



DATA DICTIONARY

CLASS 2.1

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 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
Added SCTN_COMBINED_ID field	04/01/2025	2.1

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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: RETIRED SUMMER 2024 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: RETIRED SUMMER 2024 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: RETIRED SUMMER 2024 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: RETIRED SUMMER 2024 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: RETIRED SUMMER 2024 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
171	01	AHCC	Airway Heights Corrections Center
120	02	CCC	Cedar Creek Corrections Center
010	03	CBCC	Clallam Bay Corrections Center
200	04	CRC	Coyote Ridge Corrections Center
120	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
171	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 (moved to 030)
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 (moved to 030)
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

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

SCTN_COMBINED_ID

Data Type: VARCHAR

Size: 4

Definition: A four-digit code representing the combined section ID for combined classes. Class numbers that are combined, will have the same SCTN_COMBINED_ID. This data element was not previously included in the data warehouse. Starting Winter quarter 2025, the field added to the data warehouse CLASS table.

Data Classification: [Category 2](#)

PeopleSoft Source: CS. SCTN_CMBND

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
Category 1	Public Information 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.
Category 2	Sensitive Information 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.
Category 3	Confidential Information 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.
Category 4	Confidential Information requiring Special Handling 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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