

# SMS Sort Codes

- [Introduction](#)
- [Standard Class Sort Codes](#)
- [Standard Enrollment Sort Codes](#)
- [Standard Biographic Sort Codes](#)

## Introduction

On the Job Scheduling Screens, you enter sort code parameters to specify the sequence of records on a printed report. Depending on the type of report you want to create, you use a sort code from one of the following three groups:

- **Standard Class Sort Codes:** Determine the sequence of course schedule records or schedule construction records, as they appear on reports with an "IS" prefix.
- **Standard Enrollment Sort Codes:** Determine the sequence of records on reports that display both student and enrollment information.
- **Standard Biographic Sort Codes:** Determine the sequence of records on reports that display only student biographic information.

Some reports are limited to specific sort codes or are created by jobs that do not offer a sort code because of one of the following conditions:

- The nature of the data or the manner in which the data is presented.

**Example:** The High School Report by High School sorts records alphabetically by student for each high school. No other choices are available for sorting the report.

- The report has its own sort codes that are applicable only to that report; standard sort codes are not used.

**Example:** Registration Appointment Mailers have their own sort codes (listed in the job scheduling documentation) and thus do not use standard sort codes.

- The sort sequence used with a specific report causes a page break.

**Example:** Class Rosters start a new page as the item number changes or the department/division, course number, and section all change. If the user selects the standard enrollment sort code "02" (Student Name, Department/ Division, Course Number, Section), each class for each student would be printed on a separate roster page.

For more information about the valid sort codes for a specific job, check the job scheduling documentation.

## Standard Class Sort Codes

The following sort codes are available to be used with reports that are generated from course schedule or schedule construction records:

Code	Sort Sequence
01	Department/Division, Course Number, Section, Instructor Name, Item Number
02	Item Number
03	Instructor Name, Instructor ID, Program Index, Organization Index, Section, Building, Room, Days, Start Name
04	Instructor ID, Start Name, Department/Division, Course Number, Section
05	Building, Room, Start Name, Item Number
06	CIP, Department/Division, Course Number, Item Number
07	Course Number Suffix, Program Index, Organization Index, Instructor Name, Instructor ID, Building, Room
08	Start Time, Item Number
09	Program Index, Organization Index, CIP, Item Number
10	First Position of Administrative Unit, CIP, Item Number
11	Administrative Unit, Department/Division, Course Number, Section
12	Temporary ID
13	First Position of Administrative Unit, Department/Division, Course Number, Section
14	Instructor ID, Employment Status, Funding Source, Item Number
15	Administrative Unit, CIP
16	First Position of Section, Item Number
17	First Position of Administrative Unit, Item Number
18	Administrative Unit, Item Number
19	First Position of Administrative Unit, Temporary ID
20	Administrative Unit, Temporary ID
21	Second Position of Section, Department/Division, First Position of Section
22	Time/Location, Building, Room, Start Time, Item Number
23	Second Position of Administrative Unit, Item Number
24	Program Index, Organization Index, Item Number
25	Department/Division, Course Number, Start Date, Item Number
26	Building, Item Number
29	Item Number, Instructor Name
30	Administrative Unit, Instructor Name, Start Name
99	No Sort

## Standard Enrollment Sort Codes

The following sort codes are available to be used with reports that are generated from biographic and enrollment records. Carefully check job scheduling documentation; not all sort codes are applicable to all reports:

Code	Sort Sequence
01	Department/Division, Course Number, Item Number, Student Name
02	Student Name, Department/Division, Course Number, Section
03	Student Zip Code, Student Name, Department/Division, Course Number, Section
04	Item Number, Student Name
05	Instructor Name, Item Number, Student Name
06	SID, Item Number
07	First Position of Administrative Unit, Instructor Name, Item Number, Student Name
08	Instructor Distribution Code, Instructor Name, Item Number, Student Name
09	Administrative Unit, Department/Division, Course Number, Section, Item Number, Student Name
10	SID, Department/Division, Course Number, Section, Item Number
11	Administrative Unit, Instructor Name, Department/Division, Course Number, Section, Item Number, Student Name
12	Instructor Name, Department/Division, Course Number, Section, Item Number, Student Name
13	Punitive Action Code (descending), Student Name, Department/Division, Course Number, Section
14	Student Name, Start Time
15	Punitive Action Code (descending), Student Zip Code, Student Name, Department/Division, Course Number, Section
16	Advisor ID, Student Name, Department/Division, Course, Section
17	Administrative Unit, Department/Division, Course Number, Section, Item Number, Student Name
18	Student Type, Student Name, Department/Division, Course Number, Section
19	Building, Instructor Name, Item Number, Student Name

## Standard Biographic Sort Codes

The following sort codes are available to be used with reports that are generated from biographic records. Check job scheduling documentation carefully; not all sort codes are applicable to all reports:

Code	Sort Sequence
01	Student Name
02	SID
03	Student Zip Code, Student Name
04	Advisor ID, Student Name
05	Ethnic Origin, Student Name
06	Student Program Applied, Student Name
07	Student Program Enrolled, Student Name
08	High School, Student Name
09	Sex, Student Name
10	Student Type, Student Name
11	Birth Date, Student Name
12	Handicap Status, Student Name
13	Resident Status, Student Name
14	Admissions Number, Student Name