

SCF Element: 002
FILE BEGINNING POSITION: 10
FIELD LENGTH: 6

FICE Code
Issue Date: 6/8/2000
Revised: 6-28-06

FICE Code

Identifies the reporting institution by its 6-digit FICE Code.

Codes:

002906 ASU
002923 ECU
002926 ECSU
002928 FSU
002905 NCA&T
002950 NCCU
003981 NCSA
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: Value must be 1 of 16 codes above. FICE Code has to match sysparm.

Comments: Used to identify institution reporting data.

Residency of Student

Residency status of the student as established for tuition purposes.

Codes:

- 1 In-state tuition charged
- 2 Out-of-state tuition charged

Edit: Has to be either 1 or 2. Cannot be blank.

Comments: May have formula funding implications. For funding purposes, value taken from this field, not SDF. In-state and out-of-state residency classification shown here will agree with that established via SDF residency field if reported at same point in time.

SCF Element #: 005
FILE BEGINNING POSITION: 22
FIELD LENGTH: 1

Age 65 + Tuition Waiver
Issue Date: 6/8/2000
Revised: 6-28-06

Age 65 + Tuition Waiver

An indication that the student has claimed the over age 65 tuition exemption for this course.

Codes:

Y Y = yes
Ø Blank (Blank is converted to N at GA)

Edit: Y, blank

Commen Has direct formula-funding implications.

SCF Element #: 007A

FILE BEGINNING POSITION: 27

FIELD LENGTH: 10

Course Abbreviation (Name and Number)

Issue Date: 6/8/2000

Revised: 6-28-06

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. Must contain at least one record.
SCF007A and SCF007B together cannot exceed 13 positions in length.

Comments: Semester-specific list by each institution must contain matches for all courses (including course name, number, and section number) shown on CDTF files.

SCF Element #: 007B
FILE BEGINNING POSITION: 37
FIELD LENGTH: 3

Section
Issue Date: 6/8/2000
Revised: 6-28-06

Section

Contains the section number of the course.

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

Edit: Alpha-numeric.

Comments: Semester-specific list by each institution must contain matches for all courses (including course name, number, and section) shown on CDTF files.

SCF Element #: 007C
FILE BEGINNING POSITION: 40
FIELD LENGTH: 3

Site Where Instruction Is Received
Issue Date: 6/8/2000
Revised: 6-25-08

Site Where Instruction Is Received

Indicates in broad categories the site where the instruction is generally received. May also indicate characteristics of certain academic arrangements impacting site of instructional receipt (such as IIS - Inter-institutional Sending, IID - Inter-institutional Delivering, IIE - Institutional Delivering (Distance Education), SAP - Study Abroad Program).

Codes:

C On-campus
IIS Inter-Institutional Sending
IID Inter-Institutional Delivering
IIE Institutional Delivering (Distance Education)
SAP Study Abroad Program
1-100 NC counties (list attached)
200-267 Other states (list attached) NC valid?
999 Foreign country

Edit: Has to be one of the following options: C, IIS, IID, IIE, SAP, 1-100, 200-267, 999. Cannot be blank.

Comments: Has direct funding implications.

Graduate Center/Pilot Site

Indicates whether instruction constitutes Graduate Center instruction or Pilot Site instruction.

Codes:

- G Graduate Center. Not required for use effective 7-1-99. Special funding for Graduate Center courses ceased 6-30-99, with courses offered as a continuation of these programs included in SCH funding counts effective 7-1-99.
- P Pilot Site. Other than Special Education and Engineering Technologies Pilot Site programs at UNC-C, this field is not required for use effective 7-1-00. Special funding for Pilot Site courses ceased 6-30-00, with courses offered as a continuation of these programs included in SCH funding counts effective 7-1-00.
- C Cooperative Doctoral Program (NCSU only). Not required for use effective Fall '99.
- ∅ blank

Edit: Has to be G, P, C, or blank.

Comments: Has direct formula funding implications.

Credit Hours

Course credit hours assigned to the course (4 positions: 2 whole positions and 2 decimal positions).

Codes: The value must be numeric (4 positions: 2 whole positions and 2 decimal positions, with implied decimal; leading and trailing zeroes as appropriate).

Examples:

0400 = 4.0 hours credit

0040 = 0.4 hours credit

0004 = 0.04 hours credit

A (in first position and last 3 positions blank) = Audited (Need necessary to report at all)

Edit: Numeric, A. Cannot be blank. Has to match credit hours in CDTF007 file unless value on CDTF = V. Error message will occur if this field is more than 15 hours. Some specific previously defined course credit hour situations are permitted as an exception to this field.

Comments: Has direct formula-funding implications. A numeric value in this field must be accompanied by a V in CDTF007 (Credit Hours), reflecting variable student credit. Credit should be shown for the entire class section (in CDTF instead of SCF) if possible. Blank may be used where credit is shown in that field of another class (as in a lecture class for the associated lab) or where covered by common value for entire class in CDTF007; may require institutional explanation.

State Employee/Military/ECHS Flag

Indicates whether student claims the state employee tuition waiver for this course, or whether the student meets certain other conditions.

Codes:

- Y Yes, a state employee claiming the state employee exemption.
- N State employee exemption not claimed.
- 1 Military pays NO portion of non-resident tuition for on-campus instruction for this student.
- 2 Military pays portion of non-resident tuition for on-campus instruction for this student.
- M Military pays portion of tuition for off-campus instruction.
- 3 Military pays NO portion of tuition for off-campus instruction.
- 9 Early College High School (DPI funded)
- ∅ blank (will be converted to N by GA).
- X Non Fundable Student
- R Resident Scholar's Program

Edit: Y, N, 1, 2, M, blank. Can be Y for only one course per student record.

Comments: Has formula funding implications. Those courses identified as being taken under the legislation permitting tuition-free credit will be deleted from SCH funding counts; other SCHs taken by the same student will be included in SCH funding counts.

Where the Military pays NO portion of non-resident tuition for on-campus instruction, SCHs are included in funding counts as regular term instruction.

Where the Military pays portion of non-resident tuition for on-campus instruction, SCHs are included in funding counts as regular term instruction.

Where the Military pays portion of tuition for off-campus instruction, SCHs are not fundable.

CDTF Element #: 001
FILE BEGINNING POSITION: 01
FIELD LENGTH: 6

FICE Code
Issue Date: 6/8/2000
Revised: 6-28-06

FICE Code

Identifies the reporting institution by its FICE Code.

Codes:

002906 ASU
002923 ECU
002926 ECSU
002928 FSU
002905 NCA&T
002950 NCCU
003981 NCSA
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: Value must be 1 of 16 codes above. Has to match sysparm.

Comments: Used to identify institution reporting data.

CDTF Element #: 003
FILE BEGINNING POSITION: 12
FIELD LENGTH: 10

Course Abbreviation (Name & Number)

Issue Date: 6/8/2000

Revised: 6-28-06

Course Abbreviation (Name & 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. Must contain at least one record.

Comments: Semester-specific list by each institution must contain matches for all courses (including course name, number, and section number) shown on SCF files.

CDTF Element #: 004
FILE BEGINNING POSITION: 22
FIELD LENGTH: 3

Section
Issue Date: 6/8/2000
Revised: 6-28-06

Section

Contains the section number of the course.

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

Edit: Alpha-numeric. Cannot be blank.

Comments: Semester-specific list by each institution must contain matches for all courses (including course name, number, and section) shown on SCF files.

CDTF Element #: 005
FILE BEGINNING POSITION: 25
FIELD LENGTH: 3

Site From Which Instruction is Sent

Issue Date: 6/8/2000

Revised: 6-28-06

Site From Which Instruction is Sent

Site from which instruction is sent (use county or state code from SDF Manual).

Codes:

Edit:

Comments: This item not currently required for reporting.

CIP Code

This field contains the CIP Code (2-digits) associated with the instruction delivered in this class section.

Codes:

01 = Ag, Ag Op, and Rel. Sci.	22 = Legal Professions & Studies	42 = Psychology
03 = Natural Res. & Cons.	23 = English Lang. & Lit./Let.	43 = Security & Protective Services
04 = Arch.& Related Prog.	24 = Lib.Arts & Sc., Gen. Studies & Humar	44 = Public Admin.& Soc. Serv. Prof.
05 = Area, Ethnic, Cult. & Gender Studies	25 = Library Science	45 = Social Sciences
09 = Communication, Journalism & Rel. P	26 = Biological & Biomedical Sci.	46 = Construction Trades
10 = Comm.Tech. & Suppt. Serv.	27 = Mathematics & Statistics	47 = Mechanics & Repair Tech/Technicians
11 = Computer & Info.Sc.	29 = Military Tech.	48 = Precision Production
12 = Personal & Culinary Serv.	30 = Multi/Interdis.Studies	49 = Transport.& Mat.Moving
13 = Education	31 = Parks, Rec, Lei,&Fitness	50 = Visual & Perform.Arts
14 = Engineering	34 = Health-Rel. Know. & Skills	51 = Health Prof.& Rel. Clin. Sc.
15 = Engin. Technol./Technicians	38 = Philos.& Religious Studies	52 = Bus.Mgmt., Mktg., Rel. Suppt. Serv.
16 = For. Lang., Lit., & Linguistics	39 = Theology & Rel.Voc.	54 = History
19 = Family & Cons. Sciences/Hum. Sci.	40 = Physical Sciences	90 = All Other
	41 = Science Tech.	

Edit: Value has to be between 01-54 (except 06, 07, 08, 17, 18, 21, 28, 32, 33, 35-37), and 90. Cannot be blank. Has to be in 2-digits. Allows ""

Comments Has direct formula funding implications. Default equals 90; will be counted at lowest funding level. In the case of CIP 51 (Health Professions), other codes (particularly CDTF019 - Program Code) are important in determining Nursing and Allied Health class sections and SCHs.

Credit Hours

Course credit hours assigned to the course (4 positions: 2 whole positions and 2 decimal positions).

Codes: If fixed course credit (same for all students in class), the value is numeric (4 positions: 2 whole positions and 2 decimal positions, with implied decimal; leading and trailing zeroes as appropriate).

If course credit is variable (different credit for different students in class), the appropriate code is V (left justified with trailing blanks), in which case the appropriate credit is shown on the student-specific information in SCF007E.

Examples:

0400 = 4.0 hours credit

0040 = 0.4 hours credit

0004 = 0.04 hours credit

If high school course (at NCSA), the appropriate code is HS (left-justified with trailing blanks).

Edit: Numeric, V, HS. Cannot be blank. Error message will occur if less than 0050 or more than 1200. Some specific previously defined course credit hour situations are permitted as an exception to this edit.

Comment: Has direct formula-funding implications. Blank may be used where credit is shown in that field of another class (as in a lecture class for the associated lab); may require institutional explanation. For variable credit a code of "V" must be shown in this field, accompanied by a numeric value in SCF007E--Credit hours.

Course Level

Instructional level of the course, as determined by the institution, presumably through the course number.

Codes:

- 0 Agricultural Institute (NCSU only)
- 1 Lower division undergraduate
- 2 Upper division undergraduate
- 4 Master's
- 6 Doctoral (**Discontinued as of 07/01/09**)
- 7 First professional (ECU, NCCU, NCSU, UNC-CH only) (**Discontinued as of 07/01/09**)
- 9 High School (NCSA only)
- * Determined by student level (see comment below)
- P Doctor's degree - professional practice (as of 07/01/09)
- R Doctor's degree - research/scholarship (as of 07/01/09)

Edit: Has to be *, 0, 1, 2, 4, 6, 7, 9 (0 for NCSU only, 7 for ECU, NCCU, NCSU, UNC-CH only), P, or R.

Comments: Has direct formula funding implications. Blank defaults to lowest level of funding. An asterisk (**must be approved by GA**) may be used in rare instances where the student level is necessary to determine the level of instruction. At a given institution, instructional level of the course should be stable for a given course within and across semesters.

Course Delivery Schedule

Issue Date: 6/8/2000

Revised: 6-28-06

Course Delivery Schedule

3 sections Day of Week, Starting Time, Ending Time.

Codes:

Day of Week

Use Y (or blank)

Starting Time (2 digits for hours & 2 digits for minutes)

Ending Time (2 digits for hours & 2 digits for minutes)

Edit:

Comments: This item not currently required for reporting.

Principal Method of Delivery

This item contains the primary method of delivery and, when available, the secondary method of delivery. Percentages should be reported for both primary and secondary.

Codes:

- 01 Face-to-face instruction (real time and real people with instructor in the same room as the students).
- 02 Interactive real-time video (NCREN/NC Information Superhighway, i.e. some members of the class at a remote studio with monitors used to convey two way audio and video signals).
- 03 Television, videocassette, CD, DVD etc (non-Web-based instructional materials distributed to the student at a remote site).
- 05 Internet or Web-based *asynchronous* (instructional materials made available on the Internet and available 24 hours a day every day—not time-dependent slots).
- 06 Internet or web-based SYNCHRONOUS (instruction made available on the web or internet in time-dependent slots).

Edit:

Comments:

CDTF Element #: 011
FILE BEGINNING POSITION: 52
FIELD LENGTH: 1

Contract Instruction
Issue Date: 6/8/2000
Revised: 6-28-06

Contract Instruction

This field identifies courses offered where a UNC institution enters into a contractual agreement and PAYS a 3rd party to provide instruction, or is PAID BY a 3rd party to provide instruction. The instruction so contracted is not fundable on the SCH funding model.

Codes:

- Y Yes, offered via contractual agreement with a 3rd party.
- N No, (Blank is converted to N by GA).

Edit: Y or N

Comments: Has direct formula funding implications.

Course Credit Category

This item describes certain attributes of the course and possible sources of other funding.

Codes:

- 1 Resident Credit (generally fundable as Reg. Term Instructions. Other variables also considered).
- 2 Graduate Center. Not required for use effective 7-1-99. Special funding for Graduate Center courses ceased 6-30-99, with courses offered as a continuation of these programs included in SCH funding counts effective 7-1-99.
- 3 Extension (generally fundable as distance education instruction. Other variables also considered).
- 4 Pilot Site. Other than Special Education and Engineering Technologies Pilot Site programs at UNC-C, this field is not required for use effective 7-1-00. Special funding for Pilot Site courses ceased 6-30-00, with courses offered as a continuation of these programs included in SCH funding counts effective 7-1-00.
- 5 Cooperative Doctoral Program (NCSU only). Not required for use effective Fall '99.
- 6 Correspondence Course -- (This code should not be used at the current time; correspondence instruction is reported and funded via another reporting requirement).

Edit: 1-6, (regular semester 2, 3, 4 for UNC-CH only). If extension (term A, B, C, or D) it cannot be 1 except at UNC-CH.

Comments: Describes situations that have direct funding implications, though funding action taken from values in other fields.

CDTF Element #: 013
FILE BEGINNING POSITION: 54
FIELD LENGTH: 4

Fiscal Year (CCYY)
Issue Date: 6/8/2000
Revised: 6-28-06

Fiscal Year (CCYY)

This item designates the fiscal year in which the course ends (as determined by which fiscal year the last classday occurs).

Codes: A valid 4-digit number identifying the century and year in which the last day of the class occurs. The fiscal year running from 7-1-99 to 6-30-00 is appropriately expressed as FY 2000. Code "2000" in CDTF013 to indicate courses whose last classday ends between 7-1-99 and 6-30-00, regardless of when the class began. Accordingly, code 2001 in CDTF013 to indicate courses whose last classday ends between 7-1-00 and 6-30-01.

Edit: Cannot be blank. Has to match sysparm + 1 if instruction is a summer course. Must match SCF003 (or SCF003 + 1 for summer course).

Comments: Has direct formula funding implications (fiscal year alignment). Required on all records; especially important in summer school courses. Values may be valid but yet cause incorrect fiscal year alignments and subsequent inconsistent FY funding issues.

CDTF Element #: 014
FILE BEGINNING POSITION: 58
FIELD LENGTH: 4

Capacity of Section
Issue Date: 6/8/2000
Revised: 6-28-06

Capacity of Section

Capacity of section.

Codes:

Edit:

Comments: This data is not currently required for reporting.

Course Type

This item describes certain special categories of instruction.

Codes:

- 1 Remedial Instruction
- 2 Regular Instruction
- 3 Honors Instruction

- 4 Master's thesis
- 5 Doctoral dissertation
- 6 AP High School Course

Edit: 1-6

Comments: Codes 1, 2, & 3 (for remedial instruction, regular instruction, and honors instruction) are used in analyses of student performance.

Codes of 4 & 5 (master's thesis and doctoral dissertation) are used in tracking (but not funding) thesis or dissertation work, as opposed to master's or doctoral instruction.

Subject Code

This item describes in broad categories the discipline of the class's instruction, and in the case of foreign languages, the specific language.

Codes:

- A English
- B English
- D Math-Calculus or Above
- E Math-College Algebra
- F Math-Other (not remedial)
- G Mathematics-Remedial
- H Spanish
- I French
- J Latin
- K German
- L Russian
- M Other For. Lang.
- N Physical Science
- O Biological Science
- P Social Science
- Q Other

Edit: A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, or Q . (If formerly-used code of C is reported, it will be converted to A; if 9 is reported, it will be converted to Q by GA.)

Comments: Used in analyses of student performance. Casual use of Q (Other) distorts performance in specific academic areas.

Instructional Format

This item is

Codes:

01	Correspondence
02	Lab
03	Studio
04	Lecture
05	Seminar
06	Student teaching
07	Practica
08	Clinical
09	Internship
10	Honors
11	Colloquia
12	Other

Edit: This field must be blank or "06".

Comments:

Program Code

This item identifies certain programs/courses requiring specific action.

Codes:

AGI	Ag. Institute (NCSU). SCHs generated by students in Ag. Institute courses at NCSU are fundable on the SCH model but should be specifically identified via this code. (SCH funding).
APP	(ASU) High School extension courses at high schools for high school students by high school teachers. (No funding).
BBC	Below Bacc. Certificate. (No funding).
CCP	Courses delivered at correctional or penal institutions receiving special funding. (No funding).
CUS	Generic customized program or course for which it is inappropriate to request state funding. (No funding).
DEN	Dentistry. (FTE funding).
DPI	Course taught on-site to teachers via Dept. of Public Instruction funding (UNC-CH). (No funding).
FTB	FSU Associate degree program at Ft. Bragg. (No funding).
JNT	Joint Programs
LAW	Law (1st Prof). (FTE funding).
MBA	Executive MBA program. (No funding).
MED	Medicine. (FTE funding).
MPA	Master of Public Administration (NCCU). (No funding).
NUR	Nursing. (SCH funding). (Necessary for proper identification of Nursing SCHs)
PCY	Pharmacy. (FTE funding).
PLT	Summer Pilot Program (FSU). (No funding).
ROT	ROTC. (No funding).
SAC	Study Abroad programs with Customized Tuition. (No funding).
SAP	Study Abroad Programs (with regular tuition) (SCH funding)
TAP	Transatlantic Program receiving special funding (UNC-CH). (No funding).
VET	Veterinary Medicine. (FTE funding).

Edit: Blank or one of the specific codes shown above.

Comments: Has direct formula funding implications. NUR code designation here necessary to identify classes and SCHs in nursing.

Joint Program Code

This item identifies Joint Program delivery. This course is part of a joint program. Enter the institution sharing the program using an alpha code to represent the institution.

Codes: Enter up to four institutions in this field.

A = ASU	J = UNC-A
B = ECU	K = UNC-CH
C = ECSU	L = UNC-C
D = FSU	M = UNC-G
E = NCA&T	I = UNC-P
F = NCCU	N = UNC-W
G = NCSA	O = WCU
H = NCSU	P = WSSU

Edit: Must contain one or more of the above codes, left justified. Example: If sharing the course with one institution, that institution's code would be in the first position followed by three blanks.

Comments:

Institution Owning Instruction in Joint Program
Issue Date: 6-26-01
Revised: 6-28-06

Institution Owning Instruction in Joint Program

This item contains the FICE code of the institution owning the instruction of this course in a Joint Program.
A joint program must be officially approved by GA.

Codes:	002906	ASU
	002923	ECU
	002926	ECSU
	002928	FSU
	002905	NCA&T
	002950	NCCU
	003981	NCSA
	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:

Comments:

CDTF Element #: 23
FILE BEGINNING POSITION: 90
FIELD LENGTH: 2

Descriptor: Previous Course Abbreviation Name and Number
Issue Date: 6-29-04
Revised: 6-28-06

Title: Previous Course Abbreviation Name and Number

Statement: If the course was changed since the last term that the file was reported, this item contains the old course abbreviation name and number as was reported in CDTF item 3.

Codes:

Edit:

Comments:

CDTF Element #: 23
FILE BEGINNING POSITION: 90
FIELD LENGTH: 2

Descriptor: Previous CIP Code
Issue Date: 6-29-04
Revised: 6-28-06

Title: Previous CIP Code

Statement: If the course was changed since the last term that the file was reported, this item contains the old CIP as was reported in CDTF item 6.

Codes:

Edit:

Comments:

CDTF Element #: 24
FILE BEGINNING POSITION: 92
FIELD LENGTH: 1

Descriptor: Previous Course Level
Issue Date: 6-30-04
Revised: 6-28-06

Title: Previous Course Level

Statement: If the course was changed since the last term that the file was reported, this item contains the old Course Level as was reported in CDTF item 8.

Codes:

Edit:

Comments: