

Frequently Asked Course Information System (CIS) Questions

Q: What is the relationship between CIS and SRS?

A: [For every course, subject and section in SRS there should be the same in the CIS file.](#)

My thought is that every course a student is registered for should appear in the CIS. The alternative would be every course offered, canceled or otherwise, would appear in the CIS and this would be more than the SRS. I don't think that would be helpful to have an inventory of courses that no one enrolled in.

[Correct, we are only interested in courses in which students are enrolled. No cancelled courses.](#)

Q: How do we determine whether labs, clinical courses, and other "quasi-courses" (thesis completion, comprehensive exam, language proficiency) should be reported?

A: [Only graded or credit-bearing courses should be reported. Labs should not be reported unless a separate grade is reported for the lab.](#)

Q: Should a graduate course be included if undergraduate students are enrolled in the course?

A: [Yes.](#)

[Item 18 (DD126): Instructional Location]

Q: What about fully online courses that originate from a RHEC location (e.g. online course taught by faculty with office at Shady Grove)? This has implications for reporting RHEC utilization.

A: ["Fully online" constitutes an instructional location itself regardless of its origin point; there is no differentiation between "fully online at main campus" and "fully online at RHEC."](#)

Q: In the data systems for some colleges, some courses are listed more than once (same subject, course number, and section number).

- A:
- a. [A hybrid course is listed once for the hybrid component and a second time for the face-to-face component. The same instructor appears in both instances.](#)
 - b. [An education course with an internship requirement is listed once with the primary instructor and a second time with the staff member who serves as the liaison with the public schools for placing students in internships.](#)

- c. A biology course is listed once for the classroom instruction and a second time for the lab component. The lab instructor might be different from the lecture instructor.
- d. A nursing off-site practicum is supervised by five different nursing instructors. The course is listed once for each instructor.

When a course is listed multiple times, does MHEC want each listing? If not, how should the college determine which listing to include when multiple instructors are assigned?

The college should report only one listing per graded course.

- **If the student receives one grade for a course with both a lecture and lab component, only one component (likely the lecture component) should be used to report the course. If the student receives a grade for the lecture component and a different grade for the lab component, both the lab and lecture components should be reported.**
- **The course reported in SRS/CIS should be the course associated with the grade. For the internship and practicum courses listed above, only report the section associated with the individual responsible for reporting the grade.**

Q: Some colleges include several related courses in their data systems. Each course has a separate section number and often a separate instructor. However, the grades are assigned to only the primary course.

A: A chemistry course has an associated lab course. The lecture section number is different from the lab section number. The same students are enrolled in both sections. However, the grades are assigned only to the lecture section.

If each student in SRS must have a value in the "Course Outcome" field, and if all courses are reported including those for which grades are not assigned, then courses will appear in CIS which do not also appear in SRS. MHEC must determine if we should include every course with enrollment (including those where grades are not assigned) or if an additional code must be developed for "Course Outcome" (such as X – no grade assigned).

Not applicable; see 1, above.

Q1: Should CIS include ALL graduate and undergraduate courses?

A: No, CIS is for undergraduate courses only in which students are enrolled. Do not include ALL courses offered, those that are canceled or those that do not have students enrolled. CIS is not an inventory of all institutional courses. Please include courses that have students enrolled. Please also refer to Q2 below.

Q2: What is the relationship between CIS and SRS?

A: For every course, subject and section in SRS there should be the same in the CIS file. Every course a student is registered for should appear in the CIS. If no students are enrolled for a course, the course should not be included in the CIS file.

[6/3/2013]

Q: The CIS includes only undergraduate courses. How do we handle if a graduate student (by program level) is taking an undergraduate course? How would this impact the EIS?

A: The courses in EIS, since they are regular courses, may be a combination of graduate and undergraduate courses. An example of this is a graduate student who needs an additional undergraduate pre-req registered for it concurrent to the graduate level courses. Additionally, sometimes we have a graduate student taking an undergraduate course for enrichment (like music/art).