## MAC2 Course Information System (CIS) Field Edit Checks

One record per session per section per course per term (Undergraduate Level)

One record per session per section per course per term (Undergraduate Levei)										
		Maximum			Data					
	Field	Field			Dictionary					
Item #	Length	Length	Field Type	Data Element	Reference	Edit Checks	Description			
							U. T. I.I. 115 (5 H. 4 M) I			
			51.11			·	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3,			
1	1	1	Digit	Collection Term	DD2	term.	Summer - 4)			
						Must correspond with upload selection for				
2	4	4	Digits	Collection Year		·	Collection Year (4 digits).			
2	4	4	Digits	Collection real	DD1	year.	Collection real (4 digits).			
						Must match 6 digit FICE in UserID plus 2				
3	8	8	Digits	OPEID(FICE + 2)	DD3	zeros.	Institution Identifier using OPEID codes			
	- C	J	Digits	0.12.12(1.102 + 2)	<u> </u>	20103.	mistration radiction asing of ETE season			
			Alpha/							
4	0	1	Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)			
			Alpha/				Institution's preferred code. Same codes must be used			
5	1	6	Numeric	Course Subject	<u>DD119</u>	Blank not valid. Must match SRS coding.	in both CIS and SRS.			
			Alpho/				Institution's preferred ands. Come and a must be used			
	1	,	Alpha/	Carrier Namela an		District and could be March as about CDC as allows	Institution's preferred code. Same codes must be used			
6	1	6	Numeric	Course Number	<u>DD120</u>	Blank not valid. Must match SRS coding.	in both CIS and SRS.			
			Alpha/				Institution's preferred code. Same codes must be used			
7	1	6	Numeric	Section Number	DD121	Blank not valid. Must match SRS coding.	in both CIS and SRS.			
,	'	0	Numeric	Section Number	<u>DD121</u>	Diarik flot valid. Wast flaten sits county.	in both ors and sits.			
			Alpha/				Institution's preferred code. Same codes must be used			
8	1	3	Numeric	Course Session	DD146	Blank not valid. Must match SRS coding.	in both CIS and SRS.			
						<u> </u>				
				Full-time or Part-time Status		Valid codes are 1 and 2. Blank valid if				
9	0	1	Digit	Instructor	<u>DD86</u>	unknown.	Number of hours worked per week.			
				Data of lattice Franciscon and of		He wall MMM is 01 12 and wall 2 digit				
4.0	0	4	Distr	Date of Initial Employment of		Use valid MM is 01-12 and valid 2 digit	Month and committee the d. (MANO)			
10	0	4	Digits	Instructor	<u>DD87</u>	year . If unknown use 0000.	Month and year when hired. (MMYY)			
							Principal occupational activity of a staff member such as			
				Principal Occupational		Valid codes are 11-19 and 21-31. Blank	instructional faculty, executive, administrative, and			
11	2	2	Digits	Assignment of Instructor	DD89	not valid, if unknown use 00.	managerial, and etc.			
			<u> </u>	<b>3</b>	=		Status of staff having academic rank as related to			
							permanence of the position. Code "1" for tenured. Code			
				Academic Tenure Status of		Valid codes are 1, 2, 3, or 4. Blank valid if	· · · · · · · · · · · · · · · · · · ·			
12	0	1	Digit	Instructor	DD91	unknown.	Code "4" for not applicable or non-faculty.			
12		'	Digit	Thou dottor	<u> </u>	dilitiowii.	To the applicable of flori faculty.			
							The highest award conferred to employee by an			
				Highest Degree Attained by		Valid codes are 0 through 9. Blank valid if	institution of higher education.			
13	0	1	Digit	Instructor	<u>DD95</u>	unknown.				

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	Minimum	Maximum			Data		
	Field	Field			Dictionary		
Item #	Length	Length	Field Type	Data Element	,	Edit Checks	Description
Item #	Length	Lengui	ricia rypc	Data Element	Reference	Lait officers	Description
				A		Wallid and a see 1 as 2. Blank wallid if	1. Dames and
	_			Appointment Status of		Valid codes are 1 or 2. Blank valid if	1=Permanent
14	0	1	Digit	Instructor	<u>DD97</u>	unknown.	2=Temporary
							1=remedial course in Math
15	1	1	Digit	Remedial Math	DD122	Blank not valid. Must be 1 or 0.	0=Not a remedial course in Math
							1=remedial course in English
16	1	1	Digit	Remedial English	DD123	Blank not valid. Must be 1 or 0.	0=Not a remedial course in English
							1=remedial course in Reading
17	1	1	Digit	Remedial Reading	DD124	Blank not valid. Must be 1 or 0.	0=Not a remedial course in Reading
							Indicates whether the instructional modality is traditional
						Plank not walid Must be A. P. C. D. E. E.	
	_	_				Blank not valid. Must be A, B, C, D, E, F,	S
18	1	1	Alphabetic	Instruction Type	<u>DD125</u>	or G.	technology. See data dictionary for codes.
							Identifies whether the course is offered at the main
						Blank not valid. Must be 01, 02, 11-18,	campus, a branch campus, a Regional Higher Education
10	2	2	Digito	Instructional Location	55436		
19	2	2	Digits	Instructional Location	<u>DD126</u>	31 or 51.	Center, off-campus site, or through distance learning.

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