![Community and Technical Colleges – Washington State Board logo]

CONTINUING EDUCATION

COURSE CODING MANUAL

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Page 2

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

Table of Contents

Page 3

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

Revisions

Change reference	Date	Version
Original version Updated catalog numbers in Required Coding section	2/28/2024	1.0

Page 4

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

Continuing Education Data Glossary

CNED: Continuing Education Career in ctcLink

UGRD: Undergraduate Career in ctcLink

Continuing Education: A department model determined by the college that includes the non-credit, non-tuition side of the post-secondary adult education as well as classes and programs for children.

- o Not all continuing education activity and enrollments are included in ctcLink.

- o Continuing Education is all encompassing term describing additional formal learning activities that are generally not focused on a college degree.

- o Continuing Education classes are funded thru fees not tuition. Contract and Grant funding are considered fees, not tuition, in this context.

- o Student fees in open enrollment classes are often associated with a corresponding class. Student fees in contract training are generally associated with a contract and not a class fee. Therefore, data pulled related to revenue and enrollment need to take into consideration that they may not be associated with a revenue stream and may not align. There is not a one-to-one revenue point like we have with a fee.

- o Continuing Education may include professional development, job skills, personal enrichment, contract training and corporate education classes.

- o Continuing Education trains and prepares students for industry recognized credentials.

CNED vs Continuing Education: Continuing Education departments may oversee classes and activities in both careers in ctcLink (CNED and UGRD). CNED is a technology driven term driven by ctcLink and does not related one to one with the term "continuing education". Some classes are split with UGRD. CNED only includes continuing education, but not all continuing education data are housed in CNED.

Non-credit classes: Classes that do not award credits and may be offered in both UGRD and CNED. Weekly contact hours must be entered on the class or course catalog to generate FTES for non-credit classes.

Community Service: No longer a meaningful term when related to continuing education data.

Contract Training: A synonym for Customized training. This is not the same as contract funded enrollments. Not all revenue generated by this activity passes thru the Continuing Education departments.

Personal Enrichment: A type of class that does not necessarily fit within college program offerings. Cooking, youth programs and senior programs are examples.

Personal Interest: Synonymous with Personal Enrichment.

Page 5

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

Corporate Education: Not all colleges offer corporate education training thru their Continuing Education department.

Open enrollment: A class that is open to the public where students register independently.

Self-Supported: Self-supported is not synonymous with continuing education, community service or non-credit. It is a type of funding source as defined in the SBCTC Policy Manual Chapter 5.20.

- o Self-support classes are funded solely through fees paid by students in the class. All students in self-support classes are recorded as self-support enrollments. Students in self-support classes pay a fee in lieu of tuition (as defined above), and the college retains all of the revenue from the fee in the Dedicated Local funds account.

CtcLink Required Coding

Note: CNED coding requirements are only applicable to those activities that are reflected as classes and enrollments in ctcLink.

Catalog Number

Each course requires a Subject and Catalog Number (e.g. ENGL& 101). All courses offered the CNED career should not use college level catalog numbers between 100 and 499 per SBCTC Policy Chapter 4.10.

CIP Code

Each course must be associated with a valid 6-digit CIP Code. For a listing of approved CIP Codes, see SBCTC's Coding and Reporting Guidelines

Basic Skills classes coded in the 32* series **must** be built in the UGRD career to allow for state and federal reporting. For more information about basic skills coding, please refer to the BEdA Course & Class Coding manual.

Personal Enrichment classes should be coded in the CIP 36* series.

Workforce related classes should use a vocational CIP that most appropriately describes the class curriculum. To determine workforce related CIP codes, please refer to the CIP Description document. The description includes a designation of vocational or academic at the end.

Course Contact Hours

Course contact hours are required to calculate the credit equivalent for non-credit bearing courses. All enrollments generate FTE. Non-credit bearing courses must include contact hours to calculate an FTE. Course contact hours are also used for Faculty Workload (FWL).

Contact hours should be entered by taking the total contact hours for the term and dividing by 11. This calculation is standard across all courses, regardless of the length of the course. For assistance in adding or adjusting contact hours, please see Adjusting Contact Hours for a Class QRG

Page 6

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

Course Intent

Each course must be coded with an Intent COURSE ATTRIBUTE "SINT" with **one** of the following values:

WORKFORCE – typically part of an approved workforce program, but may include stand-alone classes that are workforce in nature

PERSENRICH (Personal Enrichment) – classes or a recreational or leisure nature, also known as community services

Funding Source

Each class that generates FTES must be coded with a Funding Source COURSE ATTRIBUTE "SFND" with one of the following values:

1. Fully State Funded
4. Contract Funded
5. Student Self-Support

Courses that do not generate an FTE should <u>not</u> have a funding source COURSE ATTRIBUTE and <u>must</u> be coded with a COURSE ATTRIBUTE of "SNFG", Non-FTE Generating.

Workforce Course Required Coding

Customized Training Program (CTP)

The Customized Training Program (CTP) was created by Senate Bill 6326 in March 2006 and makes funds available for contract training by way of a revolving loan fund. The CTP provides an incentive for businesses to locate or expand in Washington by providing an interest-free loan and a tax credit.

Businesses wishing to access the funds must apply for the program through a community or technical college or licensed private career college. Applications are reviewed by the State Board, and upon approval, the State Board issues a three-party contract to be signed by the business, the college, and the State Board. Funds are dispersed to the college during the project as the college invoices the State Board. The business repays the State Board after training has been completed and takes a state B & O (Business & Occupation) tax credit as specified in the Program Guidelines. Program Guidelines are available from the State Board.

Courses must be coded with a Course Attribute of "SCJT".

All CTP courses are contract funded and must be coded as such with a COURSE ATTRIBUTES "SFND" value of "4" (Contract Funded).

Page 7

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

Cybersecurity 500

Cyber 500 course coding shall be used by colleges receiving Cybersecurity FTES funding in order to capture growth of enrollment subsequent to receiving this funding. Cybersecurity FTES funding refers to new FTES growth funding allocations from the State Board beginning in FY23, as provided by the 2022 Washington State Supplemental Operating Budget Engrossed Substitute Senate Bill 5693 PL Sec. 602. Courses may be credit-bearing or non-credit. Non-credit program expansions are those that provide industry-recognized credentials and, for students without certificates or degrees, prepare students for entry into credential-bearing cybersecurity programs with a clearly articulated pathway.

Courses must be coded with a Course Attribute of "SCYB".

Job Skills Program

The Job Skills Program, created by the Washington State Legislature in 1983, is a training tool for enhancing the growth of Washington's economy and increasing employment opportunities. JSP supports three types of projects: Training new employees for facility openings and expansions, retraining current employees to prevent worker dislocation and promote employer competitiveness, and upgrade training of the current workforce for promotional opportunities, creating vacant positions for new hires.

Courses must be coded with a Course Attribute of "SJST".

All JSP **courses** are contract funded and must be coded as such with a COURSE ATTRIBUTES "SFND" value of "4".

Parent Education

Parenting education courses prepare individuals to understand children's physical, cognitive, emotional, and social growth and development. Students develop skills to care for and guide children of all ages. Curriculum draws on aspects of the social and biological sciences.

Courses are coded with CIP Codes "19.0706" Or "19.0701".

Personal Enrichment

Personal Enrichment **courses** should be coded with the "SINT" value of "PERSENRICH".

Personal Enrichment **courses** should be coded in the CIP 36* series.

Grading Basis

All Continuing Education classes must use the following Grading Basis codes only per SBCTC Policy Chapter 4.90

- NOG – Not Graded

- PNP – Pass No Pass

- SUS – Satisfactory / Unsatisfactory

SBCTC Policy Chapter 4.90 restricts offering credit bearing classes in the CNED career. The use of other Grading Basis codes is for the UGRD Career only.

Page 8

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

FTE Calculation

The formula to calculate FTES (full-time equivalent student) for reporting is:

FTES = Census-day Enrollment x Credit Equivalent ÷ 15
The divisor of 15 is constant.

Please see the [ctcLink Student FTE Calculation Overview](#) document for details related to FTES including the critical data elements used in the calculation.

FTES Calculation Exclusions

FTES are primarily reported using the data found in the SBCTC Data Warehouse. The Data Warehouse consists of enrollment data snapshotted at the end of each quarter. The snapshot is taken at the end of the quarter to allow open entry open exit and dynamic dated classes FTES to be included in the overall FTES calculations.

Certain types of enrollments are excluded from FTES calculations.

- Enrollment after the class census date

  As explained in the Census Day Enrollment section of the FTE Calculation document, students must be enrolled as of the census date of the class to generate FTES.

- Class missing census date

  As explained in the Census Day Enrollment section, classes must be assigned a census date to determine which students are included in the FTES calculations.

- Missing Critical Data

  Some data elements are required for the SBCTC Data Warehouse, and if missing will be rejected from the FTES calculations. The exclusion from FTES calculations for missing critical data elements was implemented in ctcLink for summer quarter 2022.

  Critical Data Elements that must be included on the class or student records:
  - Class CIP Code
  - Class Fund Source (Class Attribute SFND)
  - Student Term Activated Plan Stack

- Class designated as non-FTE generating (Class Attribute SNFG)

  Classes may be excluded from FTES calculations thru the use of the Class Attribute SNFG (Non-FTE Generating). Enrollments in classes coded with the Class Attribute SNFG are excluded from the CTC_STDNT_FTE table.

- Enrollments that are over the Repeat Limit per the SBCTC Policy Manual 5.30.25

  Students cannot be reported for courses funded with state dollars if enrolled more than three times for the same course – this is defined as two repeats in addition to the original enrollment. If the enrollment is allowed, a Repeat Code of RFTE or RMLT should be applied to the student's enrollment record. Enrollments with the Repeat Code of RFTE or RMLT will be excluded from FTES calculations.

Page 9

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

- Non-Reportable Tuition Waivers

  Certain tuition waivers do not allow the generation of state funded FTES. See the Non-Reportable section of the FTE Calculation document for more details.

- Credit Bearing Classes offered in the Continuing Education (CNED) career per SBCTC Policy Manual 4.90

  Credit bearing classes must only be offered in the Undergraduate (UGRD) career so that tuition can be charged and the credits included on a student's transcript. Credit bearing classes can be found where the Course Catalog UNITS_MAXIMUM <> 0. Classes running for credit in the CNED career will not generate FTES and will be excluded from the SBCTC Data Warehouse.

- Non-College Level CNED classes Catalog Number within College Level range per SBCTC Policy Manual 4.10

  College level classes are defined in the SBCTC Policy Manual 4.10 Course Coding Procedures and Deadlines as those with a Catalog Number between 100 and 499. Classes offered in the CNED career with Catalog Numbers within the college level range will not generate FTES and will be excluded from the SBCTC Data Warehouse.

- Non-College Level CNED classes configured to accept Grades per SBCTC Policy Manual 4.90

  Credit bearing classes must only be offered in the Undergraduate (UGRD) career. Only credit bearing classes receive a decimal grade that factors into a student's GPA. Decimal grades should not be used in the Continuing Education (CNED) career. Grades of Pass/Fail or Satisfactory/Unsatisfactory are allowable in the CNED career.

FTE Exceptions

A field named CTC_FTE_EXCEPT was added to the CTC_STDNT_FTE table in September 2022 and describes why the enrollment did not generate FTES. Below is a listing of the valid values as well as an associated query to identify the enrollments not generating FTES. More information related to these exceptions is available in the FTE Calculation Exclusion section of this document.

CTC_FTE_EXCEPT Values	Description	Supporting Query Name
CNED_CREDIT_BEARING	Will set FTES to 0 if the class is run in the CNED career and carries credits.	QCS_SR_FTES_EXCEPT_CNED
CNED_CAT_NBR_100_499	Will set FTES to 0 if the class is offered in the CNED career and the Catalog Number is between 100 and 499.	QCS_SR_FTES_EXCEPT_CNED

Page 10

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

CTC_FTE_EXCEPT Values	Description	Supporting Query Name
CNED_GRD_BASIS_NON	Will set FTES to 0 if the class is offered in the CNED career and the Grading Basis = NON (non-graded component of graded class). This Grading Basis is not applicable in CNED	QCS_SR_FTES_EXCEPT_CNED
CNED_GRD_BASIS_GRD	Will set FTES to 0 if the class is offered in the CNED career and the Grading Basis = GRD (graded class). This Grading Basis is not applicable in CNED	QCS_SR_FTES_EXCEPT_CNED
MISSING_CENSUS_DATE	No Census Date associated to the class. Without a census date, we do not now which students are enrolled as of the class census date	QCS_SR_FTES_EXCEPT_CENSUS_ENRL
ENRL_AFTER_CENSUS	The student's Enrollment Add Date occurs after the Census Date of the Class. FTES are only calculated for students who are enrolled as of the class census date	QCS_SR_FTES_EXCEPT_CENSUS_ENRL
MISSING_CONTACT_HOURS	Missing Contact Hours for non-credit bearing classes. Contact hours are required to calculate a credit equivalency for classes that do not award credits	QCS_SR_FTES_EXCEPT_CONTACT_HRS
MISSING_CIP_CODE	Missing CIP Code on the class	QCS_SR_FTES_EXCEPT_CIP_CODE
MISSING_SFND_ATTR	Missing Fund Source Course Attribute (SFND) value on the class	QCS_SR_FTES_EXCEPT_SFND_ATTR
OTHER_EXCEPTION	All other FTE = 0 where the reason has not previously been identified. Data Services will monitor these and add additional exception codes where applicable.	QCS_SR_FTES_EXCEPT_OTHER

Page 11

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024

QARS

QARS (Quality Assurance Reporting System) has error and warning reports to assist colleges in correcting any errors or issues, including FTE Exceptions. Some QARS resources are listed below.

QARS Access

- [QRG](#) – describes the access request process
- [QARS Access Request From](#) – form to submit for access to QARS

QARS Reports

- CS Reports
  - CNED Headcount and FTES by Fund Source (by term)
- CS DW Snapshot Errors
  - Class FTE Exceptions – includes the class FTE exceptions listed above

Page 12

Washington State Board for Community and Technical Colleges
Continuing Education Course Coding Manual // Revised February 2024