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CLF 001 (SAS variable: ITEM002)
DISK FILE BEGINNING POSITION 1
FIELD LENGTH 6

REPORTING INSTITUTION

Six-digit FICE code for institution reporting this data.

Codes:

002906 = ASU
002923 = ECU
002926 = ECSU
002928 = FSU
002905 = NCA&T
002950 = NCCU
003981 = NCSA
HS1077 = NCSSM
002972 = NCSU
002907 = UNC-A
002974 = UNC-CH
002975 = UNC-C
002976 = UNC-G
002954 = UNC-P
002984 = UNC-W
002981 = WCU
002986 = WSSU

Edit: Must be one of the above codes.

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CLF 002 (SAS variable FAC02)
DISK FILE BEGINNING POSITION 7
FIELD LENGTH 3

CAMPUS CODE

Three-digit Campus Code assigned by Facilities Commission.

Codes:

006 = ASU
008 = ECU (Academic Affairs)
018 = ECU (Health Affairs)
009 = ECSU
010 = FSU
005 = NCA&T
011 = NCCU
016 = NCSA
300 = NCSSM
004 = NCSU
129 = NCSU (Veterinary School)
007 = UNC-A
001 = UNC-CH (Academic Affairs)
017 = UNC-CH (Health Affairs)
019 = UNC-CH (Medical School)
002 = UNC-C
003 = UNC-G
012 = UNC-P
014 = UNC-W
013 = WCU
015 = WSSU

Edit: Must be one of the above codes.

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CLF 003 (SAS variable: SCF007A)
DISK FILE BEGINNING POSITION 10
FIELD LENGTH 10

COURSE ABBREVIATION (NAME AND NUMBER)

Lists the course abbreviation (name and number) as described in the university catalog.

Codes: N/A. Transparent to GA. May have institutional meaning.

Edit: Cannot be blank. Course Abbreviation (CLF003) and Section (CLF004) together cannot exceed 13 characters. CLF003 (SAS variable SCF007A) and CLF004 (SAS variable SCF007B) must appear exactly as they appear in the SCF and CDTF.

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CLF 004 (SAS variable: SCF007B)
DISK FILE BEGINNING POSITION 20
FIELD LENGTH 3

SECTION

Contains the section number of the course as described in the university catalog.

Codes: N/A. Transparent to GA. May have institutional meaning.

Edit: Alphanumeric. Cannot be blank. Course Abbreviation (CLF003) and Section (CLF004) together cannot exceed 13 characters. CLF003 (SAS variable SCF007A) and CLF004 (SAS variable SCF007B) must appear exactly as they appear in the SCF and CDTF.

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CLF 005 (SAS variable: ITEM003)
DISK FILE BEGINNING POSITION 23
FIELD LENGTH 5

AS OF DATE

Century, year, and term for which report is submitted.

Codes:

6 = Fall Semester or Trimester

Edit: Cannot be blank. Year must match year on control card and semester must be one of the above codes. Currently, the CLF is collected only for the Fall term, and so the only term code allowed is 6.

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CLF 006 (SAS variable: CLF006)

DISK FILE BEGINNING POSITION 28

FIELD LENGTH 1

DEGREE CREDIT COURSE FLAG

Is this course offered for degree credit (resident credit or distance education credit)?

Codes:

Y = Yes, offered for degree credit

N = No, not offered for degree credit

Edit: Must be one of the above codes.

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CLF 007 (SAS variable: CLF007)
DISK FILE BEGINNING POSITION 29
FIELD LENGTH 1

FLEXIBLE COURSE FLAG

Use for courses with times and dates arranged after registration, such as music studio. Courses coded 'F' will be excluded from utilization reports unless all the following CLF fields have valid data:

- Building Number
- Room Number
- Class Meeting Days
- Beginning Time
- Ending Time

Codes:

F = Flexible schedule

Edit: Must be F or blank.

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CLF 008 (SAS variable: CLF008)
DISK FILE BEGINNING POSITION 30
FIELD LENGTH 1

CROSSLISTED COURSE FLAG

Identifies cross-listed courses (courses listed under more than one name). Utilization will be the **SUM** of enrollment in each of the courses.

Cross-listed courses

- a) meet in the same room at the same time
- b) with student populations that are mingled together, and
- c) generally run for the entire semester.

As distinguished from piggyback courses:

Piggyback courses

- a) meet **sequentially** in the same room in the same timeslot
- b) with student populations that may be physically separate, and
- c) first course in the sequence must be less than eight (8) weeks long.

Codes:

C = Course is cross-listed with another course

Edit: Must be C or blank.

Note: All courses that are cross-listed must be flagged with a C; there is no such thing as a single cross-listed course.

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CLF 009 (SAS variable: CLF009)

DISK FILE BEGINNING POSITION 31

FIELD LENGTH 1

BLOCK COURSE FLAG

Use for courses that meet for more than four (4) hours at a time.

Codes:

B = Block course

Edit: Must be B or blank.

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CLF 010 (SAS variable: CLF010)
DISK FILE BEGINNING POSITION 32
FIELD LENGTH 1

PIGGYBACK / SEQUENTIAL COURSE FLAG

Use for courses that follow in the same place/time. If the first course in a sequence is 7 weeks long or less, all courses in the sequence should be marked 'P', and utilization will be the **AVERAGE** enrollment of the courses. If the first course is 8 weeks or more, that course should be marked 'F' and subsequent courses marked 'S'; utilization will be the enrollment in the **FIRST** course.

Piggyback and Sequential courses

- a) meet **sequentially** in the same room in the same timeslot
- b) with student populations that may be physically separate,
- c) the first course in the sequence must be less than eight (8) weeks long for piggyback courses, or
- d) the first course in the sequence must be eight or more weeks long for sequential courses.

As distinguished from cross-listed courses:

Cross-listed courses

- a) meet in the same room at the same time
- b) with student populations that are mingled together, and
- c) generally run for the entire semester.

Codes:

P = Piggyback course

F = First in a sequential pair

S = Second in a sequential pair

Edit: Must be P, F, S, or blank.

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CLF 011 (SAS variable: UTE13)
DISK FILE BEGINNING POSITION 33
FIELD LENGTH 3

ENROLLMENT

Use for courses for which the enrollment cannot be captured from the SCF, usually because the course was not listed on the regular-term or extension SCF. Entering a value in this field will override enrollment calculated for this course from the SCF. Right justify and fill with leading zeroes.

Example: A course with an enrollment of 30 would be coded as '030'.

Edit: Must be greater than 000 or blank.

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CLF 012 (SAS variable: CLF012)
DISK FILE BEGINNING POSITION 43
FIELD LENGTH 2

NUMBER OF LOCATION SEGMENTS

Designates the number of location segments (following in CLF014) for this record.

Codes:

Numeric, 1 to 99, right justified.

Edit: Numeric, 1 to 99.

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CLF 014A (SAS variable: UTE14A)
DISK FILE BEGINNING POSITION 45
FIELD LENGTH 1

LOCATION IDENTIFICATION FLAG

Identifies the type of control for this location.

Codes:

- Y = Campus-controlled building (owned or leased)
- W = Web-based or electronic course
- I = Independent study (off-campus)
- P = Practicum (off-campus)
- F = Field (sports field)
- N = Not campus-controlled (other than 'I', 'P', 'F', 'W')

Edit: Must be one of the above codes.

- a.) If the location control is 'Y', the building, room, days, and time fields for this segment should be coded.
- b.) If the location control is 'W' or 'I', the rest of the segment should be blank.
- c.) If the location control is 'N', 'P', or 'F' the building and room fields should be blank, but the time for this course segment should be coded.

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CLF 014B (SAS variable: FAC03)
DISK FILE BEGINNING POSITION 46
FIELD LENGTH 4

BUILDING NUMBER

Building number, as reported to the Facilities Commission; the first three positions should be numeric, right justified with leading zeroes. The fourth position is optional; if there is no suffix, it should be left blank. The building number should be entered exactly as it is on the building and room files.

Codes:

Numeric, with an optional alpha suffix; may have institutional meaning.

Edit: Cannot be blank unless Location Identification (CLF014A)='W', 'N', 'I', 'F', or 'P'.

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CLF 014C (SAS variable: FAC04)
DISK FILE BEGINNING POSITION 50
FIELD LENGTH 6

ROOM NUMBER

Room number, as reported to the Facilities Commission; the first five digits should be right justified. The sixth position is optional; if there is no suffix, it should be left blank. The room number should be entered exactly as it is on the room file.

Codes:

Numeric with an optional alpha suffix; may have institutional meaning.

Edit: Cannot be blank unless Location Identification (CLF014A)='W', 'N', 'I', 'F', or 'P'.

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CLF 014D (SAS variable: UTE08)
DISK FILE BEGINNING POSITION 56
FIELD LENGTH 7

CLASS MEETING DAYS

Seven character flags, one for each day of the week, starting with Sunday; if the class meets on a given day, place a Y in the position for that day; otherwise, leave the position blank, or fill with a hyphen. For instance, a class that met on Mondays, Wednesdays, and Fridays could be coded as '-Y-Y-Y-' or as ' Y Y Y '.

Codes:

Y = Class meets on that day

- or blank = Class does not meet on that day

Edit: Entire field cannot be blank or '-----' unless Location Identification (CLF014A)='W' or 'I'.

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CLF 014E (SAS variable: UTE09)
DISK FILE BEGINNING POSITION 63
FIELD LENGTH 4

BEGINNING TIME

Identifies the time the class is scheduled to begin in this room; use military time, right justified, with leading zeroes. A class that begins at 8:30 am would be coded as 0830, while one that begins at 2:30 pm would be coded 1430.

Edit: Cannot be blank unless Location Identification (CLF014A)='W' or 'I'. Times entered must be between '0000' and '2359' and must be earlier than the ending time (CLF014F/UTE10).

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CLF 014F (SAS variable: UTE10)
DISK FILE BEGINNING POSITION 67
FIELD LENGTH 4

ENDING TIME

Identifies the time the class is scheduled to end in this room; use military time, right justified, with leading zeroes. A class that ends at 9:15 am would be coded as 0915, while one that ends at 2:30 pm would be coded 1430.

Edit: Cannot be blank unless Location Identification (CLF014A)='W' or 'I'. Times entered must be between '0000' and '2359' and must be later than the beginning time (CLF014E/UTE09).