MAC2 Course Information System (CIS)
Field Edit Checks
One record per session per section per course per term (Undergraduate Level)

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	1	6	Alpha/Numeric	Course Subject	DD119	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
6	1	6	Alpha/Numeric	Course Number	DD120	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
7	1	6	Alpha/Numeric	Section Number	DD121	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
8	1	3	Alpha/Numeric	Course Session	DD146	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
9	0	1	Digit	Full-time or Part-time Status Instructor	DD86	Valid codes are 1 and 2. Blank valid if unknown.	Number of hours worked per week.
10	0	4	Digits	Date of Initial Employment of Instructor	DD87	Use valid MM is 01-12 and valid 2 digit year . If unknown use 0000.	Month and year when hired. (MMYY)
11	2	2	Digits	Principal Occupational Assignment of Instructor	DD89	Valid codes are 11-19 and 21-31. Blank not valid, if unknown use 00.	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
12	0	1	Digit	Academic Tenure Status of Instructor	DD91	Valid codes are 1, 2, 3, or 4. Blank valid if unknown.	Status of staff having academic rank as related to permanence of the position. Code "1" for tenured. Code "2" for tenure-track. Code "3" for non-tenure-track. Code "4" for not applicable or non-faculty.
13	0	1	Digit	Highest Degree Attained by Instructor	DD95	Valid codes are 0 through 9. Blank valid if unknown.	The highest award conferred to employee by an institution of higher education.

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14	0	1	Digit	Appointment Status of Instructor	DD97	Valid codes are 1 or 2. Blank valid if unknown.	1=Permanent 2=Temporary
15	1	1	Digit	Remedial Math	DD122	Blank not valid. Must be 1 or 0.	1=remedial course in Math 0=Not a remedial course in Math
16	1	1	Digit	Remedial English	DD123	Blank not valid. Must be 1 or 0.	1=remedial course in English 0=Not a remedial course in English
17	1	1	Digit	Remedial Reading	DD124	Blank not valid. Must be 1 or 0.	1=remedial course in Reading 0=Not a remedial course in Reading
18	1	1	Alphabetic	Instruction Type	DD125	Blank not valid. Must be A, B, C, D, E, F, or G.	Indicates whether the instructional modality is traditional face-to-face or includes significant mediation via technology. See data dictionary for codes.
19	2	2	Digits	Instructional Location	DD126	Blank not valid. Must be 01, 02, 11-18, 31 or 51.	Identifies whether the course is offered at the main campus, a branch campus, a Regional Higher Education Center, off-campus site, or through distance learning.

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