



CODING MANUAL

*Student and course coding manual*

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## Revisions

| Change reference | Date | Version |
| --- | --- | --- |
| Original version | 1/23/2015 | 1.0 |
| Corrected typosAdded Data Services as contact for questionsRenamed DOCIBEST course attribute value to CONTIBESTAdded Veteran codingAdded Foster Care codingAdded Customized Training Program and Job Skills Program codingAdded Mononym instructions | 2/11/2015 | 1.1 |
| Added finalized Credit for Non-Traditional Learning codingAdded Legacy Exit Coding details. | 3/19/2015 | 1.2 |
| Added new Basic Skills CIP code 32.0401 for Special Non-State Funded Adult Education Added coding related to the Resources to Initiate Successful Employment (RISE) programAdded PeopleSoft Tech Prep codingAdded coding associated to high school reengagement programs | 8/20/2015 | 1.3 |
| Clarification added for high school reengagement programs | 8/25/2015 | 1.4 |
| Added the MESA program coding | 9/22/2015 | 1.5 |
| Added Childcare for Student Parents codingAdded WABERS+ codingUpdated Parent Education codingUpdated DOC codingUpdated RISE codingRemoved STEM coding | 11/13/2015 | 1.6 |
| Added Student Group informationAdded FTES CalculationCorrected “FND” typo to be “SFND”Added Course Attribute SINT value of “WRKFRCESUP” | 4/19/2016 | 1.7 |
| Added Course Attribute of “SOER”Added Exit Codes “X” and “Y”Added Intent “I” for Worker RetrainingUpdated links to QRGs | 7/11/2016 | 1.8 |
| Revised Worker Retraining Section to reflect only one “81” Work Attend Code and retirement of “K” Intent | 7/26/2016 | 1.9 |
| Revised Intent coding to reflect the retirement of Intents “C”, “E”, “K”, “X”, and “Z”Revised coding for identifying PLA Credit by Exam in PeopleSoft | 8/30/2016 | 2.0 |

| Revised Continuing Education section to include “W” IntentAdded a Student Intent code section | 9/13/2016 | 2.1 |
| --- | --- | --- |
| Updated the Visa Codes for the International Student (SINT) Student Group criteriaUpdated the CIP Codes for BEdA and WABERS+Added the coding for co-enrolled WRT and WF studentsAdded additional instructions for entering DOC numbersAdded Vet Benefit Code changes | 1/23/2017 | 2.2 |
| Removed “Drop-Out” from the High School Reengagement titleUpdated OER description and definitionAdded additional PeopleSoft coding information to Worker Retraining and WorkFirst sections | 7/19/2017 | 2.3 |
| Changed the Apprenticeship (SAPR) Student Group to “mass assigned”.Added Apprenticeship Student Attribute Values (used for mass assign)Added AppendicesUpdated Student Group section to link with associated programs/criteria | 9/6/2017 | 2.4 |
| Revised the Academic Credit for Prior Learning (ACPL) section | 10/13/2017 | 2.5 |
| Added CIP Code to required codingRevised the I-BEST section with simplified codingRevised the Pre-Apprenticeship Student Attribute ValueAdded Early Achievers Grant sectionAdded to the coding for Accelerated Outcomes in PeopleSoftAdded Intent/Plan Crosswalk for PeopleSoftAdded Appendix G – Legacy Unusual Action CodesMade tables accessible | 3/12/2018 | 2.6 |
| Corrected I-BEST CodingUpdated manual format | 7/5/2018 | 2.7 |
| Updated Early Achievers Grant CodingUpdated OER CodingAdded Low-Cost Course Coding | 8/24/2018 | 2.8 |
| Updated typo in Fund Source sectionUpdated descriptions of Course Intent AttributesAdded Meta-Major codingAdded Swap Reason Code to Accelerated Outcomes sectionAdded CIP Code 32.0501 to basic skills and WABERS sections | 3/26/2019 | 2.9 |
| Updated codes for Academic Credit for Prior LearningUpdated codes for Meta-majorsUpdated Exit Coding to indicate retired awards/degrees | 11/14/2019 | 3.0 |
| Updated Course Attribute for Customized Training ProgramAdded additional Meta-major codesAdded Ability to Benefit Coding, including new Student GroupUpdated links to QRGs | 2/6/2020 | 3.1 |
| Updated and reformatted ACPL CodingUpdated links to QRG’sAdded additional Early Achievers Grant codingAdded Course Contact Hours sectionUpdated course contact hours in FTE CalculationUpdated SDIS Student Group assignment | 4/13/2020 | 3.2 |
| Updated Ability to Benefit CodingUpdated Appendix G with ATB UA codesUpdated link to QRG in DOC section | 8/25/2020 | 3.3 |
| Updated course information for basic skills and contract high school to clarify that they cannot share courses in PeopleSoft | 10/5/2020 | 3.4 |
| Added baccalaureate certificates  | 2/1/2021 | 3.5 |
| Added new coding for CorrectionsAdded coding for Associate in Materials Science and Manufacturing Engineering AS-T Track 2/MRP (re-using exit code “J”)Updated coding sections and appendix for basic skills and high school programsUpdated I-BEST attributes | 4/13/2021 | 3.6 |
| Added new coding for Student Emergency Assistance Grant and Supporting Students Experiencing Homeless PilotUpdated Appendix C for basic skills and Appendix G for UA Codes | 6/3/2021 | 3.7 |
| Updated ACPL section to include which grading basis should be used for awarding or transferring in creditAdded appendices listing the state-defined Student Attributes and Values, Course Attributes and Values, and Student Groups | 7/14/21 | 3.8 |
| Added reference to the Continuing Education Career plan code for Job Skills Programs (JSP)Added note to PeopleSoft eLearning section about coding hybrid coursesAdded SOPG to Appendix E (Student Groups)Updated OER and Low-Cost descriptions | 1/10/2022 | 3.9 |
| Added SHS4 to Student Group listsAdded Direct Funded High School Coding | 2/22/2022 | 4.0 |
| Added new BEdA CIP codesUpdated Exit Coding sectionUpdated Apprenticeship section with Journeyman informationUpdated SEAG section with STARS ID information | 5/3/2022 | 4.1 |
| Updated HB number for the HS\_HBHSC plan codeAdded SCYB to Appendix F (Course Attributes) | 8/3/2022 | 4.2 |
| Added additional Test IDs for ACPLAdded additional grading basis information for ACPLUpdated Foster Care Student informationUpdated Exit Coding section | 11/15/2022 | 4.3 |
| Added SLPN to Student Group listsAdded Student Program/Plan as Required coding | 2/15/2023 | 4.4 |
| Updated Student Intent L to include Prerequisite Coursework for another college (ACAD\_PLAN end with PC) | 3/8/2023 | 4.5 |
| Updated Exit Coding sectionUpdated FTE Calculation section | 7/28/2023 | 4.6 |
| Added Student Groups SAPA and SAPPAdded RN Pathway Designation and SLPN Student Group | 1/5/2024 | 4.7 |

## PeopleSoft Required Coding

### 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

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

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

WRKFRCESUP (Workforce Supplemental) – academic courses offered specifically for the purpose of supporting vocational programs

Basic Skills and Developmental course intents will be characterized in the Data Warehouse based on the CIP code. Basic Skills courses are coded in the CIP 32\* series and Development courses are coded in the CIP 33\* series. If choosing to apply a Course Intent attribute value to Basic Skills and Developmental courses, use the attribute that most accurately reflects the purpose of the class.

### Funding Source

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

1. Fully State Funded
2. Partially State Funded – Supplemental (approval required)
3. Partially State Funded – Shared\* (approval required)
4. Contract Funded
5. Student Self-Support

**\***If a funding source of “Partially State Funded – Shared” is selected, you must also apply a COURSE ATTRIBUTE of “SXTF” with a value representing the percent externally funded.

A college must receive approval from SBCTC before using funding sources 2 and 3 (supplemental or shared state funded). The policy related to this coding can be found in the State Board Policy Manual, Chapter 5 Section 100 (5.100).

Courses that do not generate an FTE should not have a funding source COURSE ATTRIBUTE and must be coded with a COURSE ATTRIBUTE of “SNFG”, Non-FTE Generating.

### CIP Code

Each course must have a valid approved 6-digit CIP. For a listing of approved CIP Codes, see [SBCTC’s Coding and Reporting Guidelines](https://www.sbctc.edu/colleges-staff/data-services/coding-and-reporting-guidelines.aspx)

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](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/beda-course-and-class-coding.pdf).

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

### Course Contact Hours

Course contact hours are required to calculate the credit equivalent for non-credit bearing courses. All enrollments generate FTE, so contact hours must be entered for all courses/classes that do not have units. 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](http://ctclinkreferencecenter.ctclink.us/m/79430/l/1011390-9-2-adjusting-fwl-contact-hours-for-a-class)

### Course/Class Attributes

Course/Class Attributes are manually assigned along with an Attribute Value by college staff and designate a characteristic of the course or class for reporting purposes. Course/Class Attributes starting with “S” are created by SBCTC and used for state-level reporting. These Course/Class Attributes are also used to “mass assign” students to the appropriate Student Group, as described in the next section.

| **Course/Class Attribute** | **Description** | **Attribute Values** |
| --- | --- | --- |
| SAHS | Direct Funded High School | DFHS |
| SBST | I-BEST | [SBST Attribute Values](#_PeopleSoft_Coding) |
| SCHS | College in the High School | COLHS |
| SCJT | Customized Job Training | SCJT |
| SCOR | Corrections Specific Units | SIMU, SSBU, and SSOU |
| SFND | Fund Source | [SFND Attribute Values](#_Funding_Source_1) |
| SINT | Course Intent | [SINT Attribute Values](#_Course_Intent) |
| SJST | Job Skills Training | SJST |
| SLCM | Low Cost Course Material | SLCM |
| SLER | Learning Communities | SLER |
| SNFG | Non-FTE Generating | NON-FTE |
| SOER | OER/No textbook to purchase | OER |
| SOTH | Other Course Attribute | SACC |
| SWRK | Workbased Learning | WRKBASED |
| SXTF | Percent Externally Funded | 1-99 (% externally funded) |

For assistance in adding, removing, or adjusting course/class attributes, please see [Adding or Changing Course Attributes and Values on Classes QRG](https://ctclinkreferencecenter.ctclink.us/m/79555/l/926292-9-2-adding-or-changing-course-attributes-and-values-on-classes).

### Catalog Number

Each course requires a Subject and Catalog Number. Catalog numbers are defined in SBCTC Policy Chapter 4.10

* + Basic skills and developmental education courses must be numbered below 100.
	+ Lower division academic courses, other than basic skills and developmental, must be numbered between 100 and 299.
	+ Upper division courses may only be offered by colleges authorized to award an applied baccalaureate degree and must be numbered between 300 and 499

**Note:** Non-credit-bearing Continuing Education courses do not have a specified range, but must not be numbered within the college level course numbering range (100 to 499)

### Common Course Numbered Courses

Each course considered as commonly numbered should be coded with an ampersand (&) as the last character of the Subject. For example, for English 101, the subject should be “ENGL&” and the Course Number should be “101”.

The “&” is considered the primary data point for indicating that the course is commonly numbered.

##### Legacy Coding

Use an “&” in the last digit of the Department Division (Dept\_Div) code of the course.

##### PeopleSoft Coding

Use an “&” in the last digit of the Subject code of the course.

### Single Names (mononyms)

The PeopleSoft online admissions application requires students to enter both first and last names while applying for admission. Instructions have been added to the admissions form to instruct students who have a single how to enter values in both name fields. The instructions are: Legal single name (mononym) should to be entered into the last name field with a required “–“ (hyphen) in the first name field.

### Student Attributes

Student Attributes are manually assigned along with a Student Attribute Value by college staff and designate a student’s participation in a particular program for reporting purposes. Student Attributes starting with “S” are created by SBCTC and used for state-level reporting. These Student Attributes are used to “mass assign” students to the appropriate Student Group, as described in the next section. The full list of state-defined Student Attributes and Values are available in [Appendix D](#_Appendix_D_–).

| **Student Attribute** | **Description** | **Attribute Values** |
| --- | --- | --- |
| SAPR | Apprenticeship | [SAPR Student Attribute Values](#Apprenticeships) |
| SEAG | Early Achievers Grant | [SEAG Student Attribute Values](#_Early_Achievers_Grant) |
| SWRF | WorkFirst | [SWRF Student Attribute Values](#WorkFirst) |
| SWRT | Worker Retraining | [SWRT Student Attribute Values](#Worker_Retraining) |

**Note:** Apprenticeship coding will be transitioning from student attributes to plan attributes during the last two terms of the 2023-24 academic year.

### Student Program/Plan

Students can only be term activated in one program per term. Best practice is to only have one plan per plan stack. All changes to the Student Program/Plan (ACAD\_PROG, ACAD\_PLAN) should be effective dated between terms.

### Student Groups

Student Groups designate a group of students by demographic, program, and/or enrollment information for reporting purposes. Student Groups starting with “S” are created by SBCTC and used for state-level reporting. Some student groups are “mass assigned”, or assigned automatically, based upon student characteristics or information gathered at admissions. Other student groups are “manually assigned” by college staff.

#### Mass Assigned Student Groups

The student groups that are automatically assigned are set by jobs that run each night to check for any enrolled students that meet the criteria in the current term and set the student group. There are also jobs to inactivate the student group when the student is no longer enrolled or no longer meets the criteria for the student group. These jobs run based on each college’s term start and end dates. Once each college’s term ends, the job switches to checking students enrolled in the next term. *Note:* Manually assigning students to the student group that do not meet the criteria will result in the inactivation of the student group the following business day.

**NOTE**: Student Groups are not associated with a specific term, so you will need to remove the coding that is triggering the mass assign once the student is no longer being served in the program. When you adjust coding, make sure you do in the term in which they should no longer count. When the State Board snapshots data at the end of the term, we look for active student groups that are dated less than or equal to your college’s term end date. For example, if a student becomes eligible for Worker Retraining mid fall term and the attribute is assigned correctly to assign the student group, the student would be counted as Worker Retraining for fall quarter. If the student becomes ineligible for Worker Retraining for winter quarter, the student attribute would need to be removed with an effective date after your fall term end date and before your winter term begin date. This allows the student to be captured in the student group for fall term only.

Because these codes are for the purpose of state-level reporting, use caution if using them for local operational purposes as the criteria or effective dating application may differ by purpose**.**

| **Student Group** | **Description** | **Criteria for Mass Assignment** |
| --- | --- | --- |
| SAPA | Aerospace Apprenticeship | Plan Code Attribute = Apprenticeship and Value = Aerospace |
| SAPP | Pre-Apprenticeship | Plan Code Attribute = Apprenticeship and Value = Pre-Apprenticeship |
| SAPR | Apprenticeship | [SAPR Student Attribute Values](#Apprenticeships) OR Plan Code Attribute = Apprenticeship excluding where the value = Pre-Apprenticeship |
| SBST | I-BEST | [SBST Course Attribute Values](#IBEST) |
| SDIS | Self-Reported Disabled | Not currently being mass assigned; working on new source for assignment |
| SDOC | Corrections | [Location code of the courses](#Corrections), but staff are also required to record the DOC# as an External System ID |
| SDRF | Responsible for Dependent | Collected on online admissions form |
| SEAG | Early Achievers Grant | [SEAG Student Attribute Values](#_Early_Achievers_Grant) |
| SFCY | Foster Care Youth | Collected on online admissions form |
| SFGA | Parent less than HS grad | Collected on online admissions form |
| SFGB | Parent HS grad | Collected on online admissions form |
| SFGC | Parent BA or higher | Collected on online admissions form |
| SINT | International Student | Student has Visa code A1, A2, A3, B1, B2, C1, C2, C3, D, E1, E2, E3, F1, F2, G1, G2, G3, G4, G5, H1, H2, H3, H4, I, J1, J2, K1, K2, L1, L2, M1, M2, O1, O2, O3, Q1, R, R2, U1, U2, or U3 |
| SVET | Veteran Information | Collected on online admissions form (student requested information about veterans’ educational benefits) |
| SWBR | Wabers | [Basic skills CIP Code AND SBST Course Attribute Values](#WABERS_Courses) |
| SWRF | WorkFirst | [SWRF Student Attribute Values](#WorkFirst) |
| SWRT | Worker Retraining | [SWRT Student Attribute Values](#Worker_Retraining) |
| SWSA | Employed FT | Collected on online admissions form |
| SWSB | Employed PT | Collected on online admissions form |
| SWSC | Unemployed seeking | Collected on online admissions form |
| SWSD | Unemployed not seeking | Collected on online admissions form |

#### Manually Assigned Student Groups

Student groups that are manually assigned remain active until they are set to inactive. For student groups that are based on student eligibility or participation, the student groups will need to be inactivated once the student is no longer eligible or no longer participating For more information on adding and removing student groups, please see the [Add, Inactivate and View Student Groups QRG](https://ctclinkreferencecenter.ctclink.us/m/79558/l/971056-add-inactivate-and-view-student-groups).

**NOTE**: Student Groups are not associated with a specific term, so you will need to inactivate students from the student group once they are no longer being served in the program. When you inactivate a student, make sure you do so in the term in which they should no longer count. When the State Board snapshots data at the end of the term, we look for active student groups that are dated less than or equal to your college’s term end date. For example, if a student becomes eligible for BFET on 10/1/2023 and the student group is assigned with this effective date, the student would be counted as BFET for fall quarter. If the student becomes ineligible for BFET for winter quarter, the student group would need to be inactivated with an effective date after your fall term end date and before your winter term begin date. This allows the student to be captured in the student group for fall term only.

| **Student Group** | **Description** | **Criteria for Manual Assignment** |
| --- | --- | --- |
| SABC | Ability to Benefit | Students receiving financial aid based on ATB eligibility using 6-credit/equiv. |
| SABS | Ability to Benefit | Students receiving financial aid based on ATB eligibility using state option |
| SABT | Ability to Benefit | Students receiving financial aid based on ATB eligibility using a test |
| SBFT | BFET | Participation in the [Basic Food Employment and Training](#BFET) program, and participation must be reviewed quarterly |
| SCLD | Child Care Center | Students with [children in college-sponsored child care centers](#Childcare_for_Student_Parents) |
| SEAP | Student Emergency Assistance | Staff assigned for eligible students |
| SHEE | HEET | Participation in the [Hospital Employee Education and Training](#HEET) program, and participation must be reviewed quarterly |
| SHS1 | Open Doors | Participation in [Open Doors](#HS_Reengagement) |
| SHS2 | Gateway to College | Participation in [Gateway to College](#HS_Reengagement) |
| SHS3 | HS Reengagement | Participation in a [high school reengagement](#HS_Reengagement) program that is not Open Doors |
| SHS4 | Direct Funded High School | Participation in a direct funded technical high school program |
| SINC | International Contract Student | Participation in a [contract-funded international program](#International_Contract) |
| SLPN | Entry with LPN credential | Student with an LPN credential upon entry into RENDTAA or RENNUBS |
| SMSA | MESA Program | Participation in the [Mathematics Engineering Science Achievement](#MESA) program |
| SOPG | Opportunity Grant | Staff assigned for eligible students |
| SRSL | Running Start Waiver | Staff assigned for [eligible students](#Running_Start) |
| SRSR | Running Start | Participation in [Running Start](#Running_Start) |
| SSEH | Students Experiencing Homelessness | Staff assigned for eligible students |
| SVBA | Chapter 30 MGIB | [Montgomery GI Bill](#Veterans) |
| SVBB | Chapter 31 VR&E | Participation in [Vocational Rehabilitation and Employment Program](#Veterans) |
| SVBC | Chapter 32 VEAP | Participation in [Veterans Educational Assistance Program](#Veterans) |
| SVBD | Chapter 33 Post 9/11 Veterans | [Post 9/11 veterans](#Veterans) |
| SVBE | Chapter 33 Post 9/11 TOE/Dependent Child | [Post 9/11 transfer of benefits](#Veterans) to dependent child |
| SVBF | Chapter 35 | [Dependent child of 100% disabled or deceased veterans](#Veterans) |
| SVBG | Chapter 1606 MGIB | [MGIB Selected Reserve](#Veterans) |
| SVBH | Chapter 1607 REAP | Participation in the [Reserve Educational Assistance Program](#Veterans) |
| SVBJ | Active Duty TA | [Active duty](#Veterans) (including national guard/reserves) currently using military tuition assistance |
| SVBK | Active Duty Military Benefits | [Active duty military students](#Veterans) using military benefits |
| SVBL | Active Duty Dependent Benefits | [Active duty military dependents](#Veterans) using military benefits |
| SVBM | Chapter 33 Post 9/11 TOE/Eligible Spouse | [Post 9/11 transfer of benefits](#Veterans) to eligible spouse |
| SVBN | Chapter 35 Eligible Spouse | [Eligible spouse of 100% disabled or deceased veterans](#Veterans) |
| SVBP | All Other Veterans with Benefits | [Veterans receiving benefits not listed above](#Veterans) |
| SVBV | VRAP | Participation in the [Veterans Retraining Assistance Program](#Veterans) |
| SVBZ | All Other Veterans with No Benefits | [Veterans not receiving benefits](#Veterans), including those who decline using their benefits |
| SW29 | Waive nonresident operating fee | Staff assigned for eligible students |
| SW70 | Eligible Vets/National Guard | Staff assigned for eligible students |
| SW71 | Military Other | Staff assigned for eligible students |
| SW9A | Wrongfully Convicted Felon | Staff assigned for eligible students |

## FTE Calculation

For a full description of the FTE calculation, please see the [ctcLink Student FTE Calculation Overview](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/student-fte-calc-overview.pdf). This overview covers the data needed to calculate FTE, the calculation, and the FTE exceptions.

## Student Intent

Student Intent codes are an important aspect of the SBCTC Data Warehouse, allowing for the aggregation of students by their purpose for attending. Student Intent coding differentiates students who are award-seeking from students who are only taking a few courses, as well as differentiating transfer students from those seeking a professional/technical credential. These distinctions are important for establishing cohorts used in federal reporting and for funding purposes. PeopleSoft does not include a Student Intent data element; however, it has been determined that the SBCTC Data Warehouse will continue to populate this field because of its usefulness in grouping students into categories. PeopleSoft Plan Codes (ACAD\_PLAN) are cross-walked to the appropriate Intent code. Starting with the 2023-24 academic year, apprenticeship programs were moved to the PRFTC program area (ACAD\_PROG) to allow awarding of financial aid, where applicable. The intent code definitions below for H and F have been modified to reflect this change.

| **Intent Code** | **Program/Student Type** | **Descriptions** |
| --- | --- | --- |
| A | Academic Non-Transfer Degree Program | Students enrolled in a degree program not designed to transfer to a four-year university. These are students who are pursuing a general studies degree coded as Exit code 1 and CIP code 24.0101. |
| B | Academic Transfer Program | Students enrolled in the DTA/MRP or local agreement programs intended for transfer to a four-year university.  |
| D | Basic Education for Adults | Non-award seeking students enrolled in adult education including ESL, ABE, HSE, HSC. Students who are enrolled in a certificate or degree program and taking adult education to prepare for college level work should be coded with the INTENT code that best represents their purpose for attending.  |
| F | Professional/Technical Program | Students who are enrolled in a professional/technical program, excluding apprenticeship programs. Professional/technical programs are also commonly referred to as vocational or workforce programs. For legacy, a valid professional/technical EPC is required.  |
| G | Professional/Technical Program Applicant (preparatory coursework only) | Student has no interest in preparing for multiple degree pathways and does not intend to remain at the institution if they are not accepted into the selective admissions program. At a time when the student is no longer in prerequisite status (acceptance into selective admissions for example), the intent code should adjust accordingly. For legacy, a valid professional/technical EPC is required.  |
| H | Apprenticeship Program | Students enrolled in an apprenticeship program. For legacy, a valid professional/technical EPC is required.  |
| I | Baccalaureate Program | Students matriculated in a baccalaureate program. For legacy, a valid professional/technical EPC is required. |
| J | Upgrading Job Skills Courses | Students enrolled for the purpose of upgrading their job skills by taking one or more courses. These students are not seeking a certificate or degree completion.  |
| L | Non-Award Seeking Student | Students taking one or more classes but not seeking a certificate or degree. This category is also used for dual enrollment students such as non-award seeking Running Start and College in the High School.  |
| M | Multiple Programs | Student is enrolled in prerequisites for a selective admissions workforce program and intends to concurrently complete a transfer degree (to include a Nursing DTA) or intends to complete a transfer degree if not admitted to the selective admissions workforce program. At the time when the student is accepted, or not, into a program, the Intent code should adjust accordingly. The M Intent code should not be permanently placed on a student.  |
| W | Exclusive Continuing Education | **Used for PeopleSoft Colleges Only**. Students enrolled exclusively in non-credit bearing continuing education courses. This includes students who are exclusively enrolled in the PeopleSoft Continuing Education career with a Plan Code of “CNED”.  |
| Y | None of the Above | Colleges should strive to assign the appropriate INTENT code. Blank INTENT codes are set to "Y" in the SMIS extracts during MIS finals. SMS is not updated.  |

**Legacy Intent Codes to PeopleSoft Plan Crosswalk**

| **Priority** | **Legacy INTENT codes** | **INTENT Description** | **PeopleSoft Criteria** |
| --- | --- | --- | --- |
| 7 | **A** | Academic Non-Transfer Degree | DEGREE TYPE = AGS |
| 6 | **B** | Academic Transfer | DEGREE TYPE = AA or AS |
| 1 | **D** | High School Diploma/GED Certificate  | DEGREE TYPE = HSC or ACAD\_PLAN IN (HSD, HSE, ESL, ABE) |
| 4 | **F** | Professional/Technical Program | DEGREE TYPE = APT, AAS, C01, C20, C45, C90 or ACAD\_PLAN = RENDTAA |
| 5 | **G** | Professional/Technical Program Applicant | ACAD\_PLAN LIKE %PRQ |
| 3 | **H** | Apprenticeship Program | STDNT\_GROUP = SAPR |
| 2 | **I** | Applied Baccalaureate Program | ACAD\_PROG = BCHLR and ACAD\_PLAN <> UNDECLBA |
| 9 | **J** | Upgrading Job Skills | Plan Code = NASJU |
| 11 | **L** | General Studies (Non-Degree/Certificate) | Plan Code = NASOT or ACAD\_PLAN LIKE %PC |
| 12 | **W** | Exclusive Continuing Education | ONLY CAREER = CED |
| 8 | **Y** | Undecided | All Others |

**Source for Criteria used in Crosswalk**

| **Criteria** | **Field** | **Source Table** | **View** |
| --- | --- | --- | --- |
| DEGREE TYPE  | DEGREE | SYSADM\_CS.PS\_ACAD\_PLAN\_TBL | SYSADM\_CS.PS\_ACAD\_PLAN\_VW |
| Plan Code  | ACAD\_PLAN | SYSADM\_CS.PS\_ACAD\_PLAN | SYSADM\_CS.PS\_ACAD\_PLAN\_VW |
| STDNT\_GROUP  | STDNT\_GROUP | PS\_STDNT\_GRPS\_HIST |   |

**Determining the Primary INTENT Code for the Data Warehouse:**

**Step 1:** Associate an intent with each **active** plan code.

**Step 2:** Prioritize the intent code based on Priority in the crosswalk above

* INTENT will be prioritized for students pursuing more than one career, program or plan during the same term.
* The highest priority will be the student’s primary academic program and shown in the Student table of the Data Warehouse

## Transitional Studies Programs and Courses

### High School and Dual Enrollment Courses, Programs, and Completions

#### High School Completion Programs

High school completion programs are operated under graduation requirements adopted by the college’s board of trustees that conform to the State Board of Education’s graduation requirements as appropriate.

Four high school completion programs are currently offered by the CTC system; general High School Completion, High School Diploma (SHB 1758), High School+ and International High School.

##### Legacy Coding

**Students** are coded with INTENT “D”.

**Courses** are coded with different CIP codes, based on whether the courses are state or contract, as follows:

HSC courses not funded by Basic Skills *(not HS+)*

| **CIP Code** | **CIP Title** |
| --- | --- |
| 32.0205 | Basic High School Completion (HSC 1) |
| 32.0208 | Advanced High School Completion (HSC 2) |

HSC course funded by Basic Skills *(not HS+)*

| **CIP Code** | **CIP Title** |
| --- | --- |
| 32.9997 | ABE Funded Basic HSC |
| 32.9998 | ABE Funded Advanced HSC |

**Note*:***Students enrolled in HS+ are not to be enrolled in the courses above. They should be enrolled in any other ABE or ESL courses.

**For Alternative High School courses**: In addition to the above course coding, Alternative High School courses should also be coded with the following Fee Pay Status Code and a Funding Source value of “4” (contract).

| **Fee Pay Status** | **Description** |
| --- | --- |
| 55 | Alternative High School |
| E2 | Bates Technical High School |
| B7 | Clover Park Elective High School |
| B8  | Lake Washington Otteson High School |
| B9 | Renton Technical High School |

**Completions** are coded with an EXIT CODE “6” and the appropriate Educational Program Code (EPC) and CIP Code.

| **Program** | **Exit Code** | **Exit EPC** | **Exit CIP Code** |
| --- | --- | --- | --- |
| High School Completion  | 6 | HSC | 32.0208 |
| High School Diploma (HB 1714)  | 6 | DIP | 32.0208 |
| High School+ (formerly HS21+) | 6 | H21 | 32.0208 |
| International High School Completion | 6 | IHS | 32.0208 |

##### PeopleSoft Coding

**Students** are coded with a Plan Code (ACAD\_PLAN) of “HSD” within the Transitional Studies program. This plan code can be assigned to a student during advisement or completion.

| **Program** | **Plan Code** | **CIP** |
| --- | --- | --- |
| High School Completion  | HS\_HCHSC | 32.0208 |
| College Issued High School Completion (HB 1714) | HS\_HBHSC | 32.0208 |
| High School+ (formerly HS21+) | HS\_H2HSC | 32.0208 |
| International High School  | HS\_INHSC | 32.0208 |

**Courses** are coded with different CIP codes, based on whether the courses are state or contract, as follows:

**IMPORTANT NOTE: Contract high courses must be separate courses from basic skills funded high school courses. They cannot share the same course.**  This is to ensure that contract high school students are not charged tuition and are not reported as ABE funded students.

HSC courses not funded by Basic Skills *(not HS 21)*

| **CIP Code** | **CIP Title** |
| --- | --- |
| 32.0205 | Basic High School Completion (HSC 1) |
| 32.0208 | Advanced High School Completion (HSC 2) |

HSC course funded by Basic Skills *(not HS 21)*

| **CIP Code** | **CIP Title** |
| --- | --- |
| 32.9997 | ABE Funded Basic HSC |
| 32.9998 | ABE Funded Advanced HSC |

**Note*:***Students enrolled in HS+ are not to be enrolled in the courses above. They should be enrolled in any other ABE or ESL courses.

**Direct Funded High School** **Students** are coded with a Student Group Code of “SHS4”. This code should be verified each quarter and not be retained on the student after departure from the program.

**Direct Funded High School** **Courses** must have a Funding Source COURSE ATTRIBUTE “SFND” value of “4” (contract)**. Courses at the high school level** require CIP Code 32.0205 or 32.0208 and must have a COURSE ATTRIBUTE of “SAHS”

#### High School Reengagement Programs

[High school reengagement programs](http://www.k12.wa.us/GATE/default.aspx) that provides education and services to older youth, ages 16-21, who have dropped out of school or are not expected to graduate from high school by the age of 21. These are contract programs with the diploma awarded by the school district.

##### Legacy Coding

**Students** are coded with INTENT of “L” or “Y” and the FEE PAY STATUS of the appropriate program as shown below.

If a **course** is intended to only enroll these students, you may use the FEE PAY STATUS code shown below on the course. **Courses** coded with one of these FEE PAY STATUS codes must also be coded as contract funded with a Fund Source value of “4” (contract).

| **Program** | **Fee Pay Status** |
| --- | --- |
| Open Doors (HB1418) | G7 |
| Gateway to College  | G8 |
| High School Reengagement | G9 |

##### PeopleSoft Coding

**Students** are identified by a Transitional Study Program Plan code (ACAD\_PLAN) of HSD.

**Students** must also be coded with a Student Group as shown below. **Students** should only be assigned to one SHS student group per term. This code should be verified each quarter and not be retained on the student after departure from the program.

| **Program** | **Student Group** |
| --- | --- |
| Open Doors (HB1418) | SHS1 |
| Gateway to College | SHS2 |
| High School Reengagement | SHS3 |

**IMPORTANT NOTE: Contract high school courses must be separate courses from basic skills funded high school courses. They cannot share the same course.**  This is to ensure that contract high school students are not charged tuition and are not reported as ABE funded students.

**Completions** for these programs are awarded by the school district. Since the school district is responsible for maintaining the transcript of the students’ educational attainment and ultimate status and exit code in the k12 CEDARS system and claims the students’ **completions**, the district must award the diploma.  Records of diplomas issued must be maintained by the issuing agency (WAC 180-51-053), so there is no SBCTC **completion** coding for these diplomas.

#### College in the High School

College in the High School (CHS) programs provide college level academic courses in high school classrooms to serve qualified high school students.

##### Legacy Coding

**Students** are coded with INTENT of “L” or “Y”.

**Courses** should be coded with a FEE PAY STATUS code of “62”. The course must also be coded as contract funded (FUND SOURCE 4).

Only college level courses may be coded as College in the High School.

##### PeopleSoft Coding

**Courses** should be coded with a COURSE ATTRIBUTE “SCHS”. Courses must also be coded as contract funded with a funding source Course Attribute “SFND” value of “4” (contract).

Only college level courses may be coded as College in the High School.

#### Mathematics Engineering Science Achievement (MESA)

MESA builds a pathway to college and careers in science, technology, engineering, and mathematics (STEM) with programming and initiatives to improve diversity and retention with on an emphasis on traditionally underrepresented students in STEM fields.

##### Legacy Coding

MESA **students** are identified through the Unusual Action code. You must first add the new unusual action code to the Unusual Action Code table in SMS (SM5021). Use unusual-action value “M!”. Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program.

NOTE: The students will need to be coded with the Unusual Action code each quarter they are served in the MESA program.

MESA **students** must be coded as “B” Intent in a degree-seeking academic program.

##### PeopleSoft Coding

**Students** are identified by a Student Group code of “SMSA”.

MESA **students** must be associated to an award granting academic Plan Code (ACAD\_PLAN) that most accurately reflects their purpose for attending.

#### Running Start

Running Start allows 11th and 12th grade students to take college courses at Washington's 34 community and technical colleges, Washington State University, Eastern Washington University, Central Washington University, The Evergreen State College, and Northwest Indian College if the institution's governing board decides to participate in the program.

Running Start students are allowed a maximum combined FTE of 1.4. Colleges may also waive tuition on credits above 1.4 for low-income waiver Running Start students.

##### Legacy Coding

**Students** and their **courses** are coded with the appropriate Fee Pay Status code from below based upon the students’ high school weekly minutes.

| **Weekly Minutes \*\*** | **FTE** | **Max FTE** | **Max Credits** | **Fee Pay Status** | **Low Income Waiver Fee Pay Status** |
| --- | --- | --- | --- | --- | --- |
| 0-307 | 0.00-0.20 | 1.00 | 15 | R5 | M5 |
| 308-412 | 0.21-0.27 | 0.93 | 14 | R4 | M4 |
| 413-502 | 0.28-0.33 | 0.87 | 13 | R3 | M3 |
| 503-607 | 0.34-0.40 | 0.80 | 12 | R2 | M2 |
| 608-712 | 0.41-0.47 | 0.73 | 11 | R1 | M1 |
| 713-802 | 0.48-0.53 | 0.67 | 10 | R0 | M0 |
| 803-907 | 0.54-0.60 | 0.60 | 10\* | S9 | N9 |
| 908-1012 | 0.61-0.67 | 0.53 | 8 | S8 | N8 |
| 1013-1102 | 0.68-0.73 | 0.47 | 7 | S7 | N7 |
| 1103-1207 | 0.74-0.80 | 0.40 | 6 | S6 | N6 |
| 1208-1311 | 0.81-0.87 | 0.33 | 5 | S5 | N5 |
| 1312-1402 | 0.88-0.93 | 0.27 | 4 | S4 | N4 |
| 1403-1500 | 0.94-1.00 | 0.20 | 3 | S3 | N3 |

\*Students qualifying for 0.60 FTE college enrollment and registering for exactly 10 college credits, will be granted a 1 credit waiver for the 10th credit

\*\*Weekly Minutes based on high school bell schedule

##### PeopleSoft Coding

**Students** will be identified through one of the following Student Groups:

| **Description** | **Student Group Code** |
| --- | --- |
| Running Start | SRSR |
| Running Start Waiver | SRSL |

Running Start FTES will be calculated by:

Units Enrolled minus (-) Units Billed

Running Start funded FTES will be considered contract funded and not included in state-support FTES calculations.

#### CTE Dual Credit (Formerly Tech Prep)

CTE Dual Credit provides occupational pathways for students by preparing them for technologically advanced careers and postsecondary education by emphasizing strong academic, technical, problem solving, and critical thinking skills. CTE Dual Credit prepares students for the world of work and helps maintain a quality life in a changing society.

##### Legacy Coding

**Students** are awarded Tech Prep credit through direct transcription with a **course** Section code of “T#P”.

Some colleges prefer to create dummy Tech Prep courses to assist in the direct transcription procedure. These courses should be coded with a SECT STAT value of “Z” in the first position to indicate that it is a non-MIS reportable course.

##### PeopleSoft Coding

Former Tech Prep students must be admitted to the college prior to awarding the credit.

**Students** are awarded CTE credits through the use of the Transfer Credit Evaluation, Other Credit pages.

**To award credit through Other Credit**:

Navigate to: *Records and Enrollment > Transfer Credit Evaluation > Other Credits - Manual*

On the Other Credit Detail page, complete the following steps:

1. Enter the student’s Academic Program and Plan
2. Click on (check) the Include in GPA box
3. Assign an articulation term
4. Add a new Group and Sequence record
5. Click on Edit Equivalent Course
6. Enter the college course Subject and Catalog Number in the Other Credit field for example “ENGL& 101”
7. Enter the college course Title in the Long Description field for example “English Composition”
8. Select “Tech Prep” from the Other Credit Type drop down.
9. Determine equivalent course, credit, and grade
10. Click OK to post the credit to student’s transcript

To award credit through Other Credit please refer to the ctcLink Quick Reference Guide found here: [**Other Credit QRG**](http://ctclinkreferencecenter.ctclink.us/m/56654/l/493842-processing-other-transfer-credit-manual-21j)

### Basic Education for Adults (BEdA)

#### Basic Skills Students

Anyone who is 16 years of age or older and not enrolled in secondary school, and who either has needs below the level of high school completion or is limited-English-proficiencies eligible to participate in Basic Education for Adults (BEdA) activities. For a full list of BEdA eligibility criteria please see the [requirements for enrollment in Basic Education for Adults](https://www.sbctc.edu/colleges-staff/programs-services/basic-education-for-adults/beda-handbook/eligible-students.aspx).

Students enrolled in applicable basic skills classes or in eligible I-BEST classes will be automatically added to the SWBR Student Group and are denoted in the sections below.

##### Legacy Coding

**Students** enrolled exclusively in Basic Skills Courses should be coded with an Intent of “D”.

##### PeopleSoft Coding

**Students** enrolled exclusively in Basic Skills Courses should be coded in the Transitional Study Program with a Plan Code (ACAD\_PLAN) of one of the following: ABE, ESL, HSE, HS\_H2HSC, or HS\_HCHSC.

Studentsnot enrolled exclusively in Basic Skills Courses should be coded in the Program and Plan associated to their purpose for attending.

#### Basic Skills Courses

##### Both Legacy and PeopleSoft

Adult Basic Education (ABE), ESL and High School Completion courses are coded with one of the following CIP codes:

| **CIP** | **CIP Title** | **Included In WABERS** |
| --- | --- | --- |
| 32.0201 | EDUCATIONAL INTERVIEWING | Yes |
| 32.0203 | ASE LEVEL I | Yes |
| 32.0204 | ASE LEVEL 2 | Yes |
| 32.0205 | BASIC HIGH SCHOOL COMPL | No |
| 32.0208 | ADVANCED HIGH SCHOOL COMPL | No |
| 32.0210 | ABE LEVEL 1 | Yes |
| 32.0220 | ABE LEVEL 2 | Yes |
| 32.0230 | ABE LEVEL 3 | Yes |
| 32.0240 | ABE LEVEL 4 | Yes |
| 32.0301 | ESL LEVEL 1 | Yes |
| 32.0302 | ESL LEVEL 2 | Yes |
| 32.0303 | ESL LEVEL 3 | Yes |
| 32.0304 | ESL LEVEL 4 | Yes |
| 32.0305 | ESL LEVEL 5 | Yes |
| 32.0306 | ESL LEVEL 6 | Yes |
| 32.0401 | SPECIAL NON-STATE FUNDED ADULT EDUCATION | No |
| 32.0501 | ADULT EDUCATION I-BEST SUPPORT | Yes |
| 32.0601 | INTEGRATED EDUCATION AND TRAINING | Yes |
| 32.0701 | WORKPLACE LITERACY | Yes |
| 32.9997 | ABE FUNDED BASIC HSC | Yes |
| 32.9998 | ABE FUNDED ADVANCED HSC | Yes |

**IMPORTANT NOTE: Contract high school courses must be separate courses from basic skills funded high school courses. They cannot share the same course.**  This is to ensure that contract high school students are not charged tuition and are not reported as ABE funded students.

All courses coded with the CIPs listed above will be categorized in the Data Warehouse as Course Intent = Basic Skills. Courses should be coded with the appropriate COURSE ATTRIBUTE “SFND” funding source value. CIP Codes 32.0205, 32.0208, and 32.0401 should not be coded on state-supported courses.

### WABERS+

#### WABERS+ Students

Students in WABERS+ are those enrolled in [Basic Skills](#_Basic_Education_for) courses or approved [I-BEST](#_I-BEST_1) courses designed to include basic skills students. All students must meet the criteria described in the specific sections of this manual for these programs.

##### Legacy Coding

**Basic Skills Students** enrolled exclusively in Basic Skills Courses should be coded with an Intent of “D”.

**I-BEST Students** should be coded with an Intent of “F” for I-BEST Vocational. For Academic I-BEST, the students should be coded with an Intent of A or B.

##### PeopleSoft Coding

All **students** enrolled in basic skills courses and students enrolled in approved I-BEST courses that include basic skills students are identified by a STUDENT GROUP code of “SWBR”.

**Basic Skills Students** enrolled exclusively in Basic Skills Courses should be coded in the Transitional Study Program with a Plan Code (ACAD\_PLAN) of one of the following: ABE, ESL, HSE, HS\_H2HSC, OR HS\_HSHSC.

Studentsnot enrolled exclusively in Basic Skills Courses should be coded in the Program and Plan associated to their purpose for attending.

**I-BEST Students** will be identified as I-BEST students with a Student Group of “SBST”. The student group will be set automatically each night based on the course coding below.

#### WABERS+ Courses

Courses in WABERS+ are [Basic Skills](#_Basic_Education_for) courses or approved [I-BEST](#_I-BEST_1) courses designed to include basic skills students. All courses must be coded as described in the specific sections of this manual for these programs.

##### Both Legacy and PeopleSoft

**Basic Skills Courses** reported in WABERS+ are coded with one of the following CIP codes:

| **CIP** | **CIP Title** |
| --- | --- |
| 32.0201 | EDUCATIONAL INTERVIEWING |
| 32.0203 | ASE LEVEL 1 |
| 32.0204 | ASE LEVEL 2 |
| 32.0210 | ABE LEVEL 1 |
| 32.0220 | ABE LEVEL 2 |
| 32.0230 | ABE LEVEL 3 |
| 32.0240 | ABE LEVEL 4 |
| 32.0301 | ESL LEVEL 1 |
| 32.0302 | ESL LEVEL 2 |
| 32.0303 | ESL LEVEL 3 |
| 32.0304 | ESL LEVEL 4 |
| 32.0305 | ESL LEVEL 5 |
| 32.0306 | ESL LEVEL 6 |
| 32.0501 | ADULT EDUCATION I-BEST SUPPORT |
| 32.0601 | INTEGRATED EDUCATION AND TRAINING |
| 32.0701 | WORKPLACE LITERACY |
| 32.9997 | ABE FUNDED BASIC HSC |
| 32.9998 | ABE FUNDED ADVANCED HSC |

**IMPORTANT NOTE: Contract high courses must be separate courses from basic skills funded high school courses. They cannot share the same course.**  This is to ensure that contract high school students are not charged tuition and are not reported as ABE funded students in WABERS. CIP Codes 32.0205, 32.0208, and 32.0401 should not be coded on state-supported courses.

##### Legacy Coding

**I-BEST Courses** reported in WABERS+ should be coded with Fee Pay Status “42”. MIS job SR2259J will enhance the FTE of any course coded with Fee Pay Status “42” to 175% of the credit equivalent.

Students and courses should be coded based upon the I-BEST model as designated below:

| **I-BEST Program and Student Type** | **Course Fee Pay Status** | **Course Institutional Intent** | **Included in WABERS?** |
| --- | --- | --- | --- |
| I-BEST with Basic Skills Students | 42 – Team Taught (enhances FTE) | 21 Prof/TechOR14 Academic | Yes |
| I-BEST with Dev Ed Students | 42 – Team Taught (enhances FTE) | 24 Prof/TechOR15 Academic | No |

##### PeopleSoft Coding

**Basic Skills Courses** should be coded with the appropriate COURSE ATTRIBUTE “SFND” funding source value.

**I-BEST Courses** must have the SBST” Class Attribute with a value of BASICSKILL to be included in WABERS.

| **Class Attribute Value** | **Description** | **Generates Enhanced FTES** | **Included in WABERS?** |
| --- | --- | --- | --- |
| BASICSKILL | Team Taught with Basic Skills Students | Yes | Yes |
| DEVELOPMTL | Team Taught with Dev Ed Students | Yes | No |

## Workforce Programs and Courses

### Workforce Students

Workforce students are those enrolled for the purpose of upgrading their job skills or earning a professional/technical certificate or degree.

##### Legacy Coding

**Students** enrolled in workforce programs should be coded with an INTENT of F, G, H, I, J, or M depending upon the student’s purpose for attending.

| **INTENT** | **Description** |
| --- | --- |
| F | Vocational Preparatory |
| G | Vocational Preparatory Applicant |
| H | Vocational Apprentice |
| I | Applied Baccalaureate Program |
| J | Upgrading job skills (Voc Supplemental) |
| M | Multiple Goal Seeker |

The student should also be coded with the appropriate EPC (Educational Program Code) of the program or coursework the student is pursuing. The workforce EPC code must be included on the college’s approved program table for INTENTs F, G, H, I, or M. For INTENT J, the EPC must be a valid EPC code in the system.

##### PeopleSoft Coding

**Students** enrolled in A Workforce plan code (ACAD\_PLAN) will be considered a workforce student. The Plan Codes are listed below:

| **ACAD\_PLAN** | **Description** |
| --- | --- |
| NASJU | Non-Award Seeking Job Skills Upgrade |
| NASPE | Parent Education |

| **Last 3 Digits of ACAD\_PLAN** | **Description** |
| --- | --- |
| APR | Non-Award Seeking Apprenticeship Program |
| APT | Associate Degree in Professional-Technical Program |
| AAS | Associate in Applied Science |
| C90 | Certificate: 90 or more credits |
| C45 | Certificate: 45 to 89 credits |
| C20 | Certificate: 20 to 44 credits |
| C01 | Certificate: 1 to 19 credits |
| BAA | Bachelor of Applied Arts |
| BAS | Bachelor of Applied Science |
| BAT | Bachelor of Applied Technology |
| BS | Bachelor of Science |
| BSN | Bachelor of Science Nursing |

### Workforce Courses

##### Legacy Coding

**Courses** coded with an INSTIT\_INT code beginning with “2”, excluding those in CIP 32\* or 33\*, are considered workforce courses.

| **INSTIT\_INT** | **Description** |
| --- | --- |
| 21 | Vocational Preparatory |
| 22 | Vocational Supplemental |
| 23 | Vocational Home and Family Life |
| 24 | I-BEST for Vocational Education  |

The above INSTIT\_INT values derive the INSTIT\_INT\_RECAT value of “V” (vocational) in the Data Warehouse.

##### PeopleSoft Coding

**Courses** coded with a COURSE ATTRIBUTE “SINT” value of “WORKFORCE” will be considered a workforce course with an INSTIT\_INT\_RECAT value of “V” (vocational) in the Data Warehouse.

### Apprenticeships

The Washington State Registered Apprenticeship Program provides both on-the-job training that is employer sponsored and supervised by a journey-level craft or trade professional for minimum 2,000 hours/year, and related supplemental instruction (RSI) provided by training agent for minimum 144 hours/year that develop highly trained, knowledgeable, and skilled professionals.

WA Labor & Industry registers qualified apprenticeship sponsors/employers who partner with a variety of training agents, including employer-sponsored schools, union-sponsored schools and Washington state's community and technical colleges (more information at RCW 49.04 and <https://secure.lni.wa.gov/arts-public/#/program-search>).

Federally Registered Apprenticeships comprise of industry-driven career pathways where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, receive progressive wage increases, classroom instruction, and a portable credential.  Programs are approved and validated by the U.S. Department of Labor <https://www.dol.gov/agencies/eta/apprenticeship>.

##### Legacy Coding

**Students** are coded with INTENT of “H”.

Apprenticeship **FTES** are identified through the following Fee Pay Status codes on the course:

| **Fee Pay Status** | **Description** |
| --- | --- |
| 91 | APPRENTICESHIP |
| D7 | APPRENTICE - ANNUAL |
| D8 | APPRENTICE-QTR/HRLY |
| D9 | APPRENTICE - QTRLY |

##### PeopleSoft Coding

**Students** must have a term-activated active plan stack during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For details on adding this Student Attribute, please review the [*Managing Student Attributes* *(QRG)*](http://ctclinkreferencecenter.ctclink.us/m/79558/l/1022906-9-2-managing-student-attributes)

The plan stack is coded with the Student Attribute “SAPR” with one of the following values listed below.

| **Student Attribute Value** | **Description** |
| --- | --- |
| SAPRFA | Registered Federal Apprenticeship |
| SAPRSA | Registered WA State Apprenticeship |
| SAPRAAJAC | Aerospace Joint Apprenticeship (AJAC) |
| SAPRHS | High School Apprenticeship |
| SAPRPR | Pre-Apprenticeship (not used for mass assign into Student Group) |

Apprenticeship **FTES** are identified by a Waiver code of “W91”.

**Students** coded with one of the above Student Attribute values will automatically be included in the “SAPR” Student Group code (except SAPRPR). The Student Group code is used for SBCTC enrollment reporting purposes. **Because these codes are for the purpose of state-level reporting, use caution if using them for local operational purposes as the criteria or effective dating application may differ by purpose.**

Returning Journeyman**:** a journeyman is no longer an apprentice, so they are not eligible for the apprenticeship waiver.

Non-degree seeking journeyman: returning to maintain journey status – use Job Upgrade Plan code NASJU.

Degree seeking: Journeyman returning for degree or certificate – should be in the appropriate plan for the degree or certificate.

### Baccalaureate Programs

Applied baccalaureate programs stem from the 2005 Legislature passing E2SHB 1794, giving the State Board authority to select pilot programs at designated community and technical colleges. Subsequently, the 2010 legislature passed Substitute Senate Bill 6355 giving the State Board for Community and Technical Colleges authority to approve community and technical college applied baccalaureate degree programs.

##### Legacy Coding

**Students** matriculated into a baccalaureate program are coded with INTENT “I”.

Non-matriculated students are identified as those not coded with INTENT “I” and enrolled in upper division courses, those numbered between 300 and 499.

Each college’s approved baccalaureate program is given an Educational Program Code (EPC). Matriculated students should be coded with the appropriate baccalaureate EPC.

##### PeopleSoft Coding

**Students** matriculated into a baccalaureate program are identified by their ACAD\_PLAN.

Non-matriculated students are identified as those not coded with a baccalaureate ACAD\_PLAN and enrolled in upper division courses numbered between 300 and 499.

### Baccalaureate Program Certificates

Per state statute, approved applied baccalaureate degrees may be awarded by community and technical colleges. This includes baccalaureate-level certificates, so long as the award is part of a program of study leading to an applied baccalaureate degree.

##### Legacy Coding

**Students** enrolled in a baccalaureate certificate program **with** or **without** the intent to complete an applied baccalaureate degree are coded with INTENT “I”.

Each college’s approved baccalaureate program is given an Educational Program Code (EPC). Students should be coded with the appropriate baccalaureate EPC.

##### PeopleSoft Coding

**Students** seeking a baccalaureate certificate **with** the intent to complete an applied baccalaureate degree:

* + Must be “Active” in the bachelor degree plan and term activated in the bachelor degree plan. The plan stack should only contain the bachelor degree plan. The bachelor certificate plan will be contained within a separate plan stack.
	+ Must be “Active” in the bachelor certificate plan within the Bachelor Program. This plan will not be the term activated plan. The plan will be marked as “Completed” when the requirements for the bachelor certificate have been met.
	+ Students matriculated in a baccalaureate program and seeking a baccalaureate certificate will crosswalk to INTENT code “I” (Bachelor Student) in the SBCTC Data Warehouse based upon the bachelor degree in the term activated Plan Stack.

**Students** enrolled in a baccalaureate certificate **without** the intent to complete an applied baccalaureate degree:

* + Must be term activated to the appropriate bachelor certificate Plan Code (ACAD\_PLAN) within the Bachelor Program area.
	+ Students enrolled in a baccalaureate certificate program without the intent to complete an applied baccalaureate degree will crosswalk to INTENT code “I” (Bachelor Student) in the SBCTC Data Warehouse.

### Basic Food Employment and Training (BFET)

The Basic Food, Employment and Training program (BF E&T) provides access and services to food stamp recipients in Washington State. Services include job search and job search training, education and skills training, and support services to Basic Food recipients not participating in the state’s Temporary Assistance for Needy Families (TANF) program.

##### Legacy Coding

**Students** are coded with an Unusual Action Code of “B!” on screen SM5003.

The Unusual Action code should be quarter specific. The student should not be coded as BFET after departure from the program. The quarterly records for Unusual Action Code “B!” do not need to be removed once coded as they are quarter specific.

##### PeopleSoft Coding

**Students** are coded with a Student Group Code of “SBFT”. This code should be verified each quarter and not be retained on the student after departure from the program.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Manually Assigned Student Groups*](#_Manually_Assigned_Student) *for additional information.*

### 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.

##### Legacy Coding

**Courses** must be coded with a Fee Pay Status code of “43” and be designated as contract funded (Fund Source 4).

**Students** should be coded with an Intent code of “J” Job Upgrade.

##### PeopleSoft Coding

**Courses** must be coded with a Course Attribute of “SCJT”.

Also**,** all CTP courses are contract funded and must be coded as such with a COURSE ATTRIBUTES “SFND” value of “4”.

### Department of Corrections (DOC)

On July 1, 2002, the State Board for Community & Technical Colleges (SBCTC) entered into an Interagency Agreement with the Washington State Department of Corrections to provide educational services to eligible offenders incarcerated in the state’s 15 prisons. The SBCTC had sub-agreements with nine community colleges, which operate programs within the confines of each prison facility. Three prisons have closed since 2002, so SBCTC currently has agreements with eight colleges and 12 prisons.

##### Legacy Coding

**Students** should be coded with a Student FEE PAY STATUS that designates their DOC site (see table below) on their biographical record on screen SM2001.

| **Fee Pay Status** | **Site** | **Fee Pay Status** | **Site** |
| --- | --- | --- | --- |
| PA | Olympic Corrections Center | PK | Washington State Penitentiary |
| PB | Clallam Bay | PL | Coyote Ridge |
| PC | Stafford Creek | PM | Ahtanum View Corr. Complex (closed) |
| PD | Cedar Creek | PN | Washington Corrections Ctr for Women |
| PE | Tacoma Pre-Release Center | PO  | Mission Creek Corrections Center |
| PF | McNeil Island (closed) | PP | Special Offender Program |
| PG | Washington Corrections Center | PQ | Twin Rivers Correction Center |
| PH | Larch Mountain | PR | Minimum Security Unit |
| PI | Pine Lodge (closed) | PS | Washington State Reformatory |
| PJ | Airway Heights |  |  |

**Classes** must be coded with the following based on the type of class, and *each type of class must have a separate section*:

|  |  |  |
| --- | --- | --- |
| **Type of Class** | **Fund Source** | **Class FPS** |
| Regular DOC Classes | 4 | 99 |
| DOC classes Financial Aid or Privately Funded  | 5 | 99 |
| Intensive Management, Skill Building, or Special Offender Units (IMU, SBU, or SOU) | 4 | PZ (new) |
| Open Doors classes | 4 | G7 |
| Enhanced I-BEST classes | 4 | 42 |

##### PeopleSoft Coding

**Students** will be identified by the Student Group “SDOC”. The student group will be set automatically each night for enrolled students based on the student being enrolled in a class with one of the following locations.

| **LOCATION** | **DESCR** |
| --- | --- |
| CBCC | Clallam Bay Corrections Center |
| OCC | Olympic Corrections Center |
| STC | Stafford Creek Corrections Center |
| CCC | Cedar Creek Corrections Center |
| GHE | Washington Corrections Center |
| CLLARC | Larch Corrections Center |
| AHCC | Airway Heights Corrections Center |
| CRC | Coyote Ridge Corrections Center |
| WSP | Washington State Penitentiary |
| MCC | Mission Creek Corrections Center |
| WCC | Washington Corrections Center for Women |
| MSU | Monroe Correctional Complex: Minimum Security Unit |
| SOP | Monroe Correctional Complex: Special Offender Program |
| TRC | Monroe Correctional Complex: Twin Rivers Correction Center |
| WSR | Monroe Correctional Complex: Washington State Reformatory |

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Mass Assigned Student Groups*](#_Mass_Assigned_Student) *for details on how this Student Group is set.*

**Classes** must also be coded with the following Class Attributes based on the type of class, and *each type of class must have a separate section*:

|  |  |  |
| --- | --- | --- |
| **Type of Class** | **SFND Value** | **Additional Class Attribute Required** |
| Regular DOC Classes | 4 |  |
| DOC classes Financial Aid or Privately Funded  | 5 |  |
| Intensive Management, Skill Building, or Special Offender Units (IMU, SBU, or SOU) | 4 | “SCOR” with value SIMU, SSBU, or SSOU |
| Open Doors classes | 4 |  |
| Enhanced I-BEST classes | 4 | “SBST” with value DEVELOPMTL or BASICSKILL |

If needed, a student’s DOC ID number can be entered as an External System ID. Please use the [*Entering an External System ID – DOC Quick Reference Guide (QRG)*](http://ctclinkreferencecenter.ctclink.us/m/79545/l/925164-9-2-entering-an-external-system-id-doc) for directions on how to enter this information.

### Hospital Employee Education and Training (HEET)

Grants intended to build innovative programs that enhance the accessibility of college education for hospital workers; lead to increased capacity of the college system in nursing and other high demand health care fields; and bring greater diversity to the health care workforce.

##### Legacy Coding

**Students** are coded with an Unusual Action Code of “A+” on screen SM5003.

The Unusual Action code should be quarter specific. The student should not be coded as HEET after departure from the program. The quarterly records for Unusual Action Code “A+” do not need to be removed once coded as they are quarter specific.

##### PeopleSoft Coding

**Students** are coded with a Student Group Code of “SHEE”. This code should be verified each quarter and not be retained on the student after departure from the program.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Manually Assigned Student Groups*](#_Manually_Assigned_Student) *for additional information*.

### I-BEST

I-BEST pairs two instructors in the classroom – one to teach professional/technical or academic content and the other to teach basic and developmental skills in reading, math, writing or English language – so students can move through school and into jobs faster. As students progress through the program, they learn basic skills in real-world scenarios offered by the job-training part of the curriculum.

##### Legacy Coding

**Courses** taught under the model of two instructors in the classroom should be coded with Fee Pay Status “42”. MIS job SR2259J will enhance the FTE of any course coded with Fee Pay Status “42” to 175% of the credit equivalent.

Students and courses should be coded based upon the I-BEST model as designated below:

| **I-BEST Program and Student Type** | **Course Fee Pay Status** | **Course Institutional Intent** | **Included in WABERS?** |
| --- | --- | --- | --- |
| I-BEST with Basic Skills Students |  42 – Team Taught (enhances FTE) | 21 Prof/TechOR14 Academic | Yes |
| I-BEST with Dev Ed Students |  42 – Team Taught (enhances FTE) | 24 Prof/TechOR15 Academic | No |

##### PeopleSoft Coding

**Students** will be identified as I-BEST students with a Student Group of “SBST”. The student group will be set automatically each night based on the course coding below.

**Courses** should be coded to one of the following COURSE ATTRIBUTE “SBST” values:

| **Course Attribute Value** | **Description** | **Generates Enhanced FTES** | **Included in WABERS?** |
| --- | --- | --- | --- |
| BASICSKILL | Team Taught with Basic Skills Students | Yes | Yes |
| DEVELOPMTL | Team Taught with Dev Ed Students | Yes | No |

### 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.

##### Legacy Coding

**Courses** must be coded with a Fee Pay Status code of “41” and be designated as contract funded (Fund Source 4).

**Students** should be coded with an Intent code of “J” Job Upgrade.

##### PeopleSoft Coding

**Courses** must be coded with a Course Attribute of “SJST”.

Also**,** all JSP courses are contract funded and must be coded as such with a COURSE ATTRIBUTES “SFND” value of “4”.

**Students** should be associated with ACAD\_PLAN “NASJU”. This ACAD\_PLAN is cross walked to Intent “J” in the Data Warehouse.

### 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.

##### Legacy Coding

**Students** receiving Parent Education tuition waivers are coded using Fee Pay Status code “95”.

**Students** seeking a certificate or degree should be coded with Intent “F”, and students not seeking a certificate or degree should be coded with Intent “Y”.

**Courses** are coded with CIP Codes "190706" Or "190701".

**Note:** The prior Parent Education CIP Codes of 200101, 200102, 200106, 200107, and 200108 were retired as of spring quarter 2016 (B564 in Legacy, 2163 in PeopleSoft).

##### PeopleSoft Coding

**Students** are identified as those in the Non-Award Seeking program with a Plan Code of “NASPE”.

**Courses** are coded with CIP Codes "190706" Or "190701".

**Students** receiving Parent Education tuition waivers are coded using Waiver Code “W95”.

### Work-based Learning

These programs are for post-secondary students which provide opportunities to achieve employment-related competencies in the workplace. Work-based learning is often undertaken in conjunction with classroom or related learning and may take the form of work placements, work experience, workplace mentoring. In our system, these are represented in the form of work study (state, federal, and WorkFirst), apprenticeships (state and federal), internships (paid, unpaid, cooperative training, field experience), service learning, clinical placements (preceptors, externships, practicums), realistic enterprise (self-support programs such as automotive, spa, horticulture, etc.), individualized certificates, and supported employment.

##### Legacy Coding

 No coding designated.

##### PeopleSoft Coding

**Courses** are designated by a COURSE ATTRIBUTE of “SWRK”.

### Worker Retraining

The Worker Retraining program provides funding for dislocated and unemployed workers to enter approved training programs and receive related support services including financial aid, career advising, educational planning, referral to training resources, job referral, and job development.

##### Legacy Coding

**Students** are coded in one of the following WORK\_ATTND codes:

| **WORK\_ATTND** | **Description** |
| --- | --- |
| 80 | Dislocated Worker |
| 81 and UA “W!” | Stop Gap Employment |
| 82 | Other Unemployed |
| 83 | Displaced Homemaker |
| 84 | Self-Employed |
| 85 | Boeing Dislocated Worker |
| 86 | Vulnerable Worker |
| 87 | Disaster Impacted Workers |
| 88 | Displaced Veterans |
| 89 | Active Duty Military |

To qualify for Worker Retraining FTES, the student must also be enrolled exclusively in basic skills courses (CIP 32 series) or coded with one of the following INTENT codes:

| **INTENT** | **Description** |
| --- | --- |
| D | Completing a High School Diploma/GED Certificate |
| F | Vocational Preparatory  |
| G | Vocational Preparatory Applicant |
| H | Apprenticeship |
| I | Applied Baccalaureate |
| J | Job Upgrade |
| M | Multiple Goal Seeker |

**For students enrolled in both the Worker Retraining and WorkFirst programs**, please follow the guidance in the WorkFirst section.

##### PeopleSoft Coding

**Students** must have a term-activated active plan stack during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For details on adding this Student Attribute, please review the [*Managing Student Attributes* *(QRG)*](http://ctclinkreferencecenter.ctclink.us/m/79558/l/1022906-9-2-managing-student-attributes)

The plan stack is coded with the Student Attribute “SWRT” with one of the values listed below.

| **Student Attribute Value** | **Description** |
| --- | --- |
| SW01 | Dislocated Worker |
| SW02 | Stop Gap Employment |
| SW03 | Receiving UI bens Not Dislocated |
| SW04 | Displaced Homemaker |
| SW05 | Was Self-Employed |
| SW06 | Boeing Dislocated Workers |
| SW07 | Vulnerable Worker |
| SW08 | Disaster Impacted Workers |
| SW09 | Displaced Veterans |
| SW10 | Active Duty Military |

**Students** will be identified by the Student Group “SWRT”. The student group will be set automatically each night for enrolled students with the student attribute correctly coded on their term activated plan stack.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Mass Assigned Student Groups*](#_Mass_Assigned_Student) *for details on how this Student Group is set.*

### WorkFirst

WorkFirst is Washington State's welfare reform program that helps people in low-income families find jobs, keep their jobs, find better jobs, and become self-sufficient.

##### Legacy Coding

**Students** are coded in on of the following WORK\_ATTND codes.

| **WORK\_ATTND** | **Description** |
| --- | --- |
| 60 | Life Skills  |
| 74 | Customized Job Skills Training  |
| 76 | Vocational Education |
| 77 | Job Skills Training |
| 79 | Basic and Developmental Education  |

**Students** co-enrolled in the WorkFirst and Worker Retraining programs are coded in one of the following WORK\_ATTND codes.

| **WORK\_ATTND** | **Description** |
| --- | --- |
| 50 | Life Skills and WRT  |
| 54 | Customized Job Skills Training and WRT  |
| 56 | Vocational Education and WRT |
| 57 | Job Skills Training and WRT |
| 59 | Basic and Developmental Education and WRT  |

##### PeopleSoft Coding

**Students** must have a term-activated active plan stack during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For details on adding this Student Attribute, please review the [*Managing Student Attributes* *(QRG)*](http://ctclinkreferencecenter.ctclink.us/m/79558/l/1022906-9-2-managing-student-attributes)

The plan stack is coded with the Student Attribute “SWRF” with one of the following values listed below.

| **Student Attribute “SWRF” Value** | **Description** |
| --- | --- |
| SF06 | Life Skills  |
| SF01 | Customized Job Skills Training  |
| SF02 | Vocational Education |
| SF03 | Job Skills Training |
| SF05 | Basic and Developmental Education  |

**Students** will be identified by the Student Group “SWRF”. The student group will be set automatically each night for enrolled students with the student attribute correctly coded on their term activated plan stack.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Mass Assigned Student Groups*](#_Mass_Assigned_Student) *for details on how this Student Group is set.*

## Academic Programs and Courses

### Academic Transfer Students

Academic transfer students are those enrolled for the purpose of preparing for transfer to a baccalaureate program.

##### Legacy Coding

**Students** coded with an Intent “B” are considered academic transfer students.

##### PeopleSoft Coding

**Students** enrolled in the Academic Program will be considered an academic transfer student when the student’s term activated ACAD\_PLAN has a DEGREE of “AA” or “AS”.

### Academic Courses

##### Legacy Coding

**Courses** are coded with an INSTIT\_INT code beginning with “1” (one) excluding those in CIP 32\* or 33\* are considered academic courses.

| **INSTIT\_INT** | **Description** |
| --- | --- |
| 11 | Academic |
| 12 | Academic Basic Education |
| 13 | Academic General Education  |
| 14 | I-BEST for Academic Education  |
| 15 | I-BEST for Academic/Developmental |

The above INSTIT\_INT values derive the INSTIT\_INT\_RECAT value of “A” (academic) in the Data Warehouse.

##### PeopleSoft Coding

**Courses** are coded with a COURSE ATTRIBUTE of “SACD” will be considered academic courses and will be set as INSTIT\_INT\_RECAT value of “A” (academic) in the Data Warehouse.

### International Contract

Only those community and technical colleges with contracts approved by State Board staff in place as of fall quarter 2008 may serve international students on the basis of a contract with a third party organization, subject to the conditions provided below. Students enroll in state-supported classes; but for reporting purposes, their enrollments are counted as contract-supported.

##### Legacy Coding

Colleges who have elected to count International Contract enrollments as contract funded should code **students** enrolled as International Contract with Fee Pay Status Code of “35”. All FTES generated by these students will be considered contract funded.

##### PeopleSoft Coding

Colleges who have elected to count International Contract enrollments as contract funded should code **students** enrolled as International Contract with a Student Group code of “SINC”. All FTES generated by these students will be considered contract funded.

##### Coding International Contract for State FTE

**Step 1:** Determine your college’s current status of international student enrollment based on the most [current allocation monitoring report](https://www.sbctc.edu/colleges-staff/research/annual-reports-archive/enrollment.aspx). This report now includes a tab titled “Excluded International Students” to help inform this process:

**Step 2:** Determine which international students already count toward the 2% limit. These are international students enrolled in state-supported classes and paying non-resident tuition. You may identify these students by:

* In the SBCTC Data Warehouse: Student table INTERNATIONAL\_STUDENT = “Y” and Stuclass table FUND\_SOURCE\_ENROLLMENT = “S” and Stuclass table FEE\_PAY\_STATUS <> “01”.
* In Legacy: Students with CITZ\_STAT (A2, B1, B2, E2, F1, F2, H2, IE, J1, J2, L1, L2, M1, or M2) and FEE\_PAY\_STATUS <>”01” and enrolled in state-supported classes.
* In PeopleSoft: Students with student group “SINT” enrolled in state-supported classes paying non-resident tuition (RESIDENCY = 'OS')

**Step 3:** If it is determined that you have international students enrolled above the 2% limit, you may recode these eligible international students as International Contract if the college has a contract either with their foundation or a local non-profit organization on file with SBCTC. Recode these students as follows:

* In Legacy, change the international student’s Fee Pay Status on eligible enrollments to “35”.
* In PeopleSoft, apply the student group “SINC”.

**Step 4:** If it is determined that you are below the limit of international students eligible to be counted as state FTES, you may recode eligible International Contract students to non-International Contract (thereby retaining the state-supported FTE) by:

* In Legacy: For students with CITZ\_STAT (A2, B1, B2, E2, F1, F2, H2, IE, J1, J2, L1, L2, M1, or M2), change the FEE\_PAY\_STATUS from “35” to “02”.
* In PeopleSoft: Deactivate the Student Group “SINC” after the start of the term.

### Nursing – RN Pathway Designation

A student group has been created to designate students that are coming into the RN to BSN programs via the LPN to ADN or LPN to BSN pathways.

Students will use the same plan code (ACAD\_PLAN) as “traditional” entry ADN (RENDTAA) and BSN (RENNUBS) students since that is the degree they earn. However, a student group must be used to designate students with an LPN to track degree effectiveness.

**Students** are coded with a Student Group of SLPN. This code should be verified each quarter and not be retained on the student after departure from the program.

## Pre-College Courses

Courses designed to prepare the student for college level coursework.

##### Both Legacy and PeopleSoft

**Courses** coded in the CIP 33\* series are considered pre-college.

| **Subject** | **CIP Code** | **Level Required for SAI?** |
| --- | --- | --- |
| Pre-College Math | 330101 | Yes |
| Pre-College English - Reading | 330102 | No |
| Pre-College English - Writing | 330103 | Yes |
| Pre-College English - Coordinated Studies in Reading and Writing | 330104 | No |

## Meta-majors

Colleges currently participating in the Guided Pathways grants are required to implement coding for meta-majors. Colleges that are not participating in the grants are not required to implement this, but may choose to do so. Additional information is available in the [Legacy System Meta-Major Implementation Data Brief](https://www.sbctc.edu/resources/documents/colleges-staff/commissions-councils/dgc/data-brief-legacy-metamajor-implementation.pdf).

##### Legacy Coding

College staff will use screen SM5006 to assign a meta-major from the list of valid options to each applicable EPC code.

| **Global meta-major title** | **Global meta-major code** |
| --- | --- |
| Aerospace | AERO |
| Arts | ARTS |
| Arts and communication | ACOM |
| Arts, humanities, and communication | AHCM |
| Arts, Education, and Human Services | AEHS |
| Automotive and trades | TRAD |
| Business | BUSN |
| Business and communication | BSCM |
| Business and information technology | BSIT |
| Education | EDUC |
| Education, social science, and public services | EDSP |
| Education and human services | EDHS |
| Exploratory | EXPL |
| Healthcare | HLTH |
| Hospitality | HOSP |
| Humanities | HUMA |
| Information technology | ITEC |
| Advanced manufacturing | MANU |
| Manufacturing and aerospace | MAAR |
| Manufacturing and trades | MATR |
| Public services | PBSV |
| Social and behavioral science | SOCS |
| Social science and public service | SSPS |
| Social science/services and education | SSED |
| Social science, humanities and language | SSHL |
| STEM | STEM |
| Transportation | TRAN |
| Transportation and trades | TRTR |

##### PeopleSoft Coding

Pending

## eLearning

eLearning and Open Education provide accessible, affordable and innovative digital learning options for students.

##### Legacy Coding

Code the first character of the DIST ED field (MISC 1) as shown below. When a course combines technology modes, choose the code for the technology mode that is used in predominance. Colleges may desire to use the second character to provide more definitive coding for local use. If this is a procedure that your college would like to use, please use refinements that fit within the major, first-character categories.

| **1st Digit** | **Title** | **Description** |
| --- | --- | --- |
| 1 | Telecourse (Pre-Recorded Course) | 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.  |
| 2 | Correspondence | A course which uses mailed information between instructor and student. Limited or no face-to-face time with instructor.  |
| 3 | Online | 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 allow for this classification).  |
| 4 | Interactive Television | A course which uses the K-20 or network-based video conferencing tools to distribute the course materials in real (synchronous) time.  |
| 5 | Tele-class | 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. |
| 6 | Other | A course that uses other modes of delivery that do not fit within the listed categories.  |
| 7 | Optional | 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).  |
| 8 | Hybrid | A course that displaces some, but not all face-to-face class time with web-based tools. |
| 9 | 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.  |

##### PeopleSoft Coding

Code the Mode of Instruction of the course as one of the following. When a course combines technology modes, choose the code for the technology mode that is used in predominance. **Note:** If creating a hybrid course by having one component in person and one online, code both components as Hybrid (HY).

| **Mode of Instruction** | **Title** | **Description** |
| --- | --- | --- |
| TC | Telecourse (Pre-Recorded Course) | 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.  |
| CO | Correspondence | A course which uses mailed information between instructor and student. Limited or no face-to-face time with instructor.  |
| OL | Online | 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 allow for this classification).  |
| WA | Washington Online (WAOL)\* | A course that uses the SBCTC shared course tools so that multiple institutions in our system can aggregate enrollments into a single roster or pool of students. The course instructor can be hired at any of the institutions and is supported and paid by that institution. The students are supported by the college where they enroll. |
| IT | Interactive Television | A course which uses the K-20 or network-based video conferencing tools to distribute the course materials in real (synchronous) time.  |
| TL | Tele-class | 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. |
| OT | Other | A course that uses other modes of delivery that do not fit within the listed categories.  |
| OP | Optional | 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).  |
| HY | Hybrid | A course that displaces some, but not all face-to-face class time with web-based tools. |
| WE | 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.  |

 \*WAOL courses will be considered as Online courses in the Data Warehouse.

## Open Educational Resources (OER)

In compliance with ESSHB 1375, Open Educational Resources (OER) are resources released either under an open license or in the public domain permitting their free use, repurposing, and sharing.

The required instructional materials are provided online at no cost during the course. A printed version and some supplementary course materials may be available for purchase in bookstore.

**Courses** are coded with a Course Attribute of “SOER”. Please review the OER Labeling Policies in the [Implementation Guide of OER and Low-Cost Labeling Policies for Washington Community and Technical Colleges](https://docs.google.com/document/d/1FDMutJccGdEZ1mtB-4eoAbvCmkS7t-tvqGoBrAIopO0/edit#heading=h.fj9eo1x7rwwl) for additional information and criteria required for this coding.

## Low Cost Course Material

In compliance with ESSHB 1375, colleges must provide information on the cost of textbooks/course materials.

The required instructional materials cost $50 or less; there may be additional mandatory equipment or supplies to purchase.

**Courses** that meet the criteria above are coded with a Course Attribute of “SLCM”. Please review the Low-Cost Labeling Policies in the [Implementation Guide of OER and Low-Cost Labeling Policies for Washington Community and Technical Colleges](https://docs.google.com/document/d/1FDMutJccGdEZ1mtB-4eoAbvCmkS7t-tvqGoBrAIopO0/edit#heading=h.fj9eo1x7rwwl) for additional information and criteria required for this coding.

## Learning Communities

Slated to be discontinued and transitioned to local college Course Attribute.

##### Legacy Coding

No coding designated

##### PeopleSoft Coding

**Courses** are designated by a COURSE ATTRIBUTE of “SLER”.

## Accelerated Outcomes Pre-College Courses

The term “bucket” or “accelerated outcomes” course is used to describe a course that is created as a holding course for enrolling students who will progress at different rates until it is determined which level they have completed.

##### Legacy Coding

The **student’s** beginning placement is captured as a permanent record using the Student Unusual Action code screen SM5003.

* 1. Enter a YRQ value of “Z999” in the Actn Entr Date field to ensure that the content in the unusual action code will be permanent.
	2. For math use an exclamation point “!” followed by the actual placement level.
	3. For English use a plus sign “+” followed by the actual placement level.
	4. The code allows for the lowest placement level as 1 and the highest placement level as 4 to align with student achievement course levels. Higher placement numbers are closer to college level. If your college offers 3 levels of pre-college math, you would use 4 to indicate the highest placement and 2 to indicate the lowest placement.

For example: Your college offers 3 levels of math and 4 levels of English. Jane enters accelerated outcomes courses for math and English. Jane places at the lowest level in math and places at the highest level in English. Jane would have unusual action codes of “!2” and “+4”.

##### PeopleSoft Coding

**Students** can be swapped out of courses using the Enrollment Request Details Action of “Swap Courses” with the Action Reason “ACCL”. This swap action allows you to initially enroll the students in their starting level, and then swap them into a course associated to their ending level. The credits associated to the ending level course will be transcribed. The starting level course or class is coded with the Course/Class Attribute “SOTH” with an Attribute Value of “SACC”. This identifies which starting courses/classes should be captured for the students starting level. For more details, please review the *[Swapping Student Enrollment 21i Quick Reference Guidelines](http://ctclinkreferencecenter.ctclink.us/m/56654/l/653226-swapping-student-enrollment-21i)**[(QRG)](http://ctclinkreferencecenter.ctclink.us/m/56654/l/653226-swapping-student-enrollment-21i)*

## Academic Credit for Prior Learning (ACPL)

Formerly known as Prior Learning Assessment (PLA).

Credit awarded for non-traditional learning will be transcribed in the year quarter (YRQ/STRM) that it was assessed. Unique codes will be used to assist in tracking and reporting credits awarded for non-traditional learning. In accordance with accreditation standards, credits awarded for prior experiential learning will be differentiated as such on the transcript.

There will be situations where credit may be awarded even though the awarding institution does not have a course which is a direct correlation. In these instances, courses will be transcribed under the general category for which they fulfill (ex. Social Science or Psychology).

In the fall of 2016, the Joint Transfer Council (JTC), WACTC Education Services, Instruction Commission and the Articulation and Transfer Council (ATC) approved the following modifications:

1. “Awarding Credit for Non-Traditional Learning” will now be referred to as “Academic Credit for Prior Learning.” The current WSAC Prior Learning Assessment Work Group will be referred to going forward as the Academic Credit for Prior Learning Work Group.
2. Four categories that are established Academic Credit for Prior Learning are specifically denoted on a student’s transcript: Credit by Testing, Prior Experiential Learning, Extra-Institutional Learning and Course Challenges.
3. Students enrolled in a course for which they receive credit through competency-based testing or other direct faculty arrangements will neither be considered Academic Credit for Prior Learning nor specifically denoted as such.
4. Recommend that “CBE” code for “Credit by Exam” under “Course Challenges” be changed to distinguish from and acronym for “competency-based education.”

The CTC system will recognize four categories of Credit for Non-Traditional Learning, as follows:

1. **Credit by Testing** *– Commonly accepted higher education equivalency exams that are documented via a transcript or other official record.*

This category WILL be noted on transcripts as awarded for prior learning and includes:

* 1. Advanced Placement (AP)
	2. International Baccalaureate (IB)
	3. College Level Examination Program (CLEP)
	4. DANTES Subject Standardized Tests (DSST)
	5. Cambridge “A” Level Exam
1. **Prior Experiential Learning** – *Knowledge and skills acquired through experience alone, evaluated (subjectively) by faculty via evaluation of a compilation of work.*  All prior learning assessment HS21+ credits are awarded through prior experiential learning portfolio review.

This category WILL be noted on transcripts as awarded for prior learning in accordance with accreditation standards and includes:

* 1. Portfolio Review
	2. HS21+ Portfolio Review
1. **Extra-Institutional Learning** – *Knowledge and skills acquired outside the institution and objectively verified through third-party certifications, industry-recognized testing/training, crosswalks.*

This category WILL be noted on transcripts as awarded for prior learning and includes:

1. Individual industry certifications (e.g., NCLEX-RN)
2. Occupational Crosswalks (Police, Fire, AmeriCorps, Military, etc.)
3. American Council on Education (ACE)
4. **Course Challenges** – C*hallenge examinations are sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in, and successfully complete, the course. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or abilities equivalent to course completers.*

Some course challenges occur prior to enrollment in the course and others are assessed after registration.  If the assessment occurs prior to enrollment, the student should not be registered in the course, but be charged a fee and the credit awarded through direct transcription with the corresponding section code as shown below.

This category WILL be noted on transcripts as awarded for prior learning.

##### Legacy Coding

When awarding credit for prior learning in the legacy system, use the direct transcription procedure and designated Section code as described below.

**Credit by Testing**

* + - **A#P** – Advanced Placement (AP)
		- **I#B** – International Baccalaureate (IB)
		- **C#P** – College Level Examination Program (CLEP)
		- **DST** – DANTES Subject Standardized Tests (DSST)
		- **CLE** – Cambridge “A” Level Exam

**Prior Experiential Learning**

* **PEL** - Portfolio Review (college level credits)
* **HSP** – HS21+ Portfolio Review (less than college level credits)

**Extra-Institutional Learning**

* **CRT** - Individual industry certifications
* **OCW** - Occupational Crosswalks
* **ACE** – American Council on Education (ACE)
* **JST** – Joint Services Transcript

**Course Challenges**

* **CLG** – Credit by Exam Note: that this is a change from the original coding specifications which cited “CBE” as the code to use for course challenges.

**If an equivalent course exists:**

1. Instruction approves the awarding of credit.
2. Course information is directly transcribed in screen SM6013.
	1. Utilize unique section codes, as previously defined (i.e. “A#P”,”PEL”, “OCW”).
	2. Utilize a valid item number associated to the course in which credits are being granted. (This is for PeopleSoft conversion purposes.)
	3. If graded, the transcribed PASSING grade will reflect the grading policies of the college. Unsuccessful attempts/evaluations will not result in transcription.
	4. YRQ awarded is YRQ posted. A specific YRQ is used, not a universal YRQ (Z999).
3. Notation is made in the transcript comments screen (SM6012) for all prior learning credits awarded.
	1. Use a specific YRQ, not a universal YRQ (Z999).
	2. Specific course and source are noted with consistent language (abbreviations will be used as needed)

Examples

* + - 1. “ENGL&101 awarded from Exp. Learning”
			2. “ENGL&101awarded for AP”
			3. “ENGL&101awarded for IB”
			4. “ENGL&101awarded for CLEP”
			5. “ENGL&101awarded for Course Challenge”
			6. “ENGL&101 awarded from HS21+”
			7. “ENGL&101 awarded for ACE”

For course challenges when the student is registered and tuition is charged:

1. Create a new section of the class using section code “CLG”
2. Enroll the student into this section.
3. Grade the student per college grading policy.
4. FTES will be generated for this enrollment.

**If an equivalent course does not exist:**

1. Noted as a comment on the transcript.
2. Instruction approves the awarding of credit.
3. Notation is made in the transcript comments (SM6012).
	1. Specific YRQ is used, not Z999.
	2. No grade is awarded because it is not an available field.
	3. Category, credits and source are noted with consistent language for all prior learning credits awarded.
		1. Examples
			1. “10 credits Soc Science awarded from AP”
			2. “10 credits Soc Science awarded from IB”
			3. “10 credits Soc Science awarded from CLEP”
			4. “10 credits Soc Science awarded from Cambridge”
			5. “10 credits Soc Science awarded from Exp Learning”
			6. “5 credits Soc Science awarded from HS21+”

##### PeopleSoft Coding

When awarding credit for prior learning in PeopleSoft Campus Solutions, use the **Test Credits – Manual** or the **Other Credits – Manual**. Each category below includes the code that should be used when entering the credits. These codes are mapped to match Legacy Section coding in the Data Warehouse e.g., AP is A#P in the Data Warehouse.

If your institution is awarding the credit, a grading basis of **GRD/SUS/PNP** must be used. If your institution is not awarding the credit, but transferring in the credit, use the **TRN** grading basis.

For test credits such as Advanced Placement (AP) use the Test Credits – Manual page and the codes listed below. For more information about test credits or adding transcript text, see the [**Test Credit QRGs**](https://ctclinkreferencecenter.ctclink.us/m/79558/c/267002) and [**Transcript Text QRG**](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1026888-9-2-entering-transcript-text) for more information about these functionalities.

* + **Test Credit (Used for Credit by Testing)**

| **Test ID** | **Description** | **Mapped to SECT** |
| --- | --- | --- |
| AP | Advanced Placement | A#P |
| IB | International Baccalaureate | I#B |
| CLEP | College Level Examination Program | C#P |
| DSST | DANTES Subject Standardized Tests | DST |
| CLE | Cambridge "A" Level Exam | CLE |
| IBSL | International Baccalaureate SL | IBSL |
| CLEAS | Cambridge AS Level Exam | CLES |

For other ACPL credits awarded such as Portfolio Review or Joint Services Transcript (JST), use the Other Credits – Manual page and the codes listed below.

* + **Other Credit (Used for all other types of credits awarded through ACPL)**
		- **Prior Experiential Learning**

| **Other Credit Type** | **Description** | **Mapped to SECT** |
| --- | --- | --- |
| PLA-PR | Portfolio Review | PEL |
| PLA-HSPR | HS21+ Portfolio Review | HSP |

* **Extra-Institutional Learning**

| **Other Credit Type** | **Description** | **Mapped to SECT** |
| --- | --- | --- |
| PLA-CRT | Individual Industry Certification | CRT |
| PLA-OCW | Occupational Crosswalks | OCW |
| PLA-ACE | American Council on Education | ACE |
| PLA-JST | Joint Services Transcript | JST |

* **Course Challenges**

| **Other Credit Type** | **Description** | **Mapped to SECT** |
| --- | --- | --- |
| PLA-CLG | Credit by Exam | CLG |

For more information on entering Other Credit, please see the [**Other Credit QRG**](http://ctclinkreferencecenter.ctclink.us/m/79558/l/1025598-9-2-processing-other-credit)

## Veterans

The SBCTC gets frequent questions from the legislature concerning veterans attending the college system. In 2012, the SBCTC standardized the veteran benefit coding schema across all colleges.

### Veteran Benefits

##### Legacy Coding

Update the VET-BENE code on Screen SM700A to modify the quarterly enrollment record.

You may choose to update the student’s biographical record on screen SM2001 or SM4002. Doing so will populate the student’s quarterly enrollment record in future quarters.

| **Vet\_Bene Code** | **Description** |
| --- | --- |
| A | Chapter 30 MGIB (Montgomery GI Bill) |
| B | Chapter 31 VR&E (Vocational Rehabilitation & Employment Program) |
| C  | Chapter 32 VEAP (Veterans Educational Assistance Program) |
| D | Chapter 33 Post 9/11 Veterans |
| E | Chapter 33 Post 9/11 TOE (transfer of benefits to dependent child)  |
| F | Chapter 35 Dependent child of 100% disabled or deceased veterans |
| G | Chapter 1606 MGIB Selected Reserve |
| H | Chapter 1607 REAP (Reserve Educational Assistance Program) |
| J | Active duty (including national guard/reserves) currently using military tuition assistance |
| K | Active duty military students using military benefits |
| L | Active duty military dependents using military benefits |
| M | Chapter 33 Post 9/11 TOE (transfer of benefits to eligible spouse)  |
| N | Chapter 35 Eligible spouse of 100% disabled or deceased veterans |
| P | Parent College \* (optional use) |
| X | All other veterans receiving benefits not listed above |
| V | Veterans Retraining Assistance Program (VRAP) |
| Z | All other veterans not receiving benefits, including those who decline using their benefits |
| 0 (zero) | Not a veteran (optional use - All 0's will be set to blank in the Data Warehouse) |

\* The “P” code is used on the student’s biographical record (screen SM2001 or SM4002) at the parent college as a placeholder during a time when the student is not enrolled at the parent college but is enrolled at a secondary/guest college. The parent college uses this code to indicate that an agreement is in place for the student's transfer-in classes to meet the parent college’s local degree requirements. The chapter detail will be recorded at the secondary/guest college as this is where the student is taking classes. However, in some cases the student takes classes at both the parent and secondary/guest colleges and can be certified to receive benefits at both. In these cases, each college would use the appropriate chapter code. The “P” code is not intended to be used on a quarterly enrollment record.

The appropriate chapter code should be used for each quarter the student is enrolled. *Use of the “P” code is optional.*

##### PeopleSoft Coding

Students are tracked in PeopleSoft using the following Student Groups.

| **Student Group** | **Description** |
| --- | --- |
| SVBA | Chapter 30 MGIB (Montgomery GI Bill) |
| SVBB | Chapter 31 VR&E (Vocational Rehabilitation & Employment Program) |
| SVBC | Chapter 32 VEAP (Veterans Educational Assistance Program) |
| SVBD | Chapter 33 Post 9/11 Veterans |
| SVBE | Chapter 33 Post 9/11 TOE (transfer of benefits to dependent child)  |
| SVBF | Chapter 35 Dependent child of 100% disabled or deceased veterans |
| SVBG | Chapter 1606 MGIB Selected Reserve |
| SVBH | Chapter 1607 REAP (Reserve Educational Assistance Program) |
| SVBJ | Active duty (including national guard/reserves) currently using military tuition assistance |
| SVBK | Active duty military students using military benefits |
| SVBL | Active duty military dependents using military benefits |
| SVBM | Chapter 33 Post 9/11 TOE (transfer of benefits to eligible spouse) |
| SVBN | Chapter 35 Eligible spouse of 100% disabled or deceased veterans |
| SVBP | All other veterans receiving benefits not listed above |
| SVBV | Veterans Retraining Assistance Program (VRAP) |
| SVBZ | All other veterans not receiving benefits, including those who decline using benefits |

### Veteran Resident Tuition

##### Legacy Coding

To differentiate veteran resident tuition students from traditional resident students, both a resident and fee pay status code will need to be applied so state and and/or waivers are not applied. Please use Resident Status code 2 and Fee Pay Status code 09 for these students once eligibility is determined. There is not currently a mechanism to determine when the student meets full residency requirements necessary to change both the residency and fee pay status codes to full resident codes (Resident Status 1, Fee Pay Status 01)

**Note:** For colleges with applied baccalaureate programs your business offices will need to set up supplemental fees for a 09/65 combination for veterans taking baccalaureate classes. SBCTC-IT will send a notice to the BAR group explaining in more detail.

##### PeopleSoft Coding

Pending

## Foster Care Students

The Passport to College Promise program offers financial assistance to former and current foster care children who have been in foster care in the state of Washington for one day or longer since their thirteenth birthday. The purpose of the bill is to encourage current and former foster care youth to prepare for, attend and successfully complete higher education. The bill is also designed to provide current and former foster care youth with the educational planning, information, institutional support, and direct resources necessary for them to succeed in higher education.

The bill states that institutions of higher education that receive funding for student support services shall include on their applications for admission or on their registration materials a question asking whether the applicant has been in foster care in Washington state for at least one year since his or her sixteenth birthday.

##### Legacy Coding

Foster Care students are identified through the Unusual Action code. You must first add the new unusual action code to the Unusual Action Code table in SMS (SM5021). Use unusual-action value “F$”. Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ value “Z999”

Note that students will only need to be coded with the Unusual Action code once. The SBCTC will pull all students where the YRQ = “Z999” each year in order to obtain the listing of foster care students.

##### PeopleSoft Coding

Foster Care **students** are identified through the Student Group code of “SFCY”.

## Early Achievers Grant

This grant is a student financial aid program to assist employed child care providers and early learning educators complete certificates and associate degrees in early childhood education.  Funding is provided to students to pay for tuition, fees and textbooks. Participating colleges are granted funds to provide student wrap-around services for grant recipients and employ a point-of-contact to directly assist grant recipients on all aspects of their college education.

##### Legacy Coding (As of Summer 2020)

**Students** are coded with one of the following Unusual Action Codes on screen SM5003.

| **Unusual Action Code** | **Description** |
| --- | --- |
| E! | Student working at a childcare center  |
| E& | Student working at a family home childcare business  |
| E+ | Student working at an ECEAP program |
| E- | Student working at a Head Start program |

**NOTE**: The students will need to be coded with the Unusual Action code and YRQ each quarter they receive funding from the Early Achievers Grant. The student should not be coded for the Early Achievers Grant after departure from the program. The quarterly records for these Unusual Action Codes do not need to be removed once coded, as they are quarter specific.

##### PeopleSoft Coding (As of Summer 2020)

**Students** must have a term-activated active plan stack during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For details on adding this Student Attribute, please review the [*Managing Student Attributes* *(QRG)*](http://ctclinkreferencecenter.ctclink.us/m/79558/l/1022906-9-2-managing-student-attributes)

The student’s STARS ID number should be entered as an External System ID. Please use the [*Entering an External System ID – Merit System Stars ID (QRG)*](https://ctclinkreferencecenter.ctclink.us/m/79545/l/1489425-9-2-entering-an-external-system-id-merit-system-stars-id) for directions on how to enter this information.

The plan stack is coded with the Student Attribute “SEAG” with one of the following values listed below. This code should be verified each quarter. The student should not be coded for the Early Achievers Grant after departure from the program.

| **Student Attribute “SEAG” Value** | **Description** |
| --- | --- |
| SE01 | Student working at a childcare center  |
| SE02 | Student working at a family home childcare business  |
| SE03 | Student working at an ECEAP program |
| SE04 | Student working at a Head Start program |

**Students** will be identified by the Student Group “SEAG”. The student group will be set automatically each night for enrolled students with the student attribute correctly coded on their term activated plan stack.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Mass Assigned Student Groups*](#_Mass_Assigned_Student) *for details on how this Student Group is set.*

## Ability to Benefit

Ability to Benefit (ATB) allows a student without a high school diploma or equivalency to receive Title IV student financial aid to pay for postsecondary education and training if they are enrolled in an eligible career pathway program. To receive aid, the student must first complete six (6) credits (or equivalent) applicable toward a degree or certificate, pass a Department of Education (ED) approved exam, or complete a state process approved by the Secretary of Education.

Beginning fall quarter 2020, all students receiving financial aid based on Ability to Benefit must be coded. The code shall be applied each quarter until the student has earned a high school credential/equivalent or is no longer receiving financial aid. Please work with your financial aid office and registrars to make this happen.

##### Legacy Coding

**Students** are coded using these UA codes:

* “T$” for ATB students using the test (ED approved exam) option
* “C$” for ATB students using the 6-credit (or equivalent) option
* “S$” for ATB students using the state option (co-enrolled in HS+ and I-BEST)

Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program. **The student must be coded each quarter.** This requires updating the YRQ field.

##### PeopleSoft Coding

**Students** are assigned to these Student Groups:

* “SABT” for ATB students using the test (ED approved exam) option
* “SABC” for ATB students using the 6-credit (or equivalent) option
* “SABS” for ATB students using the state option (co-enrolled in HS+ and I-BEST)

## Student Emergency Assistance Grant

The Washington State Legislature established the Student Emergency Assistance Grant (SEAG) Program in the passage of 2SHB 1893 during the 2019 legislative session. The SEAG Program, administered by the State Board for Community and Technical Colleges (SBCTC), allows Washington Community and Technical Colleges (CTCs) to provide monetary assistance to students experiencing unforeseen emergencies or situations that affect the student's ability to attend classes.

Beginning summer 2021, SBCTC is required to report the colleges receiving the grant, the number of students served with the grants, and how the funds were distributed. In order to track the number of students served, students need to be coded using the instructions below.

##### Legacy Coding

**Students** served by the Student Emergency Assistance Grant should be coded with an Unusual Action Code of “S!”. Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program. **The student must be coded each quarter.** This requires updating the YRQ field.

##### PeopleSoft Coding

**Students** are identified with a Student Group code of “SEAP”.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Manually Assigned Student Groups*](#_Manually_Assigned_Student) *for additional information.*

## Supporting Students Experiencing Homelessness

In 2021, the Washington State Legislature expanded the pilot program first established by 2SSB 5800 by passing SHB 1166. The expanded pilot directs the State Board of Community and Technical Colleges (SBCTC) to select eight college districts with no less than four located outside of the Puget Sound region to provide certain accommodations to students experiencing homelessness and who were in foster care at the time of graduation from high school. The colleges participating in the pilot program must contribute to a joint report facilitated by SBCTC to the appropriate committees of the Legislature by December 1, 2023,

Beginning summer 2021, all eligible students receiving services should be coded. The code should be applied each quarter they receive the service.

##### Legacy Coding

**Students** in the Supporting Students Experiencing Homelessness Pilot are identified with an Unusual Action Code of “H!”. Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program. **The student must be coded each quarter.** This requires updating the YRQ field.

##### PeopleSoft Coding

**Students** are identified with a Student Group code of “SSEH”.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Manually Assigned Student Groups*](#_Manually_Assigned_Student) *for additional information.*

## Childcare for Student Parents

The Washington Coalition for Children's Campus Centers, our state group of college childcare directors, is interested in measuring differences in student outcomes among students who are also parents by whether they use a college-sponsored childcare center. The Research and Planning Commission has requested that the system use a standardized coding mechanism.

Beginning fall quarter 2015, all students who use childcare college-sponsored facilities should be coded. The code should be applied each quarter they receive the service.

##### Legacy Coding

**Students** who have children in the college-sponsored childcare center should be coded with an Unusual Action Code of “P&”. Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program. **The student must be coded each quarter.** This requires updating the YRQ field.

##### PeopleSoft Coding

**Students** are identified with a Student Group code of “SCLD”.

**Note:** *Student Group coding is critical for identifying students for state and federal reporting. Please review* [*Manually Assigned Student Groups*](#_Manually_Assigned_Student) *for additional information.*

## Continuing Education

##### PeopleSoft Coding

Continuing Education **courses** offered for the intent of personal enrichment should be coded with the “SINT” value of “PERSENRICH”.

**Students** who are exclusively enrolled in the Continuing Education career and CNED program in PeopleSoft will be set to “W” Intent in the data warehouse.

## Exit Coding

**Academic Exit Codes**: The alpha Exit Codes, with the exception of Exit Code T and Z, apply to degrees that are designed for transfer, often called academic degrees.

**Workforce Exit Codes**: Exit codes 1-9 and T apply to degrees and certificates with a workforce goal. Exit Code T applies to a workforce degree (Associate in Applied Science –T) that also has a set of core courses that will transfer and thus may serve well in transfer to an applied bachelor’s degree.

| Award Title | Exit Code | CIP Code | PeopleSoft Plan Code or Degree |
| --- | --- | --- | --- |
| Technical degrees excluding AAS-T  | 1 | Approved CIP Code for the program/degree | Degree = APT |
| Associate in General Studies A non-transfer academic degree. | 1 | 24.0101 | Degree = AGS |
| Long Certificate of 90+ Credits  | 2 | Approved CIP Code for the program/degree | Degree = C90See college inventory for detail |
| Long Certificate of 45-89 Credits | 3 | Approved CIP Code for the program/degree | Degree = C45See college inventory for detail |
| Short Certificate 20 to 44 credits**NOTE**: Prior to Summer 2014, the definition of Exit Code 4 was under 45 credits. | 4 | Approved CIP Code for the program/degree | Degree = C20See college inventory for detail |
| Federal Apprenticeship  | 5 | Approved CIP Code for the program/degree | N/A for PeoplesoftSee college inventory for detail |
| High School DiplomaSpecific Program Coding:High School CompletionHigh School 21+HB 1758International HS Completion | 6 | 32.0208 | Degree = HSCHS\_HCHSCHS\_H2HSCHS\_HBHSCHS\_INHSC |
| Short Certificate 1 to 19 credits**NOTE**: Prior to Summer 2014, the definition of Exit Code 9 was Unique Program Completion or Non-Credit Occupational Training Completion 1 | 9 | Approved CIP Code for the program/degree | Degree = C01See college inventory for detail |
| Non-Credit Bearing Certificate (0 credits)**NOTE**: New as of Summer 2014 | Z | Approved CIP Code for the program/degree | Degree = C00See college inventory for detail |
| Associate of Science- Transfer AS-T – Track 1This degree is for students interested in chemistry and related fields. | A | 24.0101 | Degree = ASSee college inventory for detail |
| Associate of Science- Transfer AS-T – Track 2 This degree is for students interested in engineering and physics and related fields. | B | 40.0101 | Degree = ASSee college inventory for detail |
| Associate in Arts or Associate in Arts and Science Local transfer agreement that does not follow the DTA agreement. These are transfer degrees developed by the college for specific majors (for example Fine Arts), but not following either the DTA or AS-T statewide agreement. | C | 24.0101 | Plan begins with LAC, LAT, or LTA and Degree = AA or ASSee college inventory for detail |
| Associate in Arts or Associate in Arts and Science DTA  | D | 24.0101 | Degree = AASee college inventory for detail |
| Associate in Elementary Education DTA/MRP**Retired in Winter 2014** | E | 13.1202 | EETEEAA |
| Associate in Business DTA/MRP | F | 52.0101 | BUCBUAA |
| Associate in Math EducationDTA/MRP | G | 13.1311 | METMEAS |
| Associate in Physics Education AS-T #2**Retired in Fall 2014** | H | 13.1329 | PTEPEAS |
| Associate in Chemistry Education AS-T #1**Retired in Fall 2014** | I | 13.1323 | CTECEAS |
| Associate in Biology Education AS-T #1**Retired in Fall 2014** | J | 13.1322 | BTEBEAS |
| Associate in Science – Transfer Materials Science and ManufacturingEngineering Track 2/ MRP | J | 14.1801 | MEEMSAS |
| Associate in Gen Science Ed AS-T# 1**Retired in Fall 2014** | K | 13.1316 | STEGSAS |
| Associate in Nursing DTA/MRP | L | 51.3801 | RENDTAA |
| Associate in Technology DTA/MRP**Retired in Fall 2019** | M | 15.0000 | ENTTEAS |
| Associate in Pre-Nursing DTA/MRPA degree following the statewide MRP agreement for entry into junior level nursing programs and meeting DTA requirements**NOTE**: The CIP Code associated to this award changed from 51.3801 to 24.0101 in Summer 2014. | N | 24.0101 | RENPNAS |
| Associate in Science – Transfer Bioengineering and Chemical Engineering Track 2/MRP  | O | 14.0701 | CHEBCAS |
| Associate in Science – Transfer Computer and Electrical Engineering Track 2/MRP | P | 14.1001 | EECCEAS |
| Associate in Science – Transfer Civil and Mechanical Engineering Track 2/ MRP | Q | 14.1901 | MEEMCAS |
| Associate in Biology DTA/MRP | R | 26.0101 | GEBBIAS |
| Associate in Mechanical Engineering Technology AS-T Track 2/MRP**Retired in Fall 2019** |  S  | 15.0805 | MCTMTAS |
| Associate in Applied Science AAS-TFor locally determined articulation to baccalaureate programs. | T | Approved CIP Code for the program/degree  | Degree = AASSee college inventory for detail |
| Baccalaureate Degree | U | Approved CIP Code for the program/degree  | Degree = BAA, BAS, BAT, BSN or BSSee college inventory for detail |
| Associate in Construction ManagementDTA/MRP | V | 52.2001 | CONCMAS |
| Electronics Engineering Technology and Computer Engineering TechnologyAST/MRP **Retired in Fall 2019** | W | 15.0303 | ECTETAS |
| Associate in Computer Science DTA/MRP | X | 11.0701 | CSACSAA |
| Associate in Music DTA/MRP | Y | 50.0901 | MUSMUAA |

1 The intent of Exit Code 9 is to recognize job-specific completions, particularly non-credit certification courses. Exit Code 9 was created as part of the performance funding initiative specifically related to non-credit instruction. Although its use has expanded, it is not intended to be a catchall for workforce completions. Even though a program may be an approved vocationally oriented course of study with an EPC, Exit Code 9 is not appropriate for multi-occupational or non-specific completions such as Job Prep, Prep for Training, New Chance, and so forth.

## Appendix A – Program Reporting Tools

### Student Attribute Coding

**Student Attribute Coding and Mass Assign Jobs:**

The Student Group is set by an automated process (mass assign job) based on a combination of the Student Attribute and the Attribute value. There is no need to manually add the student group to the student. The process on your end is done through the Academic Program > Student Attribute pages. Steps for the best practice to record the history of the student’s entry and exit into the program attribute and ensure accurate reporting of enrollment and FTE calculation is below.

1. Always add a new effective date to the appropriate active program stack. Do not use Correct History actions.

**NOTE:** If Correct History action is used, the attribute may appear to not have existed at all during the enrollment quarter and historical reporting will not be accurate.

* 1. Adding the Attribute & Value: The effective date should be dated the day before the first day of the term to be counted for reporting purposes. The effective date for the program plan stack must be the same as the student attribute.
	2. Removing the Attribute & Value: It is necessary that a new effective date be added. The effective must be after the student’s last eligible term and before the start of the next term.

NOTE: Completions should be dated on or before the last day of the quarter. These are reported as active on the last day of the quarter when completing in that quarter.

The mass assign job takes into consideration that the student is not only coded in the student attribute and value combination but is also enrolled during the quarter in the matching career and student career number that has the attribute assigned. If the student has an active student attribute, but is not enrolled during the quarter, the student group code will be deactivated. Once the student enrolls (and if they still have an active student attribute that matches the career and student career number for enrollment) the student group will automatically be activated again.

**Data Quality Reporting Tools for Student Attribute Coding:**

**PS Queries:**

1. QCS\_CC\_SBCTC\_ATTR\_GROUP

By using this query and prompting for each quarter in the academic year, you can review the list of students who have an active Student Attribute. The query will show you the students and their relationships to the active program stack, attribute coding and enrollment.

Field Definitions by Institution, Student ID, Attribute and Attribute Value, Term, Program Stack Career, Program Stack Career Nbr, Attribute Stack Career, Attribute Stack Career Nbr

NOTE: Unique combination of Academic Career and Student Career Number = Program Stack.

**Status** – Active, Discontinued, etc.: Indicates the program stack status as of the prompted term

**Last Active Term** – Term Code: When student does not have an active program stack, this will display the last active term in that specific program stack. The student will show in the query up through that term but will not pull in terms after the Last Active Term.

**Act Prog Flag** – Y/N flag: Is the specific program stack Active in the prompted term?

**Term Act Flag** – Y/N flag:  Is Student Term Active in the specific program stack?

**Term Enrl Flag** – Y/N flag:  Is Student Enrolled in Term in the specific program stack?

**Act Group Flag** – Y/N flag:  Is Student Active in the Student Group that matches the Student Attribute code (i.e. SAPR)?

**Match Attr Effdt** – Y/N flag: Is the Attribute on the last effective dated row for the specific program stack and within the quarters begin and end dates?

**Match Attr Career** – Y/N flag: Does the Term Active/Enrolled program stack Career match the Attribute program stack Career?

**Match Attr Career Nbr** – Y/N flag: Does the Term Active/Enrolled program stack Career Nbr match the Attribute program stack Career Nbr?

**Data Warehouse FTE Note** – Text field that will display on each program stack that will not be counted due to the mismatch of the above flags

**To be counted: All flags must be Yes.**

NOTE: Any flag that is a No should be identifiable by the field definitions above.

**PS Views for use in query development:**

1. **VCS\_STDNT\_ATTR** (used by query QCS\_CC\_SBCTC\_ATTR\_GROUP)

To find students with coding issues directly using the view:

Select \*

From VCS\_STDNT\_ATTR B

Where

( B.TERM\_ACTIVE\_FLG = 'N'

OR  B.TERM\_ENRL\_FLG = 'N'

OR  B.MATCH\_ATTR\_EFFDT = 'N'

OR  B.MATCH\_ATTR\_CAREER = 'N'

OR  B.MATCH\_ATTR\_CAR\_NBR = 'N)

If want to limit to those students that would be eligible for the group but not yet term active or enrolled:

Where

( B.TERM\_ACTIVE\_FLG = 'N'

OR  B.TERM\_ENRL\_FLG = 'N')

AND  B.MATCH\_ATTR\_EFFDT = 'Y’

AND  B.MATCH\_ATTR\_CAREER = 'Y'

AND  B.MATCH\_ATTR\_CAR\_NBR = ‘Y’

1. **VCS\_STNDT\_GROUP**

Associates the student group coding to terms.

## Appendix B – Program Processing

### Apprenticeship



## Appendix C – Program Coding Overview

### Basic Skills PeopleSoft Coding

Basic Skills courses and classes are considered Ungraded per the State Board Policy Chapter 5.30.15.

Anyone who is 16 years of age or older and not enrolled in secondary school, and who either has needs below the level of high school completion or is limited-English-proficiencies eligible to participate in Basic Education for Adults (BEdA) activities. For a full list of BEdA eligibility criteria please see the [requirements for enrollment in Basic Education for Adults](https://www.sbctc.edu/colleges-staff/programs-services/basic-education-for-adults/beda-handbook/eligible-students.aspx).

For specific course and class coding information, please refer to the [BEdA Course and Class Coding Manual](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/beda-course-and-class-coding.pdf). It is listed under the SBCTC Student & Courses Coding Manuals heading on the Data Services Coding and Reporting Guidelines page on the SBCTC website.

## Appendix D – Student Attribute Values

SBCTC has reserved Student Attributes starting with the letter “S”.

| **Attribute** | **Description** | **Short Description** | **Attribute Value** | **Description** | **Short Description** | **Effective Date** |
| --- | --- | --- | --- | --- | --- | --- |
| SAPR | Apprenticeship | Apprent | SAPRAAJAC | Aerospace Joint Apprent (AJAC) | AJACApprnt | 1/1/1901 |
| SAPR | Apprenticeship | Apprent | SAPRFA | Registered Federal Apprentice | Fed Apprnt | 1/1/1901 |
| SAPR | Apprenticeship | Apprent | SAPRHS | High School Apprenticeship | HS Apprnt | 1/1/1901 |
| SAPR | Apprenticeship | Apprent | SAPRPR | Pre-Apprenticeship | Pre Apprnt | 1/1/1901 |
| SAPR | Apprenticeship | Apprent | SAPRSA | Registered WA State Apprentice | StateAprnt | 1/1/1901 |
| SEAG | Early Achievers Grant | EAG Grant | SE01 | Working at Childcare Center | ChldCr Ctr | 6/26/2020 |
| SEAG | Early Achievers Grant | EAG Grant | SE02 | Working at Family Home Childca | HomeCr Ctr | 6/26/2020 |
| SEAG | Early Achievers Grant | EAG Grant | SE03 | Working at ECEAP | ECEAP | 6/26/2020 |
| SEAG | Early Achievers Grant | EAG Grant | SE04 | Working at Head Start | Head Start | 6/26/2020 |
| SWRF | WorkFirst | WorkFirst | SF01 | Customized Job Skills Training | CJST | 1/2/2016 |
| SWRF | WorkFirst | WorkFirst | SF02 | Vocational Education | Voc Ed | 1/2/2016 |
| SWRF | WorkFirst | WorkFirst | SF03 | Job Skills Training | JobSklTrng | 1/2/2016 |
| SWRF | WorkFirst | WorkFirst | SF05 | Basic and Developmental Ed | Bas/Dev Ed | 1/2/2016 |
| SWRF | WorkFirst | WorkFirst | SF06 | Life Skills | LifeSkills | 1/2/2016 |
| SWRT | Worker Retraining | WrkrRetrng | SW01 | Dislocated Worker | DislocWrkr | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW02 | Stop Gap Employment | Stop Gap | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW03 | Receivg UI bens Not Dislocated | UIBenNoDis | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW04 | Displaced Homemaker | Displ Hmkr | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW05 | Was Self-Employed | SelfEmploy | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW06 | Boeing Dislocated Workers | BoeingDisl | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW07 | Vulnerable Worker | VulnrblWrkr | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW08 | Disaster Impacted Workers | DistrImpct | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW09 | Displaced Veterans | Displ Vet | 1/2/1901 |
| SWRT | Worker Retraining | WrkrRetrng | SW10 | Active Duty Military | Actv Duty | 1/2/1901 |

## Appendix E – Student Groups

SBCTC has reserved Student Groups starting with the letter “S”.

| **Group** | **Description** | **Short Description** | **Effective Date** |
| --- | --- | --- | --- |
| SABC | Ability to Benefit 6 Cr/Equiv | ATB Cr/Eqv | 9/7/2020 |
| SABS | Ability to Benefit State | ATB State | 9/7/2020 |
| SABT | Ability to Benefit Test | ATB Test | 9/7/2020 |
| SAPA | Aerospace Apprenticeship | AeroApprnt | 7/1/2023 |
| SAPR | Apprenticeship | Apprentice | 1/1/1901 |
| SAPP | Pre-Apprenticeship | PreApprnt | 7/1/2023 |
| SBFT | Basic Food, Employment & Train | BFET | 1/1/1901 |
| SBST | Intgrtd Basic Ed Skill Traing | IBEST | 1/1/1901 |
| SCLD | Child Care Center | Child Care | 1/1/1901 |
| SDIS | Self-Reported Disabled | Disabled | 1/1/1901 |
| SDOC | Department of Corrections | DOC | 1/1/1901 |
| SDRF | Responsible for Dependent | Resp4Depen | 1/1/1901 |
| SEAG | Early Achievers Grant | EAG | 3/22/2018 |
| SEAP | Student Emergency Assistance | EmrgcyAsst | 5/10/2021 |
| SFCY | Foster Care Youth | FosterCare | 1/1/1901 |
| SFGA | Parent Less than HS Grad | Prnt LT HS | 1/1/1901 |
| SFGB | Parent HS Grad | PrntHSGrad | 1/1/1901 |
| SFGC | Parent BA or Higher | Prnt BA+ | 1/1/1901 |
| SHEE | HEET (Hospital Employee) | HEET | 1/1/1901 |
| SHS1 | Open Doors | Open Doors | 1/1/1901 |
| SHS2 | Gateway to College | Gtwy2Collg | 1/1/1901 |
| SHS3 | High School Reengagement | HSReengage | 1/1/1901 |
| SHS4 | Direct Funded High School | DirFundHS | 9/16/2021 |
| SINC | International Contract Student | Intnl Cont | 1/1/1901 |
| SINT | International Student | Intnl Stu | 1/1/1901 |
| SLPN | Entry with LPN credential | SLPN | 1/1/2023 |
| SMSA | MESA Program | MESA | 9/21/2015 |
| SOPG | Opportunity Grant | Opp Grant | 1/1/1901 |
| SRSL | Running Start Waiver | RS Waiver | 1/1/1901 |
| SRSR | Running Start | RS Student | 1/1/1901 |
| SSEH | Stds Experiencing Homelessness | HomelesStu | 5/10/2021 |
| SVBA | Chapter 30 MGIB | Ch30 MGIB | 1/1/1901 |
| SVBB | Chapter 31 VR&E | VR&E | 1/1/1901 |
| SVBC | Chapter 32 VEAP | VEAP | 1/1/1901 |
| SVBD | Chapter 33 Post 9/11 Veterans | 9/11 Vets | 1/1/1901 |
| SVBE | Ch 33 Post 9/11 TOE Dep Child | 9/11 TOE C | 1/1/1901 |
| SVBF | Chapter 35 Dependent Child | Ch 35 DepC | 1/1/1901 |
| SVBG | Chapter 1606 MGIB | Ch1606MGIB | 1/1/1901 |
| SVBH | Chapter 1607 REAP | REAP | 1/1/1901 |
| SVBJ | Active Duty TA | Active TA | 1/1/1901 |
| SVBK | Active Duty Military Benefits | Active Ben | 1/1/1901 |
| SVBL | Active Duty Dependent Benefits | Act Dp Ben | 1/1/1901 |
| SVBM | Ch 33 Post 9/11 TOE Elg Spouse | 9/11 TOE S | 1/1/1901 |
| SVBN | Chapter 35 Eligible Spouse | Ch 35 ElgS | 1/1/1901 |
| SVBP | All Other Veterans w/Ben | Othr VwBen | 1/1/1901 |
| SVBV | VRAP | VRAP | 1/1/1901 |
| SVBZ | All Other Veterans No Ben | Othr VnoBn | 1/1/1901 |
| SVET | Veteran Information | ReqVetInfo | 1/1/1901 |
| SW29 | Waive Nonresident Operat. Fee | NonResOpFe | 1/1/1901 |
| SW70 | Eligible Vets/National Guard | Vet/Nat Gd | 1/1/1901 |
| SW71 | Military Other | MilitaryOt | 1/1/1901 |
| SW9A | Wrongfully Convicted Felon | Wrong Conv | 1/1/1901 |
| SWBR | WABERS | WABERS | 1/1/1901 |
| SWRF | WorkFirst | WorkFirst | 1/1/1901 |
| SWRT | Worker Retraining | WrkrRetrng | 1/1/1901 |
| SWSA | Employed FT | Emp FT | 1/1/1901 |
| SWSB | Employed PT | Emp PT | 1/1/1901 |
| SWSC | Unemployed Seeking | Unemp Seek | 1/1/1901 |
| SWSD | Unemployed Not Seeking | Unemp noSk | 1/1/1901 |

## Appendix F – Course Attribute Values

SBCTC has reserved Course Attributes starting with the letter “S”.

| **Attribute** | **Attribute Description** | **Short Description** | **Attribute Value** | **Value Description** | **Effective Date** |
| --- | --- | --- | --- | --- | --- |
| SAHS | Direct Funded High School | DirFundHS | DFHS | Direct Funded High School | 9/16/2021 |
| SBST | I-Best | I-Best | DEVELOPMTL | Team Taught w/ Dev Ed Students | 6/19/2021 |
| SBST | I-Best | I-Best | BASICSKILL | Team Taught w/ Basic Skill Stu | 6/19/2021 |
| SCHS | College in the High School | Coll in HS | COLHS | College in the High School | 3/22/2018 |
| SCJT | Customized Job Training | Cust Jb Tr | SCJT | Customized Job Training | 1/1/1901 |
| SCOR | Corrections Specific Units | Corr Unit | SIMU | Intensive Management Unit | 4/22/2021 |
| SCOR | Corrections Specific Units | Corr Unit | SSBU | Skill Building Unit | 4/22/2021 |
| SCOR | Corrections Specific Units | Corr Unit | SSOU | Special Offender Unit | 4/22/2021 |
| SCYB | Cybersecurity 500 | Cyber500 | CYBER | Cybersecurity 500 | 7/1/2022 |
| SFND | Fund Source | Fund Srce | 1 | Fully State Funded | 1/1/1901 |
| SFND | Fund Source | Fund Srce | 2 | Partially State Funded-Sup | 1/1/1901 |
| SFND | Fund Source | Fund Srce | 3 | Partially State Funded-Shared | 1/1/1901 |
| SFND | Fund Source | Fund Srce | 4 | Grant and Contract Funded | 1/1/1901 |
| SFMD | Fund Source | Fund Srce | 5 | Self-Support | 1/1/1901 |
| SINT | Course Intent | Crse Intnt | ACADEMIC | Academic Course | 1/1/1901 |
| SINT | Course Intent | Crse Intnt | WRKFRCESUP | Workforce Supplemental Course | 1/1/1901 |
| SINT | Course Intent | Crse Intnt | WORKFORCE | Workforce Course | 1/1/1901 |
| SINT | Course Intent | Crse Intnt | PERSENRICH | Personal Enrichment Course | 1/1/1901 |
| SJST | Jobs Skills Training | Job Skl Tr | SJST | Jobs Skills Training | 1/1/1901 |
| SLCM | -Low-Cost Textbooks | Low-Cost | SLCM | Low-Cost Textbooks | 8/27/2018 |
| SLER | Learning Communities | Learn Comm | SLER | Learning Communities | 1/1/1901 |
| SNFG | Non-FTE Generating | Non-FTE | NON-FTE | Non-FTE Generating Class | 1/1/1901 |
| SOER | -OER:No Textbook to Purchase | Opn Ed Res | OER | Open Educational Resources | 8/27/2018 |
| SOTH | Other Course Attributes | Other Attr | SACC | Accelerated Outcomes | 3/22/2018 |
| SWRK | Workbased Learning | Workbased | WRKBASED | Workbased Learning | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 1 | 1% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 2 | 2% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 3 | 3% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 4 | 4% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 5 | 5% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 6 | 6% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 7 | 7% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 8 | 8% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 9 | 9% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 10 | 10% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 11 | 11% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 12 | 12% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 13 | 13% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 14 | 14% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 15 | 15% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 16 | 16% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 17 | 17% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 18 | 18% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 19 | 19% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 20 | 20% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 21 | 21% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 22 | 22% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 23 | 23% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 24 | 24% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 25 | 25% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 26 | 26% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 27 | 27% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 28 | 28% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 29 | 29% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 30 | 30% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 31 | 31% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 32 | 32% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 33 | 33% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 34 | 34% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 35 | 35% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 36 | 36% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 37 | 37% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 38 | 38% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 39 | 39% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 40 | 40% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 41 | 41% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 42 | 42% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 43 | 43% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 44 | 44% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 45 | 45% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 46 | 46% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 47 | 47% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 48 | 48% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 49 | 49% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 50 | 50% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 51 | 51% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 52 | 52% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 53 | 53% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 54 | 54% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 55 | 55% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 56 | 56% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 57 | 57% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 58 | 58% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 59 | 59% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 60 | 60% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 61 | 61% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 62 | 62% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 63 | 63% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 64 | 64% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 65 | 65% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 66 | 66% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 67 | 67% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 68 | 68% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 69 | 69% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 70 | 70% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 71 | 71% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 72 | 72% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 73 | 73% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 74 | 74% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 75 | 75% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 76 | 76% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 77 | 77% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 78 | 78% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 79 | 79% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 80 | 80% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 81 | 81% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 82 | 82% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 83 | 83% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 84 | 84% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 85 | 85% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 86 | 86% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 87 | 87% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 88 | 88% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 89 | 89% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 90 | 90% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 91 | 91% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 92 | 92% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 93 | 93% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 94 | 94% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 95 | 95% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 96 | 96% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 97 | 97% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 98 | 98% Externally Funded | 1/1/1901 |
| SXTF | Percent Externally Funded | Xtrnl Fund | 99 | 99% Externally Funded | 1/1/1901 |

## Appendix G – Legacy Unusual Action Codes

SBCTC has reserved codes with the following special characters: \*, $, &, !, and +. Colleges have been asked not to use these special characters.

**Valid Codes:**

| **Values** | **Value Descriptions** |
| --- | --- |
| F! | First Generation Student |
| F$ | Foster Care |
| B! | BFET |
| A+ | HEET |
| V$ | Veteran |
| W! | Worker Retraining Stop Gap Employment (work\_attnd 81 as of B452) |
| C& | Competency Based Education |
| R+ | RISE (Resources to Initiate Successful Employment) Treatment Group |
| M+ | RISE Control Group |
| M- | RISE Non-study Group |
| !1, !2, !3 or !4 | Pre-College Math Starting Level 1 thru 4; 4 = highest level |
| +1, +2, +3 or +4 | Pre-College English Starting Level 1 thru 4; 4 = highest level |
| A! | AIR Washington |
| +C | Student has given consent to use their SSN for employment matching |
| !C | Student has not given consent to use their SSN for employment matching |
| P& | Student parents using campus childcare center |
| M! | MESA student |
| T! | ITT Tech transfer student |
| S+ | Student has been solicited to submit their SSN or ITIN for the 1098T  |
| E! | Early Achievers Grant Coding - Student working at a childcare center |
| E& | Early Achievers Grant Coding - Student working at a family home childcare business |
| E+ | Early Achievers Grant Coding - Student working at an ECEAP program |
| E- | Early Achievers Grant Coding - Student working at Head Start program |
| C$ | Ability to Benefit Coding – Student eligible using 6-credit/equivalent |
| S$ | Ability to Benefit Coding – Student eligible using state option |
| T$ | Ability to Benefit Coding – Student eligible using a test |
| H! | Supporting Students Experiencing Homelessness |
| S! | Student Emergency Assistance Grant |





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Washington State Board for Community and Technical Colleges