



# DATA DICTIONARY

*CLASS 2.0*

## Revisions

| Change reference   | Date       | Version |
|--|------------|---------|
| Annual review and updated with PeopleSoft sources                                      | 1/28/2019  | 1.0     |
| Added Lookup table references  | 9/18/2019  | 1.1     |
| Updated CS Location for DOC_SITE values  | 6/18/2021  | 1.2     |
| Added value “U” for “Unknown” to INSTIT_INTENT_RECAT                                   | 12/23/2021 | 1.3     |
| Added PeopleSoft source information for CONTRACT_STU_FTES                              | 1/14/2022  | 1.4     |
| Expanded DEPT_DIV field length from 5 to 8   | 6/2/2022   | 1.5     |
| Updated WAOL definition<br>Added note to CREDIT_EQUIV                                  | 9/26/22    | 1.6     |
| Expanded CLASS_SECT field length from 3 to 4   | 11/28/2022 | 1.7     |
| Added STRM and INSTITUTION fields  | 8/2/2023   | 1.8     |
| Updated DOC_SITE to reflect college/site changes                                       | 7/11/2024  | 1.9     |
| Updated INSTRUCTION_MODE and DIST_ED to reflect Instruction Mode coding schema changes | 8/28/2024  | 2.0     |

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## Table Description

This table contains characteristics of classes such as class number, class name, instructor, student FTE (FTES), faculty FTE (FTEF) and mode of instruction. This table also includes the official census day enrollment per class (which is also available by summing the records in the STUCLASS table). There is one record per college, year, quarter and class section (ITEM).

Common course numbering (CCN) implementation began in summer 2007-08. The DEPT\_DIV field includes an "&" in the last character if the course has a common number in the system. CCN is a project to make course transfer between and among the 34 community and technical colleges (CTC) as easy as possible for students, advisors and receiving institutions. The CTCs identified courses that are common (equivalent for transfer purposes among the CTCs) across the CTC system with an identical department/division abbreviation (including an & as a designator for a CCN course), course title and number. Several CTCs adopted the CCN protocol in summer or fall 2007, and all remaining colleges adopted the protocol for their common numbers in summer 2008.

The SSN\_ID field is classified as Category 4 – Confidential Information Requiring Special Handling. All other fields in the CLASS table are classified as Category 2 – Sensitive Information.

## Data Elements

### YEAR (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-character field identifying the academic year. The academic year begins with summer quarter and ends with spring quarter.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.YEAR

**PeopleSoft Source:** Derived from first three characters of CS.STRM and converted to the legacy year code.

**Lookup/Crosswalk:** DLOOKUP.DW\_REF\_ENR.YRQ\_CONVERT or dataLink WAREHOUSE\_LOOKUP.YRQ\_CONVERT

**Examples of Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 990    | 1999-2000          |
| A01    | 2000-2001          |
| B01    | 2010-2011          |
| C01    | 2020-2021          |

## QUARTER (PK)

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code identifying the academic quarter. The academic year begins with summer quarter and ends with spring quarter.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.QUARTER

**PeopleSoft Source:** Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

**Lookup/Crosswalk:** DLOOKUP.DW\_REF\_ENR.YRQ\_CONVERT or dataLink WAREHOUSE\_LOOKUP.YRQ\_CONVERT

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 1      | Summer             |
| 2      | Fall               |
| 3      | Winter             |
| 4      | Spring             |

## COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit code used to identify each community or technical college in the state of Washington. College codes begin with the two-digit district code.

**History:** Pierce District split into two colleges in 2001-02.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.COLLEGE

**PeopleSoft Source:** The last three characters of CS.INSTITUTION.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE; LOOKUP.DW\_REF\_ENR.COLLEGE4RPT; LOOKUP.DW\_REF\_ENR.COL\_CD or dataLink WAREHOUSE\_LOOKUP.COL\_CD

## ITEM (PK)

**Data Type:** Text

**Size:** 38

**Definition:** A unique identifier of each class section during a given quarter at the specified college.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.ITEM

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.CLASS\_NBR

## RECORD\_CODE (PK) (CRITICAL DATA ELEMENT)

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code describing the type of course record.

Note that queries that have links from the STUCLASS Table to the CLASS Table require its use.

**Data Classification:** [Category 2](#)

**Source:** Derived during SBCTC Data Warehouse re-engineering.

**Valid Values:**

**For Legacy records:**

| Values | Value Descriptions                         |
|--------|--|
| 1      | Lead Section with No Alternate             |
| 2      | Lead Section with an Alternate Section     |
| 3      | Alternate Course with Alternate Instructor |
| 4      | Alternate Course with Lead Instructor      |

**For PeopleSoft records:**

| Values | Value Descriptions   |
|--------|--|
| 1      | Credit bearing lead section and mode of instruction (includes FTES and FTEF)     |
| 2      | Non-credit bearing lead section and mode of instruction (includes FTES and FTEF) |
| 3      | Credit bearing secondary mode of instruction (includes only FTEF)                |
| 4      | Non-credit bearing secondary mode of instruction (includes only FTEF)            |
| 5      | Alternate instructor (includes only FTEF)  |

**Examples of Use:**

- To summarize FTES, select record codes 1 and 2.
- To summarize FTEF, select all record codes.

## RECORD\_KEY (PK)

**Data Type:** Text

**Size:** 2

**Definition:** This is a sequential data element whose sole purpose is to create a primary key.

**Note:** Primary Key violation would occur if based only on YEAR, QUARTER, COLLEGE, ITEM and RECORD\_CODE when there is more than one instructor teaching the same class.

These are kept as separate records to reflect the total FTEF for all instructors teaching the class.

**Source:** Derived during SBCTC Data Warehouse re-engineering.

**Data Classification:** [Category 2](#)

**Valid Values:**

| Values | Value Descriptions  |
|--------|---|
| A      | The primary record for each Year, Quarter, College and Item, where RECORD_CODE = 1 or 2 |



| Values | Value Descriptions      |
|--------|-------------------------|
| B - ZZ | RECORD_CODE = 3, 4 or 5 |

## BLDG

**Data Type:** Text

**Size:** 4

**Definition:** A code for each building on a campus. This coding schema should match the coding used in the facility system for room utilization reporting.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.BLDG

**PeopleSoft Source:** CS.PS\_CLASS\_MTG\_PAT.FACILITY\_ID

## CIP

**Data Type:** Text

**Size:** 6

**Definition:** A six character code representing the Classification of Instructional Programs (CIP). Every course has a CIP code which places it into a subject area with other similar courses. The federal government issues CIP codes. They do make periodic changes. A classification may have a different code in past years than today.

**History:** There was a major change in coding beginning in academic year 1996-97, including changes related to basic skills and developmental course coding. Basic skills codes for ABE and ESL were again changed in academic year 1998-99. The CIP was updated to the CIP 2000 version in 2002-03. Updated in 2010-11 for the CIP 2010 revision.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CIP

**PeopleSoft Source:** CS.PS\_CRSE\_OFFER.CIP\_CODE

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.CIP or dataLink WAREHOUSE\_LOOKUP.CIP

## CIP\_CLUSTER

**Data Type:** Text

**Size:** 2

**Definition:** A field used by the SBCTC to aggregate CIP codes. Subject Cluster and CIP Cluster represent the same grouping.

**Data Classification:** [Category 2](#)

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.CIP

**Source:** Derived during SBCTC Data Warehouse re-engineering.

**Valid Values:**

| Values | Value Descriptions      |
|--------|-------------------------|
| 01     | Business Administration |
| 02     | Science                 |

| Values | Value Descriptions        |
|--------|---------------------------|
| 03     | Mathematics               |
| 04     | Social Science            |
| 05     | Humanities                |
| 06     | Health and PE             |
| 07     | ABE/ESL                   |
| 08     | Business and Commerce     |
| 09     | Data Processing           |
| 10     | Health Sciences           |
| 11     | Mechanics and Engineering |
| 12     | Natural Science           |
| 13     | Public Support            |
| 14     | Occupational Support      |
| 15     | Developmental Studies     |
| 16     | Continuing Education      |

**Examples of Use:** Codes 01-06 represent academic areas of study, and 08-14 represent vocational areas.

## CIP\_GRP

**Data Type:** Text

**Size:** 2

**Definition:** An out-dated field representing typical groupings by academic subject area based on the CIP code.

**History:** The occupational codes (1-12) were out of date and were replaced by codes (41-56) effective winter quarter 99-00. Effective Winter Quarter 00-01, codes 41-56 were replaced by the codes HA – ME.

**Data Classification:** [Category 2](#)

**Source:** Set during the Data Warehouse Reengineering process.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.CIP\_GRP

## CLASS\_CAP

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** Represents the seating capacity for the class section.

**History:** Added to the Data Warehouse in Summer A45.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CLASS-CAP

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.ENRL\_CAP

## CLOCK\_HR

**Data Type:** Decimal

**Size:** Precision 4, Scale 1

**Definition:** The number of clock hours for a course. Used by the technical colleges only.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CLOCK-HR

**PeopleSoft Source:** Not Populated

## CLOCK\_HR\_EQUIV

**Data Type:** Decimal

**Size:** Precision 4, Scale 1

**Definition:** The average hours for which the student was enrolled. The fact that these are averages, not actual hours per student, leads to a difference in the FTE calculation based on the CLASS versus the STUDENT table. Used by the technical colleges only.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CLOCK-HR-EQUIV

**PeopleSoft Source:** Not Populated

## CLOCK\_HR\_INDICATOR

**Data Type:** Text

**Size:** 1

**Definition:** A field that indicates whether a course's hours are based on clock hours. Used by the technical colleges only.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CLOCK-HR-IND

**PeopleSoft Source:** Not Populated

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| Y      | Yes                |
| N      | No                 |
| Blank  | No                 |

## CLUSTER\_ITM

**Data Type:** Text

**Size:** 4

**Definition:** A code representing the lead item number or course number for class with multiple sections.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CLUSTER-ITM

**PeopleSoft Source:** Not Populated

## CONT\_SEQ

**Data Type:** Text

**Size:** 1

**Definition:** Indicates whether the class section is sequential or continuous.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CONT-SEQ

**PeopleSoft Source:** CS.PS\_CRSE\_OFFER.OEE\_IND

**Valid Values:**

| Values | Value Descriptions   |
|--------|--|
| C      | Continuous - An open-entry/open-exit course section in which a student can enroll, begin, and end instruction at any time. |
| S      | Sequential - Non open-entry/open-exit course   |

## CONTRACT\_STU\_ENROLLMENT

**Data Type:** Decimal

**Size:** Precision 3, Scale 0

**Definition:** A max three-digit value representing the count of students enrolled in a state-supported class but who are contract funded

**History:** Running start was included in this count beginning in 93-94. International contract students and high school academy students were included in the counts beginning in 94-95.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CONTRACT\_STU\_ENROLLMENT

**PeopleSoft Source:** Not Populated

## CONTRACT\_STU\_FTES

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** The sum of FTEs for contract funded students (MIS STAT=2) in the state supported course.

**History:** Running start was included in this count beginning in 93-94. International contract students and high school academy students were included in the counts beginning in 94-95.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CON-STU-FTES

**PeopleSoft Source:** SMIS.CLASS.FTES\_CONTRACT where FUND\_SOURCE\_CAT = 1

**Examples of Use:** This field has historically been used when calculating Student/Faculty Ratios.

## COURSE\_CREDITS

**Data Type:** Decimal

**Size:** Precision 3, Scale 1

**Definition:** The transcript credit value of the course.

**History:** Added to the Data Warehouse in Summer A45.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CR

**PeopleSoft Source:** CS.PS\_STDNT\_ENRLUNIT\_TAKEN

## COURSE\_NUM

**Data Type:** Text

**Size:** 4

**Definition:** This is a three (or possibly four digit number in legacy) assigned to a particular class. Classes numbered 100 or over are considered college level courses.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.COURSE-NUM

**PeopleSoft Source:** CS.CLASS\_TBL.CATALOG\_NBR

## COURSE\_TITLE

**Data Type:** Text

**Size:** 24

**Definition:** Title of the class.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.COURSE-TITLE

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.DESCR

## CREDIT\_EQUIV

**Data Type:** Decimal

**Size:** Precision 4, Scale 1

**Definition:** The number of credits the student is enrolled in for this class. For non-credit bearing courses, the credit equivalent is calculated based on the contact hours and mode of instruction (lab, lecture, clinical, other).

Note: In Legacy, the credit equivalent reflected the enhancement for I-BEST classes. In PeopleSoft, this will not be reflected, as only the FTES reflect the enhancement.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CR\_EQUIV

**PeopleSoft Source:** CS.STDNT\_ENRL.UNT\_TAKEN

**Examples of Use:** This field is used primarily as the source for calculating FTES.

## CREDIT\_EQUIV\_SRC

**Data Type:** Text

**Size:** 1

**Definition:** Indicates how a course's credit equivalent is calculated.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CR-EQUIV-SRC

**PeopleSoft Source:** Not populated

**Valid Values:**

| Values | Value Descriptions                             |
|--------|--|
| A      | Averaged from student credits                  |
| T      | Transcript credits (credits from class record) |
| C      | Computed from contact hours                    |
| F      | Forced to zero                                 |

## DAY\_CODE

**Data Type:** Text

**Size:** 2

**Definition:** A numeric code that represents a particular pattern of days for which a course is offered.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during the Data Warehouse Reengineering process.

**PeopleSoft Source:** Not populated

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.DAY or dataLink WAREHOUSE\_LOOKUP.DAY

**Valid Values:** See TBL3 for a complete listing of codes.

## DAY\_TITLE

**Data Type:** Text

**Size:** 8

**Definition:** Indicates the day or days of the week that a class meets.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during the Data Warehouse Reengineering process.

**PeopleSoft Source:** Not Populated

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| M      | Monday             |
| T      | Tuesday            |
| W      | Wednesday          |
| R      | Thursday           |
| F      | Friday             |
| S      | Saturday           |
| N      | Sunday             |
| ARR    | Arranged           |

**Examples of Use:** These codes can be combined to represent all possibilities. An example might be TWRF (Tuesday, Wednesday, Thursday, Friday). DAILY is another code that is used frequently.

## DAYS

**Data Type:** Text

**Size:** 8

**Definition:** A field representing of the pattern of days for instruction. An example might be XXX (Monday, Tuesday, Wednesday) or XX XX (Monday, Tuesday, Thursday, Friday).

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.DAYS

**PeopleSoft Source:** Not Populated

## DEPT\_DIV

**Data Type:** Text

**Size:** 8

**Definition:** Represents the assigned course division or department. A common coding system was implemented in summer 2008. If the course has common numbering than the last character of DEPT\_DIV will be "&". Prior to that time there was no common coding for the system. Math may be represented as MAT at one college and MATH at another.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.DEPT-DIV

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.SUBJECT

## DIST\_ED

**Data Type:** Text

**Size:** 2

**Definition:** A field used to indicate whether a course is taught via distance education.

**Note:** As of A90, if the code comes to SBCTC with only 1 character, "X" is added to the end so that it is always a two-character field. Invalid Dist\_Ed codes are set to null.

**History:** Added in 1997-98 with the valid codes being Y or N. In 1998-99, the codes were expanded to allow for coding of different kinds of distance education courses, though only about half of the colleges used the new schema.

NOTE: South Puget Sound CC did not code any distance education courses for fall 1998. When summarizing distance education courses for Fall 1998, use special database ORAGEN\Look-Up\Dist\_ed.mdb.

In 2003-04, a coding modification was made in order to distinguish how much of the online course is taught online. If the online code is "3C", then the course is taught completely (100%) online. If the online code is "3?", then the course is taught 51%-99% online. A code of "H" or "H?" designates a hybrid online course. If "H" is in the second character, it will not be counted as a hybrid course. If the code is "H?", then the course uses online technologies for less than 51%, AND for which the interactive online learning environment displaces some face-to-face classroom time.

In 2010-11, a new set of codes were established that expanded the selection to include Web Enhanced courses. All 2003-04 codes were retained and additional codes were added. The only modification was for Hybrid courses that changed from "H?" to "8?" and "nC" codes were retired. For a detailed list of coding changes beginning in 2010-11, see the eLearningCodeSchemaChangeMatrix.xls workbook.

In 2024-25, a new Instruction Mode schema was implemented which impacts the mapping to the DIST\_ED field. Instruction Mode values that have been deactivated are no longer mapped to DIST\_ED.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.SBCTC-MISC-1

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.INSTRUCTION\_MODE

**Valid Values:** Null values represent a non-eLearning class.

| Values | Description   |
|--------|---|
| 1n     | Tele-course: <b>RETIRED SUMMER 2024</b><br>A course which uses videotapes, CD's, DVD's or other portable modalities of video / audio delivery to deliver the course content. Limited or no face-to-face time with instructor. |
| 2n     | Correspondence: <b>RETIRED SUMMER 2024</b><br>A course which uses mailed information between instructor and student. Limited or no face-to-face time with instructor.   |



| Values | Description   |
|--------|---|
| 3n     | On-line: A course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is done online. (Proctored exams still allowed for this classification).                                       |
| 4n     | Interactive Television: <b>RETIRED SUMMER 2024</b><br>A course which uses the K-20 or network-based video conferencing tools to distribute the course materials in real (synchronous) time.   |
| 5n     | Tele-Class: <b>RETIRED SUMMER 2024</b><br>A distance class which uses satellite, cable, streaming video over the internet, or other broadcast technology to distribute a predominant portion of course material in real (synchronous) time. |
| 6n     | Other: A course that uses other modes of delivery that do not fit within the listed categories.   |
| 7n     | Optional: <b>RETIRED SUMMER 2024</b><br>A course in which the student can choose to attend class face-to-face or take the class online (both options are within one item number).   |
| 8n     | Hybrid: A course that displaces some, but not all face-to-face class time with web-based tools.   |
| 9n     | Web Enhanced: A face-to-face course that does not replace any face-to-face seat time, and access to web-based tools is required.  |

## DOC

**Data Type:** Text

**Size:** 1

**Definition:** A field that flags courses which are offered under contract with the Department of Corrections.

**History:** The DOC field was added in January 2000. The change was applied to CLASS tables for 978, 989, and 990. Grays Harbor/Stafford Creek data was added in Summer Quarter 2000-01. Starting Summer Quarter 2024, the WA Corrections Center for Women and Mission Creek moved to Olympic College.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.DOC-IND

**PeopleSoft Source:** Derived from CS.PS\_CLASS\_TBL.LOCATION

**Valid Values:**

| Values | Value Descriptions              |
|--------|---------------------------------|
| Y      | This course is a DOC course     |
| Blank  | This course is not a DOC course |

## DOC\_SITE

**Data Type:** Text

**Size:** 2

**Definition:** Used to identify the Department of Corrections site where the DOC class is taught.

**History:** Prior to Summer Quarter 2003, Coyote Ridge was part of Columbia Basin College and Ahtanum View was part of Yakima Valley Community College. Starting Summer Quarter 2003, Coyote Ridge is part of Walla Walla Community College, and Ahtanum View was part of Community Colleges of Spokane. In 2010, Ahtanum View and McNeil Island were closed. Starting Summer Quarter 2021, Cedar Creek Corrections Center was moved from Pierce College to Centralia College. Starting Summer Quarter 2024, the WA Corrections Center for Women and Mission Creek moved to Olympic College.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.DOC-SITE

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.LOCATION

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.DOC\_SITE or  
dataLink WAREHOUSE\_LOOKUP.DOC\_SITE

**Valid Values:**

| College Codes | Site Codes | CS Location | Value Descriptions                         |
|---------------|------------|-------------|--|
| 170           | 01         | AHCC        | Airway Heights Corrections Center          |
| 121           | 02         | CCC         | Cedar Creek Corrections Center             |
| 010           | 03         | CBCC        | Clallam Bay Corrections Center             |
| 200           | 04         | CRC         | Coyote Ridge Corrections Center            |
| 121           | 05         | GHE         | Washington Corrections Center              |
| 140           | 06         | CLLARC      | Larch Corrections Center                   |
| 110           | 07         |             | McNeil Island Corrections Center (closed)  |
| 110           | 08         |             | McNeil Island Work Ethics Program (closed) |
| 010           | 09         | OCC         | Olympic Corrections Center                 |
| 170           | 10         |             | Pine Lodge Corrections Center (closed)     |
| 230           | 11         | SOP         | Monroe Correctional Complex                |
| 110           | 12         |             | Tacoma Pre-Release Center (closed)         |
| 230           | 13         | TRC         | Monroe Correctional Complex                |
| 220           | 14         | WCC         | Washington Corrections Ctr for Women       |
| 200           | 15         | WSP         | Washington State Penitentiary              |
| 230           | 16         | MSU         | Monroe Correctional Complex                |
| 200           | 17         |             | Ahtanum View Correction Complex (closed)   |
| 020           | 18         | STC         | Stafford Creek Corrections Center          |
| 230           | 19         | WSR         | Monroe Correctional Complex                |
| 220           | 20         | MCC         | Mission Creek Corrections Center           |
| 030           | 21         | WCC         | Mission Creek Corrections Center           |
| 030           | 22         | MCC         | Washington Corrections Ctr for Women       |

## EMPLOYMENT\_STAT

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code indicating the instructor's employment status (type of contract) for a specific class.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.EMPL-STAT

**PeopleSoft Source:** Derived from SYSADM\_HCM.PS\_JOB.EMPL\_CLASS or Class Funding Source

**Valid Values:**

| Values | Value Descriptions  |
|--------|---|
| 1      | Full-time (paid on full-time faculty schedule)  |
| 2      | Moonlight (full-time faculty with additional load)  |
| 3      | Part-time (paid on part-time faculty schedule)  |
| 4      | Not used  |
| 5      | Contracted out (paid by another agency, company, or college with which the college has a contract that includes some level of funding for teaching effort). There is no payroll or contract for the instructor. |
| 6      | Volunteer (no payroll or contract for the instructor and no contract with outside agency). Teaching time is volunteered.  |

**NOTE:** Some colleges code full-time teaching faculty in Summer Quarter as part-time (3). Some code them as moonlight (2).

## END\_DATE

**Data Type:** Text

**Size:** 8

**Definition:** The last day of class.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.END-DATE

**PeopleSoft Source:** Not Populated

## END\_TIME

**Data Type:** Text

**Size:** 5

**Definition:** The time class ends each day. The format is HHMMX, where X is an "A" for AM and a "P" for PM.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.END-TIME

**PeopleSoft Source:** Not Populated

## ENR\_TOTAL

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** The count of all STUCLASS records. This data element was created in the data Warehouse to provide an easy count of all enrollments in a class, including non-countable (waiver) students. This is a count of the STUCLASS records in each class section, and is a “seat count”, not an official headcount.

**Data Classification:** [Category 2](#)

**Source:** Derived during SBCTC Data Warehouse re-engineering.

## ENR\_STATE

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** The count of all STUCLASS records where the data element FUND\_SOURCE\_ENROLLMENT is equal to S (State). This data element was created in the data Warehouse to provide an easy count of state supported enrollments in a class, including non-countable (waiver) students. This is a count of the STUCLASS records in each class section, and is a “seat count”, not an official headcount.

**Data Classification:** [Category 2](#)

**Source:** Derived during SBCTC Data Warehouse re-engineering.

## ENR\_STUDENT

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** The count of all STUCLASS records where the data element FUND\_SOURCE\_ENROLLMENT is equal to U (Student Funded). This is a count of the STUCLASS records in each class section, and is a “seat count”, not an official headcount.

**Data Classification:** [Category 2](#)

**Source:** Set during the Data Warehouse Reengineering process.

## ENR\_CONTRACT

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** The count of all the STUCLASS records where the data element FUND\_SOURCE\_ENROLLMENT is equal to C (Contract). This data element was created in the data Warehouse to provide an easy count of contract enrollments in a class, including running start and international contract students. This is a count of the STUCLASS records in each class section, and is a “seat count”, not an official headcount.

**Data Classification:** [Category 2](#)

**Source:** Set during the Data Warehouse Reengineering process.

## ENR\_WAIVER

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** The count of all the STUCLASS records where the data element FUND\_SOURCE\_ENROLLMENT is equal to W or O (Waivers and Other). This is a count of the STUCLASS records in each class section, and is a “seat count”, not an official headcount.

**Data Classification:** [Category 2](#)

**Source:** Derived during SBCTC Data Warehouse re-engineering.

## ENROLLMENT\_COUNT\_METHOD

**Data Type:** Text

**Size:** 1

**Definition:** A one-character indicator showing the enrollment counting methodology used by technical colleges.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.ENR-CNT-METH

**PeopleSoft Source:** Not Populated

**Valid Values:**

| Values | Value Descriptions                 |
|--------|------------------------------------|
| C      | Course based counting methodology  |
| S      | Student based counting methodology |
| Blank  | Course based counting methodology  |

## FTE\_FACULTY

**Data Type:** Decimal

**Size:** Precision 3, Scale 2

**Definition:** The percent of a full-time teaching load assigned to a course. For legacy records, this value is assigned in the SMIS database based on the FTEF Distribution/Calculation process that matches personnel and course data and distributes FTEF based on the methodology a college chooses to use. This process is explained in CIS documentation.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.FTE\_FACULTY

**PeopleSoft Source:** Derived during the Data Warehouse Reengineering process.

## FTE\_STUDENTS (use with caution)

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** The full-time equivalent (FTE) for a course. This is a SMIS data element that was developed some years ago. It has not been updated to count enrollments consistent with today's use. See FTES\_TOTAL, etc. for data elements that provide official counts of all FTE in each course. This data element does not count running start or international contract students (contract counts in state supported courses), nor does it count space available waiver students.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.FTE\_STUDENTS

**PeopleSoft Source:** Not Populated

## FTES\_TOTAL

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** This data element was created in the Data Warehouse to provide an easy way to sum all FTE. It is the sum of the FTEs for all funding sources. This includes those enrolled in non-counting waivers, therefore producing a larger FTE than normally published by the SBCTC.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during SBCTC Data Warehouse re-engineering.

**PeopleSoft Source:** CS.PS\_CTC\_STDNT\_FTE.CTC\_FTES\_TOTAL

## FTES\_STATE

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** This data element was created in the Data Warehouse to provide an easy way to sum State Supported FTE. It is the sum of the FTES for students in state supported classes. If the funding source is 3 (State, Shared), the total FTE includes that percent of the FTE that is state supported. The calculation is: (FTE\_STUDENTS \* (1-CT\_EXTERNALLY\_FUNDED)) where FUND\_SOURCE\_CAT = '1' plus FTE\_STUDENTS where FUND\_SOURCE\_CAT = '1'. That is, the count of state FTES in all courses that are wholly state supported plus the state share of those that are partly externally funded.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during SBCTC Data Warehouse re-engineering.

**PeopleSoft Source:** CS.PS\_CTC\_STDNT\_FTE.CTC\_FTES\_STATE

## FTES\_STUDENT

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** This data element was created in the Data Warehouse to provide an easy way to sum Student Funded FTE. It is the sum of the FTES for students in Student Funded courses.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during the Data Warehouse Reengineering process.

**PeopleSoft Source:** CS.PS\_CTC\_STDNT\_FTE.CTC\_FTES\_SELF\_SPT

## FTES\_CONTRACT

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** This data element was created in the Data Warehouse to provide an easy way to sum Contract FTE. It is the sum of the FTES for students in Contract funded courses. The calculation is: ((FTE\_STUDENTS \* PCT\_EXTERNALLY\_FUNDED) plus CONTRACT\_STU\_FTES) where FUND\_SOURCE\_CAT = '1' plus FTE\_STUDENTS where FUND\_SOURCE\_CAT = '2'.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during the Data Warehouse Reengineering process.

**PeopleSoft Source:** CS.PS\_CTC\_STDNT\_FTE.CTC\_FTES\_CONTRACT

## FTES\_WAIVER

**Data Type:** Decimal

**Size:** Precision 6, Scale 3

**Definition:** This data element was created in the Data Warehouse to provide an easy way to sum Waiver FTES. It is the sum of FTES for students where FUND\_SOURCE\_ENROLLMENT is equal to W or O (Student Funded). The calculation is: (ENR\_WAIVER \* CREDIT\_EQUIV)/15.

**Data Classification:** [Category 2](#)

**Source:** Set during the Data Warehouse Reengineering process.

# FUND\_SOURCE

Data Type: Text

Size: 1

Definition: This is the description of the funding source for the class.

Fund Source and Fund Source Category were once very useful data elements, but the funding of enrollments has become more complex. The SBCTC primarily relies on the FUND\_SOURCE\_ENROLLMENT data element to report enrollments by fund source.

Data Classification: [Category 2](#)

Legacy Source: SMIS.MIS-CLASS-D.FND-SRC

PeopleSoft Source: CS.PS\_CLASS\_ATTRIBUTE.CRSE\_ATTR (SFND) and CRSE\_ATTR\_VALUE

Valid Values:

| Values | Value Description                    |
|--------|--------------------------------------|
| 1      | Fully State Funded                   |
| 2      | Partially State Funded, Supplemental |
| 3      | Partially State Funded, Shared       |
| 4      | Grant and Contract Funded            |
| 5      | Student Funded/Community Service     |

# FUND\_SOURCE\_CAT

Data Type: Text

Size: 1

Definition: This is a collapsing of the five FUND\_SOURCE codes into three.

Data Classification: [Category 2](#)

Legacy Source: SMIS.MIS-CLASS-D.FND-SRC-CAT

PeopleSoft Source: Set during the Data Warehouse Reengineering process.

Valid Values:

| Fund_Source | Fund_Source_Cat     |
|-------------|---------------------|
| 1,2,3       | 1—State Funded      |
| 4           | 2—Contract Funded   |
| 5           | 3—Community Service |

# HEGIS (retired data element)

Data Type: Text

Size: 4

Definition: An early CIP like classification that has not been used in decades.

Legacy Source: Not Populated

PeopleSoft Source: Not Populated



## HEGIS\_CLUSTER (retired data element)

**Data Type:** Text

**Size:** 2

**Definition:** Prior to 1985, the HEGIS\_CLUSTER was somewhat like CIP Cluster. In 1985 the federal government moved to CIP and CIP\_CLUSTER and so did the SBCTC, therefore this code is no longer used.

**Legacy Source:** Not Populated

**PeopleSoft Source:** Not Populated

## INSTIT\_INT

**Data Type:** Text

**Size:** 2

**Definition:** Identifies the primary intent, or mission area, of the class.

**History:** I-BEST codes 14 and 24 added in Summer 2010.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.INSTIT-INT

**PeopleSoft Source:** Not Populated, see INSTIT\_INT\_RECAT

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.INSTIT\_INT

**Valid Values:**

| Values | Value Descriptions   |
|--------|----------------------|
| 11     | ACADEMIC TRANSFER    |
| 12     | ACADEMIC BASIC EDUC  |
| 13     | ACADEMIC GEN EDUC    |
| 14     | ACADEMIC I-BEST      |
| 15     | DEVELOPMENTAL I-BEST |
| 21     | VOCATIONAL PREP      |
| 22     | VOCATIONAL SUPPLEMNT |
| 23     | VOC HOMEMAKING       |
| 24     | VOCATIONAL I-BEST    |
| 31     | COMMUNITY SERVICE    |

**Note:** If the classes Institutional Intent is 21(vocational preparatory), the approved course record in the Course Inventory Master table (TBL3) must have an approved educational program code for your college. You can find the approved educational program codes for your college in the APPROVE-PRG-D dataset on TBL3.

If the class Institutional Intent is 21, 22, or 23, the CIP assigned to the course in the Course Inventory Master (TBL3) must have a CIP type of F (Federally-recognized vocational program), L (locally-recognized vocational program), or M (mixed: academic or vocational program) in the CIP Master (TBL3).

If the CIP type for the class CIP is F, L, or M, the class Institutional Intent must be 21, 22, or 23.

**Examples of Use:** INSTIT\_INT codes that begin with “1” represent academic classes, “2” represents vocational and “3” is used for community service/self-support.

## INSTIT\_INT\_CAT

**Data Type:** Text

**Size:** 2

**Definition:** This is a code that describes the intent of the class which a student is enrolled. SBCTC uses the INSTIT\_INTENT\_RECAT when reporting.

**History:** The split of basic skills and developmental had meaning in the mid-1980's. Beginning in Fall 1996, this code is the same as INSTIT\_INTENT\_RECAT. Prior to Fall 1996, the codes were as listed.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D. INSTIT-INT

**PeopleSoft Source:** Not Populated, see INSTIT\_INT\_RECAT

**Valid Values:**

| Institutional Intent | Category                         | Value Descriptions                |
|----------------------|----------------------------------|-----------------------------------|
| 1A                   | Academic, Trans Voc Support, Gen | 11, 12, 13, 14 or 15 minus CIP 32 |
| 1B                   | Basic Skills/ Developmental      | 11, 12 or 13 and CIP = 3          |
| 2A                   | Vocational, General              | 21,22,23 or 24 minus CIP 32       |
| 2B                   | Basic Skills/ Developmental      | 21,22,23 and CIP=32               |
| 3                    | Community Service                | 31                                |

## INSTIT\_INTENT\_RECAT

**Data Type:** Text

**Size:** 1

**Definition:** The primary intent of the class and an easy way to look at courses by mission area.

**Data Classification:** [Category 2](#)

**Legacy Source:** Set during the Data Warehouse Reengineering process.

**PeopleSoft Source:** CS.PS\_CLASS\_ATTRIBUTE.CRSE\_ATTR (SINT) and CS.PS\_CLASS\_ATTRIBUTE.CRSE\_ATTR\_VALUE

**Valid Values:**

| Current Values            | Value Descriptions                                   |
|---------------------------|--|
| A                         | Academic (INSTIT_INT 1* excluding CIP 32 and 33)     |
| B                         | Basic Skills (INSTIT_INT 1* or 2* and CIP 32 series) |
| D                         | Pre-College (1* or 2* and CIP 33 series)             |
| C                         | Community Service (INSTIT_INT 3*)                    |
| V                         | Workforce (INSTIT_INT 2* excluding CIP 32 and 33)    |
| U                         | Unknown  |
| Values Prior to Fall 1996 | Value Descriptions                                   |
| A                         | Academic course                                      |
| B                         | Basic Skills and Developmental course combined       |

| Current Values | Value Descriptions |
|----------------|--------------------|
| C              | Community Service  |
| V              | Vocational         |

NOTE: Summer self-support classes are coded A, B or V, even though they are student funded.

## INSTR\_ID

**Data Type:** Text

**Size:** 9

**Definition:** For legacy records, this is the nine-digit social security number of the instructor. For PeopleSoft records, this is the instructor's EMPLID.

NOTE: The employee ID and name are confidential information. The SBCTC uses this information for research purposes only. The confidentiality of the instructor is always maintained. A process exists for other researchers to get approval for access to these data, again only for research purposes, and only if confidentiality is maintained.

**Data Classification:** [Category 4](#)

**Legacy Source:** SMIS.MIS-CLASS-D.INSTR-ID

**PeopleSoft Source:** CS.PS\_CLASS\_INSTR.EMPLID

## INSTR\_NAME

**Data Type:** Text

**Size:** 12

**Definition:** The twelve-character name of the instructor (lastname, firstname).

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.INSTR-NAME

**PeopleSoft Source:** CS.PS\_NAMES.LAST\_NAME, CS.PS\_NAMES.FIRST\_NAME, CS.PS\_NAMES.MIDDLE\_NAME, and CS.PS\_NAMES.NAME\_SUFFIX

## PCT\_EXTERNALLY\_FUNDED

**Data Type:** Decimal

**Size:** Precision 3, Scale 2

**Definition:** This is the percentage of the costs of a partially state-supported class (funding source 3) that are paid by an outside source. This is seldom used, but available for a class with extraordinary expenses that are paid, in part by an external agency. This applies only to state supported classes and allows some of the FTE to count as a state FTE and some as contract (based on the percent).

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.PTCT\_EXTRN\_FND

**PeopleSoft Source:** CS.PS\_CLASS\_ATTRIBUTE.CRSE\_ATTR (SXTF)

## ROOM

**Data Type:** Text

**Size:** 5

**Definition:** The room number where a class is being offered.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.ROOM

**PeopleSoft Source:** CS.PS\_CLASS\_MTG\_PAT.FACILITY\_ID

**Examples of Use:** Used in facilities reporting in order to produce Room Utilization reports.

## SECTION

**Data Type:** Text

**Size:** 4

**Definition:** The assigned class section for a particular course.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.SEC

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.CLASS\_SECTION

## SECTION\_STAT

**Data Type:** Text

**Size:** 4

**Definition:** A four-character field that identifies processing options unique to an individual class section.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.SECT-STAT

**PeopleSoft Source:** Not Populated

**Valid Values:**

| POSITION 1 Values | POSITION 1 Value Descriptions                                     |
|-------------------|---|
| P                 | permission only   |
| V                 | report credits on mis1 as "0". Report credit on the mis2 as "xxx" |
| W                 | compute credit equivalent from contact hours                      |
| X                 | cancelled class   |
| Y                 | no registration permitted   |
| Z                 | do not report on mis1 or mis2.                                    |

| POSITION 2 Values | POSITION 2 Value Descriptions                                 |
|-------------------|---|
| A                 | exclude section from grading process                          |
| C                 | non-lecture course section; exclude from grading process      |
| D                 | non-lecture course section; treat as a normal course section. |

| POSITION 3 Values | POSITION 3 Value Descriptions              |
|-------------------|--|
| F                 | suppress printing of rosters               |
| G                 | suppress printing of grade mailers         |
| H                 | suppress printing of rosters/grade mailers |

| POSITION 4 Values | POSITION 4 Value Descriptions   |
|-------------------|---|
| L                 | do not add credit amount into total on registration module display  |
| M                 | do not include section in printed schedule  |
| N                 | do not add credit into total on registration module display or include section in printed schedule.   |
| Q                 | do not include in touchtone class list function and student statement   |
| R                 | do not add credit amount into total on registration module display, do not include in touch-tone class list function and student statement                                    |
| S                 | do not include in printed schedule, do not include in touchtone class list function and student statement   |
| T                 | do not add credit amount into total on registration module display, do not include in printed schedule, do not include in touchtone class list function and student statement |

## SECTION\_STAT\_ONE

**Data Type:** Text

**Size:** 1

**Definition:** The first position of the SECTION field in SMS and indicates specific actions to be taken for a class.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.SECT-STAT-ONE

**PeopleSoft Source:** Not Populated

**Valid Values:**

| Values | Value Descriptions  |
|--------|---|
| P      | Registration by permission only                           |
| V      | No credits in Warehouse                                   |
| W      | Compute credit equivalent from contact hours.             |
| X      | Cancelled class (not in Warehouse)                        |
| Y      | No registration permitted                                 |
| Z      | Not sent from SMS to the SMIS (not included in Warehouse) |

## SOURCE\_FTE\_FACULTY

**Data Type:** Text

**Size:** 1

**Definition:** This indicates the source of the FTEF value entered in the FTEF field. If calculated in the FTEF Distribution/Calculation process, a "C" will be automatically entered in the SMIS creation process.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.SRC-FTE-FACULTY

**PeopleSoft Source:** Not Populated

**Valid Values:**

| Values | Value Descriptions  |
|--------|---------------------|
| C      | Calculated          |
| P      | Pre-entered by user |
| Blank  | Unknown.            |

## STRT\_DATE

**Data Type:** Text

**Size:** 8

**Definition:** The first day of the course section. It is not required for courses that start in the first five instructional days of the quarter.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.STRT-DATE

**PeopleSoft Source:** Not Populated

## STRT\_TIME

**Data Type:** Text

**Size:** 5

**Definition:** This is when a class starts. It must be a four-digit numeric entry, followed by "A" (for am), "P" (for pm), or "ARR" for arranged.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.STRT-TIME

**PeopleSoft Source:** Not Populated

## TEAM\_TEACH

**Data Type:** Text

**Size:** 1

**Definition:** This Indicates whether a course is team-taught or not.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.TEAM-TEACH

**PeopleSoft Source:** Derived during SBCTC Data Warehouse re-engineering.

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| Y      | Yes                |
| N      | No                 |
| Blank  | No                 |

## TEN\_DAY\_CLASS

**Data Type:** Text

**Size:** 8

**Definition:** The count day of the specific course. See TEN\_DAY\_ENR for more details on meaning. It is not required if the course starts in the first five instructional days of the quarter.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.TEN-DAY-CLASS

**PeopleSoft Source:** Not Populated

## TEN\_DAY\_ENR

**Data Type:** Decimal

**Size:** Precision 4, Scale 0

**Definition:** The number of MIS\_STAT = 1 students enrolled in a specific course section that count toward the tenth day enrollment counting methodology. Created in the SMIS and is somewhat out of date. This data element should be called “census date count”, as it is not literally the tenth day. The tenth day may or may not be the actual 10th day of the quarter. It is a different day for late-starting or continuous courses. The technical colleges use the fifth day and the community colleges use the tenth day of the course (or quarter). MIS\_STAT 0 and 2 students are not counted here. For this reason, the SBCTC generally does not use this data element. The SBCTC uses the data Warehouse fields ENR\_TOTAL, ENR\_STATE, etc.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.TEN-DAY-ENR

**PeopleSoft Source:** Derived during SBCTC Data Warehouse re-engineering.

## TIME\_LOC

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code indicating the time and location for a specific class.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.TIME-LOC

**PeopleSoft Source:** Set during the Data Warehouse Reengineering process.

**Examples of Use:** Codes 1, 3, 5, 7, and 9 reflect day classes; codes 0, 2, 4, 6, and 8 reflect evening.

### Valid Values:

| Values | Descriptions   |
|--------|--|
| 1      | Day, On-Campus   |
| 2      | Evening, On-Campus   |
| 3      | Day, Off-Campus (under 24-hour control of the college)     |
| 4      | Evening, Off-Campus (under 24-hour control of the college) |
| 5      | Day, Mixed Location  |
| 6      | Evening, Mixed Location                                    |
| 7      | Day, Other (not under 24-hour control of the college)      |
| 8      | Evening, Other (not under 24-hour control of the college)  |
| 9      | Day, Satellite Location                                    |
| 0      | Evening, Satellite Location                                |

### Definitions for Type of Location used in TIME\_LOC Descriptions:

- On-Campus: On principle campus
- Off-Campus: Not on principal campus, but in a facility over which the college has 24-hour control.
- Mixed: Combines on and off campus locations; college may or may not have 24-hour control of facility.
- Other: College does not have 24-hour control of facility
- Satellite: Course section is scheduled in SBCCE approved satellite facility
- Day: 50 percent or more of the class time occurs between 5am and 5pm
- Evening: 50 percent or more of the class time occurs between 5pm and 5am



## VAR\_CREDIT

**Data Type:** Text

**Size:** 1

**Definition:** Some classes award a different number of credits per student depending upon the number of contact hours in which the student enrolls. This code indicates whether a particular course may be worth more or less credits than are indicated in the credit field in the Course Schedule File.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.VAR-CR

**PeopleSoft Source:** CS.PS\_CRSE\_CATALOG.UNITS\_MINIMUM and  
CS.PS\_CRSE\_CATALOG.UNITS\_MAXIMUM

**Valid Values:**

| Values | Value Descriptions              |
|--------|---------------------------------|
| Y      | Yes, variable credit class      |
| N      | No, not a variable credit class |
| Blank  | No, not a variable credit class |

## WEEKLY\_HR\_CLIN

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** Five categories of instruction are assigned the number of contact hours needed per week to equal one credit equivalent. The colleges enter quarterly contact hours for each category. In SMIS, this is translated to a weekly code (based on assumption that courses last all quarter). For clinic hours, the predominant instructional mode is individual study or related work activity under the intermittent direction or supervision of the instructor. Work is normally completed at the work site. Three hours of clinic equals one credit equivalent.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WEEKLY-HR-CLIN

**PeopleSoft Source:** CS.PS\_CRSE\_COMPONENT.SSR\_COMPONENT

## WEEKLY\_HR\_LAB

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** Five categories of instruction are assigned the number of contact hours needed per week to equal one credit equivalent. The colleges enter quarterly contact hours for each category. In SMIS, this is translated to a weekly code (based on assumption that courses last all quarter long).

For Labs, the predominant instructional mode is individual study in a classroom, lab, shop or studio under the direction or supervision of the instructor. This includes nursing and other students in work facilities when under continual direction of instructor. Work is normally completed in a group setting and through outside assignments. Two hours of lab equals one credit equivalent.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WEEKLY-HR-LAB

**PeopleSoft Source:** CS.PS\_CRSE\_COMPONENT.SSR\_COMPONENT

## WEEKLY\_HR\_LEC

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** Five categories of instruction are assigned the number of contact hours needed per week to equal one credit equivalent. The colleges enter quarterly contact hours for each category. In SMIS, this is translated to a weekly code (based on assumption that courses last all quarter long).

For Lecture, the predominant instructional mode is talking from prepared materials and/or discussion continually under the direction or supervision of the instructor. This assumes outside assignments equal two hours for every hour in class. One hour of lecture is equal to one credit equivalent.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WEEKLY-HR-LEC

**PeopleSoft Source:** CS.PS\_CRSE\_COMPONENT.SSR\_COMPONENT

## WEEKLY\_HR\_OTHR

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** Five categories of instruction are assigned the number of contact hours needed per week to equal one credit equivalent. The colleges enter quarterly contact hours for each category. In SMIS, this is translated to a weekly code (based on assumption that courses last all quarter long).

For Other hours, minimal supervision is required for work related activities. This includes internships, externships, and community involvement projects. Five hours of other equals one credit equivalent.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WEEKLY-HR-OTHR

**PeopleSoft Source:** CS.PS\_CRSE\_COMPONENT.SSR\_COMPONENT

## WEEKLY\_HR\_SYS

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** Five categories of instruction are assigned the number of contact hours needed per week to equal one credit equivalent. The colleges enter quarterly contact hours for each category. In SMIS, this is translated to a weekly code (based on assumption that courses last all quarter long).

System hours include special classes (music, private instrument or voice lessons, and cooperative education). Credit equivalents vary depending on the course.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WEEKLY-HR-SYS

**PeopleSoft Source:** CS.PS\_CRSE\_COMPONENT.SSR\_COMPONENT

## WEEKLY-HR\_TOT

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** The sum of the types of weekly hours.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WEEKLY-HR-TOT

**PeopleSoft Source:** CS.PS\_CRSE\_COMPONENT.SSR\_COMPONENT

## WAOL

**Data Type:** Text

**Size:** 4

**Definition:** Legacy - the item number assigned to DIST\_ED (30 Series) courses provided by Washington Online. This data element assigns the distance education courses offered across colleges (having different Course & Item Numbers) a Washington Online Item number.

PeopleSoft - Y or N because WAOL is an Instruction Mode (no need to assign another number)

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.WAOL\_ID

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.INSTRUCTION\_MODE

## WORK\_BASED\_IND

**Data Type:** Text

**Size:** 1

**Definition:** Added in 9901 and indicates that the course is part of a technical core that is provided in the work place under the coordination of the college.

**Data Classification:** [Category 2](#)

**Legacy Source:** TBL3.COURSE-INVEN-M.WORK-BASE-IND.

**PeopleSoft Source:** CS.PS\_CLASS\_ATTRIBUTE.CRSE\_ATTR,  
CS.PS\_CLASS\_ATTRIBUTE.CRSE\_ATTR\_VALUE

**Valid Values:**

| Value | Value Description   |
|-------|---|
| Y     | Indicates that the course is a part of the technical core that is provided in the work place under the coordination of the college. |
| N     | Not part of the work place core   |

**It includes:**

- Cooperative work experience that has a required seminar;
- Clinical courses such as nursing, radiologic technology, respiratory therapy, medical laboratory technology, etc.
- Vocational specialty program portions provided by business, industry or labor. Little or no technical instruction is provided by the college. Workplace basic skills training is provided or evaluated by the college as part of this program.
- Specific contracts or arrangements with local business, industry, or labor to provide all or part of a technical skill competency or competencies.
- Both paid and unpaid training.

**It does not include:**

- Apprenticeship program on-the-job work experience. (The courses for apprenticeship are identified by Fee Pay code.)
- Any cooperative training program that does not have a required seminar.
- College based laboratory/shop courses.

## YRQ

**Data Type:** Text

**Size:** 4

**Definition:** The concatenation of YEAR and QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.YRQ

**PeopleSoft Source:** Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

**Lookup/Crosswalk:** DLOOKUP.DW\_REF\_ENR.YRQ\_CONVERT or dataLink WAREHOUSE\_LOOKUP.YRQ\_CONVERT

## COURSE\_NUM\_PREFIX (SBCTC use only)

**Data Type:** Text

**Size:** 3

**Definition:** This is the left three digits or characters of the COURSE\_NUM data element.

**Data Classification:** [Category 2](#)

**Source:** Derived during the SBCTC Data Warehouse reengineering.

## COURSE\_NUM\_SUFFIX (SBCTC use only)

**Data Type:** Text

**Size:** 1

**Definition:** This is the 4th digit or character of the COURSE\_NUM data element for course numbers that are 4 characters in length.

**Data Classification:** [Category 2](#)

**Source:** Derived during the SBCTC Data Warehouse reengineering.

## SSN\_ID (SBCTC use only)

**Data Type:** Integer

**Size:** Precision 10, Scale 0

**Definition:** A random number used to replace the instructor's SSN.

**Data Classification:** [Category 2](#)

**Source:** Derived during SBCTC Data Warehouse re-engineering.

## COURSE\_ID (SBCTC use only)

**Data Type:** Text

**Size:** 6

**Definition:** The course number for the parent course.

**Data Classification:** [Category 2](#)

**Legacy Source:** Not Populated.

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.CRSE\_ID

## STRM

**Data Type:** VARCHAR

**Size:** 4

**Definition:** A ctcLink variable that indicates the academic year and term. STRM stands for Session Term. The first character represents the millennium. The second and third characters represent the 2-digit calendar year and the last character represents the term (or quarter).

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarters (header colleges), others offer aid fall thru summer quarters (trailing colleges).

The use of AID\_YEAR will assist when determining which STRM's should be included when using the data for a specified academic year.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. CLASS\_TBL

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Example Valid Values:**

| Values | Value Descriptions  |
|--------|---------------------|
| 2197   | Fall Quarter 2019   |
| 2201   | Winter Quarter 2020 |
| 2213   | Spring Quarter 2021 |
| 2225   | Summer Quarter 2022 |

## INSTITUTION

**Data Type:** VARCHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. CLASS\_TBL

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER

# INSTRUCTION\_MODE

**Data Type:** VARCHAR(2)

**Size:** 2

**Definition:** The two-digit code representing the instruction mode of the class. This data element was not previously included in the data warehouse. Starting Summer quarter 2024, a new Instruction Mode coding schema has been implemented and the field added to the data warehouse CLASS and STUCLASS tables.

Mapping to the DIST\_ED field has been revised to accommodate the new coding schema.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. CLASS\_TBL

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.INSTRUCTION\_MODE

**Valid Values:**

| Values | Value Descriptions              | Reportable As              |
|--------|---------------------------------|----------------------------|
| OS     | Online Scheduled                | Online                     |
| OW     | Online Scheduled w/In-Person    | Online                     |
| OA     | Online Asynchronous             | Online                     |
| OB     | Online Asynchronous w/In-Person | Online                     |
| P      | In-Person                       | In-Person                  |
| WE     | In-Person (Web Enhanced)        | In-Person                  |
| HY     | Hybrid                          | Hybrid                     |
| FL     | Flexible                        | Flexible                   |
| OZ     | Self-Paced                      | Online                     |
| IS     | Individualized Instruction      | Individualized Instruction |
| Z      | Other                           | Other                      |

## Appendix: Data Classification

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the [Data Classification](#) brief.

| Category          | Description  |
|-------------------|--|
| <b>Category 1</b> | <b>Public Information</b> SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.   |
| <b>Category 2</b> | <b>Sensitive Information</b> Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.   |
| <b>Category 3</b> | <b>Confidential Information</b> Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.  |
| <b>Category 4</b> | <b>Confidential Information requiring Special Handling</b> Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws. |





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Washington State Board for Community and Technical Colleges