeting on June 3, 2003.

Submission File Usage

The Courses Data Submission File is used for reporting of Facility Usage, Budget and Line Item Allocations, Faculty Workload, and others as necessary.

Submission File Naming Convention

The Courses Data Submission File should be named as follows:

- School short name (hyphen) file description (**c** for courses) (hyphen) year/term extension (**093** for 2009 and third term) extract period (**3** for 3rd Week or **E** for EOT) .txt file extension
- Example: **wsu-c-0933.txt** for Weber State University's 3rd Week Course File for Spring (2008/2009).

Delimiter

The Courses Data Submission File must be submitted in delimited format. A single pipe symbol '|' will be used as the delimiter. When submitting a delimited file, the pipe symbol must appear

between each field in the file. (Note: some data elements will have multiple fields, e.g. year, term, extract are three separate fields.)

Additional Explanation

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

Name	Element	Field	Length
Institution	C-01	C_INST	4
Year, Term, & Extract	C-02	C_YEAR	4
		C_TERM	1
		C_EXTRACT	1
Course Subject	C-03	C_CRS_SBJ	6
Course Number	C-04	C_CRS_NUM	5
Course Section	C-05	C_CRS_SEC	5
Minimum Credit Hours	C-06	C_MIN_CREDIT	3
Maximum Credit Hours	C-07	C_MAX_CREDIT	3
Contact Hours	C-08	C_CONTACT_HRS	5
Line Item	C-09	C_LINE_ITEM	1
Site Type	C-10	C_SITE_TYPE	3
Budget Code	C-11	C_BUDGET_CODE	2
Delivery Method	C-12	C_DELIVERY_METHOD	1
Program Type	C-13	C_PROGRAM_TYPE	1
Credit Indicator	C-14	C_CREDIT_IND	1
Course Start Time	C-15	C_START_TIME	4
Course Stop Time	C-16	C_STOP_TIME	4
Course Days	C-17	C_DAYS	7
Building Short Name	C-18	C_BLDG_SNAME	6
Building Number	C-19	C_BLDG_NUM	7
Room Number	C-20	C_ROOM_NUM	10
Maximum Room Occupancy	C-21	C_ROOM_MAX	4
Room Use Type	C-22	C_ROOM_TYPE	3
Course Start Time2	C-23	C_START_TIME2	4
Course Stop Time2	C-24	C_STOP_TIME2	4
Course Days2	C-25	C_DAYS2	7
Building2 Short Name	C-26	C_BLDG_SNAME2	6

Courses Data Elements (cont.)

Name	Element	Field	Length
Building Number2	C-27	C_BLDG_NUM2	7
Room2 Number	C-28	C_ROOM_NUM2	10
Maximum Room Occupancy2	C-29	C_ROOM_MAX2	4
Room Use Type2	C-30	C_ROOM_TYPE2	3
Course Start Time3	C-31	C_START_TIME3	4
Course Stop Time3	C-32	C_STOP_TIME3	4
Course Days3	C-33	C_DAYS3	7
Building3 Short Name	C-34	C_BLDG_SNAME3	6
Building Number3	C-35	C_BLDG_NUM3	7
Room3 Number	C-36	C_ROOM_NUM3	10
Maximum Room Occupancy3	C-37	C_ROOM_MAX3	4
Room Use Type3	C-38	C_ROOM_TYPE3	3
Course Start Date	C-39	C_START_DATE	8
Course End Date	C-40	C_END_DATE	8
Course Title	C-41	C_TITLE	35
Instructor ID	C-42	C_INSTRUCT_ID	9
Instructor Name	C-43	C_INSTRUCT_NAME	32
Course Instruction Type	C-44	C_INSTRUCT_TYPE	3
Course College	C-45	C_COLLEGE	3
Course Department	C-46	C_DEPT	4
Course General Education Code	C-47	C_GEN_ED	4
Course Destination Site	C-48	C_DEST_SITE	6
Class Size	C-49	C_CLASS_SIZE	4
Delivery Model	C-50	C_DELIVERY_MODEL	1
Class Level	C-51	C_LEVEL	1
Course Reference Number	C-52	C_CRN	5

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-01**

ELEMENT NAME: Institution

FIELD NAME: C_INST

FIELD FORMAT: Number, 4 Characters

DEFINITION: The identification number used by the U.S. Department of Education’s Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	June 15, 1998
3677	00367700	Utah State University	June 15, 1998
3680	00368000	Weber State University	June 15, 1998
3678	00367800	Southern Utah University	June 15, 1998
3679	00367900	Snow College	June 15, 1998
3671	00367100	Dixie State University	Feb 16, 2013
3676	00367600	Utah State University Eastern	May 14, 2013 <i>Submits with USU beginning AY 2013</i>
4027	00402700	Utah Valley University	July 1, 2008
5220	00522000	Salt Lake Community College	June 15, 1998
5221	N/A	Salt Lake Community College – School of Applied Technology <i>(formerly SLCC-Skills Center)</i>	July 1, 2015
63	N/A	Utah State University Eastern – Department of Workforce Education	July 1, 2015

COMMENTS: As institutions are added to the database, their existing OPE ID code will be used.

Modified: April 25, 2008; Last modified: July 1, 2015

REFERENCE: National Center for Educational Statistics (NCES)

BANNER SOURCE: SQL (hard coded in table create)

VALIDATION TABLE: Reference.dbo.Inst

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-02**

ELEMENT NAME: Year, Term & Extract Code

FIELD NAME: C_TERM_ID

FIELD FORMAT: Number, 4 Characters (YYYY format)

Number, 1 Character (T format)

Varchar, 1 character (E format)

DEFINITION: The current academic year, term, and extract in which course is offered. Format YYYYTE is made up of academic year YYYY, academic term T, and extract E (3rd week or End of Term).

Field Value Example	Field Attributes or Examples	Effective Date
1999	Academic year in which course is offered. Academic year is defined as Summer Term of the previous year through Spring Semester of the current year. Thus, 1999 would be the assigned value for year for attendance anytime from Summer Term 1998 through Spring (January) Term 1999.	June 15, 1998

Field Value T Format	Name	Field Attributes or Example	Effective Date
1	Summer Term	First term of Academic Year. Course start date occurs after the final day of scheduled Spring Semester exams and through the first day of the final enrollment block of scheduled Summer Term.	June 15, 1998
2	Fall Semester	Second term of Academic Year. Course start date occurs after the first day of the final enrollment block of scheduled Summer Term and before the end of final exam day of scheduled Fall Semester.	June 15, 1998
3	Spring Semester (January)	Third term of Academic Year. Course start date occurs after the final exam day of scheduled Fall Semester and before the end of final exam day of scheduled Spring Semester.	June 15, 1998

Field Value E Format	Field Attributes or Example	Effective Date
3	Code used when submitting 3rd week extract.	June 15, 1998
E	Code used when submitting End of Term extract.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

BANNER SOURCE: SQL

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-03**

ELEMENT NAME: Course Subject

FIELD NAME: C_CRIS_SBJ

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: An institutionally-defined abbreviation for the subject field of the course.

Field Value	Field Attributes or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Course Subject</i> of 'MATH ' The course 'CJ 2020 03' has the <i>Course Subject</i> of 'CJ '.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Subj_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-04**

ELEMENT NAME: Course Number

FIELD NAME: C_CRS_NUM

FIELD FORMAT: Varchar, 5 Characters

DEFINITION: The official number or other identifier that serves to uniquely identify a course within the offering academic unit. First position must be numeric (indicating the course level), while fifth position is available for an alphanumeric suffix.

Field Value	Field Attributes or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Course Number</i> of '1010 '. In the course ID 'CJ 2020 03' has the <i>Course Number</i> of '2020 '.	September 29, 1998

COMMENTS: Course level will now be determined by C-42 C_LEVEL.

Courses below the 1000-level must contain a leading 0 in order to load properly.

*Remedial courses are determined by the C-11 C_BUDGET_CODE (BU, SM) **and** C-42 C_LEVEL.

Common Course Numbering took effect July 1, 2006.

Last modified: July 1, 2015.

REFERENCE: Utah Board of Higher Education Policy R470-5

BANNER SOURCE: (SWCATSCHED) Crse_num

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-05**

ELEMENT NAME: Section Number

FIELD NAME: C_CRIS_SEC

FIELD FORMAT: Varchar, 5 Characters

DEFINITION: The section number of this course signifying a unique grouping of students.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Section Number</i> of '01'. In the course ID 'CJ 2020 03' has the <i>Section Number</i> of '03'.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Subj_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-06**

ELEMENT NAME: Credit Hours Minimum

FIELD NAME: C_MIN_CREDIT

FIELD FORMAT: Numeric(3,1)

DEFINITION: Minimum credit hours offered for the Course.

Field Value Example	Field Attributes or Example	Effective Date
1.5	The minimum credit hours possible for the course is 1.5	June 15, 1998

COMMENTS: Last modified June 28, 2021. Field format from number to numeric.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Credit_hours_low

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-07**

ELEMENT NAME: Credit Hours Maximum

FIELD NAME: C_MAX_CREDIT

FIELD FORMAT: Numeric(3,1)

DEFINITION: Maximum credit hours offered for the Course.

Field Value Example	Field Attributes and Example	Effective Date
13.5	The maximum credit hours possible for the given course is 13.5	June 15, 1998

COMMENTS: Last modified June 28, 2021. Field format from number to numeric.

REFERENCE:

BANNER SOURCE: (SWCATSCHD) Credit_hours_high

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-08**

ELEMENT NAME: Non-Credit Course Contact Hours

COBOL NAME: C_CONTACT_HRS

FIELD FORMAT: Numeric (5,0)

DEFINITION: The maximum number of contact hours the course is scheduled to meet within the academic term. Sometimes referred to as clock hours. This field is for non-credit courses only.

Field Value Example	Field Attribute or Example	Effective Date
45	Students meet with the instructor for 15 hours a week (weekly membership hours). The course is scheduled for three weeks. Thus $15 \times 3 = 45$ contact hours for course.	June 15, 1998

COMMENTS: Last modified June 28, 2021. Field format from number to numeric.

REFERENCE:

BANNER SOURCE: SUM(Ssrmeet_hrs_week) X (ssbsect_pterm-weeks) or
Ssbsect_cont_hr or
Scbrse_cont_hr_low

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-09**

ELEMENT NAME: Line Item

FIELD NAME: C_LINE_ITEM

FIELD FORMAT: Varchar, 1 Character

DEFINITION: Discrete instructional unit of the institution as identified in the annual legislative appropriations act that is offering the course.

Field Value	Name	Effective Date
A	E&G	June 15, 1998
B	UU Med Dr	June 15, 1998
C	UU Med Other	June 15, 1998
D	UU RDEP/Dentistry	Updated April 29, 2020
E	USU SE Utah Center	Inactive April 29, 2020
F	USU Uintah Basin	Updated April 29, 2020
G	USU Eastern - CTE	Updated April 29, 2020
H	USU Blanding	Updated April 29, 2020
I	SLCC SA	Updated April 29, 2020
K	SUU St. George Center	Inactive 10/11/04
L	Snow College (Secondary)	Inactive 10/11/04
M	UEC (for S-11 should be rolled-up to E&G)	Inactive April 29, 2020
N	Snow College (Postsecondary)	Inactive 10/11/04
P	UU Med PA	July 1, 2001
Q	Snow CTE*	July 1, 2003
R	USU Brigham City	July 1, 2001
S	USU Eastern - Moab	Updated April 29, 2020
T	USU Tooele/Wasatch	Updated April 29, 2020
X	USU Eastern – Price	August 29, 2011

COMMENTS: Last modified 07/08/2020

REFERENCE: *Memorandum dated 09/25/03 from Brad Mortensen.

BANNER SOURCE: SQL

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-10**

ELEMENT NAME: Course Site Type

FIELD NAME: C_SITE_TYPE

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: Code used to specify a site type where instruction originates.

Field Value	Field Attributes and Example	Effective Date
A01	Course taught from Main Campus	Sep 1, 1998
BXX	Course taught from Other Major Instructional Center	June 14, 2000
	B01 UofU Bountiful Center	Sep 1, 1998
	B02 UofU Cedar Park Center	Sep 1, 1998
	B03 UofU Park City Center	Sep 1, 1998
	B04 UofU Sandy Center	Sep 1, 1998
	B05 UofU St. George Center	April 10, 2017
	B10 USU Brigham Center	Sep 1, 1998
	B11 USU Tremonton Center	Sep 1, 1998
	B12 USU Kaysville Center	Sep 1, 1998
	B13 USU Salt Lake Center	Sep 1, 1998
	B14 USU Cedar City Center	Sep 1, 1998
	B15 USU St. George Center	Sep 1, 1998
	B16 USU Richfield Center	Sep 1, 1998
	B17 USU Delta Center	Sep 1, 1998
	B18 USU Tooele Center	Sep 1, 1998
	B19 USU Moab Center	Sep 1, 1998
	B20 USU Price Center	Sep 1, 1998
	B21 USU Blanding Center	Sep 1, 1998
	B22 USU Roosevelt Center	Sep 1, 1998
	B23 USU Vernal Center	Sep 1, 1998
	B24 USU Randolph Center	Sep 8, 2011
	B25 USU Orem Center	Sep 1, 1998
	B30 WSU Davis Center	Sep 1, 1998
	B31 WSU SUU	Sep 4, 2001
	B32 WSU USU	Sep 4, 2001
	B33 WSU Ogden North Center	July 1, 2002
	B34 WSU West Center	Sep 28, 2005
	B35 WSU Morgan Center	Sep 1, 1998
	B36 WSU Davis TL Center	Sep 1, 1998
	B37 WSU Farmington Station	June 1, 2016
	B40 SUU St. George Center	August 29, 2011
	B41 SUU Richfield Center	August 29, 2011
	B43 USU Eastern - Price	August 29, 2011

	B44 USU Eastern - Workforce Education B45 USU Eastern - Blanding Campus B46 USU Eastern - Moab Center B47 USU Eastern - Monument Valley B48 USU Eastern - Castle Dale Educational Center B50 Snow College – Richfield B52 SLCC Herriman Center B53 SLCC West Valley Center B54 SLCC West Point Center B55 SLCC Sandy Center B56 SLCC Riverside Center B57 SLCC West Jordan Center B58 SLCC Millcreek Center B59 SLCC Tooele Center B60 SLCC Jordan Technical Center B61 SLCC South City Center B62 SLCC Airport Center B63 SLCC Jordan Campus B64 SLCC Larry H. Miller Campus B65 SLCC Meadowbrook Campus B66 SLCC Library Square Center (Previously Main Street Campus) B67 SLCC Draper Campus B68 SLCC Highland Center B69 SLCC Ogden Flight Academy B70 UVU North Valley Center B71 UVU Park City Center B72 UVU Heber City Center B80 Dixie Hurricane Center	February 3, 2014 August 23, 2011 August 23, 2011 October 15, 2003 Sep 1, 1998 October 3, 2012 August 20, 2018 Closed June 30, 2002 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 Sep 1, 1998 July 1, 2002 July 1, 2002 July 1, 2002 August 19, 2004 August 19, 2004 Sep 1, 1998 February 7, 2013 February 7, 2013 Sep 1, 1998 July 1, 2002 July 1, 2002
C	Course taught from Public Education Site (i.e. High School)	Sep 1, 1998
DXX	Course taught from University Center D05 USUE D06 Snow College D07 Dixie College D08 SLCC D09 UVU	Sep 1, 1998
EXX	Course taught from Correctional Facility E01 Draper E02 Gunnison E03 Cedar City E04 Washington County Purgatory E05 Panguitch E06 Duchesne E07 Monticello E08 Daggett County Correctional	Sep 1, 1998 July 1, 2001 July 1, 2002 Sept 10, 2004 Sept 10, 2004 July 1, 2004

FXX	Course taught from UCAT Campuses F01 Snow - Richfield F02 Davis F03 Uintah Basin F04 Ogden-Weber F05 Bridgerland F06 Mountainland F07 Southwest F08 USUE– Southeast Center F09 Salt Lake - Tooele F10 Dixie	Nov 20, 2000 July 1, 2002 Nov 20, 2000 Nov 20, 2000 Nov 20, 2000 Nov 20, 2000 July 1, 2002 July 1, 2002 July 1, 2007 July 1, 2002 July 1, 2002
G	Course taught from other owned site	Sep 1, 1998
H	Course taught from other leased site	Sep 1, 1998
I	Course taught from an out of country site	Jan. 15, 2016
O	Course is taught at Other site (i.e. Independent Study)	Sep 1, 1998
RXX	Course taught via distance education for budget-related courses delivered to a high school R01 SLCC R02 SNOW	
Z	Course taught from an out of state site	Sep 1, 1998

COMMENTS: Last modified 12/12/2018

REFERENCE:

BANNER SOURCE: Sbssect_camp_code

VALIDATION TABLE: Reference.dbo.Site_Type

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-11**

ELEMENT NAME: Budget Code

FIELD NAME: C_BUDGET_CODE

FIELD FORMAT: Varchar, 2 Characters

DEFINITION: Categorizes courses according to funding source/mechanism associated with the course. See comments section for value definitions.

Field Value	Field Attributes and Example	Effective Date
BA	Budget-Related [Regular]	September 29, 1998
BC	Budget-Related Concurrent Enrollment	September 29, 1998
BU	Budget-Related Course Below 1000	September 29, 1998
BV	Budget-Related STIT	September 29, 1998
BY	Budget-Related Not for Credit CTE	September 29, 1998
SD	Self-Supporting [Regular]	September 29, 1998
SF	Self-Supporting Concurrent Enrollment	September 29, 1998
SM	Self-Supporting Course Below 1000	September 29, 1998
SQ	Self-Supporting - Custom Fit	September 29, 1998

COMMENTS:

R506, Inventory of Budget Related and Self Supporting Courses

R506-1. Purpose: To provide guidance and uniformity to the categorization of courses as budget-related or self-supporting for state funding purposes.

R506-2. References

- 2.1. Utah Code [§53B-7-101](#) (Combined Requests for Appropriations - Appropriation Formulas)
- 2.2. Policy and Procedure [R501](#), Budgeting Definitions and Guidelines
- 2.3. Policy and Procedure R315, Service Area Designations and Coordination of Off-Campus Courses and Programs
- 2.4. [Enrollment Category Decision Tree](#)

R506-3. Utah System of Higher Education Course Inventory

3.1. Supervised Instruction: For courses to be included in the USHE Course Inventory, instruction must occur and the institution must supervise the instruction.

3.2. Separate Designation for Credit and Not for Credit Courses: Whenever a specific course offering can be taken either for credit or not for credit, the different registration categories are to be provided by separate section numbers scheduled at the same time and location.

R506-4. Budget-Related Courses for State Funding Purposes

4.1. Budget-Related Regular (BA): (course must meet all of the following criteria)

- Course is for credit.
- Course is not offered at a high school site, or is offered at a high school site but is not a concurrent enrollment course.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course originates in Utah or is taught through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is 1000 or above

#AND# course must also meet one of the following sets of criteria

4.1.1. Offered to the general public

- Course section is offered to the general public not primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course is not a correspondence course.
- Course is not for concurrent enrollment students (i.e. for secondary students concurrently receiving college credit and high school credit).

#OR#

4.1.2. Not offered to the general public

- Course section is not offered to the general public and is primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course was not developed specifically for a particular business or organization.
- Course enrollees are not predominantly non-matriculated employees of the institution.

4.2. Budget-Related Concurrent Enrollment (BC): (course must meet all of the following criteria)

- Course is for credit.
- Course is a concurrent enrollment course (i.e. for secondary students concurrently receiving college credit and high school credit) and enrollment activity is supported from state concurrent enrollment funds.

- All instructor costs of the course are paid for by the USHE institution.
- Course is taught in Utah.

4.3. Budget-Related Course Below 1000 (BU): (course must meet all of the following criteria)

- Course is for credit.
- Course is not offered at a high school site, or is offered at a high school site but is not a concurrent enrollment course.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course originates in Utah.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is below 1000.
- Course is taught by an institution with a community college mission (except for CTE courses, which are part of each institution's mission except the University of Utah) or by USU at its branch campuses or continuing education centers after a community college chooses not to exercise its right of first refusal to offer a remedial class.

4.4. Budget-Related STIT (BV): (course must meet all of the following criteria)

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program.
- Course is a short-term intensive training course funded with state STIT appropriations.

4.5. Budget-Related Not for Credit CTE (BY): (course must meet all of the following criteria)

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program.
- Course is not a short-term intensive training course funded with state STIT appropriations.
- Course is not funded by Custom Fit funding (i.e. appropriation made to the institution to support company-specific vocational training programs).
- Course is creditable towards a Board approved degree/award program or is a pre-requisite to such program.

R506-5. Self-Supporting Courses for State Funding Purposes

5.1. Self-Supporting Regular (SD): (course must meet any one of the following sets of criteria)

5.1.1. Not for credit: Not vocational or vocational pre-requisite

- Course is not for credit.
- Course is not vocational or pre-requisite to a vocational program.

#OR#

5.1.2. Not creditable towards a Board approved degree/award program

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program.

- Course is not a short-term intensive training course funded with state STIT appropriations.
- Course is not funded by Custom Fit funding.
- Course is not creditable towards a Board approved degree/award program or is a pre-requisite to such program.

#OR#

5.1.3. For credit: Board approved tuition not assessed

- Course is for credit.
- Board approved tuition is not assessed.

#OR#

5.1.4. Instructor costs not paid by institutional funds

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are not paid for by institutional funds (e.g. external funds have been received or ear-marked to pay instructor costs).

#OR#

5.1.5. Not taught or originating in Utah or through study abroad

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course does not originate in Utah or is not taught in Utah or through study abroad.

#OR#

5.1.6. Not part of regular curriculum - not taught on a full-term basis

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course originates in Utah or is taught through study abroad.
- Course section is not part of regular curriculum or is not taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.

#OR#

5.1.7. Not offered to general public

- Course is for credit.
- Board approved tuition is assessed.

- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course is taught in Utah or through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is 1000 or above.
- Course section is not offered to the general public and is primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course was developed specifically for a particular business or organization.

#OR#

5.1.8. In-service training for institutional employees

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course originates in Utah or is taught through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is 1000 or above.
- Course section is not offered to the general public and is primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course was not developed specifically for a particular business or organization.
- Course enrollees are predominantly non-matriculated employees of the institution.

#OR#

5.1.9. Correspondence study

- Course is for credit.
- Board approved tuition is assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course originates in Utah or is taught through study abroad.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is 1000 or above.
- Course section is offered to the general public not primarily intended for members of particular groups (i.e. companies, school district courses for teachers, in-service training).
- Course is a correspondence course.

#OR#

5.1.10. Technology-based course for non-resident student

- Course is delivered to the student through technology.
- Student is a non-resident of Utah under provision of R512, Determination of Resident Status and is residing outside of Utah.

5.2. Self-Supporting Concurrent Enrollment (SF): (course must meet all of the following criteria)

- Course is for credit.
- Course is a concurrent enrollment course (i.e. for secondary students concurrently receiving college credit and high school credit) and enrollment activity is supported from state concurrent enrollment funds.
- Instructional costs of the course are paid for by the high school or district.
- Course is taught in Utah.

5.3. Self-Supporting Course Below 1000 (SM): (course must meet all of the following criteria)

- Course is for credit.
- Course is not offered at a high school site, or is offered at a high school site but is not a concurrent enrollment course.
- Board approved tuition is not assessed.
- All instructor costs of the course are paid for by institutional funds (e.g. external funds have not been received or ear-marked to pay instructor costs).
- Course originates in Utah.
- Course section is part of regular curriculum and is taught on a full-term basis or equivalent to a full-term basis or until a defined competency is achieved.
- Course level is below 1000.

5.4. Self-Supporting Custom Fit (SQ): (course must meet all the following criteria)

- Course is not for credit.
- Course is vocational or pre-requisite to a vocational program.
- Course funded by Custom Fit funding (i.e. appropriation made to the institution to support company-specific vocational training programs).

(Approved September 12, 1997, revised August 7, 1998, amended April 20, 2001 and March 14, 2002, March 10, 2006, October 26, 2006, and September 26, 2014.)

LAST MODIFIED: September 26, 2014

BANNER SOURCE: Ssrscd_sccd_code

VALIDATION TABLE: Reference.dbo.Budget_Code

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-12**

ELEMENT NAME: Delivery Method

FIELD NAME: C_DELIVERY_METHOD

FIELD FORMAT: Varchar, 1 Character

DEFINITION: The method of delivery by which most of the instruction is transmitted.

Field	Field Attribute or Example	Effective Date
P	Face-to-Face: Course is classroom-based; primarily taught in person. This includes workbook, internships, practicums, and independent study courses. Technology may be used as a support, such as posting syllabi or lecture notes.	June 2, 2003
H	Technology-Enhanced: Course is primarily classroom-based with technology-delivered teaching or learning components, such as online videos, assessments, or office hours. Technology does not reduce face-to-face classroom time.	August 9, 2011
T	Broadcast: Course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (i.e. KUED, KULC). The technology component delivers lectures and assignments one-way from the instructor to students. Broadcast classes may have Internet-based or face-to-face components such as exam review sessions and proctored exams. These courses are included in IPEDS distance education metrics.	INACTIVE July 1, 2021
R	Interactive Audio/Video: Course is taught via remote or streaming interactive video. Content is delivered synchronously as either one-way from the instructor to students (Satellite), or with two-way exchange capabilities between instructor and student (IVC or EdNET). These courses require the use of a classroom or other university controlled space at the origination and to some receiving sites. These courses are included in IPEDS distance education metrics.	June 2, 2003
I	Online/Internet: Course content is delivered online, except place-bound proctored exams when required. Delivery is primarily asynchronous; students work at their own pace within the timelines established by the instructor. Interactions between students and instructor primarily occur through applications like email, chat, or video chat. These courses are included in IPEDS distance education metrics.	August 9, 2011

B	Hybrid/Blended: Course is a mixture of face-to-face in a classroom instruction and via technology. At least 20% of the face-to-face time for the course is delivered asynchronously through technology, thus reducing face-to-face seat time. Interaction with the instructor and materials as designated by the instructor.	Updated July 1, 2021
C	Correspondence: Course is delivered in print form or online. Students work at their own pace without significant interaction with instructor or other students. Students may use traditional (mail or phone) or online (email, video conferencing, learning management system) methods to contact the instructor, submit work, or complete assessments. Courses are generally enrolled open entry/open exit. These courses are NOT included in IPEDS distance education reporting.	Feb 4, 2004
O	Electronic Media: Content is delivered primarily via computer disks, CD, DVD, or videocassettes. Students generally work at their own pace without significant interaction with the instructor or other students in the class. E-mail may be being used to transmit instructions and assignments. (Distance Delivered.)	Inactive August 9, 2011
V	Remote Virtual: Content is delivered exclusively online through synchronous two-way streaming. Synchronous meetings follow a standardized schedule. Courses do not require university controlled space at either the origination or receiving locations. These courses are included in IPEDS Distance Education reporting.	May 1, 2020
Y	Remote Hybrid: Course is delivered exclusively online as a mixture of synchronous and asynchronous instruction. Asynchronous components reduce time spent in synchronous streaming components; asynchronous components replace at least 20% of synchronous time. Courses do not require university controlled space at either the origination or receiving lcoations. These courses are included in IPEDS Distance Education reporting.	July 1, 2021

COMMENTS: Last modified July 1, 2021. All active definitions updated and Y definition added.

BANNER SOURCE: Ssbsect_schd_code

VALIDATION TABLE: Reference.dbo.Delivery_Method

COURSE DELIVERY METHOD CHECKLIST

Method	Code	Synchronous	Scheduled	Space	Technology	Distance Ed	Note
Face-to-face	P	X	X	X			Includes internships, practica, independent study
Technology Enhanced	H	X	X	X	X		
Broadcast	T				One-Way	X	INACTIVE 2021-22
Interactive Audio/Video	R	X	X	X	Two-Way	X	
Online/Internet	I				X	X	
Hybrid/Blended	B	F2F portion	X	X	Online portion		Reduces time spent in F2F; at least 20% of course asynchronous
Correspondence	C						Does not have significant instructor interaction
Remote Virtual	V	X	X		Two-Way	X	
Remote Hybrid	Y	F2F portion	X		Online portion	X	Reduces time spent in F2F; at least 20% of course asynchronous

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-13**

ELEMENT NAME: Program Type

FIELD NAME: C_PROGRAM_TYPE

FIELD FORMAT: Varchar, 1 Character

DEFINITION: A code to indicate whether the course is vocational, academic, or an apprenticeship.

Field Value	Field Attribute or Example	Effective Date
A	Academic Program: An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits which can be applied to one of these degrees.	June 15, 1998
V	Vocational (CTE): CTE programs include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary to economic independence as a productive and contributing member of society. If the activity requires less than a baccalaureate degree and meets the job preparation requirement, it is CTE. For a course to be designated as CTE, it must be pre-approved by USHE prior to the beginning of the academic year (through the Perkins course approval process) and meet the following federal Perkins criteria: 1) The course must be included as a required course for a CTE program listed in the school catalog. 2) The CTE program must be less than baccalaureate level. 3) A course which is approved for general education credit cannot be counted as a CTE course unless offered by a CTE department with a majority of the department lower division SCH produced by CTE courses. 4) The offering department offers one or more CTE programs or a course offered specifically for a CTE program. 5) Courses may be approved by exception.	June 14, 2000
P	Apprenticeship (CTE subset): Apprenticeship programs are related instruction leading to a journeyman status in a skilled trade or craft. Courses designated as Apprenticeships must be approved by USHE prior to the beginning of the academic year (through the Perkins course approval process) and meet the same federal criteria as Vocational courses.	June 1, 2001

C	Continuing Education: An instructional program that brings participants up-to-date in a particular area of knowledge or skills, designed especially for part-time adult students who are not seeking a degree.	July 1, 2006
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COMMENTS: Last modified April 19, 2019

BANNER SOURCE: Scbsupp_occs_code,

VALIDATION TABLE: Reference.dbo.Program_Type

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-14**

ELEMENT NAME: Credit Indicator

FIELD NAME: C_CREDIT_IND

FIELD FORMAT: Varchar, 1 Character

DEFINITION: A code indicating whether the course is offered for credit or not.

Field Value	Field Attribute or Example	Effective Date
C	Credit – Recognition of attendance of performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Credit hours)	June 15, 1998
N	Non-Credit – A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (Contact or Membership hours)	June 15, 1998

COMMENTS: Last modified April 2, 2007

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Credit_hours_low and Credit Hours_high

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-15**

ELEMENT NAME: Section Start Time 1

FIELD NAME: C_START_TIME

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The time of day this section is scheduled to commence, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0100	Given course starts at 1:00 AM	June 15, 1998
1300	Given course starts at 1:00 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Begin_time1

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-16**

ELEMENT NAME: Section Stop Time 1

FIELD NAME: C_STOP_TIME

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The time of day the section is scheduled to end, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0150	Given course ends at 1:50 AM	June 15, 1998
1350	Given course ends at 1:50 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) End_time1

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-17**

ELEMENT NAME: Section Days 1

FIELD NAME: C_DAYS

FIELD FORMAT: Varchar, 7 Characters

With one position for each day of week, starting with Monday.

DEFINITION: The day(s) of the week this section is scheduled to meet. (M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday). C_Days is specific to a course subject, number, and section begin taught in a specific building/room. If a class is taught in multiple buildings/rooms, then only the days in the first building/room are recorded in C_Days.

Field Value	Field Attribute or Examples	Effective Date
M W F	Course meets on Monday Wednesday and Friday	June 15, 1998
T R	Course meets on Tuesday and Thursday	June 15, 1998
M T W R F	Course meets every Weekday	June 15, 1998
S U	Course meets on Saturday and Sunday	June 15, 1998
M U	Course meets on Sundays and Mondays	June 15, 1998
M T W R F S U	Course meets every day of the week.	June 15, 1998
W	Course meets on Wednesdays only.	June 15, 1998
T W R	Course meets on Tuesday, Wednesday, and Thursday	June 15, 1998
M T W	Course meets on Monday, Tuesday, and Wednesday	June 15, 1998
W R F	Course meets on Wednesday, Thursday, and Friday	June 15, 1998

COMMENTS: Last modified June 28, 2021

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Monday_ind1 thru Sunday_ind1

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-18**

ELEMENT NAME: Section Building 1

FIELD NAME: C_BLDG_SNAME

FIELD FORMAT: Varchar6, 6 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the building (or other facility) where this section is scheduled to meet. Should match the B_SNAME from the Buildings File from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
ADMIN	Course is taught in the Administration building.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Added _SNAME to the field name.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Bldg_code1

VALIDATION TABLE: Production.dbo.Buildings

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-19**

ELEMENT NAME: Section Building Number

FIELD NAME: C_BLDG_NUM

FIELD FORMAT: Varchar, 7 Characters,

DEFINITION: The official *institutional* identifier that uniquely identifies the building number where this section is scheduled to meet. Should match the B_Number field in the Buildings file from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
1234 <institution specific>	Course is taught in the Administration (Corresponding Element C-18) building #1234	May 14, 2018

COMMENTS: Last modified May 10, 2021. Change from 6 characters to 7 characters

C_BLDG_NUM required for all courses that have space.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: Production.dbo.Buildings

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-20**

ELEMENT NAME: Section Room 1

FIELD NAME: C_ROOM_NUM

FIELD FORMAT: Varchar, 10 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the room where this section is scheduled to meet. Should match the R_Number column from the Rooms file from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
101A	Course is taught in room 101A of given building.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Added _NUM to the field name.

C_ROOM_NUM required for all courses that have space.

REFERENCE: IMC Meeting, November 2005 – Banner Issue

BANNER SOURCE: (SWCATSCHED) Room_code1

VALIDATION TABLE: Production.dbo.Rooms

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-21**

ELEMENT NAME: Maximum Room Occupancy

FIELD NAME: C_ROOM_MAX

FIELD FORMAT: Number, Numeric(4,0)

DEFINITION: The maximum number of seats or stations available in this classroom

Field Value Example	Field Attribute or Example	Effective Date
54	The maximum room occupancy for this classroom is 54	May 14, 2018

COMMENTS: Modified May 14, 2018. Modified May 20, 2021: changed from varchar(4) to numeric(4,0)

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-22**

ELEMENT NAME: Room Use Type

FIELD NAME: C_ROOM_TYPE

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: Whether the room is used to teach credit bearing courses or credit bearing labs.

Field Value Example	Field Attribute or Example	Effective Date
110	Credit bearing classrooms available for scheduling	May 14, 2018
210	Teaching Laboratories: Credit bearing labs available for scheduling	May 14, 2018

COMMENTS: Last modified May 14, 2018.

C_ROOM_TYPE required for all courses that have space.

REFERENCE: Space Utilization Data Dictionary, Element: R-08 – Room use Code

BANNER SOURCE:

VALIDATION TABLE: Reference.dbo.Rooms_Use_Code

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-23**

ELEMENT NAME: Section Start Time 2

FIELD NAME: C_START_TIME2

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The time of day this section is scheduled to commence, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0100	Given course starts at 1:00 AM	June 15, 1998
1300	Given course starts at 1:00 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Begin_time2

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-24**

ELEMENT NAME: Section Stop Time 2

FIELD NAME: C_STOP_TIME2

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The time of day the section is scheduled to end, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0150	Given course ends at 1:50 AM	June 15, 1998
1350	Given course ends at 1:50 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) End_time2

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-25**

ELEMENT NAME: Section Days 2

FIELD NAME: C_DAYS2

FIELD FORMAT: Varchar, 7 Characters

With one position for each day of week, starting with Monday.

DEFINITION: The day(s) of the week this section is scheduled to meet. (M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday). C_Days2 is specific to a course subject, number, and section begin taught in a specific building/room. If a class is taught in multiple buildings/rooms, then only the days in the second building/room are recorded in C_Days2.

Field Value	Field Attribute or Examples	Effective Date
M W F	Course meets on Monday Wednesday and Friday	June 15, 1998
T R	Course meets on Tuesday and Thursday	June 15, 1998
M T W R F	Course meets every Weekday	June 15, 1998
S U	Course meets on Saturday and Sunday	June 15, 1998
M U	Course meets on Sundays and Mondays	June 15, 1998
M T W R F S U	Course meets every day of the week.	June 15, 1998
W	Course meets on Wednesdays only.	June 15, 1998
T W R	Course meets on Tuesday, Wednesday, and Thursday	June 15, 1998
M T W	Course meets on Monday, Tuesday, and Wednesday	June 15, 1998
W R F	Course meets on Wednesday, Thursday, and Friday	June 15, 1998

COMMENTS: Last modified June 28, 2021.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Monday_ind2 thru Sunday_ind2

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-26**

ELEMENT NAME: Section Building 2

FIELD NAME: C_BLDG_SNAME2

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the building (or other facility) where this section is scheduled to meet. Should match the B_SNAME from the Buildings File from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
ADMIN	Course is taught in the Administration building.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Added _SNAME to the field name.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Bldg_code2

VALIDATION TABLE: Production.dbo.Buildings

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-27**

ELEMENT NAME: Section Building Number2

FIELD NAME: C_BLDG_NUM2

FIELD FORMAT: Varchar, 7 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the building number where this section is scheduled to meet. Should match the B_Number field in the Buildings file from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
1234 <institution specific>	Course is taught in the Administration (Corresponding Element C-26) building #1234	May 14, 2018

COMMENTS: Last modified May 10, 2021. Changed from 6 characters to 7 characters.

C_BLDG_NUM2 required for all rooms that have space and a second room location.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: Production.dbo.Buildings

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-28**

ELEMENT NAME: Section Room 2

FIELD NAME: C_ROOM_NUM2

FIELD FORMAT: Varchar, 10 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the room where this section is scheduled to meet. Should match the R_Number column from the Rooms file from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
101A	Course is taught in room 101A of given building.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Added _NUM to the field name.

C_ROOM_NUM2 required for all courses that have two scheduled spaces.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Room_code2

VALIDATION TABLE: Production.dbo.Rooms

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-29**

ELEMENT NAME: Maximum Room Occupancy2

FIELD NAME: C_ROOM_MAX2

FIELD FORMAT: Number, Numeric(4,0)

DEFINITION: The maximum number of seats available in this classroom

Field Value Example	Field Attribute or Example	Effective Date
054	The maximum room occupancy for this classroom is 54	May 14, 2018

COMMENTS: Last modified May 14, 2018. Modified May 20, 2021: changed from varchar(4) to numeric(4,0)

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-30**

ELEMENT NAME: Room Use Type2

FIELD NAME: C_ROOM_TYPE2

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: Whether the room is used to teach credit bearing courses or credit bearing labs.

Field Value Example	Field Attribute or Example	Effective Date
110	Credit bearing classrooms available for scheduling	May 14, 2018
210	Teaching Laboratories: Credit bearing labs available for scheduling	May 14, 2018

COMMENTS: Last modified May 14, 2018.

C_ROOM_TYPE2 required for all courses that have two scheduled spaces.

REFERENCE: Space Utilization Data Dictionary, Element: R-08 – Room use Code

BANNER SOURCE:

VALIDATION TABLE: Reference.dbo.Rooms_Use_Code

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-31**

ELEMENT NAME: Section Start Time 3

FIELD NAME: C_START_TIME3

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The time of day this section is scheduled to commence, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0100	Given course starts at 1:00 AM	June 15, 1998
1300	Given course starts at 1:00 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Begin_time3

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-32**

ELEMENT NAME: Section Stop Time 3

FIELD NAME: C_STOP_TIME3

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The time of day the section is scheduled to end, in 24 hour clock time.

Field Value Examples	Field Attribute or Example	Effective Date
0150	Given course ends at 1:50 AM	June 15, 1998
1350	Given course ends at 1:50 PM	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) End_time3

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-33**

ELEMENT NAME: Section Days 3

FIELD NAME: C_DAYS3

FIELD FORMAT: Varchar, 7 Characters

With one position for each day of week, starting with Monday.

DEFINITION: The day(s) of the week this section is scheduled to meet. (M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday). C_Days3 is specific to a course subject, number, and section begin taught in a specific building/room. If a class is taught in multiple buildings/rooms, then only the days in the third building/room are recorded in C_Days3.

Field Value	Field Attribute or Examples	Effective Date
M W F	Course meets on Monday Wednesday and Friday	June 15, 1998
T R	Course meets on Tuesday and Thursday	June 15, 1998
M T W R F	Course meets every Weekday	June 15, 1998
S U	Course meets on Saturday and Sunday	June 15, 1998
M U	Course meets on Sundays and Mondays	June 15, 1998
M T W R F S U	Course meets every day of the week.	June 15, 1998
W	Course meets on Wednesdays only.	June 15, 1998
T W R	Course meets on Tuesday, Wednesday, and Thursday	June 15, 1998
M T W	Course meets on Monday, Tuesday, and Wednesday	June 15, 1998
W R F	Course meets on Wednesday, Thursday, and Friday	June 15, 1998

COMMENTS: Last modified June 28, 2021.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Monday_ind3 thru Sunday_ind3

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-34**

ELEMENT NAME: Section Building 3

FIELD NAME: C_BLDG_SNAME3

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the building (or other facility) where this section is scheduled to meet. Should match the B_SNAME from the Buildings File from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
ADMIN	Course is taught in the Administration building.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Added _SNAME to the field name.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Bldg_code3

VALIDATION TABLE: Production.dbo.Buildings

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-35**

ELEMENT NAME: Section Building Number

FIELD NAME: C_BLDG_NUM3

FIELD FORMAT: Varchar, 7 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the building number where this section is scheduled to meet. Should match the B_Number field in the Buildings file from the Space Inventory Loads.

Field Value Example	Field Attribute or Example	Effective Date
1234 <institution specific>	Course is taught in the Administration (corresponding Element C-34) building #1234	May 14, 2018

COMMENTS: Last modified May 10, 2021. Changed from 6 characters to 7 characters.

C_BLDG_NUM3 required for all courses that have space and three scheduled room locations.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: Production.dbo.Buildings

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-36**

ELEMENT NAME: Section Room 3

FIELD NAME: C_ROOM_NUM3

FIELD FORMAT: Varchar10, 10 Characters

DEFINITION: The official *institutional* identifier that uniquely identifies the room where this section is scheduled to meet.

Field Value Example	Field Attribute or Example	Effective Date
101A	Course is taught in room 101A of given building.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Added _NUM to the field name.

C_ROOM_NUM3 required for all courses with three scheduled spaces.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Room_code3

VALIDATION TABLE: Production.dbo.Rooms

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-37**

ELEMENT NAME: Maximum Room Occupancy3

FIELD NAME: C_ROOM_MAX3

FIELD FORMAT: Numeric (4,0)

DEFINITION: The maximum number of seats available in this classroom

Field Value Example	Field Attribute or Example	Effective Date
054	The maximum room occupancy for this classroom is 54	May 14, 2018

COMMENTS: Modified May 14, 2018. Modified May 20,2021: changed from varchar(4) to numeric(4,0)

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-38**

ELEMENT NAME: Room Use Type3

FIELD NAME: C_ROOM_TYPE3

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: Whether the room is used to teach credit bearing courses or credit bearing labs.

Field Value Example	Field Attribute or Example	Effective Date
110	Credit bearing classrooms available for scheduling	May 14, 2018
210	Teaching Laboratories: Credit bearing labs available for scheduling	May 14, 2018

COMMENTS: Last modified May 14, 2018.

C_ROOM_TYPE3 required for all courses with three scheduled spaces.

REFERENCE: Space Utilization Data Dictionary, Element: R-08

BANNER SOURCE:

VALIDATION TABLE: Reference.dbo.Rooms_Use_Code

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-39**

ELEMENT NAME: Start Date

FIELD NAME: C_START_DATE

FIELD FORMAT: Date, 8 Characters, (YYYYMMDD Format)

DEFINITION: The calendar date instruction is scheduled to begin for this course.

Field Value Format	Field Attribute or Example	Effective Date
yyyy	Four position Year in which course instruction begins (e.g. Course starts in 1978 would have 1978 listed).	June 15, 1998
mm	Two position Calendar Month in which course instruction begins. 01-January through 12-December.	June 15, 1998
dd	Two position Day of the month in which course instruction begins. Valid day between 01 and 31.	June 15, 1998

Field Value Example	Field Attribute or Example	Effective Date
20011031	Given course begins instruction on October 31, 2001.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Ptrm_start_date

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-40**

ELEMENT NAME: End Date

FIELD NAME: C_END_DATE

FIELD FORMAT: Date, 8 Characters, (YYYYMMDD Format)

DEFINITION: Ending date for course instruction/testing.

Field Value Format	Field Attribute or Example	Effective Date
yyyy	Four position Year in which course instruction/testing ends (e.g. Course starts in 1978 would have 1978 listed).	June 15, 1998
mm	Two position Calendar Month in which course instruction/testing ends. 01-January through 12-December.	June 15, 1998
dd	Two position Day of the month in which course instruction/testing ends. Valid day between 01 and 31.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Ptrm_end_date

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-41**

ELEMENT NAME: Title

FIELD NAME: C_TITLE

FIELD FORMAT: Varchar, 35 Characters

DEFINITION: Course Descriptive Title that appears in the institution's course catalog.

Field Value Example	Field Attribute or Example	Effective Date
Multivariable Calculus	This would show the course description as published in the course catalog.	June 15, 1998

COMMENTS: Last modified June 19, 2008

- 1. Report the course title and only the course title in the course title field (ex. Calculus I).**
 - Please list entire course description and don't just list a subject like Mathematics or English.
 - Please do not include general education labels (e.g. QL), delivery mode (e.g. Online), site type (e.g. Kanab), or contract student population (e.g. Elem Teachers Math v. College Algebra) embedded in the course title.
- 2. Do not use punctuation marks (. , --) in the course title**
 - Example: General Biology Lab v. General Biology-Lab
 - Exceptions: A+ Certification, 10-Key Data Entry.
- 3. Use the following nomenclature in course titles:**

Best	Short	Incorrect
3D	3-D	3 Dimension or 3 Dim
Analysis, Analytic	Analy	Anal
and		&
Advanced	Adv	Adv.
Beginning	Beg	Beg. Or Begin.
Elementary	Elem	Elem.
Emergency Medical Technician	EMT	
Fundamentals		Fndmntl or Fund

Foundations		Foundtns or Fndtns or Fdtn or Fnd
Heavy Duty		HD
Intermediate	Inter	Interm
Introduction	Intro	Intro.
Introductory		Intro or Intro.
Laboratory	Lab	-Lab or –Lab or Lab.
Lowercase connecting words	and v. And, for v. For, to v. To, of v. Of	
Principle, Principles	Princ	Prin
Special Topics	ST:	ST
Special Projects	SP:	SP
Spell out Disciplines	Ex. General Biology	Ex.General Biol

4. Renumber all labs to end in “5.”

- a. Apply the Common Course Numbering Science convention of numbering labs as ending in “5” to all classes including CTE.
- b. Note that all Chemistry, Physics, and Biology labs end in “5” (e.g. BIOL 1010 *General Biology*, BIOL 1015 *General Biology Lab*). For reporting purposes, this convention is very helpful.

BANNER SOURCE: (SORTEST) Title

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-42**

ELEMENT NAME: Primary Instructor ID

FIELD NAME: C_INSTRUCT_ID

FIELD FORMAT: Varchar, 9 Characters

DEFINITION: Primary instructor ID. The instructor's ~~social security number~~ institution ID.

Field Value	Field Attribute or Example	Effective Date
<instructor specific>	Courses primary instructor's institution ID	June 15, 1998

COMMENTS: Last modified: May 10, 2021. Change c_inst_id to c_instruct_id.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Primary_instructor_ID

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-43**

ELEMENT NAME: Primary Instructor Name

FIELD NAME: C_INSTUCT_NAME

FIELD FORMAT: Varchar, 32 Characters

DEFINITION: Primary instructor's name. The legal combination of words by which the instructor is known. In the format last name, comma, space, first name, space middle name, comma, space, suffix

Field Value	Field Attribute or Example	Effective Date
<instructor specific>	Van Orton, Peter Paul Mary. Van Orton is the Last Name (followed by comma), Peter Paul Mary is the First Name-Middle Name combination.	June 15, 1998

COMMENTS: Last modified May 10, 2021. Changed from C_Inst_Name to C_Instruct_Name

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Last_name+First_name+Middle_init

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-44**

ELEMENT NAME: Instructional Type

FIELD NAME: C_INSTRUCT_TYPE

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: Instructional Type.

Field Value	Field Attribute or Example	Effective Date
LEC	Regular Classes without Lab - Standard fixed credit classes where instruction occurs in a traditional classroom setting.	June 14, 2000
LEL	Regular Classes with incorporated Lab - Standard fixed credit classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.	Inactive 10/11/04 Reactivated Feb 8, 2013
LAB	Laboratory - Separate section laboratory setting course (can be credit or non-credit).	June 14, 2000
SUP	Supervision at Remote Sites - Faculty supervision at remote sites that generate student credit hours (e.g. student teaching, internships, clinical, cooperative education, practica)	February 24, 1999
INV	Individualized Instruction - Classes with no defined clock hours where students register term by term and credits offered may not exceed the published credit hour value of an equivalent standard fixed credit class (e.g. directed readings, independent study/projects).	February 24, 1999
THE	Thesis Credit - Faculty supervision of Thesis Credit (for thesis chair only).	February 24, 1999
DIS	Dissertation Credit - Faculty supervision of Dissertation Credit (for dissertation chair only).	February 24, 1999
CON	Conferences and Workshops - Classes that are not part of the regular curriculum and/or are not taught on a full-term or equivalent to a full-term basis.	February 24, 1999

Field Value	Field Attribute or Example	Effective Date
OTH	Other - All other instructional activity that generates formal credit or contact hours.	February 24, 1999

COMMENTS: Last modified Feb 8, 2013

BANNER SOURCE: Ssbsect_schd_code,

VALIDATION TABLE: Reference.dbo.Instruct_Type

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-45**

ELEMENT NAME: College that Teaches the Course

FIELD NAME: C_COLLEGE

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: The categorization of an academic discipline at a USHE Institution.

Field Value	Field Attribute or Example	Effective Date
SCI	College of Science	July 1, 2002
HUM	College of Humanities	July 1, 2002

COMMENTS: Last modified July 9, 2002.

REFERENCE:

BANNER SOURCE: Scbrse_coll_code or
(SWCATSCHED) Coll_code or
Ssbovrr_coll_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-46**

ELEMENT NAME: Department that Teaches the Course

FIELD NAME: C_DEPT

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: A field of study or interest which is directly under a specific academic discipline category.

Field Value	Field Attribute or Example	Effective Date
MATH	Math Department	July 1, 2002
ENG	English Department	July 1, 2002
BIO	Biology Department	July 1, 2002

COMMENTS: Last modified July 9, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Dept_code or
Ssbovrr_dept_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-47**

ELEMENT NAME: General Education Course Codes

FIELD NAME: C_GEN_ED

FIELD FORMAT: Varchar, 4 Characters

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

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

Field	Field Attribute or Example	Date
C	<i>Composition:</i> English 1010, Introduction to Writing (3 credits), and English 2010, Intermediate Writing (3 credits).	July 1, 2007
QL	<i>Quantitative Literacy:</i> Mathematics 1030, Quantitative Literacy (3 credits), or Mathematics 1040, Statistics (3 credits), which have prerequisites of high school intermediate algebra or two years of high school algebra. Students may also satisfy the requirement by completing at least one institutionally approved mathematics course at the level of college algebra or which requires college algebra as a prerequisite.	July 1, 2007
AI	<i>American Institutions:</i> Economics 1740, United States Economic History, (3 credits); Political Science 1100, American Political Institutions (3 credits); or History 1700, American Civilization (3 credits). Students may also satisfy this requirement by completing an interdisciplinary integrated course that satisfies comparable competencies. Some institutions may require two course sequences in the areas of economics, political science, or history which satisfy comparable competencies.	July 1, 2007
FA	Fine Arts	July 1, 2007
HU	Humanities	July 1, 2007
SS	Social and Behavioral Sciences	July 1, 2007
LS	Life Science	July 1, 2007
PS	Physical Science (Includes Earth Science)	July 1, 2007
ID	<i>Interdisciplinary:</i> A breadth course listed under more than one category OR listed under a category other than FA, H, SS, LS, or PS. Both instances reflect the cross-curricular nature of the class. Examples of alternative categories include: “Interdisciplinary” or “Student Choice”.	July 1, 2007

Field	Field Attribute or Example	Date
IR	<i>Institution Requirement:</i> An institution-specific graduation requirement for all undergraduate students. Do not list courses beyond the Breadth General Education Requirements such as: writing or quantitative intensive.	July 1, 2007
DV	Institution-Specific Requirements in Diversity	July 1, 2007
CL	Institution-Specific Requirement in Computer Literacy	July 1, 2007
FL	Foreign Language	July 1, 2007

COMMENTS: General Education is defined as the intellectual and practical knowledge and skills required of students to communicate effectively, to employ quantitative and qualitative analysis in problem solving, to interpret and evaluate information, to work successfully within diverse groups and complex organizations, to adjust to and manage change, and to act with social responsibility, intellectual honesty, and ethical judgment.

The General Education and Core Requirements include: Composition, Quantitative Literacy, American Institutions, and General Education Breadth Requirements beyond the Core (18 to 27 credits in areas of fine arts, humanities, social and behavioral sciences, life sciences, physical sciences, and other areas deemed appropriate at individual USHE institutions).

VALIDATION TABLE: Reference.dbo.General_ED

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-48**

ELEMENT NAME: Course Destination Site

FIELD NAME: C_DEST_SITE

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: Designed for concurrent enrollment courses. The High School or Special Secondary School code which uniquely identifies the destination site of a concurrent enrollment course. This code will only be used where the site may be clearly identified and left blank when not. The codes for any secondary institution located within the United States can be found by accessing the URL (<http://www.act.org/aap/regist/lookuphs.html>). Sample codes are listed below.

Field Value	Field Attributes and Examples - High Schools	Effective Date
450000	Altamont High School	July 1, 2006
450045	Cedar City High School	July 1, 2006
450416	A City for Children and Teens - Springville	July 1, 2006

COMMENTS: Last modified June 29, 2009

REFERENCE: <http://www.act.org/aap/regist/lookuphs.html>

BANNER SOURCE: Sorhsch_sgbi_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-49**

ELEMENT NAME: Class Size

FIELD NAME: C_CLASS_SIZE

FIELD FORMAT: Numeric (4,0)

DEFINITION: The number of students enrolled in the class.

Field Value	Field Attributes or Example	Effective Date
60	60 students enrolled in this class.	May 5, 2010

COMMENTS: Modified May 5, 2010. Modified May 20,2021: changed from varchar(4) to numeric(4,0)

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-50**

ELEMENT NAME: Delivery Model

FIELD NAME: C_DELIVERY_MODEL

FIELD FORMAT: Varchar, 1 Character

DEFINITION: The model in which the course was taught.

Field Value	Field Attributes or Example	Effective Date
NULL	Traditional Model	July 1, 2014
E	Emporium Model: replaces lectures with a learning resource center model featuring interactive computer software and on-demand personalized assistance.	July 1, 2014
B	Boot camp: intense short-term course.	July 1, 2014
T	Technology Intensive Concurrent Enrollment. Uses a commonly-developed, statewide approved curriculum. Course may not be found on institution's concurrent enrollment master list. Section should be coded BC or SF.	July 1, 2016
O	Other Models: other teaching models for example the Flip Model.	July 1, 2014

COMMENTS:

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-51**

ELEMENT NAME: Course Level

FIELD NAME: C_LEVEL

FIELD FORMAT: Varchar, 1 Character

DEFINITION: Indicates whether the course is offered as remedial or for undergraduate or graduate level credit.

Field Value	Field Attributes or Example	Effective Date
R	Remedial level course	July 1, 2015
U	Undergraduate level course	July 1, 2015
G	Graduate level course	July 1, 2015

COMMENTS: Default should be U for undergraduate course. R for Remedial should only be used for Remedial (<1000 level) Math, English, and ESL courses. Last modified: October 12, 2016.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Courses Data -- Version: June 28, 2021

Element: **C-52**

ELEMENT NAME: Course Reference Number

FIELD NAME: C_CRN

FIELD FORMAT: Numeric(5,0)

DEFINITION: A 5-digit number that identifies a course offering in a particular term. Each CRN corresponds to a unique combination of the Course Subject, Course Number, and Section Number for that term.

Field Value	Field Attributes and Examples	Effective Date
<Course Specific>	Course reference number. (e.g. 12345)	July 1, 2019 (optional) July 1, 2020 (required)

COMMENTS: Added April 11, 2019. Modified May 20, 2021: changed from varchar(5) to numeric(5.0)

CRN was added to the glossary to facilitate resolution of differences between institutions and system office.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: