

C R E D I T

C O U R S E

Credit Course Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	5
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Header		1	2	02
Record Type		3	1	5
Course Term	term	4	1	0 - 7
Unique Course Sequence Number	sequence	5	6	0 - 999999
Technical Institute Funding (applies only to ATU, UAM, & ASUJ)	tech_inst_funding	11	1	O = Ozark; C = Crossett M = McGehee; T = Marked Tree
Course Title	course_name	12	30	
Course Number	course_number	42	10	Include Dept Abbrev
Course Section Number	course_section	52	3	
Course Program-Level	cip_2010_code	55	2	00 - 52, 99
Course Detail-Level	cip_2010_detail	57	4	0000 - 9999
Course Type	course_type	61	1	1 - 2
Course Method	delv_method	62	2	01 - 21, 98, 99
Technology Type	technology	64	2	00, WB, SS, OT
Course Credit Hours	credit_hours	66	2	01 - 99
Course Level	course_level	68	1	0 - 9, A
Remedial Course Level	remedial_level	69	1	1 - 3
ACT Course	acts_course	70	1	1 - 2
Instructor Social Security Number	ssn_id	71	9	See Page xx for valid ssn's
Linked Course Indicator	link_indicator	80	1	0 - 2
Linked Unique Course Sequence Number	link_sequence	81	6	000000 - 999999
Course Enrollment	enrollment	87	4	0001 - 9999
Filler		91	2	Pad with 2 spaces
Department Code	dept_code	93	4	
Receiving Course Location	recv_locn	97	2	00 - 12, 77, 98, 99
In- or Out-of-District Status	in_district	99	1	1 - 3
Non-traditional Site	location	100	30	
County Code	county_code	130	3	000 - 075
Full Tuition Rate	full_tuition	133	1	0, 1, or 2
ACTS Course Number	acts_course_number	134	9	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	5

Credit Course File Definitions

The Credit Course File includes all courses for which academic credit is granted, as well as zero credit hour laboratories, which require a student registration separate from the course lecture. Faculty teaching concurrent courses at an institution of higher education will hold the same credentials as do all other adjunct faculty at the institution (master's degree plus 18 hours in the area of study). See Board Policy 5.16.3, revised June 23,1999)

Exclude:

- Zero credit hour laboratories as a separate record if the lecture and lab are associated with a single student registration.
- Noncredit classes and workshops
- correspondence courses
- continuing education courses
- other courses for which academic credit is not awarded.

The file is submitted each academic term (i.e., fall, summer 1, summer 2, and spring), and each record must reflect the course status as of the 11th class day for the fall and spring terms and the 5th class day for summer terms. Courses beginning after the census date (off-schedule courses) should be included in the following term's data submission. A single record should be submitted for each course except when the course has some form of multiple dimensions simultaneously (e.g., multiple discipline, level, section, location, instructor, or course credit hours). When the multiple dimensions exist, the course will have a primary record linked with (a) secondary record(s) as described in fields 80 and 81.

Name	#	Length	Description
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter 5 for credit course record.
Course Term (term)	4	1	Enter the term when this course was offered. 0=Summer 2 4=Summer 2 Off-Schedule 1=Fall 5=Fall Off-Schedule 2=Spring 6=Spring Off-Schedule 3=Summer 1 7=Summer 1 Off-Schedule

Note:

See Off-Schedule Reporting section at the front of this manual for additional information on reporting off-schedule courses.

Unique Course Sequence Number (sequence)	5	6	Enter a unique sequence number to identify each course record. Unique course sequence numbers must be different for each record (unlinked, primary, or secondary) that is submitted in the same file. The sequence number for a secondary record must follow the sequence number of its primary record.
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Credit Course File Definitions

Name	#	Length	Description
Technical Institute Funding (tech_inst_funding)	11	1	For ASUJ, ATU, and UAM only. Identify courses that should be excluded from the funding formula. Technical, occupational, or vocational courses offered by what were the technical institutes at Ozark, Crossett, and McGehee should be excluded from the funding formula in order to avoid double funding. All other schools, please leave this field blank O=Ozark C=Crossett M=McGehee T=Marked Tree
Course Title (course_name)	12	30	Enter the title of the course. Examples: Elementary Statistics; Manufacturing Processes
Course Number (course_number)	42	10	Enter the course/catalog number for the course. Examples: GEOG 496, MATH 1102, BUS 318
Course Section (course_section)	52	3	Enter the section number for the course.

Credit Course File Definitions

Name	#	Length	Description
Course CIP Code, Program-Level (cip_2010_code)	55	2	<p>Enter the program-level CIP code (first 2 digits) for this course. See the NCES publication Classification of Instructional Programs, 2010 Edition.</p> <p>Note:</p> <ol style="list-style-type: none"> The CIP code must match the course curriculum but may or may not be the same as the academic program offering the course. <u>Example A:</u> A business program class (e.g., BUS496) should be assigned a 52 CIP code. <u>Example B:</u> An English course delivered by a general education program has a 23 (not a 24) CIP code. Remedial courses: A 32 CIP code <i>must</i> be assigned to any remedial-level English, mathematics, or reading course <i>and</i> field 68 must be coded as remedial. If code 32 is entered in this field for a remedial course, the CIP detail in field 57 must be: 0104 for math OR 0108 for English or reading courses. Other 32 CIP courses: Assign CIP 32.0101 in fields 55 and 57 to courses that serve as an orientation to your college or university and include other subject material, which facilitates a student's transition to college (e.g., study skills, career choices, etc.). Check with your chief academic officer to determine if this course should be reported for your campus as remedial or lower level in field 68. Use CIP code 32.0199 for all other basic skills courses.
Course CIP Detail-Level (cip_2010_detail)	57	4	<p>Enter the detail-level CIP code (last 4 digits) for this course. See the Classification of Instructional Programs 2010 edition.</p> <p>ALL SHOULD NOT BE ZEROS.</p>
Course Type (course_type)	61	1	<p>Enter the type of course according to whether it meets as an organized or individualized format (see definitions below).</p> <p>1 = Organized course 2 = Individualized course</p> <p>Note: An organized course is provided principally by regularly scheduled classes in classrooms or other instructional facilities at stated times (e.g., lecture, seminar).</p> <p>An individualized instruction course is not conducted in regularly scheduled class meetings (e.g., individual lessons, private study). Assign code "1" if the course type cannot be differentiated.</p>

Credit Course File Definitions

Name	#	Length	Description
Course Method (delv_method)	62	2	<p>Report the type of delivery method that best characterizes this course. Use the term that reflects your institution's description of the method.</p> <p>01 = Lecture 02 = Lecture/Laboratory (lecture course which includes a lab component as part of the same course registration); see Note 4. 03 = Laboratory (credit-bearing or zero credit lab which requires a registration separate from the lecture component of the course) 04 = Shop 05 = Practice Teaching (Don't report as off-campus) 06 = Internship/Practicum 07 = Apprenticeship/Externship 08 = Independent Study 09 = Readings 10 = Special Topics 11 = Private Study 12 = Individual Lessons 13 = Applied Instruction 14 = Self-paced 15 = Clinical Rotation/Instruction (Don't report as of 16 = Studio Course 17 = Dissertation/Thesis Research 18 = Activity Course (e.g., physical education) 19 = Seminar 20 = Telecommunications 21 = Correspondence 98 = Other 99 = Unknown</p>

Note:

1. Use code 20 in this field only if the course is offered via telecommunications.
2. If this course is delivered via telecommunications simultaneously with another course method, report as a set of linked records as outlined in fields 80 and 81 and report the technology type in field 64.
3. If a code other than 20 is reported, enter 00 in field 64.
4. Courses designated as code "02" should be categorized as organized in field 61 and will be included in the "lecture" section totals in the Delaware Study of Faculty Productivity calculations.

Credit Course File Definitions

Name	#	Length	Description
Technology Type (technology)	64	2	For all courses that use telecommunications to deliver 50% or more of the course content, please use the following codes to designate the type of technology used. Note that this is not the technology used to support instruction in the classroom but is technology used to deliver the course content.

00 = Not Applicable, course method is not telecommunications
 WB = Web-Based
 SS = Site-to-Site
 OT = Other

NOTE: Use codes WB, SS, or OT only if delv_method field is coded as 20.

SREB Definition:

Web-Based (WB) – courses delivered over the Internet (Web delivery);

Site-to-Site (SS) – courses delivered through special facilities for site-to-site two-way audio-video (compressed video); and

Other (OT) – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc.

The previous codes used in the SISDB would cross-walk to the new codes as follows.

Current Code/Description	Web Based (WB)	Site-to-Site (SS)	Other (OT)
00 = Not applicable--course method is not telecommunications			
10 = One Way Real-Time (immediate) Technology			X
11 = Broadcast Television			X
12 = Cable Television			X
13 = Radio			X
19 = Other			X
20 = Two Way Real-Time (immediate) Technology		X	
21 = Videoconferencing (including freeze frame, compressed, and full-motion video systems)		X	
22 = CuSeeMe (compressed digital video over the web)		X	
23 = Interactive satellite (uplink/downlink)			X
24 = Conference calls/audio teleconferencing			X
25 = Audiographic conferencing			X
26 = One-to-one telephone			X
27 = Real-time e-mail chat			X
39 = Other			X
40 = One Way Asynchronous (delayed) Technology			X
41 = HTML web sites	X		
42 = Web sites without web boards	X		
43 = Video and audio tapes (via mail)			X
44 = CD-ROMs			X
49 = Other			X
50 = Two Way Asynchronous (delayed) Technology		X	
51 = One-to-one e-mail			X
52 = Electronic group discussion/computer mediated communication which includes ListServ / bulletin and web boards	X		
98 = Other			X
99 = Unknown			X

Credit Course File Definitions

Name	#	Length	Description
Course Credit Hours (credit_hours)	66	2	Enter the credit hour value of this course. Enter 0 only if the course is zero credit, such as a lab or shop class.
Course Level (course_level)	68	1	<p>Enter the level of this course. See course level definitions in the Glossary (Appendix G).</p> <p>0 = Remedial 1 = Lower level course (freshman, sophomore) 2 = Upper level course (junior, senior) 3 = Master's level 4 = Post-Master's Certificate or Specialist or Post-First Professional Certificate / Degree 5 = Doctoral – Research/Scholarship 6 = Doctoral – Professional Practice 7 = Concurrent endorsed general education course listed in ACTS offered on a high school campus for which students receive both high school and college credit (a general education course located at a high school and intended for high school students only; NOT merged with high school advanced placement class) 8 = Merged concurrent/AP course (a concurrent course taught at a high school that is offered in conjunction with an advanced placement course for which students receive both high school and college credit) 9 = Concurrent career-technical education course (a CTE [non-general education] course intended for high school students only for which students receive both high school and college credit) A = Doctoral – Other</p> <p>NOTES:</p> <ol style="list-style-type: none"> Any remedial-level English, mathematics, or reading course must be coded as 0. Enter a CIP code / CIP detail in the cip_2010_code and cip_2010_detail fields of 32.0104 for math or 32.0108 for English or reading courses. If course level = 0, you must select the remedial course level below. If course level = 7 or 8, you must answer Yes (1) on the ACTS_COURSE field and provide the ACTS Course Index Number in the ACT_COURSE_NUMBER field. By definition, course levels 7 and 8 are general education courses. If course level = 7 or 8, then the appropriate test score field must be submitted for all students enrolled in these courses. This is required by the Memo of December 2009. If course level = 9, the course must be a non-general education, career-technical education (CTE) course. Courses with course level 7, 8, or 9 are intended solely for high school students. However, if a non-high school student happens to enroll, this can be allowed provided the student is placed in a different course section with the appropriate course level (most likely 1) and you use the linked course indicator and linked unique course sequence number. Essentially, the college data system would show this as two different course sections and it would be reported to ADHE as two different course sections (2 separate records), however, the two linked fields would be used as shown in Example 2 of Course Linking. (This is not applicable to course level 8.)

Credit Course File Definitions

Name	#	Length	Description
Remedial Course Level (remedial_level)	69	1	<p>If Course-level = 0, you must enter the level of course remediation.</p> <p>1 = Lowest Level Remedial 2 = Medium Level Remedial 3 = Highest Level Remedial</p> <p>The above allows only 1 Low (per subject) and only 1 High (per subject) with all of the remaining remedial courses being Medium.</p>
ACTS (acts_course)	70	1	<p>Is this course part of the Arkansas Course Transfer System?</p> <p>1 = Yes 2 = No</p>
Instructor Social Security Number (ssn_id)	71	9	<p>Enter the instructor's social security number or work permit number. This entry is numeric and must match the social security number or work permit number used in the Term Instructor File. If a new number for the instructor is being reported, use the process described in the ID change section at the front of this manual to update. See Page xx for valid ssn's.</p> <p>NOTE: An individual can withhold his/her SSN as long as he/she can provide proof of citizenship or permission to work within the U. S.</p>

Credit Course File Definitions

Name	#	Length	Description
Linked Course Indicator (link_indicator)	80	1	Enter the linked course indicator for this course record. See examples at the end of this section for reporting linked courses. 0 = Not a linked course 1 = Primary course record 2 = Linked (secondary) course record

Note:

1. If code 0 is used, the course has no multiple dimensions to report and only one record is created for this course.
2. A linked record should be used when a single course simultaneously has some multiple dimensions such as the following:
(See examples at the end of this section.)
multiple prefixes assigned to the same course (e.g., an International Studies course also may carry a course prefix in political science, geography, anthropology, and history simultaneously); see example 1;
multi-level (i.e., are offered simultaneously for undergraduate and graduate credit); see example 2;
multi-locational (e.g., taught in a campus classroom and transmitted simultaneously to another site); see example 3;
multi-sectional (e.g., a remedial course of multiple sections offered simultaneously by same instructor); see example 4);
multiple instructors (e.g., course is team taught by two or more faculty); see example 5; or
multi-credit (e.g., a course where students earn varying amounts of credit hours); see example 6.
3. When a linked course occurs, multiple records are produced which reflect the diversity of disciplines, levels, locations, sections, instructors, or credit hours. One discipline, level, location, section, instructor, or credit hours must be designated as the primary record and this field is coded as 1 on that record. All linked courses require division of enrollments and registrations between the primary and secondary record(s).
4. After the primary record has been designated, remaining discipline(s), level(s), location(s), section(s), instructor(s), or credit hour value(s) is/are designated as (a) secondary record(s). The secondary--or linked--records are coded as a 2 in this field. Any number of linked records may be used which relate back to the primary record, with all secondary records coded as 2.
5. A primary record must be read before a secondary record, although the two records do not have to be adjacent.
6. Secondary records can be linked to only one primary record; secondary records cannot be linked to other secondary records.
7. If code 2 is used, the Linked Unique Course Sequence Number in field 81 must match the Unique Course Sequence Number in the Course File.
8. For courses with multiple instructors, divide the enrollment between the primary and secondary record(s). The allocation should be based on the percentage of workload that the instructor contributes to the course. See example 3 at the end of this section for a layout that illustrates linking for a course with multiple variations.

Credit Course File Definitions

Name	#	Length	Description
Linked Unique Course Sequence Number (link_sequence)	81	6	If this course is not linked or is a primary linked record, leave six blank spaces. If this is a secondary record, enter the unique course sequence number of the related primary course record reported in field 5.
Course Enrollment (enrollment)	87	4	Enter the number of students enrolled in the course as of the term census date. If a linked course, divide the enrollments between the primary and secondary record(s).
Filler	91	2	Pad with 2 spaces.
Department Code (dept_code)	93	4	Enter the department code for this course from the list of valid codes for your institution. If course is team taught, enter the code for the unit budgeted for this course.

Credit Course File Definitions

Name	#	Length	Description
Receiving Course Location (rcv_locn)	97	2	<p>Enter the location where this course is received (i.e., location of students).</p> <p>00 = On-campus 01 = Branch campus or alternate site 02 = University center / Other Arkansas higher education institution 03 = Elementary or high school 04 = Business/industry site 05 = Clinic / Hospital 06 = Public library/community-based organization 07 = Study abroad 08 = Out-of-state/country site 09 = Military base 10 = Correctional institution 11 = Secondary Area Center, On-Campus 12 = Secondary Area Center, Off-Campus 77 = Student's home 98 = Other 99 = Unknown</p> <p>Note: If the course is delivered at non-traditional sites and/or via distance learning (codes 01 - 12, 77, or 98), complete field 100.</p> <p>Student teaching/internship, nursing clinic and other similar courses should be reported as on-campus unless all students enrolled in the internship/clinical are meeting as a group at the off-campus location.</p>
In- or Out-of-District Status (in_district)	99	1	<p>Enter code describing in- or out-of-district status, if a community college.</p> <p>1 = Not applicable (4-year institutions) (2-year branch campuses, and technical colleges only) 2 = Course taught in-district 3 = Course taught out-of-district</p> <p>Note: Community colleges must enter a 2 or 3. See Glossary (Appendix G.) for definitions of in- and out-of-district.</p>

Credit Course File Definitions

Name	#	Length	Description
Non-traditional Sites (location)	100	30	<p>If Field 97 = 00 (On-campus), then enter blank spaces</p> <p>If Field 97 = 01-02, 04-10, or 98 (Non-traditional site or via distance learning), enter name of specific site</p> <p>If Field 97 = 03 (Arkansas public high school), enter the high school code (see Appendix D)</p> <p>If Field 97 = 11 or 12, enter the Secondary Area Center (See Appendix E -Secondary Area Centers)</p> <p>If Field 97 = 77 (Student's home), enter "Student's Home"</p> <p>Do NOT enter room numbers or building names.</p> <p>If the specific site is unavailable, then enter the city and state where the course is held. ex: Little Rock Air Force Base</p>
County Code (county_code)	130	3	<p>Complete this data element for courses IF <u>ALL</u> of these conditions are met:</p> <ul style="list-style-type: none"> - Field 61 (Course Type) = 1, Organized <i>AND</i> - Field 62 (Course Method) is NOT = 20, telecommunications <i>AND</i> - Field 97 (Receiving Course Location) is NOT = 00, on campus <p>Enter the 3-digit County Code identifying the county where an off-campus course meets. (See Appendix B)</p> <p>001 – 075 = In-state 999 = Out-of-state or County Unknown</p>
Full Tuition Rate (full_tuition)	133	1	<p>Enter the code indicating whether or not students enrolled in an off-campus course (Receiving Course Location not = 00) are charged less than the "Full Tuition Rate" charged to on-campus students.</p> <p>0 = Not applicable (e.g., not an off-campus course) 1 = Yes, the "Full Tuition Rate" (or more) paid by on-campus students charged to all students enrolled in this off-campus course. 2 = No, one or more students enrolled in this off-course course are charged less than the on-campus, full tuition rate.</p>
ACTS Course Number (acts_course_number)	134	9	<p>Enter the ACT course index. See Appendix J or this link: http://www.adhe.edu/divisions/researchandplanning/Pages/rp_institutionalreporting.aspx#sis</p> <p>ACTS course index must EXACTLY match those in Appendix J.</p>

Course Linking

Example 1. Course Offered with Geography and History

Note: This **multi-prefix** course requires two course records: a primary record identifying the part of the course designated for geography and a secondary or linked record identifying the history segment.

		Course: International Studies	
		Primary Course Record	Secondary / Linked Course Record
Starting Position	Field Name	Geography	History
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111130	111131
		Enter a unique sequence # for both records.	
11	Filler		
12	Course Title	International Studies	International Studies
42	Course Number	GEOG3200	HIST3200
52	Course Section	4	4
55	2-Digit CIP	45	45
57	CIP Detail	0701	0801
61	Course Type	1	1
62	Course Method	1	1
64	Technology Type	0	0
66	Course Credit Hours	3	3
68	Course Level	1	1
69	Filler		
71	Instructor ID Number	929292929	929292929
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111130
		Enter the unique course sequence # of the linked primary record.	
87	Class Enrollment	15	10
		Enter the enrollment associated with each prefix.	
91	Remedial Course	0	0
92	Filler		
93	Department Code	1410	1500
		Enter the code of the department receiving the SSCH.	
97	Receiving Course Location	0	0
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 2. Course Offered for Undergraduate and Graduate Credit

Note: This **multi-level course** requires two course records: a primary record identifying the part of the course designated for undergraduate credit and a secondary or linked record identifying the graduate segment.

		Course: Financial Problems in Business	
		Primary Course Record	Secondary / Linked Course Record
Starting Position	Field Name	Undergraduate	Graduate
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111140	111141
			Enter a unique sequence # for both records.
11	Filler		
12	Course Title	Financial Problems in Business	Financial Problems in Business
42	Course Number	BUS4300	BUS5300
52	Course Section	1	1
55	2-Digit CIP	52	52
57	CIP Detail	0101	0101
61	Course Type	1	1
62	Course Method	1	1
64	Technology Type	0	0
66	Course Credit Hours	3	3
68	Course Level	2	3
69	Filler		
71	Instructor ID Number	929292929	929292929
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111140
			Enter the unique course sequence # of the linked primary record.
87	Class Enrollment	18	8
			Enter the enrollment associated with each level.
91	Filler	0	0
93	Department Code	1170	1170
97	Receiving Course Location	0	0
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 3. Course Offered On-Campus and Transmitted Simultaneously by Interactive Satellite to a Business Site

Note: This **multi-locational course** requires two course records: a primary record identifying the part of the course designated for on-campus and a secondary or linked record identifying the

Course: General Psychology

Starting Position	Field Name	Primary Course Record	Secondary / Linked Course Record
		On-Campus	Telecommunication
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111150	111151
		Enter a unique sequence # for both records.	
11	Filler		
12	Course Title	General Psychology	General Psychology
42	Course Number	PSYC1300	PSYC1300
52	Course Section	1	1
55	2-Digit CIP	42	42
57	CIP Detail	0101	0101
61	Course Type	1	1
62	Course Method	1	20
64	Technology Type	0	23
66	Course Credit Hours	3	3
68	Course Level	1	1
69	Filler		
71	Instructor ID Number	429292929	429292929
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence [leave blank spaces]		111150
		Enter the unique course sequence # of the linked primary	
87	Class Enrollment	16	11
		Enter the enrollment associated with each	
91	Filler		
93	Department Code	2080	2080
97	Receiving Course Location	0	4
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	Alltel

Course Linking

Example 4. Three Sections of a Course Offered Simultaneously by the Same Instructor

Note: This **multi-sectional** course requires three course records: a primary record identifying one of the sections of the course and two secondary or linked records identifying the other two course sections.

		Course: Fundamentals of English		
		Primary Course Record	Linked Course Record	Linked Course Record
Starting Position	Field Name	Section 1	Section 2	Section 3
1	Header	2	2	2
3	Record Type	5	5	5
4	Course Term	1	1	1
5	Unique Course Sequence #	111150	111151	111152
		Enter a unique course sequence # for all three records.		
11	Filler			
12	Course Title	Fundamentals of English	Fundamentals of English	Fundamentals of English
42	Course Number	ENGL0100	ENGL0100	ENGL0100
52	Course Section	1	2	3
55	2-Digit CIP	32	32	32
57	CIP Detail	0101	0101	0101
61	Course Type	1	1	1
62	Course Method	1	1	1
64	Technology Type	0	0	0
66	Course Credit Hours	3	3	3
68	Course Level	1	1	1
69	Filler			
71	Instructor ID Number	930303030	930303030	930303030
80	Linked Course Indicator	1	2	2
81	Unique Course Sequence #	[leave blank spaces]	111150	111150
		Enter the unique course sequence # of the linked primary record.		
87	Class Enrollment	16	11	14
		Enter the enrollment associated with each section.		
91	Filler			
93	Department Code	1310	1310	1310
97	Receiving Course Location	0	0	0
99	In- Out-of-District Status	0	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 5. Course Taught by Two Teachers Splitting Responsibilities 75% to 25%

Note: This **multi-instructor** course requires two course records: a primary record identifying the part of the course designated for the instructor teaching 75% of the course, and a secondary or linked record identifying the instructor teaching 25% of the course.

Course: General Biology

Starting Position	Field Name	Primary Course Record		Secondary / Linked Course Record	
		Instructor Teaching 75% of Course		Instructor Teaching 25% of Course	
1	Header		2		2
3	Record Type		5		5
4	Course Term		1		1
5	Unique Course Sequence #		111160	Enter a unique course sequence # for both records.	111161
11	Filler				
12	Course Title		General Biology		General Biology
42	Course Number		BIOL1400		BIOL1400
52	Course Section		4		4
55	2-Digit CIP		26		26
57	CIP Detail		0101		0101
61	Course Type		1		1
62	Course Method		1		1
64	Technology Type		0		0
66	Course Credit Hours		4		4
68	Course Level		1		1
69	Filler				
71	Instructor ID Number		929292929		930303030
80	Linked Course Indicator		1		2
81	Linked Unique Course Sequence #	[leave blank spaces]		Enter the unique course sequence # of the linked primary record.	111160
87	Class Enrollment		45	Divide the enrollment and registration records between both instructors.	15
91	Filler				
93	Department Code		2500		2500
97	Receiving Course Location		0		0
99	In- Out-of-District Status		0		0
100	Off-Campus Site		[leave blank spaces]		[leave blank spaces]

Course Linking

Example 6. Course Where Students Can Earn Three, Four, or Five Credit Hours

Note: This **multi-credit course** requires three course records: a primary record identifying the part of the course awarding three credit hours and two secondary or linked records identifying the other two credit hour amounts.

Course: Independent Study

Starting Position	Field Name	Primary Course Record	Secondary / Linked Course Record	Secondary / Linked Course Record
		Part Awarding 3 Cr Hrs	Part Awarding 4 Cr Hrs	Part Awarding 5 Cr Hrs
1	Header	2	2	2
3	Record Type	5	5	5
4	Course Term	1	1	1
5	Unique Course Sequence #	111160	111161	111162
		Enter a unique course sequence # for all three records.		
11	Filler			
12	Course Title	Independent Study	Independent Study	Independent Study
42	Course Number	BUS5100V	BUS5100V	BUS5100V
52	Course Section	1	1	1
55	2-Digit CIP	52	52	52
57	CIP Detail	0101	0101	0101
61	Course Type	2	2	2
62	Course Method	8	8	8
64	Technology Type	0	0	0
66	Course Credit Hours	3	4	5
68	Course Level	3	3	3
69	Filler			
71	Instructor ID Number	930303030	930303030	930303030
80	Linked Course Indicator	1	2	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111160	111160
		Enter a unique course seq. # of the linked primary record.		
87	Class Enrollment	5	2	1
		Enter the enrollment associated with each amount of credit.		
91	Filler			
93	Department Code	1670	1670	1670
97	Receiving Course Location	0	0	0
99	In- Out-of-District Status	0	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]	[leave blank spaces]