

## Course Data Elements

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C01 Y * C	Institution Code	icode	C--4	1 -- 4	All OCCURS records contain this code. Two letter-character college designator, followed by optional two-character subcategory (e.g. SK = Skills Center.) If optional subcategory not necessary, fill with 00.
C02 Y * R	Term/Year	trmyr	C--5 TYYYY	5 -- 9	Term and year identifier. 1=Summer, 2=Fall, 3=Winter, 4=Spring. Use actual 4-digit year. Summer 1994 = 11994, Fall 1994 = 21994, Winter 1995 = 31995, Spring 1995 = 41995. TYYYY
C03 Y * R	Course ID	crsid	C--12	10 -- 21	Course identifier (course number), excluding section, translates to course master.
C04 Y * R	Section ID	sect	C--7	22 -- 28	College section identifier or term/line number. Must be unique.
C05 Y * R	Course Name / Title	crsname	C--30	29 -- 58	Course title, truncated at 30 if necessary. May be different from related title in the course master.
C06 Y * C	Course CIP	ccip	C--6	59 -- 64	CIP Code designating course content category, not program(s) of which course may be a part.
C07 N * N	CAM Strand Override	camo	C--2	65 -- 66	CAM Strand. Based on CIP code, supplied by OCCURS or college-entered override. Blank if no override.
C08 Y * C	Activity Code (Course Type) (OLD version)	oldacti	C--2	67 -- 68	First two digits of ACTI code, preserved for historical purposes. Activity Code (Course Type) for FTE classification purposes: 10=LDC, 21=PT Prep, 22=PT Supp, 23=PT Appr, 31=ESL, 32=ABE, 33=GED, 34=AHS, 35=PSR, 36=Other Reim, 51=Non-Reimb
C09 N * N	Special Course Type	spcrs	C--2	69 -- 70	Code, linked to a translation table, indicating a Special Course Type for this course section (e.g., Dual Credit, Tech Prep, etc.) where applicable
C10 N * N	Separate Contract	sepcon	C--1	71 -- 71	Flag field to indicate separate contract. Y if course is contracted with private business, industry, or third party public employers, N if not. Do not flag apprenticeship courses. The purpose of this field is to track the extent of community college "services to business". Do NOT flag CODs as "Separate Contract". X if college does not have separate contract courses; Z if college can't provide this info.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C11 Y * R	In-District / OD/ COD Identifier	odid	C--10	72 -- 81	In-District / COD/ other OD identifier, if needed. FILL WITH "INDISTRICT" IF NOT COD/ other OD.
C12 N * R	Start Date	stdate	D--8 YYYYMMDD	82 -- 89	Start date for course. Blank for courses that run the whole term. Blank for TBA. Will not be used in calculating FTE.
C13 N * R	End Date	enddate	D--8 YYYYMMDD	90 -- 97	End date for course. Blank for courses that run the whole term. Blank for TBA (will not be used in calculating FTE).
C14 N * R	Start Time	stime	C--5 hh:mm	98 --102	Start time for course (24 hour clock/military time); earliest start.
C15 N * R	End Time	endtime	C--5 hh:mm	103 --107	End time for course (24 hour clock/military time); latest end.
C16 Y * R	Days Class Meets	days	C--7 MTWHFSU	108 --114	Day(s) class meets (MTWHFSU), A for TBA.
C17 N * N	Variable Credit OR Variable Clock Hours Flag	vcred	C--1	115 --115	Variable credit or variable clock hours flag - course can be taken for a range of credits or clock hours. V=variable, or blank for non-variable.
C18 Y * R	Credits	credits	N--5 ###.##	116 --120	Postsecondary or Postsecondary Remedial Credits offered for course. Maximum available credits for a variable credit course. 00.00 if non-credit.
C19 Y * R	Clock Hours	clockhrs	N--7 #####.##	121 --127	Clock/contact hours, term total. Total hours class meets in term, used in calculating FTE. May not be blank or 0. Maximum available clock hours if variable.
C20 Y * R	Total Enrollment	totenr	N--5 #####	128 --132	For the period of time being reported, total enrollment in this course for all students - regardless of state. DO NOT SUBMIT COURSES WITH "0" ENROLLMENT. See 1-page element description for further detail.
C21 Y * R	Total Student Clock Hours	totscl	N--10 #####.##	133 --142	For the period of time being reported, total clock / contact hours for this course for all students - regardless of state. (Clock hours per week X weeks in term X number of all students) OR (sum of Variable clock hours per student) PLEASE FILL THIS OUT ON ALL RECORDS.
C22 Y * R	Total Student Credit Hours	totscr	N--9 #####.##	143 --151	For the period of time being reported, total credit hours for this course for all students - regardless of state. (Credit hours X number of all students) OR (Sum of Variable Credit hours per student) PLEASE FILL THIS OUT ON ALL RECORDS; fill with 0000.00 if this is a non-credit course.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C23 Y * R	Total FTE	totfte	N-7 #####.##	152--158	For the period of time being reported, total FTE for this course for ALL students - regardless of state. FTE = STUDENT CLOCK HOURS DIVIDED BY 510
C24 Y * R	Out-of-State Enrollment	osenr	N-4 ####	159--162	For the period of time being reported, ALL out-of-state enrollment for this course, including Washington, Idaho, California, Nevada, all other non-Oregon states, and Out-of-Country students. Fill with 000 if no non-Oregon enrollment.
C25 Y * R	Out-of-State Student Credit Hours	osscr	N-8 #####.##	163--170	For the period of time being reported, total credit hours for ALL out-of-state students - including Washington, Idaho, California, Nevada, and out-of-country students. (Credit hours X number of O/S students) OR (Sum of Variable Credit hours per student) PLEASE FILL THIS OUT ON ALL RECORDS; fill with 0000.00 if no out-of-state enrollment.
C26 Y * R	Out-of-State Student Clock Hours	osscl	N-9 #####.##	171--179	For the period of time being reported, total clock / contact hours for the term for ALL out-of-state students - including Washington, Idaho, California, Nevada, and out-of-country students. (Clock hours per week X weeks in term X number of O/S students) OR (sum of Variable clock hours per student) PLEASE FILL THIS OUT ON ALL RECORDS.
C27 Y * R	Out-of-State FTE	osfte	N-5 ###.##	180--184	Out-of-state FTE for this course for the period of time being reported. Include only FTE for out-of-state students - including Washington, Idaho, California, Nevada, and out-of-country students. Fill with 00.00 if no O/S FTE; FTE = O/S STUDENT CLOCK HOURS DIVIDED BY 510
C28 Y * R	Washington Enrollment	waenr	N-4 ####	185--188	For the period of time being reported, the number of Washington students in this course. Fill with 000 if no Washington enrollment in this course.
C29 Y * R	Washington Student Credit Hours	wascr	N-8 #####.##	189--196	For the period of time being reported, credit hours for this course for Washington students. (Credit hours X number of WA students) OR (Sum of Variable Credit hours per student). Fill with 0000.00 if no Washington enrollment.
C30 Y * R	Washington Student Clock Hours	wascl	N-9 #####.##	197--205	For the period of time being reported, clock / contact hours for this course for Washington students. (Clock hours per week X weeks in term X number of WA students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no Washington enrollment.
C31 Y * R	Washington FTE	wafte	N-5 ###.##	206--210	For the period of time being reported, FTE for this course for Washington students. FTE = WA STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no Washington enrollment.
C32 Y * R	Idaho Enrollment	idenr	N-4 ####	211--214	For the period of time being reported, number of Idaho students in this course. Fill with 000 if no Idaho enrollment in this course.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C33 Y * R	Idaho Student Credit Hours	idscr	N--8 #####.##	215--222	For the period of time being reported, credit hours for Idaho students in this course. (Credit hours X number of Idaho students) OR (Sum of Variable Credit hours per student) PLEASE FILL THIS OUT ON ALL RECORDS. Fill with 0000.00 if no Idaho enrollment.
C34 Y * R	Idaho Student Clock Hours	idscl	N--9 #####.###	223--231	For the period of time being reported, clock / contact hours for Idaho students in this course. (Clock hours per week X weeks in term X number of Idaho students) OR (sum of Variable clock hours per student) PLEASE FILL THIS OUT ON ALL RECORDS. Fill with 00000.00 if no Idaho enrollment.
C35 Y * R	Idaho FTE	idfte	N--5 ##.##	232--236	For the period of time being reported, FTE for Idaho students in this course. FTE = ID STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no Idaho enrollment.
C36 Y * R	Reporting Period (4 or E)	rptper	C--1	237--237	Period of time for which clock hours, credit hours, enrollment, and FTE are being reported. E = End of Term 4 = Fourth Week. May not be blank.
C37 Y * R	Record Date	recdate	D--8 YYYYMMDD	238--245	Date this file submission was created.
C38 Y * R	California Enrollment	caenr	N--4 ####	246--249	For the period of time being reported, number of California students in this course. Fill with 000 if no California enrollment in this course.
C39 Y * R	California Student Credit Hours	cascr	N--8 #####.##	250--257	For the period of time being reported, credit hours for this course for California students. (Credit hours X number of CA students) OR (Sum of Variable Credit hours per student). Fill with 0000.00 if no California enrollment.
C40 Y * R	California Student Clock Hours	cascl	N--9 #####.###	258--266	For the period of time being reported, clock / contact hours for this course for California students. (Clock hours per week X weeks in term X number of CA students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no California enrollment.
C41 Y * R	California FTE	cafte	N--5 ##.##	267--271	For the period of time being reported, FTE for this course for California students. FTE = CA STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no California enrollment.
C42 Y * R	Nevada Enrollment	nvenr	N--4 ####	272--275	For the period of time being reported, the number of Nevada students in this course. Fill with 000 if no Nevada enrollment in this course.
C43 Y * R	Nevada Student Credit Hours	nvscr	N--8 #####.##	276--283	For the period of time being reported, credit hours for this course for Nevada students. (Credit hours X number of NV students) OR (Sum of Variable Credit hours per student). Fill with 0000.00 if no Nevada enrollment.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C44 Y * R	Nevada Student Clock Hours	nvsc1	N--9 #####.##	284 --292	For the period of time being reported, clock / contact hours for this course for Nevada students. (Clock hours per week X weeks in term X number of NV students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no Nevada enrollment.
C45 Y * R	Nevada FTE	nvfte	N--5 ###.##	293 --297	For the period of time being reported, FTE for this course for Nevada students. FTE = NV STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no Nevada enrollment.
C46 Y * R	Distance Ed Provider Code	distedprov	C--4	298 --301	Icode (two character college code plus "00" - see field C01) of the "provider college" if this is a Distance Education course section. "NONE" if this is not a Distance Education course section. The "host college" for this course section is identified by the Icode field (C01).  If the "provider college" is the same as the "host college," i.e., if this is a distance education course offered by your own college, this field should contain the same information as the Icode (C01) field.  PLEASE TRY TO IDENTIFY ALL DISTANCE EDUCATION OFFERINGS AT YOUR OWN COLLEGE, INCLUDING: Telecourse, Online, Correspondence, Videotape, Live Interactive, TeleWeb, Ed-To-Go. etc.
C47 Y * R	Distance Ed Delivery Mode	disteddm	C--3	302 --304	3 -character code indicating "delivery mode" of Distance Education course section. COR=Correspondence, LIT=Live Interactive Television,ONL=Online,TLC=Telecourse,XXX=Not Distance Ed.
C48 Y * C	ACTI (Course Activity) code	acti	C--3 ###	305 --307	Course Activity/Program Code.  100 = LDC  210 = CTE Prep 220 = CTE Supplemental 230 = CTE Apprenticeship  310 = ESL 320 = ABE 330 = GED 340 = AHS 350 = PSR  360 = ACE - Unknown 361 = ACE - Health & Fitness 362 = ACE - Safety 363 = ACE - Workforce

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C48					510 = Non-Reimbursable - Unknown 511 = Non-Reimbursable - Hobby and Recreation 512 = Non-Reimbursable - Other/Administrative
C49 Y * N	High School Location Code	hsloc	C--6	308--313	Six digit ETS (Educational Testing Service) code of the high school where each Dual Credit, CTE Dual Credit or other high school-based course took place. "NNNNNN" if not a high school based course.
C50 N * N	Course Name/Title Continuation	crsnamec	C--50	314--363	Continuation of Course Name/Title if needed. Blank fill if not needed.
C51 Y * P	Percent Green (0-100)	gperc	C--3 ###	364--366	Percent Green training for this course. May be based on number of hours green training divided by total contact hours in course, or other rational criteria..
C52 Y * P	Green Increase Energy Efficiency (Y/N)	gee	C--1	367--367	Y if this course teaches job skills to increase energy efficiency through activities or behavior changes. Otherwise N.
C53 Y * P	Green Produce Renewable Energy (Y/N)	gpre	C--1	368--368	Y if this course teaches job skills to directly and/or indirectly produce renewable energy. Otherwise N.
C54 Y * P	Green Prevent Environmental Degradation (Y/N)	gped	C--1	369--369	Y if this course teaches job skills to prevent, reduce, and/or decrease environmental degradation. Otherwise N.
C55 Y * P	Green Clean Up Natural Environment (Y/N)	gcne	C--1	370--370	Y if this course teaches job skills to clean up the natural environment. Otherwise N.
C56 Y * P	Green Support Services (Y/N)	ges	C--1	371--371	Y if this course teaches job skills to educate, consult or provide other services that support green job activities. Otherwise N.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
C56					<div data-bbox="386 272 1835 493" style="border: 1px solid black; padding: 5px;"> <p>Y = Yes, required data element</p> <p><b>Data Sources:</b>  T = Data that is self-reported by student each term      A = Data that is self reported by student at admission/intake  * = College produces/calculates, or derives this data      O = OCCURS supplies</p> <p><b>Defaults:</b>  P = Defaults to previous term value if no current value      N = No default, blank or unknown if no current value  C = Constant, does not change      R = Current value must be provided</p> </div>

# OCCURS Data Element Description

Element ID ——— C01

Course Table: C01

Element Name ——— Institution Code

Field Name ——— icode

Data Type ——— C

Field Length ——— 4

Position ——— Starts at [ 1] -- Ends at [ 4]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— colleges

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

SUBMIT ALPHA INSTEAD OF NUMERIC CODES

BM...Blue Mountain

CE...Central Oregon

CH ...Chemeketa

CL ...Clackamas

CT...Clatsop

CG ...Columbia Gorge

KL...Klamath

LA...Lane

LB...Linn Benton

MH...Mt Hood

OC ...Oregon Coast

PO...Portland

RO...Rogue

SW...Southwestern

TB...Tillamook Bay

TV...Treasure Valley

UM...Umpqua

### Definition:

**95/96: All OCCURS records contain this code.**

**Two letter-character college designator, followed by optional two-character subcategory (e.g. SK = Skills Center.)**

**If optional subcategory not necessary, fill with 00.**

# OCCURS Data Element Description

Element ID ——— C02

Course Table: C02

Element Name ——— Term/Year

Field Name ——— trmyr

Data Type ——— C

Field Length ——— 5

Position ——— Starts at [ 5] -- Ends at [ 9]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— TermYear

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** TYYYY

1=Summer

2=Fall

3=Winter

4=Spring

Use actual 4-digit year

Summer 1994 = 11994

Fall 1994 = 21994

Winter 1995 = 31995

Spring 1995 = 41995

**Definition:**

**Term and year identifier for the time period for the current OCCURS submission.**

**See TermYear validation table for translations**

**May not be blank.**

# OCCURS Data Element Description

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**Element ID** ——— C03

**Course Table:** C03

**Element Name** ——— Course ID

**Field Name** ——— crsid

**Data Type** ——— C

**Field Length** ——— 12

**Position** ——— Starts at [ 10] -- Ends at [ 21]

**Defaults** ——— [ R ] = Current value must be provided

**Data Source** ——— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— CrsMastr

**Required** ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### **Format and Coding:**

Any combination of characters and numbers.

May not be blank.

### **Definition:**

**Same as PC03 field in Catalog Table and CM02 in Course Master Table.**

**May be duplicate Course IDs in this table, differentiated by unique section numbers.**

# OCCURS Data Element Description

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Element ID ——— C04

Course Table: C04

Element Name ——— Section ID

Field Name ——— sect

Data Type ——— C

Field Length ——— 7

Position ——— Starts at [ 22] -- Ends at [ 28]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Each record must contain a unique section number.

Duplicate course numbers are OK

May not be blank.

### Definition:

College section identifier or term/line number.

# OCCURS Data Element Description

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Element ID ——— C05

Course Table: C05

Element Name ——— Course Name / Title

Field Name ——— crsname

Data Type ——— C

Field Length ——— 30

Position ——— Starts at [ 29] -- Ends at [ 58]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Anything OK

No blanks.

### Definition:

Course title, truncated at 30 if necessary.

May be different from related title in the course master.

May not be blank.

# **OCCURS Data Element Description**

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**Element ID** \_\_\_\_\_ **C06**

**Course Table: C06**

**Element Name** \_\_\_\_\_ **Course CIP**

**Field Name** \_\_\_\_\_ **ccip**

**Data Type** \_\_\_\_\_ **C**

**Field Length** \_\_\_\_\_ **6**

**Position** \_\_\_\_\_ **Starts at [ 59] -- Ends at [ 64]**

**Defaults** \_\_\_\_\_ **[ C ] = Constant, does not change**

**Data Source** \_\_\_\_\_ **[ \* ] = College produces/calculates, or derives this data**

**Validation Table** \_\_\_\_\_ **CrsMastr**

**Required** \_\_\_\_\_ **[ Y ] (Y=field may not be blank) - (N=field may be blank in some records)**

## **Coding, Definition and Reference**

### **Format and Coding:**

Should match CIP noted in Course Master for this course number.

### **Definition:**

**CIP Code designating course content category, not program(s) of which course may be a part.**

# OCCURS Data Element Description

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Element ID ——— C07

Course Table: C07

Element Name ——— CAM Strand Override

Field Name ——— camo

Data Type ——— C

Field Length ——— 2

Position ——— Starts at [ 65] -- Ends at [ 66]

Defaults ——— [ N ] = No default, blank if no current value

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Cip90

Required ——— [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Blank OR

AC Arts and Communications

BU Business and Management

DE Developmental Education

HR Human Resources

HS Health Services

IE Industrial and Engineering Systems

NR Natural Resource Systems

OT Other

### Definition:

**CAM Strand. Based on CIP code, supplied by OCCURS or college-entered override.**

**Colleges need only fill in this field if they wish to override the CAM Strand Code that is automatically linked to the CIP for this course.**

**Otherwise leave blank, and OCCURS will supply from Cip90 table.**

# OCCURS Data Element Description

Element ID ——— C08

Course Table: C08

Element Name ——— Activity Code (Course Type) (OLD version)

Field Name ——— oldacti

Data Type ——— C

Field Length ——— 2

Position ——— Starts at [ 67] -- Ends at [ 68]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Acti9596

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

- 10 = LDC Lower Division Collegiate
- 21 = PTP PT Preparatory
- 22 = PTS PT Supplementary
- 23 = PTA PT Apprenticeship
- 31 = ESL English as a Second Language
- 32 = ABE Adult Basic Education
- 33 = GED General Equivalence Diploma Preparation
- 34 = AHS Adult High School Diploma Preparation
- 35 = PSR Post Secondary Remedial
- 36 = OR Other Reimbursable
- 51 = NR Non-Reimbursable

### Definition:

First two digits of Activity Code (Course Type) for historical comparison purposes.

# OCCURS Data Element Description

Element ID \_\_\_\_\_ C09

Course Table: C09

Element Name \_\_\_\_\_ Special Course Type

Field Name \_\_\_\_\_ spcrs

Data Type \_\_\_\_\_ C

Field Length \_\_\_\_\_ 2

Position \_\_\_\_\_ Starts at [ 69] -- Ends at [ 70]

Defaults \_\_\_\_\_ [ N ] = No default, blank if no current value

Data Source \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

Validation Table \_\_\_\_\_ Spcrs

Required \_\_\_\_\_ [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

TP = Teen Parent Program

DW = Dislocated Worker Program

JT = JTPA/college program (historical)

AF = JOBS or other college/AFS program (historical)

VR = Vocational Rehabilitation Program

DH = Single Parent/Displaced Homemaker Program

SB = Small Business Development Center

PE = Parent Education program

SC = Skills Center program (historical)

AT = Advanced Technology Center (historical)

T2 = Tech Prep/ Program of Study (CTE college credit for HS students taught at high schools by HS teachers)

TT = Targeted Training/Key Industry program

DC = Dual Credit (LDC college credit for HS students taught at high schools by HS teachers)

IN = College program for inmates at federal, state or local prisons

LE = Courses targeted for limited English proficiency students

CH = Classes taught by college instructor on the HS campus for college credit

DA = "Early/Middle" college courses taught at a location where there is college credit and HS credit offered

TH = Targeted classes on the college campus for high school students and for which the high school pays

MU = Multiple categories

RG = Regular courses (no special code)

XX = No special code (historical only - please use "RG" for these)

ZZ = College can't provide this information NO LONGER A VALID VALUE beginning 2010-11

### Definition:

Code, linked to a translation table, indicating special course type for this course (e.g., Dual Credit, Tech Prep, etc.) where applicable.

# OCCURS Data Element Description

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Element ID \_\_\_\_\_ C10

Course Table: C10

Element Name \_\_\_\_\_ Separate Contract

Field Name \_\_\_\_\_ sepcon

Data Type \_\_\_\_\_ C

Field Length \_\_\_\_\_ 1

Position \_\_\_\_\_ Starts at [ 71] -- Ends at [ 71]

Defaults \_\_\_\_\_ [ N ] = No default, blank if no current value

Data Source \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

Validation Table \_\_\_\_\_ None

Required \_\_\_\_\_ [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Y if separate contract

N if not separate contract.

X if college does not have separate contract courses.

Z if college can't provide info.

### Definition:

**Flag field to indicate separate contract.**

**Y if course is contracted with private business, industry, or third party public employers, N if not.**

**The purpose of this field is to track the extent of community college "services to business".**

**Do NOT flag CODs as "Separate Contract".**

**Do NOT flag apprenticeship courses.**

# OCCURS Data Element Description

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**Element ID** \_\_\_\_\_ C11

**Course Table:** C11

**Element Name** \_\_\_\_\_ In-District / OD/ COD Identifier

**Field Name** \_\_\_\_\_ odid

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 10

**Position** \_\_\_\_\_ Starts at [ 72] -- Ends at [ 81]

**Defaults** \_\_\_\_\_ [ R ] = Current value must be provided

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ odid

**Required** \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### **Format and Coding:**

"INDISTRRICT" if this is not a COD/ other OD Course

Otherwise use COD/OD identifier appropriate to your college's COD contracts or other Out of district activities.

ALL ODID values should be UPPERCASE.

### **Definition:**

Code to indicate specifics of "Contracted Out of District" and "Other Out of District" courses.

# OCCURS Data Element Description

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Element ID ——— C12

Course Table: C12

Element Name ——— Start Date

Field Name ——— stdate

Data Type ——— D

Field Length ——— 8

Position ——— Starts at [ 82] -- Ends at [ 89]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** YYYYMMDD

May be left blank for courses running full term.

Blank for TBA

**Definition:**

**Start date for course (this section).**

**Will not be used in calculating FTE, but merely serve as a check for those reading the FTE reports to verify clock hours and FTE. Therefore, store in the Start and End Date fields whatever you would normally print on your FTE reimbursement report.**

# OCCURS Data Element Description

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Element ID ——— C13

Course Table: C13

Element Name ——— End Date

Field Name ——— enddate

Data Type ——— D

Field Length ——— 8

Position ——— Starts at [ 90] -- Ends at [ 97]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** YYYYMMDD

May be left blank for courses that run the whole term.

Blank for TBA

**Definition:**

**End date for the course (section).**

**Will not be used in calculating FTE.**

# OCCURS Data Element Description

---

Element ID ——— C14

Course Table: C14

Element Name ——— Start Time

Field Name ——— sttime

Data Type ——— C

Field Length ——— 5

Position ——— Starts at [ 98] -- Ends at [102]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** hh:mm

24 hours clock (military time)

Blank for TBA

**Definition:**

**Earliest start time for course**

# OCCURS Data Element Description

---

**Element ID** ——— C15

**Course Table:** C15

**Element Name** ——— End Time

**Field Name** ——— endtime

**Data Type** ——— C

**Field Length** ——— 5

**Position** ——— Starts at [103] -- Ends at [107]

**Defaults** ——— [ R ] = Current value must be provided

**Data Source** ——— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— None

**Required** ——— [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** hh:mm

24 hour clock/military time

Blank for TBA

**Definition:**

Latest end time for this course

# OCCURS Data Element Description

---

**Element ID** \_\_\_\_\_ C16

**Course Table:** C16

**Element Name** \_\_\_\_\_ Days Class Meets

**Field Name** \_\_\_\_\_ days

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 7

**Position** \_\_\_\_\_ Starts at [108] -- Ends at [114]

**Defaults** \_\_\_\_\_ [ R ] = Current value must be provided

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** MTWHFSU

M = Monday

T = Tuesday

W = Wednesday

H = Thursday

F = Friday

S = Saturday

U = Sunday

A=TBA

**Definition:**

**Day(s) class meets**

# OCCURS Data Element Description

---

**Element ID** \_\_\_\_\_ C17

**Course Table:** C17

**Element Name** \_\_\_\_\_ Variable Credit OR Variable Clock Hours Flag

**Field Name** \_\_\_\_\_ vcred

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 1

**Position** \_\_\_\_\_ Starts at [115] -- Ends at [115]

**Defaults** \_\_\_\_\_ [ N ] = No default, blank if no current value

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

V = variable

Blank for non-variable

### Definition:

**95/96: Variable credit or variable clock hours flag - course can be taken for a range of credits or clock hours.**

# OCCURS Data Element Description

---

Element ID ——— C18

Course Table: C18

Element Name ——— Credits

Field Name ——— credits

Data Type ——— N

Field Length ——— 5

Position ——— Starts at [116] -- Ends at [120]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** ##.##

Enter 00.00 if non-credit.

**Definition:**

**Postsecondary Credits offered for this course.**

**Maximum available credits for variable credit course.**

**Note: If a course is considered "Post Secondary Remedial" according to its number, but is nevertheless part of an approved program, please do report credits for this course. The intent of this clarification is not to exclude post secondary remedial courses, but to exclude adult high school, GED, high school completion, and ABE "credits" from OCCURS data.**

# OCCURS Data Element Description

---

Element ID ——— C19

Course Table: C19

Element Name ——— Clock Hours

Field Name ——— clockhrs

Data Type ——— N

Field Length ——— 7

Position ——— Starts at [121] -- Ends at [127]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

Total hours class meets during the term (hours per week X weeks)

Maximum available clock hours if variable.

May not be blank or 0.

**Definition:**

**Clock or contact hours (total hours) for the term.**

**This field should contain only the clock hours used to calculate FTE.**

# OCCURS Data Element Description

---

**Element ID** ——— C20

**Course Table:** C20

**Element Name** ——— Total Enrollment

**Field Name** ——— totenr

**Data Type** ——— N

**Field Length** ——— 5

**Position** ——— Starts at [128] -- Ends at [132]

**Defaults** ——— [ R ] = Current value must be provided

**Data Source** ——— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— None

**Required** ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####

Exclude drops.

DO NOT SUBMIT COURSES WITH "0" ENROLLMENT

**Definition:**

**Actual number of all students - regardless of state - registered as of the end-date of the period of time being reported (4th week or End of Term)**

# OCCURS Data Element Description

---

**Element ID** \_\_\_\_\_ C21

**Course Table:** C21

**Element Name** \_\_\_\_\_ Total Student Clock Hours

**Field Name** \_\_\_\_\_ totscl

**Data Type** \_\_\_\_\_ N

**Field Length** \_\_\_\_\_ 10

**Position** \_\_\_\_\_ Starts at [133] -- Ends at [142]

**Defaults** \_\_\_\_\_ [ R ] = Current value must be provided

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

PLEASE FILL THIS OUT ON ALL RECORDS.

(Clock hours per week X weeks in term X number of all students)

OR

(sum of Variable clock hours per student)

**Definition:**

**Total clock / contact hours for all students - regardless of state - for the period of time being reported.**

# OCCURS Data Element Description

Element ID ——— C22

Course Table: C22

Element Name ——— Total Student Credit Hours

Field Name ——— totscr

Data Type ——— N

Field Length ——— 9

Position ——— Starts at [143] -- Ends at [151]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

PLEASE FILL THIS OUT ON ALL RECORDS.

(Credit hours X number of all students)

OR

(Sum of Variable Credit hours per student)

Fill with 0000.00 if this is a non-credit course.

**Definition:**

**95/96: Total credit hours for all students - regardless of state - for the period of time being reported.**

# OCCURS Data Element Description

---

Element ID ——— C23

Course Table: C23

Element Name ——— Total FTE

Field Name ——— totfte

Data Type ——— N

Field Length ——— 7

Position ——— Starts at [152] -- Ends at [158]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

FTE = STUDENT CLOCK HOURS DIVIDED BY 510

Open entry/exit course should be based on actual student hours of attendance \ 510

**Definition:**

**FTE for this section # based on enrollment of all students - regardless of state - for the period of time being reported.**

# OCCURS Data Element Description

---

Element ID ——— C24

Course Table: C24

Element Name ——— Out-of-State Enrollment

Field Name ——— osenr

Data Type ——— N

Field Length ——— 4

Position ——— Starts at [159] -- Ends at [162]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####

Fill with 000 if no non-Oregon enrollment.

**Definition:**

**For the period of time being reported, out-of-state enrollment for this course.**

**Include information for ALL students - including Washington, Idaho, California, Nevada, all other non-Oregon States, and out-of-country students.**

# OCCURS Data Element Description

Element ID ——— C25

Course Table: C25

Element Name ——— Out-of-State Student Credit Hours

Field Name ——— osscr

Data Type ——— N

Field Length ——— 8

Position ——— Starts at [163] -- Ends at [170]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

PLEASE FILL THIS OUT ON ALL RECORDS.

(Credit hours X number of O/S students)

OR

(Sum of Variable Credit hours per student)

Fill with 0000.00 if no out-of-state enrollment

### Definition:

**For the period of time being reported, total credit hours for ALL out-of-state students - including Washington, Idaho, California, Nevada, all other non-Oregon states, and out-of-country students. (Credit hours X number of O/S students) OR (Sum of Variable Credit hours per student) PLEASE FILL THIS OUT ON ALL RECORDS; fill with 0000.00 if no out-of-state enrollment.**

# OCCURS Data Element Description

Element ID ——— C26

Course Table: C26

Element Name ——— Out-of-State Student Clock Hours

Field Name ——— osscl

Data Type ——— N

Field Length ——— 9

Position ——— Starts at [171] -- Ends at [179]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

PLEASE FILL THIS OUT ON ALL RECORDS.

(Clock hours per week X weeks in term X number of O/S students)

OR

(sum of Variable clock hours per student)

Fill with 00000.00 if no out-of-state enrollment

### Definition:

**For the period of time being reported, total clock / contact hours for the term for ALL out-of-state students - including Washington, Idaho, California, Nevada, all other non-Oregon states, and out-of-country students. (Clock hours per week X weeks in term X number of O/S students) OR (sum of Variable clock hours per student) PLEASE FILL THIS OUT ON ALL RECORDS.**

# OCCURS Data Element Description

---

Element ID ——— C27

Course Table: C27

Element Name ——— Out-of-State FTE

Field Name ——— osfte

Data Type ——— N

Field Length ——— 5

Position ——— Starts at [180] -- Ends at [184]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** ##.##

FTE = O/S STUDENT CLOCK HOURS DIVIDED BY 510

Fill with 00.00 if no O/S FTE

**Definition:**

**Out-of-state FTE for this course for the period of time being reported. Include only FTE for out-of-state students - including Washington, Idaho, California, Nevada, and out-of-country students. Fill with 00.00 if no O/S FTE; FTE = O/S STUDENT CLOCK HOURS DIVIDED BY 510.**

# OCCURS Data Element Description

---

Element ID ——— C28

Course Table: C28

Element Name ——— Washington Enrollment

Field Name ——— waenr

Data Type ——— N

Field Length ——— 4

Position ——— Starts at [185] -- Ends at [188]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####

Fill with 000 if no Washington enrollment in this course.

**Definition:**

**For the period of time being reported, the number of Washington students in this course.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" ENROLLMENT FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C29

Course Table: C29

Element Name ——— Washington Student Credit Hours

Field Name ——— wascr

Data Type ——— N

Field Length ——— 8

Position ——— Starts at [189] -- Ends at [196]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

(Credit hours X number of WA students)

OR

(Sum of Variable Credit hours per WA student)

Fill with 0000.00 if no Washington enrollment.

**Definition:**

**For the period of time being reported, credit hours for this course for Washington students.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CREDITS FIELD.**

# OCCURS Data Element Description

Element ID ——— C30

Course Table: C30

Element Name ——— Washington Student Clock Hours

Field Name ——— wascl

Data Type ——— N

Field Length ——— 9

Position ——— Starts at [197] -- Ends at [205]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding: #####.##

For the period of time being reported, clock / contact hours for this course for Washington students. (Clock hours per week X weeks in term X number of WA students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no Washington enrollment.

### Definition:

For the period of time being reported, clock / contact hours for this course for Washington students. (Clock hours per week X weeks in term X number of WA students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no Washington enrollment.

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CLOCK HOURS FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C31

Course Table: C31

Element Name ——— Washington FTE

Field Name ——— wafte

Data Type ——— N

Field Length ——— 5

Position ——— Starts at [206] -- Ends at [210]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** ###.##

For the period of time being reported, FTE for this course for Washington students.

FTE = WA STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no Washington enrollment.

**Definition:**

For the period of time being reported, FTE for this course for Washington students.

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" FTE FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C32

Course Table: C32

Element Name ——— Idaho Enrollment

Field Name ——— idenr

Data Type ——— N

Field Length ——— 4

Position ——— Starts at [211] -- Ends at [214]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####

Fill with 000 if no Idaho enrollment in this course.

**Definition:**

**For the period of time being reported, number of Idaho students in this course.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" ENROLLMENT FIELD.**

# OCCURS Data Element Description

---

Element ID \_\_\_\_\_ C33

Course Table: C33

Element Name \_\_\_\_\_ Idaho Student Credit Hours

Field Name \_\_\_\_\_ idscr

Data Type \_\_\_\_\_ N

Field Length \_\_\_\_\_ 8

Position \_\_\_\_\_ Starts at [215] -- Ends at [222]

Defaults \_\_\_\_\_ [ R ] = Current value must be provided

Data Source \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

Validation Table \_\_\_\_\_ None

Required \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

PLEASE FILL THIS OUT ON ALL RECORDS.

(Credit hours X number of Idaho students)

OR

(Sum of Variable Credit hours per student)

Fill with 0000.00 if no Idaho enrollment.

**Definition:**

**For the period of time being reported, credit hours for Idaho students in this course.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CREDITS FIELD.**

# OCCURS Data Element Description

Element ID ——— C34

Course Table: C34

Element Name ——— Idaho Student Clock Hours

Field Name ——— idscl

Data Type ——— N

Field Length ——— 9

Position ——— Starts at [223] -- Ends at [231]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

PLEASE FILL THIS OUT ON ALL RECORDS.

(Clock hours per week X weeks in term X number of Idaho students)

OR

(sum of Variable clock hours per student)

Fill with 00000.00 if no Idaho enrollment.

### Definition:

**For the period of time being reported, clock / contact hours for this course for Idaho students. (Clock hours per week X weeks in term X number of ID students) OR (sum of Variable clock hours per student)**

**Fill with 0000.00 if no Idaho enrollment.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CLOCK HOURS FIELD.**

# OCCURS Data Element Description

---

Element ID \_\_\_\_\_ C35

Course Table: C35

Element Name \_\_\_\_\_ Idaho FTE

Field Name \_\_\_\_\_ idfte

Data Type \_\_\_\_\_ N

Field Length \_\_\_\_\_ 5

Position \_\_\_\_\_ Starts at [232] -- Ends at [236]

Defaults \_\_\_\_\_ [ R ] = Current value must be provided

Data Source \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

Validation Table \_\_\_\_\_ None

Required \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding: ##.##

For the period of time being reported, FTE for this course for Idaho students.

FTE = ID STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no Idaho enrollment.

### Definition:

For the period of time being reported, FTE for Idaho students in this course.

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" FTE FIELD.**

# OCCURS Data Element Description

---

**Element ID** \_\_\_\_\_ C36

**Course Table:** C36

**Element Name** \_\_\_\_\_ Reporting Period (4 or E)

**Field Name** \_\_\_\_\_ rptper

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 1

**Position** \_\_\_\_\_ Starts at [237] -- Ends at [237]

**Defaults** \_\_\_\_\_ [ R ] = Current value must be provided

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

E = End of Term

4 = Fourth Week

May not be blank.

### Definition:

**NEW FOR 95/96:** Period of time for which hours, enrollment, and FTE are being reported.

# OCCURS Data Element Description

---

**Element ID** ——— C37

**Course Table:** C37

**Element Name** ——— Record Date

**Field Name** ——— recdate

**Data Type** ——— D

**Field Length** ——— 8

**Position** ——— Starts at [238] -- Ends at [245]

**Defaults** ——— [ R ] = Current value must be provided

**Data Source** ——— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— None

**Required** ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** YYYYMMDD

4-digit year + month + day.

**Definition:**

**Date this file submission was created.**

# OCCURS Data Element Description

---

**Element ID** ——— C38

**Course Table:** C38

**Element Name** ——— California Enrollment

**Field Name** ——— caenr

**Data Type** ——— N

**Field Length** ——— 4

**Position** ——— Starts at [246] -- Ends at [249]

**Defaults** ——— [ R ] = Current value must be provided

**Data Source** ——— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— None

**Required** ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####

Fill with 000 if no California enrollment in this course.

**Definition:**

**For the period of time being reported, the number of California students in this course.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" ENROLLMENT FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C39

Course Table: C39

Element Name ——— California Student Credit Hours

Field Name ——— cascr

Data Type ——— N

Field Length ——— 8

Position ——— Starts at [250] -- Ends at [257]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

(Credit hours X number of CA students)

OR

(Sum of Variable Credit hours per CA student)

Fill with 0000.00 if no California enrollment.

**Definition:**

**For the period of time being reported, credit hours for this course for California students.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CREDITS FIELD.**

# OCCURS Data Element Description

Element ID ——— C40

Course Table: C40

Element Name ——— California Student Clock Hours

Field Name ——— cascl

Data Type ——— N

Field Length ——— 9

Position ——— Starts at [258] -- Ends at [266]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

For the period of time being reported, clock / contact hours for this course for California students. (Clock hours per week X weeks in term X number of CA students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no California enrollment.

**Definition:**

**For the period of time being reported, clock / contact hours for this course for Californiastudents. (Clock hours per week X weeks in term X number of CA students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no California enrollment.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CLOCK HOURS FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C41

Course Table: C41

Element Name ——— California FTE

Field Name ——— cafte

Data Type ——— N

Field Length ——— 5

Position ——— Starts at [267] -- Ends at [271]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding: ##.##**

For the period of time being reported, FTE for this course for California students.

FTE = CA STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no California enrollment.

**Definition:**

**For the period of time being reported, FTE for this course for California students.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" FTE FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C42

Course Table: C42

Element Name ——— Nevada Enrollment

Field Name ——— nvenr

Data Type ——— N

Field Length ——— 4

Position ——— Starts at [272] -- Ends at [275]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####

Fill with 000 if no Nevada enrollment in this course.

**Definition:**

**For the period of time being reported, the number of Nevada students in this course.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" ENROLLMENT FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C43

Course Table: C43

Element Name ——— Nevada Student Credit Hours

Field Name ——— nvscr

Data Type ——— N

Field Length ——— 8

Position ——— Starts at [276] -- Ends at [283]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

(Credit hours X number of NV students)

OR

(Sum of Variable Credit hours per NV student)

Fill with 0000.00 if no Nevada enrollment.

**Definition:**

**For the period of time being reported, credit hours for this course for Nevada students.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CREDITS FIELD.**

# OCCURS Data Element Description

Element ID ——— C44

Course Table: C44

Element Name ——— Nevada Student Clock Hours

Field Name ——— nvscl

Data Type ——— N

Field Length ——— 9

Position ——— Starts at [284] -- Ends at [292]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** #####.##

For the period of time being reported, clock / contact hours for this course for Nevada students. (Clock hours per week X weeks in term X number of NV students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no Nevada enrollment.

**Definition:**

**For the period of time being reported, clock / contact hours for this course for Nevada students. (Clock hours per week X weeks in term X number of NV students) OR (sum of Variable clock hours per student) Fill with 0000.00 if no Nevada enrollment.**

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" STUDENT CLOCK HOURS FIELD.**

# OCCURS Data Element Description

---

Element ID ——— C45

Course Table: C45

Element Name ——— Nevada FTE

Field Name ——— nvfte

Data Type ——— N

Field Length ——— 5

Position ——— Starts at [293] -- Ends at [297]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding: ##.##

For the period of time being reported, FTE for this course for Nevada students.

FTE = NV STUDENT CLOCK HOURS DIVIDED BY 510. Fill with 00.00 if no Nevada enrollment.

### Definition:

For the period of time being reported, FTE for this course for Nevada students.

**PLEASE REMEMBER TO ADD THIS FIGURE ALSO INTO THE "OUT OF STATE" FTE FIELD.**

# OCCURS Data Element Description

**Element ID** ————— C46 **Course Table:** C46  
**Element Name** ——— Distance Ed Provider Code  
**Field Name** ————— distedprov  
**Data Type** ————— C  
**Field Length** ————— 4  
**Position** ————— Starts at [298] -- Ends at [301]  
**Defaults** ————— [ R ] = Current value must be provided  
**Data Source** ————— [ \* ] = College produces/calculates, or derives this data  
**Validation Table** ——— None  
**Required** ————— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

BM...Blue Mountain	MH...Mt Hood
CE...Central Oregon	OC...Oregon Coast
CH...Chemeketa	PO...Portland
CL...Clackamas	RO...Rogue
CT...Clatsop	SW...Southwestern
CG...Columbia Gorge	TB...Tillamook Bay
KL...Klamath	TV...Treasure Valley
LA...Lane	UM...Umpqua
LB...Linn Benton	

### Definition:

**Icode (two character college code plus "00" - see field C01) of the "provider college" if this is a Distance Education course section. "NONE" if this is not a Distance Education course section. The "host college" for this course section is identified by the Icode field (C01).**

**The college where the student registers for this course is the "host" college. The college that provides course instructional content is the "provider" college.**

**If the "provider college" is the same as the "host college," i.e., if this is a distance education course offered by your own college, this field should contain the same information as the Icode (C01) field.**

**In addition to Distance Ed courses offered within the host/provider network, PLEASE TRY TO IDENTIFY ALL DISTANCE EDUCATION OFFERINGS AT YOUR OWN COLLEGE, INCLUDING: Telecourse, Online, Correspondence, Videotape, Live Interactive, TeleWeb, Ed-To-Go. etc.**

# OCCURS Data Element Description

Element ID ————— C47 Course Table: C47  
Element Name ——— Distance Ed Delivery Mode  
Field Name ————— disteddm  
Data Type ————— C  
Field Length ————— 3  
Position ————— Starts at [302] -- Ends at [304]  
Defaults ————— [ R ] = Current value must be provided  
Data Source ————— [ \* ] = College produces/calculates, or derives this data  
Validation Table ——— DEDM  
Required ————— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

COR=Correspondence  
LIT=Live Interactive Television  
ONL=Online  
TLC=Telecourse  
XXX=Not Distance Ed  
May not be blank.

### Definition:

**3 -character code indicating "delivery mode" of Distance Education course section.**

### DELIVERY MODE:

#### COR = Correspondence

A course completed from a distance using written correspondence for interaction and to submit assignments.

- Writing by mail

#### LIT = Live Interactive Television

Synchronous instruction that allows for a two-way interaction or exchange of information utilizing ITFS (Instructional Television Fixed Service), satellite, or IPV (Internet Provider Video) technologies.

- Chemeketa's CTV (live interactive classes)
- Lane's IPV (Internet provider video classes)

#### ONL = Online

Instruction that utilizes the Internet for delivery, interaction, or facilitation. Interaction may be synchronous or asynchronous.

#### TLC = Telecourse

Instruction utilizing pre-recorded video lectures that may be television cablecast or broadcast or viewed at a site-based location that serves students at a distance.

- Licensed courses
- Locally produced or videotaped courses

#### XXX = Not Distance Education

# **OCCURS Data Element Description**

# OCCURS Data Element Description

Element ID ——— C48

Course Table: C48

Element Name ——— ACTI (Course Activity) code

Field Name ——— acti

Data Type ——— C

Field Length ——— 3

Position ——— Starts at [305] -- Ends at [307]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— ACTI

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding: ###**

### **Definition:**

**If your college is as yet unable to supply 3-digit accuracy, please use values ending in "0"  
3-digit detail should be in place no later than the 2010 - 2011 academic year**

**100 = LDC**

**210 = CTE Prep**

**220 = CTE Supplemental**

**230 = CTE Apprenticeship**

**310 = ESL**

**320 = ABE**

**330 = GED**

**340 = AHS**

**350 = PSR**

**360 = ACE - Unknown**

**361 = ACE - Health & Fitness**

**362 = ACE - Safety**

**363 = ACE - Workforce**

**510 = Non-Reimbursable - Unknown**

**511 = Non-Reimbursable - Hobby and Recreation**

**512 = Non-Reimbursable - Other/Administrative**

# OCCURS Data Element Description

---

**Element ID** ————— C49

**Course Table:** C49

**Element Name** ——— High School Location Code

**Field Name** ————— hsloc

**Data Type** ————— C

**Field Length** ————— 6

**Position** ————— Starts at [308] -- Ends at [313]

**Defaults** ————— [ N ] = No default, blank if no current value

**Data Source** ————— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— ETScodes

**Required** ————— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Six digit ETS (Educational Testing Service) code or "NNNNNN." Please use one of the "Unknown High School" Codes such as "000000" or "389999" if this is dual credit but high school location is unknown.

### Definition:

**Six digit ETS (Educational Testing Service) code of the high school where each Dual Credit, Tech Prep or other high school-based course took place. "NNNNNN" if not a high school-based course.**

# OCCURS Data Element Description

---

**Element ID** \_\_\_\_\_ **C50**

**Course Table: C50**

**Element Name** \_\_\_\_\_ Course Name/Title Continuation

**Field Name** \_\_\_\_\_ crsnamec

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 50

**Position** \_\_\_\_\_ Starts at [314] -- Ends at [363]

**Defaults** \_\_\_\_\_ [ N ] = No default, blank if no current value

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### **Format and Coding:**

50 printable characters. Blank fill at right.

### **Definition:**

**Up To 50 Characters of ADDITIONAL Course Name/Title. Blank fill if not needed.**

# OCCURS Data Element Description

---

Element ID ——— C51

Course Table: C51

Element Name ——— Percent Green (0-100)

Field Name ——— gperc

Data Type ——— C

Field Length ——— 3

Position ——— Starts at [364] -- Ends at [366]

Defaults ——— [ P ] = Defaults to previous value if no current value

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— 000-100

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** ###

0-100

Right justify or use leading zeroes.

**Definition:**

**Percent Green training for this course. May be based on number of hours green training divided by total contact hours in course, or other rational criteria.**

**0-100**

# **OCCURS Data Element Description**

---

**Element ID** \_\_\_\_\_ **C52**

**Course Table: C52**

**Element Name** \_\_\_\_\_ **Green Increase Energy Efficiency (Y/N)**

**Field Name** \_\_\_\_\_ **gee**

**Data Type** \_\_\_\_\_ **C**

**Field Length** \_\_\_\_\_ **1**

**Position** \_\_\_\_\_ **Starts at [367] -- Ends at [367]**

**Defaults** \_\_\_\_\_ **[ P ] = Defaults to previous value if no current value**

**Data Source** \_\_\_\_\_ **[ \* ] = College produces/calculates, or derives this data**

**Validation Table** \_\_\_\_\_ **Y/N**

**Required** \_\_\_\_\_ **[ Y ] (Y=field may not be blank) - (N=field may be blank in some records)**

## **Coding, Definition and Reference**

### **Format and Coding:**

Y/N

### **Definition:**

**Y if this course teaches job skills to increase energy efficiency through activities or behavior changes.**

**Otherwise N.**

# OCCURS Data Element Description

---

Element ID \_\_\_\_\_ C53

Course Table: C53

Element Name \_\_\_\_\_ Green Produce Renewable Energy (Y/N)

Field Name \_\_\_\_\_ gpre

Data Type \_\_\_\_\_ C

Field Length \_\_\_\_\_ 1

Position \_\_\_\_\_ Starts at [368] -- Ends at [368]

Defaults \_\_\_\_\_ [ P ] = Defaults to previous value if no current value

Data Source \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

Validation Table \_\_\_\_\_ Y/N

Required \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Y/N

### Definition:

**Y if this course teaches job skills to directly and/or indirectly produce renewable energy. Otherwise N.**

# **OCCURS Data Element Description**

---

**Element ID** \_\_\_\_\_ **C54**

**Course Table: C54**

**Element Name** \_\_\_\_\_ Green Prevent Environmental Degradation (Y/N)

**Field Name** \_\_\_\_\_ gped

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 1

**Position** \_\_\_\_\_ Starts at [369] -- Ends at [369]

**Defaults** \_\_\_\_\_ [ P ] = Defaults to previous value if no current value

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ Y/N

**Required** \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## **Coding, Definition and Reference**

### **Format and Coding:**

Y/N

### **Definition:**

**Y if this course teaches job skills to prevent, reduce, and/or decrease environmental degradation.**

**Otherwise N.**

# **OCCURS Data Element Description**

---

**Element ID** \_\_\_\_\_ **C55**

**Course Table: C55**

**Element Name** \_\_\_\_\_ **Green Clean Up Natural Environment (Y/N)**

**Field Name** \_\_\_\_\_ **gcne**

**Data Type** \_\_\_\_\_ **C**

**Field Length** \_\_\_\_\_ **1**

**Position** \_\_\_\_\_ **Starts at [370] -- Ends at [370]**

**Defaults** \_\_\_\_\_ **[ P ] = Defaults to previous value if no current value**

**Data Source** \_\_\_\_\_ **[ \* ] = College produces/calculates, or derives this data**

**Validation Table** \_\_\_\_\_ **Y/N**

**Required** \_\_\_\_\_ **[ Y ] (Y=field may not be blank) - (N=field may be blank in some records)**

## **Coding, Definition and Reference**

### **Format and Coding:**

Y/N

### **Definition:**

**Y if this course teaches job skills to clean up the natural environment. Otherwise N.**

# OCCURS Data Element Description

---

Element ID ——— C56

Course Table: C56

Element Name ——— Green Support Services (Y/N)

Field Name ——— ges

Data Type ——— C

Field Length ——— 1

Position ——— Starts at [371] -- Ends at [371]

Defaults ——— [ P ] = Defaults to previous value if no current value

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Y/N

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Y/N

### Definition:

**Y if this course teaches job skills to educate, consult or provide other services that support green job activities. Otherwise N.**