

California Community Colleges
Management Information System
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Data Edit Reference Guide

GI01 DISTRICT-COLLEGE-IDENTIFIER

Processing Edits	
FIELD CHECK	Must match one of the three-digit College or District ID's defined in Appendix A.

GI02 DISTRICT-COLLEGE-DIVISION

Processing Edits – (DELETED)	
FIELD CHECK	

GI03 TERM-IDENTIFIER

Processing Edits	
FIELD CHECK	Valid Term ID Format is 'YYT', where: YY = last two digits of the calendar year in which the term began T = one-digit Term Code 0-9

GI90 RECORD-CODE

Processing Edits	
FIELD CHECK	First two positions of each record must be correct data for the type of data being submitted. Example: SB for Student Basic data, SD for DSPS data, SP for Program Award data, etc

GI92 RECORD-NUMBER-IDENTIFIER

Processing Edits	
FIELD CHECK	0-9, A-Z

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SB01 STUDENT-IDENTIFIER-STATUS

Processing Edits	
FIELD CHECK	S or C
INTEGRITY CHECK	If this field is an "S", indicating an SSN, then the Student Identifier (SB00) must be in the SSN format.

SB02 STUDENT-NAME-PARTIAL

Processing Edits – (DELETED)	
FIELD CHECK	Must be greater than spaces, 'XXX', or 'YYY'.

SB03 STUDENT-BIRTH-DATE

Processing Edits	
FIELD CHECK	Valid Date Format: YYYYMMDD YYYY = four-digit calendar year MM = two-digit month code, 01-12 DD = two-digit day code, 01-31 or YYYYMM99 – unknown birthday or 99999999 – unknown birth date
	Birth date must not generate an age <0 or >115.
INTEGRITY CHECK	If Student Education Status (SB11) = 10000, then the student's computed age must be less than 22.

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SB04 STUDENT-GENDER

Processing Edits	
FIELD CHECK	M, F, or X

SB05 STUDENT-ETHNICITY

Processing Edits – (DELETED)	
FIELD CHECK	DELETED – This element has been replaced by SB29. There is no edit rules against this element.

SB06 STUDENT-CITIZENSHIP

Processing Edits	
FIELD CHECK	1-6, X

SB07 STUDENT-LANGUAGE

Processing Edits – (DELETED)	
FIELD CHECK	

SB08 STUDENT-ZIP-CODE

Processing Edits	
FIELD CHECK	nnnnnnnnn or nnnnnXXXX (n is a numeric digit) or XXXXXXXXX
DATA QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 5% or more are unknown ("XXXXXXXX").

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SB09 STUDENT-RESIDENCE-CODE

Processing Edits	
FIELD CHECK	50000, 6XXXX, 8XXXX, or XXXXX or if the first three characters are 600, then the field must be 600SS, where SS is equal to one of the State Codes defined in Appendix F.
DATA QUALITY CHECK	If more than 20% of credit students are out of state then reject the submission (SB09 – Residence Code)

SB10 STUDENT-EMPLOYMENT-EXPECTATION

Processing Edits – (DELETED)	
FIELD CHECK	

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SB11 STUDENT-EDUCATION-STATUS

Processing Edits	
FIELD CHECK	<p>00000, 10000, 20000</p> <p>If the year is known: 3YYYY, 4YYYY, 5YYYY, 6YYYY, 7YYYY, 8YYYY where "YYYY" is the applicable year.</p> <p>The year value cannot be greater than the reporting year.</p> <p>If the year is unknown: 3XXXX, 4XXXX, 5XXXX, 6XXXX, 7XXXX, 8XXXX</p> <p>If the education status is unknown: XXXXX.</p>
INTEGRITY CHECK	<p>If this field is coded as 7YYYY, 7XXXX, 8YYYY, or 8XXXX, then Student Enrollment Status (SB15) must not be coded as 1.</p> <p>If this field = 10000 (Special Admit in K-12), then Student Enrollment Status (SB15) must be coded as "Y" and the student's computed age (from Birth Date (SB03)) must be less than 22.</p> <p>If this field = 10000 (Special Admit in K-12) then Student High School Last (SB12) must be coded all "Y"s.</p>
DATA QUALITY CHECK	<p>If more than 25% of credit students have an unknown education status (SB11 – Education Status) then reject the submission.</p> <p>50% or more of all credit students should be continuing.</p>

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SB12 STUDENT-HIGH-SCHOOL-LAST

Processing Edits	
FIELD CHECK	Must be numeric or CCXXXX (CC = two-digit county code defined in Appendix E), or 6XXXXX, 8XXXXX, YYYYYY, XXXXXX
INTEGRITY CHECK	This element can be coded as Y's only if the age computed using data in Student Birth Date (SB03) is greater than 21 or Student Education Status (SB11) is coded as 10000 (Special Admit).
REFERENTIAL CHECK	Student High Scholl Last (SB12) and CDS Code Table should be equal. Note: if SB12 = '000000', 'CCXXXX', '6XXXXX', '8XXXXX', XXXXXX the check will be bypassed. If no match is found, then the record is rejected.

SB13 STUDENT-COLLEGE-LAST

Processing Edits – (DELETED)	
FIELD CHECK	

SB14 STUDENT-EDUCATIONAL-GOAL

Processing Edits	
FIELD CHECK	A – O, X
DATA QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 70% or more are "X".

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SB15 STUDENT-ENROLLMENT-STATUS

Processing Edits	
FIELD CHECK	1, 2, 3, 5, Y, X
INTEGRITY CHECK	If Student Education Status (SB11) is coded as 7YYYY, 7XXXX, 8YYYY, 8XXXX, (indicating a degree), then SB15 must not be coded as "1" (first-time student). If Student Education Status (SB11) is coded as 10000 (special admit K-12), then this field must be coded as "Y" (special admit K-12).
DATA QUALITY CHECK	(SB15) Enrollment status for CREDIT students must have: At least 50% coded "5" (continuing). 10% or less coded "X" (uncollected / unreported / unknown).

SB16 STUDENT-UNITS-EARNED-LOCAL

Processing Edits	
FIELD CHECK	Any valid numeric value. Units cannot exceed 2000

SB17 STUDENT-UNITS-EARNED-TRANSFER

Processing Edits	
FIELD CHECK	Any valid numeric value. Units cannot exceed 2000 – It can be reported as 888888, 000000

SB18 STUDENT-UNITS- ATTEMPTED-LOCAL

Processing Edits	
FIELD CHECK	Any valid numeric value. Units cannot exceed 2000.

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SB19 STUDENT-UNITS-ATTEMPTED-TRANSFER

Processing Edits	
FIELD CHECK	Any valid numeric value – Units can't exceed 2000 – It can be reported as 888888, 000000

SB20 STUDENT-TOTAL-GRADE-POINTS-LOCAL

Processing Edits	
FIELD CHECK	Any valid numeric value. Grade points can't exceed 5000.

SB21 STUDENT-TOTAL-GRADE-POINTS-TRANSFER

Processing Edits	
FIELD CHECK	Any valid numeric value. Grade points can't exceed 5000, it can be reported as 888888, 000000

SB22 STUDENT-ACADEMIC-STANDING

Processing Edits	
FIELD CHECK	1, 3-8, X, Y
DATA QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 70% have a value of "X" or 100% have a value of "Y" or 100% have a value of "1".

SB23 STUDENT-APPRENTICESHIP-STATUS

Processing Edits	
FIELD CHECK	0, 1, X, Y

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SB24 STUDENT-TRANSFER-CENTER-STATUS

Processing Edits	
FIELD CHECK	0, 1, Y

SB25 STUDENT-GAIN-STATUS

Processing Edits – (DELETED)	
FIELD CHECK	

SB26 STUDENT-WIA-STATUS

Processing Edits	
FIELD CHECK	J, N
DATA QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 3.5% or more have a value of "J" (is a participant).

SB27 STUDENT- CALWORKS-STATUS

Processing Edits – (DELETED)	
FIELD CHECK	

SB28 STUDENT-FIRST-NAME-PARTIAL

Processing Edits – (DELETED)	
FIELD CHECK	

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SB29 STUDENT-MULTI-ETHNICITY

Processing Edits	
FIELD CHECK	First position must be N, Y, or X.
	Position 2-21 must be N or Y.
DATA QUALITY CHECK	85% or more of all credit students should have a valid ethnicity reported.

SB30 STUDENT-BASIC-SKILLS-WAIVER-STATUS

Processing Edits	
FIELD CHECK	N or W

SB31 STUDENT-FIRST-NAME

Processing Edits	
FIELD CHECK	Cannot be all spaces, x's or y's

SB32 STUDENT-LAST-NAME

Processing Edits	
FIELD CHECK	Cannot be all spaces, x's or y's

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SD01 STUDENT-PRIMARY-DISABILITY

Processing Edits	
FIELD CHECK	M, V, H, S, D, B, L, O, P

SD02 STUDENT-PRIMARY-DISABILITY-SERVICE-CONTACTS

Processing Edits	
FIELD CHECK	Must be numeric. Cannot exceed 499.

SD03 STUDENT-SECONDARY-DISABILITY

Processing Edits	
FIELD CHECK	M, V, H, S, D, B, L, O, P, N
INTEGRITY CHECK	If Student Secondary Disability (SD03) is equal to "N" (No Secondary Disability), then Secondary Disability Service Contacts (SD04) must be zeros.

SD04 STUDENT-SECONDARY-DISABILITY-SERVICE-CONTACTS

Processing Edits	
FIELD CHECK	Must be numeric. Can't exceed 499.
INTEGRITY CHECK	If Student Secondary Disability (SD03) is equal to "N" for No Secondary Disability, then SD04 must be zeros.

SD05 STUDENT-DISABILITY-DEPT-REHAB

Processing Edits	
FIELD CHECK	0, 1

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SB00 STUDENT-IDENTIFIER

Processing Edits	
FIELD CHECK	Greater than spaces.
INTEGRITY CHECK	If Student Identifier Status (SB01) is an "S", indicating there is an SSN, digits 1-3 cannot equal 000, 666 or be between 900-999, and digits 4-5 cannot equal 00, and digits 6-9 cannot equal 0000.

SE00 STUDENT-EOPS-STATUS

Processing Edits	

SE01 STUDENT-EOPS-ELIGIBILITY-FACTOR

Processing Edits	
FIELD CHECK	A, B, C, D, E

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SE02 STUDENT-EOPS-TERM-OF-ACCEPTANCE

Processing Edits	
FIELD CHECK	Valid Term ID Format: YYT YY - The last two digits of the calendar year in which the term began. T - One-digit Term Code 1-8
	EOPS Term of Acceptance may not be older than 8 semesters or 12 quarters if not a disabled student. When compared to the reporting term (GI03). Only primary terms are counted.
INTEGRITY CHECK	

SE03 STUDENT-END-OF-TERM-EOPS-STATUS

Processing Edits	
FIELD CHECK	E, G, P, C, S, U, X

SE04 STUDENT-EOPS-UNITS-REGISTERED

Processing Edits	
FIELD CHECK	Any valid numeric value, >0 and < 30
INTEGRITY CHECK	

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SE05 STUDENT-EOPS-CARE-STATUS

Processing Edits	
FIELD CHECK	C, N, P
INTEGRITY CHECK	<p>If SE05=P, then SE06 must = current term</p> <p>If this field is coded as "N", then STUDENT-CARE-TERM-OF-ACCEPTANCE (SE06) must be coded as "YYY".</p> <p>Conversely, if this field is coded as "C" or "P", then STUDENT-CARE-TERM-OF-ACCEPTANCE (SE06) must be coded using the YYT format.</p>

SE06 STUDENT-CARE-TERM-OF-ACCEPTANCE

Processing Edits	
FIELD CHECK	<p>Valid Term ID Format: YYT</p> <p>YY = The last two digits of the calendar year in which the term began.</p> <p>T = One-digit Term Code 1-8, or "Y". If a "Y" is entered for the term code (T), the two-digit calendar year must be "YY".</p>
INTEGRITY CHECK	<p>If STUDENT-EOPS-CARE-STATUS (SE05) is coded as "N" (student not served by CARE program), then SE06 (this field) must be coded as "YYY".</p> <p>If not equal to "YYY" cannot be prior to EOPS TERM-OF-ACCEPTANCE (SE02)</p> <p>If not equal to "YYY" cannot be prior to 8 semesters or 12 quarters. Only primary terms are counted.</p> <p>If STUDENT-EOPS-CARE-STATUS (SE05) is coded as "P", SE06 must = the reporting term (GIO3).</p> <p>If STUDENT-EOPS-CARE-STATUS (SE05) is coded as "C" or "P", then SE06 must be coded using the YYT format.</p>

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SE07 STUDENT-CARE-MARITAL-STATUS

Processing Edits	
FIELD CHECK	M, U, D, S, W, X, Y
INTEGRITY CHECK	If this field (SE07) is coded "Y", then STUDENT-EOPS-CARE-STATUS (SE05) must equal "N".

SE08 STUDENT-CARE-NUMBER-OF-DEPENDENTS

Processing Edits	
FIELD CHECK	1, 2, 3, 4, 5, 6, Y
INTEGRITY CHECK	If this field (SE08) is coded "Y", then STUDENT-EOPS-CARE-STATUS (SE05) must equal "N".

SE09 STUDENT-CARE-TANF-DURATION

Processing Edits	
FIELD CHECK	1, 2, 3, 4, Y
INTEGRITY CHECK	If this field (SE09) is coded "Y", then STUDENT-EOPS-CARE-STATUS (SE05) must equal "N".

SE10 STUDENT-EOPS-CARE-WITHDRAWAL

Processing Edits	
FIELD CHECK	A, B, C, D, E, Y

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SX01 ENROLLMENT-EFFECTIVE-DATE

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31, for valid month
INTEGRITY CHECK	If a valid date is entered for the Enrollment Drop Date (SX02), it must be greater than the Enrollment Effective Date (SX01).

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SX02 ENROLLMENT-DROP-DATE

Processing Edits	
FIELD CHECK	<p>Valid Date Format: YYMMDD</p> <hr/> <p>YY last two digits of calendar year</p> <hr/> <p>MM 01-12</p> <hr/> <p>DD 01-31, valid for given month</p> <hr/> <p style="text-align: center;">or</p> <hr/> <p>'888888' for not applicable</p>
INTEGRITY CHECK	<p>If the Enrollment Grade (SX04) is "DR", "MW", or "W" then a valid date must be entered in the Enrollment Drop Date (SX02) in the format of YYMMDD, otherwise it must be 888888.</p> <hr/> <p>If a valid date is entered for the Enrollment Drop Date (SX02), it must be greater than the Enrollment Effective Date (SX01).</p>
REFERENTIAL CHECK	<p>If the Enrollment Grade Drop (SX02) was entered (not equal to 8's), and the enrollment links to a section that is Weekly or Daily (XB01), then the Enrollment Drop Date must fall on or after the Section Date First-Census (XB02).</p> <hr/> <p>If the record fails this edit, then the record is rejected.</p>

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SX03 ENROLLMENT-UNITS-EARNED

Processing Edits	
FIELD CHECK	Must be numeric. Cannot exceed 75.
INTEGRITY CHECK	If Enrollment Grade (SX04) is reported as "A", "B", "C", "D", "P" then Enrollment Units Earned (SX03) must be between .01 and 75.
	If Enrollment Grade (SX04) is reported as "F", "FW", or "NP" then Enrollment Units Earned (SX03) must be equal to ZERO.
	If Enrollment Grade (SX04) is reported as "UG", "UD", "W", "MW", or "DR" then Enrollment Units Earned (SX03) must be reported as 8888.
	If Enrollment Grade (SX04) is reported as "I*", "IP", or "RD", then Enrollment Units Earned (SX03) must be reported as 9999.
REFERENTIAL CHECK	If Enrollment Grade (SX04) is coded as A, B, C, D, or P then SX03 must be greater than or equal to XB06 and less than or equal to XB05. If the record fails this edit, then the record is rejected.
DATA QUALITY CHECK	If not at least one "A, B, C, D, F, W" grade then reject the submission.

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SX04 ENROLLMENT-GRADE

Processing Edits	
FIELD CHECK	Left-justified with trailing blanks A, B, C, D (with or without + or -) F, P, NP, I*, (where * represents default grade after 1 year) DR, IP, RD, UD, UG, W, MW
	Enrollment Grade equal to "XX" (None of the above/unknown) will no longer be valid.
INTEGRITY CHECK	If Enrollment Grade (SX04) is "DR", "MW", or "W", then a valid date must be entered in the enrollment drop date in the format of YYMMDD, otherwise SX02 must equal 888888.
	If Enrollment Grade (SX04) is reported as "A", "B", "C", "D" or "P" then Enrollment Units Earned (SX03) must be between .01 and 75.
	If Enrollment Grade (SX04) is reported as "F", "FW", or "NP" then Enrollment Units Earned (SX03) must be equal to ZERO.
	If Enrollment Grade (SX04) is reported as "UG", "UD", "W", "MW", "DR", then Enrollment Units Earned (SX03) must be reported as 8888.
	If Enrollment Grade (SX04) is reported as "I*", "IP", or "RD" then Enrollment-Units-Earned must be reported as 9999.

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SX04 ENROLLMENT-GRADE

REFERENTIAL CHECK	If Enrollment Grade (SX04) is coded as A, B, C, D, or P then SX03 must be greater than or equal to XB06 and less than or equal to XB05.
	If SX04 is reported as A, B, C, D, F, P, or NP, the CB04 of the associated Course record MUST be coded as C or D. If SX04 is reported as "UG", then CB04 of the associated Course record MUST be coded as "N".
DATA QUALITY CHECK	If not at least one "A, B, C, D, F, W" grade then reject the submission.
	A semester/quarter data submission will be rejected if more than 2.5% of all SX04 grades submitted have a value of SX04 = RD.

SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS

Processing Edits	
FIELD CHECK	Must be numeric – Cannot exceed 2,000.0
REFERENTIAL CHECK	If Section Accounting Method (XB01) is equal to 'W', 'D', 'I', or 'L' then Enrollment Positive Attendance Hours MUST be equal to '88888'. If Section Accounting Method (XB01) is equal to 'P' or 'E', then Enrollment Positive Attendance Hours must NOT be equal to '88888' or '99999'.

SX06 ENROLLMENT- APPORTIONMENT-STATUS

Processing Edits	
FIELD CHECK	
REFERENTIAL CHECK	

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CB00 COURSE-CONTROL-NUMBER

Processing Edits	
FIELD CHECK	

CB01 COURSE- DEPARTMENT -NUMBER

Processing Edits	
FIELD CHECK	Greater than spaces with at least one alpha character.

CB02 COURSE-TITLE

Processing Edits	
FIELD CHECK	Greater than spaces with at least one alpha character.

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CB03 COURSE-TOP-CODE

Processing Edits	
FIELD CHECK	Must be one of the TOP codes provided by the Academic Affairs division of the Chancellor's Office.
INTEGRITY CHECK	<p>These checks are also in Noncredit Category (CB22).</p> <p>If CB22 = A (ESL), CB03 must = 4930.84 – 4930.87, 4931.00.</p> <p>If CB22 = B (Citizenship for Immigrants), CB03 must = 2201.20, 2205.00, 2207.00, or 4930.90.</p> <p>If CB22 = C (Elementary & Secondary Basic Skills), CB03 must be one of the basic skills TOP code, except ESL, as specified in the TOP code manual and CB08 (COURSE-BASIC-SKILLS-STATUS) must = B.</p> <p>If CB22 = D (Health & Safety), CB03 must = one of the following: 0835.10, 0835.70, 0835.80, 0837.00, 0899.00, 1299.00, 1306.00, 1306.99, 2104.00, 2104.40, 2104.50, 2105.30, 2133.00, or 2199.00.</p> <p>If CB22 = E (Courses for Persons with Substantial Disabilities), CB03 must = any valid TOP code except those used for Basic Skills.</p> <p>If CB22 = F (Parenting) CB03 must = 1305.00 – 1305.90, or 1308.00</p> <p>If CB22 = G (Home Economics) CB03 must = 1301.00 – 1399.00.</p> <p>If CB22 = H (Courses for Older Adults) CB03 must = any valid TOP code except those used for basic skills.</p> <p>If CB22 = I (Short-term Vocational) CB03 must = any vocational TOP code except 4931.00 and the SAM Priority Code (CB09) must = A, B, C, or D.</p> <p>If CB22 = J (Workforce Preparation) CB03 must = one of the following: 4930.10 – 4930.13, 4930.71, 4930.72</p>

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CB04 COURSE-CREDIT-STATUS

Processing Edits	
FIELD CHECK	D, C, or N
INTEGRITY CHECK	<p>If Course Transfer Status (CB05) is coded as "Transferable to both UC and CSU" or "Transferable to CSU only" (A or B), then this element must be coded as Credit - Degree Applicable (D").</p> <p>If Basic Skills Status (CB08) is coded as a Basic Skills course (B), then this element must be coded either "Credit - Not Degree Applicable" or "Noncredit" (C or N.)</p> <p>If Credit Status (CB04) is coded as "Non-Credit" (N), then Units of Credit Maximum (CB06) must be coded as zeros.</p> <p>If Credit Status (CB04) is coded as "Non-Credit" (N), then Classification Status (CB11) must = J, K, or L.</p> <p>If Noncredit Category (CB22) is not "Y" (Not Applicable, Credit course) then Credit Status (CB04) must be coded N (Noncredit).</p> <p>If this element is coded as D or C, Noncredit Category (CB22) must be coded "Y" (Not Applicable, Credit course.)</p> <p>If Credit Status (CB04) is coded "N", Noncredit Category (CB22) must not be "Y" (Not Applicable, Credit course.)</p>
REFERENTIAL CHECK	<p>There are three edits performed in this category:</p> <ol style="list-style-type: none"> 1. If SX04 is reported as A, B, C, D, F, P, or NP, the CB04 of the associated Course record MUST be coded as C or D. 2. If SX04 is reported as "UG", then CB04 of the associated Course record MUST be coded as "N". 3. If Course Credit Status is coded as non-credit (CB04=N) the Section Units Maximum MUST be coded as ZEROS. 4. Units Minimum

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CB05 COURSE-TRANSFER-STATUS

Processing Edits	
FIELD CHECK	A, B, or C
INTEGRITY CHECK	<p>If this element is coded as "A" or "B" (Transferable to both UC and CSU) or (Transferable to CSU only), then Course Credit Status (CB04) must be coded as "D" (Credit - Degree Applicable.)</p> <p>If a course is coded as (N) for CB04, then CB05 must be coded as (C).</p>

CB06 COURSE-UNITS-OF-CREDIT-MAXIMUM

Processing Edits	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	<p>Units of Credit Maximum (CB06) must be > or = to Units of Credit Minimum (CB07.)</p> <p>If a course is coded as (C or D) in CB04 then CB06 may not be coded as (zero)</p> <p>If Course Credit Status (CB04) is coded as Noncredit (N), then this element must be coded as zeros.</p> <p>If Course Noncredit Category (CB22) is not coded 'Y' (Not Applicable, Credit course), Units of Credit Maximum (CB06) must be zero.</p>

CB07 COURSE-UNITS-OF-CREDIT-MINIMUM

Processing Edits	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	If Course Credit Status (CB04) is coded as Noncredit (N), then this element must be coded as zeros.
	If a course is coded as (C or D) in CB04 then CB06 may not be coded as (zero)
	If Course Noncredit Category (CB22) is ne 'Y' (Not Applicable, Credit course), Units of Credit Minimum (CB07) must be zero.

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CB08 COURSE-BASIC-SKILLS-STATUS

Processing Edits	
FIELD CHECK	N or B
INTEGRITY CHECK	If this element is coded as a Basic Skills course (B), then Course Credit Status (CB04) must be coded either "Credit - Not Degree Applicable" or "Noncredit" (C or N).

CB09 COURSE-SAM-PRIORITY-CODE

Processing Edits	
FIELD CHECK	A, B, C, D, or E
INTEGRITY CHECK	If CB22 (Course Noncredit Category) = I (Short-term Vocational: Includes programs with high employment potential), the Course TOP Code (CB03) must = any vocational TOP code except 4931.00 and this element (CB09) must be coded A, B, C, or D.

CB10 COURSE-COOP-WORK-EXP-ED-STATUS

Processing Edits	
FIELD CHECK	N or C

CB11 COURSE-CLASSIFICATION-STATUS

Processing Edits	
FIELD CHECK	Y, J, K, L
INTEGRITY CHECK	If Course Credit Status (CB04) is Noncredit (N), CB11 must be coded J, K, or L (Noncredit.) If CB04 is C or D, CB11 = Y.

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CB12 COURSE-REPEATABILITY

Processing Edits	
FIELD CHECK	

DELETED

CB13 COURSE-SPECIAL-CLASS-STATUS

Processing Edits	
FIELD CHECK	S or N

CB14 COURSE-CAN-CODE

Processing Edits	
FIELD CHECK	
INTEGRITY CHECK	

CB15 COURSE-CAN-SEQ-CODE

Processing Edits	
FIELD CHECK	
INTEGRITY CHECK	

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CB16 COURSE-SAME-AS-DEPARTMENT-NUMBER1

Processing Edits – (DELETED)	
FIELD CHECK	

CB17 COURSE-SAME-AS-DEPARTMENT-NUMBER2

Processing Edits – (DELETED)	
FIELD CHECK	

CB18 COURSE-SAME-AS-DEPARTMENT-NUMBER3

Processing Edits – (DELETED)	
FIELD CHECK	

CB19 COURSE-CROSSWALK-CRS-DEPT-NAME

Processing Edits	
FIELD CHECK	
INTEGRITY CHECK	

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CB20 COURSE-CROSSWALK-CRS-NUMBER

Processing Edits	
FIELD CHECK	
INTEGRITY CHECK	

CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL

Processing Edits	
Only courses with a TOP code listed in the coding instructions can have a value of A through H. All other courses must have a value of Y.	
Except for courses with a TOP code of 4930.84, 4930.85, 4930.86, or 4930.87 transferable credit courses must have a code of Y.	
Noncredit courses with a TOP code listed in the coding instructions will have a code of Y if they are not basic skills.	
The rubrics for coding CB21 can be found at: http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/CB21CoursePrioritoTransferRubrics/tabid/1923/Default.aspx	
FIELD CHECK	A, B, C, D, E, F, G, H, or Y
INTEGRITY CHECK	Refer to the table of valid combinations of values for CB04, CB05, CB08, and CB21.

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CB22 COURSE-NONCREDIT-CATEGORY

Processing Edits	
No state apportionment shall be made for any course or class that is not set forth in CEC subdivision 84757 (a) and for which no credit is given.	
FIELD CHECKS	A, B, C, D, E, F, G, H, I, J, Y
INTEGRITY CHECKS	<p>If CB22 is A-J: Course Credit Status (CB04) must = N (noncredit), Units of Credit Maximum (CB06) must = 0, Units of Credit Minimum (CB07) must = 0, Course Transfer Status (CB05) must = C (not transferable)</p> <p>If Credit Status (CB04) = D or C (credit status), Noncredit Category (CB22) must = Y (credit course)</p> <p>If Credit Status (CB04) = N (noncredit), Noncredit Category (CB22) cannot = Y (credit course)</p> <p>If CB22 = C, then Basic Skills Status (CB08) must = B (a basic skills course)</p> <p>If CB22 = (A,B,C,D, or F) then use the CB22 Lookup Table for valid TOP codes</p> <p>If CB22 = G, then the first two digits of Course Top Code (CB03) must be 13</p> <p>If CB22 = I or J, then Course Top Code (CB03) cannot = 493100</p> <p>If CB22 = A-J, Classification Status (CB11) must be J, K, or L</p> <p>If CB22 = I or J, then Course Top Code (CB03) must have TOP_VE_Status = *</p> <p>If CB22 = I, then SAM Priority Code (CB09) must be A, B, C, or D</p>

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CB22 COURSE-NONCREDIT-CATEGORY

Noncredit Eligibility Category [CEC, Title 3, § 84757]	CB22 Code	Valid TOP Codes
ESL [English as a Second Language]	A	493084 493085 493086 493087 493100
Immigrant Education [Citizenship/Civic Education]	B	220120 220500 220700 493090
Elementary & Secondary Basic Skills	C	150100 152000 170100 170200 493009 493014 493030 493031 493032 493033 493060 493062

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CB22 Noncredit Eligibility Category	CB22 Code	Valid TOP Codes
Health & Safety	D	083510 083570 083580 083700 089900 129900 130600 130630 139900 210400 210440 210450 210530 213300 219900
Substantial Disabilities	E	ANY TOP Code
Parenting	F	130500-130590 130800
Home Economics/Family & Consumer Science	G	130100-139900
Older Adults	H	ANY TOP Code
Short-term Vocational Program/Career Technical	I	ANY VOCATIONAL TOP Code
Workforce Preparation	J	ANY VOCATIONAL TOP Code or 493010 493011 493012 493013 493071 493072

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CB23 FUNDING-AGENCY-CATEGORY

Processing Edits	
<p>EDUCATION CODE - SECTION 88550</p> <p>88550. (a) The chancellor shall implement accountability measures that provide the Governor, Legislature, and general public with accountability measurements of the program that quantify both employer and student outcomes and seek to specifically isolate the impact of the EDNet Program on participants.</p> <p>(b) The chancellor shall submit a report to the Governor and Legislature on or about March 1 of each year. Sufficient information shall be provided in the report to ensure the understanding of the magnitude of expenditures, by type of expenditure, including those specified in Section 88525, disaggregated by industry cluster and region. The report shall also include the marketing efforts conducted, the type of services provided to colleges and employers, and the number of businesses, students, and employees served, and identify the benchmarks and indicators used to demonstrate the results achieved.</p>	
<p>EDUCATION CODE - SECTION 88525</p> <p>88525. The California Community Colleges Business Resource Assistance and Innovation Network Trust Fund is hereby established in the State Treasury as a special fund administered by the board of governors. The board of governors may solicit direct contributions for deposit in the fund from various nonstate public and private sources for the purpose of funding the California Community Colleges Economic and Workforce Development Program. Special funds in the trust shall be placed in a surplus money investment account to earn interest. Interest generated by funds deposited in this trust fund shall be reinvested in the fund, and may only be used to fund eligible projects and activities of the economic and workforce development program and related board of governors initiatives. Upon appropriation by the Legislature, the fund may be expended for purposes of administering grants and contracts for providing services, through the program, to public and private entities.</p>	
<p>Currently in AB 1800 Oropeza (2004-05 Budget)</p> <p>Budget Control Language</p> <p>(h) A primary objective of the Economic Development program is to maximize instruction, to prepare students for entry-level jobs, to increase skills of the current workforce, and to stimulate the growth of businesses through training so that more jobs are created. The chancellor shall submit an annual report to the Legislative Analyst, the budget and fiscal committees of the Legislature, and the Department of Finance, commencing March 1, 2003, and each March 1 annually thereafter, that includes the amount provided to each economic development regional center and each industry-driven regional education and training collaborative, and to the extent practicable, the total number of hours of contract education services, performance-based training, credit and noncredit instruction, and job placements created as a result of this program by each center and collaborative.</p>	
FIELD CHECK	A, B or Y

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CB24 COURSE-PROGRAM-STATUS

Processing Edits	
<p>EDUCATION CODE – § 70901 as amended by AB 1943 (Nava)</p> <p>70901. (b) (3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.</p> <p>70901. (b) (5) (C) (10) Review and approve all educational programs offered by community college districts. The board of governors shall adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the board of governors, a credit course that is not part of an approved educational program. Regulations adopted under this paragraph shall ensure that appropriate safeguards involving training and monitoring are in place, and shall ensure that the authority to offer credit courses that are not part of an approved educational program does not have the effect of permitting community college districts to operate educational programs without the approval of the board of governors.</p>	
<p>EDUCATION CODE – § 70902 as amended by AB 1943 (Nava)</p> <p>70902. (b) (2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.</p> <p>(B) The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.</p>	
FIELD CHECK	1 or 2
QUALITY CHECK	If 100% of courses have a value of '1' or 100% of courses have a value of '2' REJECT THE SUBMISSION.

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SP01 STUDENT-PROGRAM-IDENTIFIER

Processing Edits	
FIELD CHECK	Must be a valid TOP code.

SP02 STUDENT-PROGRAM-AWARD

Processing Edits	
FIELD CHECK	A, S, E, B, L, T, F, O, G, H, I, J, K, P, Q, R

SP03 STUDENT-PROGRAM-AWARD-EARNED

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD, where:
	YY last two digits of calendar year
	MM Two-digit month code 01-12
	DD Two-digit date code 01-31, for valid month

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SP04 STUDENT-PROGRAM-CO-UNIQUE-CODE

Processing Notes and Edits	
FIELD CHECK	Numeric or "YYYYY" or "AAAAA"
INTEGRITY CHECK	If numeric and not a CDCP program, Student Program Award (SP02) must be A, S, L, T, F, B, E, O.
	If Student Program Award (SP02) is G, H, I, J, K, P, Q, R and it is not a CDCP program, must be 'YYYYY'.
	If SP01 and SP04 valid, SP01 must be same as the one associated with SP04**
	If GI01 and SP04 valid, GI01 must be same as the one associated with SP04**
	If SP02 and SP04 valid and SP04 = "99999", SP02 must be "E" or "O"
REFERENTIAL CHECK	Must be valid co-unique-code if numeric and not "99999"

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XB00 SECTION-IDENTIFIER

Processing Edits	
FIELD CHECK	Must be greater than spaces.

XB01 SECTION-ACCOUNTING-METHOD

Processing Edits	
FIELD CHECK	W, D, P, E, I, O, L
INTEGRITY CHECK	If coded as "W" or "D", then SECTION-DATE-CENSUS-FIRST (XB02) must contain a valid date in the YYMMDD format.
	Section Accounting Method = "W" is not valid for an intersession.
	If coded as "P", then SECTION-DATE-CENSUS-FIRST (XB02) must be coded "888888".
REFERENTIAL CHECK	<p>If Section Accounting Method (XB01) is equal to 'W', 'D', 'I', or 'L' then Enrollment Positive Attendance Hours MUST be equal to '88888'.</p> <p>If Section Accounting Method (XB01) is equal to 'P' or 'E', then Enrollment Positive Attendance Hours must NOT be equal to '88888' or '99999'.</p> <p>If an Enrollment Grade Drop Date (SX02) was entered and the enrollment links to a section that is Weekly or Daily (XB01), the Enrollment Drop Date must fall on or after the Section Date First-Census (XB02).</p>
DATA QUALITY CHECK	There should be at least one credit section with accounting method "I". If the school does not offer such a section, the MIS unit must be contacted and informed so the data quality edit can be turned off.

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XB02 SECTION-DATE-CENSUS-FIRST

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31 (day must be valid for the given month)
	Or "888888" for Positive Attendance classes
INTEGRITY CHECK	If SECTION-ACCOUNTING-METHOD (XB01) is coded as "W" or "D", then this element must contain a valid date in the YYMMDD format.
	If SECTION-ACCOUNTING-METHOD (XB01) is coded a "P" or "E", then this element must be coded "888888".
REFERENTIAL CHECK	If the Enrollment Grade Drop Date (SX02) was entered, and the enrollment links to a section that is Weekly or Daily Census (XB01), then the Enrollment Drop Date must fall on or after the Section Date First-Census (XB02).

XB03 SECTION-DATE-CENSUS-SECOND

Processing Edits – (DELETED)	
FIELD CHECK	

XB04 SECTION-CONTRACT-EDUCATION-CODE

Processing Edits	
FIELD CHECK	A, B, C, D, E, F, G, H, I, J, O, X, Y

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XB05 SECTION-UNITS-MAXIMUM

Processing Edits	
FIELD CHECK	Must be numeric
	Maximum Units cannot exceed 75
INTEGRITY CHECK	This element cannot be less than SECTION-UNITS-MINIMUM (XB06).
REFERENTIAL CHECK	If Enrollment Grade (SX04) is coded as A, B, C, D, or P then SX03 must be less than or equal to XB05.
	If Course Credit Status is coded as non-credit (CB04=N) the Section Units Maximum MUST be coded as ZEROS.

XB06 SECTION-UNITS-MINIMUM

Processing Edits	
FIELD CHECK	Must be numeric.
	Minimum units cannot exceed 75.
INTEGRITY CHECK	This element cannot be greater than SECTION-UNITS-MAXIMUM (XB05).
REFERENTIAL CHECK	If Enrollment Grade (SX04) is coded as A, B, C, D, or P then SX03 must be greater than or equal to XB06.
	If Course Credit Status is coded as non-credit (CB04=N), the Section Units Maximum MUST be coded as ZEROS.

XB07 SECTION-VTEA-FUNDED-STATUS

Processing Edits – (DELETED)

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XB08 SECTION-DSPS-SPECIAL-STATUS

Processing Edits	
FIELD CHECK	R, N

XB09 SECTION-WORK-BASED-LEARNING-ACTIVITIES

Processing Edits	
FIELD CHECK	W, N, X

XB10 SECTION-CVU/CVC-STATUS

Processing Edits	
FIELD CHECK	0, 1, X, Y

XB11 WEEKLY-STUDENT-CONTACT-HOURS

Processing Edits	
FIELD CHECK	000001 thru 006000
INTEGRITY CHECK	If SECTION-ACCOUNTING-METHOD (XB01) is W or L, this element cannot be reported as "888888".

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XF00 SESSION-IDENTIFIER

Processing Edits	
FIELD CHECK	1 st position: A, C
	2 nd position: 0 - 9, A - Z

XF01 SESSION-INSTRUCTION-METHOD

Processing Edits	
FIELD CHECK	02, 04, 11, 20, 40, 50, 51, 52, 53, 54, 61, 62, 63, 64, 71, 72, 90, 98, XX

XF02 SESSION-DATE-BEGINNING

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31, for valid month
	or
	999999 (beginning date unknown)
INTEGRITY CHECK	SESSION-DATE-BEGINNING (XF02) must have a date equal to or less than SESSION-DATE-ENDING (XF03). Can only be unknown when TBA or Irregularly Scheduled.

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XF03 SESSION-DATE-ENDING

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD YY last two digits of calendar year MM 01-12 DD 01-31, for valid month or 999999 ending date unknown
INTEGRITY CHECK	SESSION-DATE-BEGINNING (XF02) must have a date that is equal to or less than SESSION-DATE-ENDING (XF03). Can only be unknown when TBA or Irregularly Scheduled.

XF04 SESSION-DAYS-SCHEDULED

Processing Edits	
FIELD CHECK	1 or 0 in positions 1 – 9. At least one position in this element must be set to 1.
INTEGRITY CHECK	SESSION-MEETING-TIME-BEGINNING (XF05) can be coded as "9999" only if this element, SESSION-DAYS-SCHEDULED, has a "1" coded in position 8 or 9. SESSION-MEETING-TIME-ENDING (XF06) can be coded as "9999" only if this element, SESSION-DAYS-SCHEDULED, has a "1" coded in position 8 or 9.

XF05 SESSION-MEETING-TIME-BEGINNING

Processing Edits	
FIELD CHECK	A valid time in the format HHMM, where HH = hour (00 -23) or 9999
INTEGRITY CHECK	This element can be coded as "9999" only if SESSION-DAYS-SCHEDULED (XF04) has a 1 coded in position 8 or 9.

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XF06 SESSION-MEETING-TIME-ENDING

Processing Edits	
FIELD CHECK	A valid time in the format HHMM, where HH = hour (00 -23) or 9999
INTEGRITY CHECK	This element can be coded as "9999" only if SESSION-DAYS-SCHEDULED (XF04) has a 1 coded in position 8 or 9. If both the SESSION-MEETING-TIME-BEGINNING (XF05) and the SESSION-MEETING-TIME-ENDING (this element) are coded in the HHMM format, then the SESSION-MEETING-TIME-ENDING (this element) must be coded as a time after the SESSION-MEETING-TIME-BEGINNING (XF05).

XF07 SESSION-TOTAL-HOURS

Processing Edits	
FIELD CHECK	Numeric
	Greater than zero
INTEGRITY CHECK	This element can be coded as "99999" only if SESSION-INSTRUCTION-METHOD (XF01) is 20, 40, 90, or 98.

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XE01 FACULTY-ASSIGNMENT-TYPE

Processing Edits	
FIELD CHECK	1, 2, 3, 4
INTEGRITY CHECK	If this element = 1 or 2, then FACULTY-ASSIGNMENT-HOURLY-RATE (XE04) cannot be coded with "88888" (will have an hourly compensation rate.) If this element = 3 or 4, then FACULTY-ASSIGNMENT-HOURLY-RATE (XE04) must be coded with "88888".
REFERENTIAL CHECK	If XE01 = 1, 2, or 3 then an EB record for the employee must be submitted.

XE02 FACULTY-ASSIGNMENT-PERCENT

Processing Edits	
FIELD CHECK	Numeric Valid range 0 – 100
REFERENTIAL CHECK	Total Faculty Assignment Percent must be greater than or equal to 99. If the edit fails, all assignment records for the College, Course, Section, Control Number, Session offering will be rejected.

XE03 FACULTY-ASSIGNMENT-FTE

Processing Edits	
FIELD CHECK	Must be numeric. Cannot be greater than 100.00

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XE04 FACULTY-ASSIGNMENT-HOURLY-RATE

Processing Edits	
FIELD CHECK	Must be numeric. Cannot be greater than 250.00
INTEGRITY CHECK	If FACULTY-ASSIGNMENT-TYPE (XE01) = 1 or 2, then this element cannot be coded "88888".
	If FACULTY-ASSIGNMENT-TYPE (XE01) = 3 or 4, this element must be coded "88888".

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SA01 STUDENT-ASSESSMENT-INSTRUMENT

Processing Edits	
FIELD CHECK	A valid code from Appendix I.

SA02 STUDENT-ASSESSMENT-FORM

Processing Edits – (DELETED)	
FIELD CHECK	

SA03 STUDENT-ASSESSMENT-ACCOMMODATION

Processing Edits	
FIELD CHECK	Position 1: N, T, D, A, M
	Position 2: T, D, A, M, Y
	Position 3: T, D, A, M, Y
	Position 4: T, D, A, M, Y

SA04 STUDENT-ASSESSMENT-PURPOSE

Processing Edits	
FIELD CHECK	Position 1: I, R, G, O
	Position 2: I, R, G, O, Y
	Valid codes must be entered left to right. If only one purpose, code position 2 with a Y. Cannot have duplicate codes in the two positions.

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SA05 STUDENT-ASSESSMENT-DATE

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD, where: YY two-digit calendar year MM two-digit month code: 01-12 DD two-digit month code 01-31/ 30/ 29/ 28 or 999999 – Unknown assessment date

SA06 STUDENT-ASSESSMENT-RAW-SCORE

Processing Edits – (DELETED)	
FIELD CHECK	

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SM01 STUDENT-MATRICULATION-GOALS

Processing Edits	
FIELD CHECK	Position 1: A – O, X, or Y Position 2: A – O, X, Y or space Position 3: A – O, X, Y or space Position 4: A space (no longer used) Either ALL 3 positions must be coded as "Y", or NO positions coded as "Y". All positions (1 – 3) must be valid according to the above specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.
INTEGRITY CHECK	This element can be coded as "YYY " only when: Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "AYYY").
QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 70% have a value of "X" in position 1 (uncollected / unreported) or 70% have a value of "Y" in position 1 (not applicable).

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SM02 STUDENT-MATRICULATION-MAJOR

Processing Edits	
FIELD CHECK	Must be greater than spaces.
	If greater than zero, must be a valid TOP code or PCN.
INTEGRITY CHECK	This element can be coded as "YYYYYY" only when: Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "YYYY").
QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 35% have a value of "YYYYYY" (exempt) or 35% have a value of "XXXXXX" (major unknown) or 45% have a value of "000000" (no major).

SM03 STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS

Processing Edits	
FIELD CHECK	Positions 1 – 10: 0, 1, 2, 3, 4, X, or Y
	Positions 11 – 14: spaces
	Positions 1-10 may be either ALL coded as "Y", or NONE coded as "Y".
	Each position 1 – 10 must be valid according to the above specifications. If one position is invalid, the entire field is considered an exception and the record is rejected.
INTEGRITY CHECK	This element can be coded with "Y" in the first ten positions when: Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "YYYY").

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SM04 STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	Position 1: A, D, O, or Y
	Position 2 – 4: D, O, or Y
	If the first position is coded as "A", then positions 2 – 4 MUST be coded as "Y".
	If the first position is coded as "Y", then positions 2 – 4 MUST be coded as "Y".
INTEGRITY CHECK	<p>Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) must all be coded with a "D" or "O" (not "AYYY")</p> <p>in order to code:</p> <p>Goals (SM01) as "YYY" or Major (SM02) as "YYYYYY" or Special Services Needs (SM03) as "Y" in the first ten positions or Assessment Services Other (SM09) as "YYY".</p>

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SM05 STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	Position 1: A, D, O, or Y Position 2 – 4: D, O, or Y If the first position is coded as "A", then positions 2 – 4 MUST be coded as "Y". If the first position is coded as "Y", then positions 2 – 4 MUST be coded as "Y".
INTEGRITY CHECK	Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) must all be coded with a "D" or "O" (not "AYYY") in order to code: Goals (SM01) as "YYY" or Major (SM02) as "YYYYYY" or Special Services Needs (SM03) as "Y" in the first ten positions or Assessment Services Other (SM09) as "YYY".

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SM06 STUDENT-MATRIC- COUNSELING/ADVISEMENT -EXEMPT-STATUS

Processing Edits	
FIELD CHECK	Position 1: A, D, O, or Y
	Position 2 – 4: D, O, or Y
	If the first position is coded as "A", then positions 2 – 4 MUST be coded as "Y".
	If the first position is coded as "Y", then positions 2 – 4 MUST be coded as "Y".
INTEGRITY CHECK	<p>Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) must all be coded with a "D" or "O" (not "AYYY")</p> <p>in order to code:</p> <p>Goals (SM01) as "YYY" or Major (SM02) as "YYYYYY" or Special Services Needs (SM03) as "Y" in the first ten positions or Assessment Services Other (SM09) as "YYY".</p>

SM07 STUDENT-MATRIC-ORIENTATION-SERVICES

Processing Edits	
FIELD CHECK	A, N, or R

SM08 STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	H, B, N, or R

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SM09 STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER

Processing Edits	
FIELD CHECK	Position 1: A, N, or Y
	Position 2: A, N, or Y
	Position 3: A, N, or Y
INTEGRITY CHECK	This element can be coded as "YYY" only when: Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "AYYY").

SM10 STUDENT-MATRICULATION-STUDY-SKILLS-EVALUATION-SERVS

Processing Edits – (DELETED)	
FIELD CHECK	Must be a space.

SM11 STUDENT-MATRICULATION-SPECIAL-SERVICES-REFERRAL

Processing Edits – (DELETED)	
FIELD CHECK	Must be a space.

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SM12 STUDENT-MATRIC-COUNSELING / ADVISEMENT SERVICES

Processing Edits	
FIELD CHECK	A, P, N, or R
REFERENTIAL CHECK	Records in the CalWORKs Student file must have a matching record in the Student Matriculation file when SC03 = 1,2 or 3 then SM12 must = A or P.

SM13 STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES

Processing Edits	
FIELD CHECK	A or N

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EB00 EMPLOYEE-IDENTIFIER

Processing Edits	
The next element, Employee Identifier Status (EB01), is used to indicate which of the above methods is used.	
FIELD CHECK	Must be greater than spaces.
INTEGRITY CHECK	If the Employee ID Status (EB01) is an S (indicating a SSN), then this element must be in the SSN format <p style="text-align: center;">or</p> If the Employee ID Status (EB01) is a C (indicating a district-assigned unique number), then this element must be greater than spaces.
REFERENTIAL CHECK	If Employee Classification = P, Assignment Type must = CA, NA, AL, SL, CL, IL, NL, AN, SN, CN, IN, NN, AP, SP, CP, IP, NP, AR, SR, CR, IR, or NR If Employee Classification = T, Assignment Type = AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AF, CF, IF, or NF If Employee Classification = A, R, or C, Assignment Type must = AL, CL, NL, AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AR, CR, IR, or NR If an EB record is reported with a term submission, there must be at least one XE record reported.

EB01 EMPLOYEE-IDENTIFIER-STATUS

Processing Edits	
FIELD CHECK	S or C
INTEGRITY CHECK	If this element is S, then the Employer ID (EB00) must be in the SSN format <p style="text-align: center;">or</p> If this element is C, then the Employer ID (EB00) must be greater than spaces.

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EB02 EMPLOYEE-BIRTH-DATE

Processing Edits	
Age is computed from the birth date. As of Fall 2011, employees must be between 17 and 110 years old.	
FIELD CHECK	Valid Date Format: YYYYMMDD YYYY = four-digit calendar year MM = two-digit month code, 01-12 DD = two-digit day code, 01-31 or 99999999 – unknown birth date

EB03 EMPLOYEE-GENDER

Processing Edits	
FIELD CHECK	M or F

EB04 EMPLOYEE-ETHNICITY

Processing Edits – (DELETED)	
FIELD CHECK	AC, AI, AJ, AK, AL, AM, AV, AX, B, F, H, N, PG, PH, PS, PX, W, X, O

EB05 EMPLOYEE-CITIZENSHIP

Processing Edits	
FIELD CHECK	C or N

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EB06 EMPLOYEE-DISABILITY-STATUS

Processing Edits	
FIELD CHECK	1 or 2

EB07 EMPLOYEE-EEO6-OCCUPATIONAL-ACTIVITY

Processing Edits	
FIELD CHECK	1-8
INTEGRITY CHECK	If Faculty (2), then Employment Contract Duration (EB11) must be 1, 2, or 3.
DATA QUALITY CHECK	Classified Administrator: Must have at least one employee in an EEO6 category other than category 1. Classified Support: Must have at least one employee in EEO6 categories (4-7). (See Chart 1)

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EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION

Processing Edits	
FIELD CHECK	T, C, R, A, or P
INTEGRITY CHECK	<p>If EB08 equals T, C, or R, then EB07 (EE06 Occupational Activity) must be 2.</p> <p>If A, then (EB07) EE06 Occupational Activity must be 1.</p> <p>If R, then (EB07) must be 2.</p> <p>If C, then (EB07) must be 2.</p> <p>If T, then (EB07) must be 2.</p> <p>If P, then (EB07) must be 1, 3, 4, 5, 6, 7, or 8.</p>
DATA QUALITY CHECK	<p>Must have at least one classified administrator.</p> <p>Percent of change in classification from previous year must not be greater/less than 25%.</p>
REFERENTIAL CHECK	<p>If Employee Classification is equal to T Assignment Leave Status cannot = A, B, C, or D.</p> <p>If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, the (Employee Annual Salary must = zero or 888888) and Employee Annual Stipend must = 888888.</p> <p>If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to A or C, then Employee Annual Salary must be greater than zero.</p>

EB09 EMPLOYEE-EMPLOYMENT-STATUS

Processing Edits	
FIELD CHECK	C, N, P, R, 1, 2

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EB10 EMPLOYEE-DATE-OF-EMPLOYMENT

Processing Edits – (DELETED)	
<i>The format change of 'Year' to 4 digits effective First Census Week of the Fall Term 2000 is rescinded. This data element will be deleted. All data submitted in this field will be disregarded.</i>	
FIELD CHECK	

EB11 EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION

Processing Edits	
An employee hired on a semester/quarter basis should be reported in Category 1.	
FIELD CHECK	1, 2, or 3

EB12 EMPLOYEE-ANNUAL-SALARY

Processing Edits	
FIELD CHECK	Must be numeric (000000 – 999998).
	All 8's or 9's are not valid entries.
REFERENTIAL CHECK	If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, the (Employee Annual Salary must = zero).
	If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to A or C, then Employee Annual Salary must be greater than zero.

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EB13 EMPLOYEE-ADDITIONAL-ANNUAL-MONETARY-COMPENSATION

Processing Edits	
FIELD CHECK	Must be numeric (000000 – 999998).
INTEGRITY CHECK	If > 0 and Annual Salary (EB12) is 000000, then Employment Classification (EB08) must be T (Academic, Temporary, Non-Tenured, Not on Tenure Track). All 8's or 9's are not valid entries.
REFERENTIAL CHECK	If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE) > 99.9, the Employee Annual Salary must = zero.

EB14 EMPLOYEE-MULTI-ETHNICITY

Processing Edits	
FIELD CHECK	Position 1 – Y, N or X
	Positions 2-21 – Y or N

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EJ01 EMPLOYEE-ASSIGNMENT-TYPE

Processing Edits	
FIELD CHECK	AF, AL, AP, AR, AN, CF, CL, CO, CP, CR, CN, CA, CS, IF, IL, IN, IP, IR, NF, NL, NO, NP, NR, NN, NA, NS, SF, SL, SN, SP, SR
INTEGRITY CHECK	If=AL, CL, NL, IL, SL, then (EJ02) Leave Status must =A, B, C, or D.
	If= CO, NO, CA, NA, CS, or NS, Hourly Rate (EJ05) must be >0.
	If 1 st position = C or N, GI01 cannot be a district code.
	If = C or N, then Account Code (EJ03) must not use ASA code.
REFERENTIAL CHECK	If Employee Classification = A, R, or C, Assignment Type must = AL, CL, NL, AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AR, CR, IR, or NR
	If= CO, NO, CA, NA, CS, or NS, Hourly Rate (EJ05) must be >0.
	If 1 st position = C or N, GI01 cannot be a district code.
	If = C or N, then Account Code (EJ03) must not use ASA code.

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EJ02 EMPLOYEE-ASSIGNMENT-LEAVE-TYPE

Processing Edits	
FIELD CHECK	A, B, C, D, Y
INTEGRITY CHECK	If (EJ02) = Y then EJ01(Assignment Type) must not = AL, CL, IL, NL, or SL. If = (EJ02) = Y & 2 nd position in Assignment Type (EJ01) is not = L, then Weekly Hrs (EJ04) must be > 0.
REFERENTIAL CHECK	If Employee Classification is equal to T, Assignment Leave Status cannot = A, B, C, or D. If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, the (Employee Annual Salary must = zero) If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to A or C, then Employee Annual Salary must be greater than zero. If = (EJ02) = Y & 2 nd position in Assignment Type (EJ01) is not = L, then Weekly Hrs (EJ04) must be > 0.

EJ03 EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE

Processing Edits	
FIELD CHECK	Numeric, coded left justified. TOP code if first position=0-5, Valid Top Code in the Top Code Table ASA code if first position =6-9, Valid ASA Code in the ASA Code Table
INTEGRITY CHECK	If Assignment Type (EJ01) = C or N then (EJ03) must not use ASA code. If Account Code is Top Code, EJ04 should not be > 22 hrs. If Account Code is ASA Code, EJ04 should not be > 60 hrs.

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EJ04 EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS

Processing Edits	
FIELD CHECK	Must be numeric. Range 001-800.
REFERENTIAL CHECK	Total weekly hours for employee cannot be greater than 80.0

EJ05 EMPLOYEE-ASSIGNMENT-HOURLY-RATE

Processing Edits	
FIELD CHECK	Must be numeric: Range 00000-99900.
	All 8's or 9's are not valid entries.

EJ06 EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS

Processing Edits – (DELETED)	
FIELD CHECK	

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EJ07 EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT

Processing Edits – (DELETED)	
FIELD CHECK	

EJ08 EMPLOYEE-ASSIGNMENT-FTE

Processing Edits	
FIELD CHECK	Must be numeric: range 00000-20000.
REFERENTIAL CHECK	If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, Then Employee Annual Salary must = zero
	Total FTE for an employee cannot be greater than 200.00.

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SG01 STUDENT-MILITARY-STATUS

Processing Edits	
<p>If the student has never served in the military the data element should be reported as '0000'. If the information is unknown or unreported the data element should be reported as 'XXXX'. Position 3 and position 4 cannot both be reported with a value of '1'.</p> <p>Contact for questions on this data element: Tim Bonnel, Financial Aid Coordinator, tbonnel@cccco.edu, 916-445-0104.</p>	
FIELD CHECK	<p>0, 1, X in each position. If one position is 'X', the entire field must be 'XXXX'.</p> <p>If the student has never served in the military the data element should be reported as '0000'.</p> <p>If the information is unknown or unreported the data element should be reported as 'XXXX'.</p> <p>Position 3 and position 4 cannot both be reported with a value of '1'.</p> <p>Contact for questions on this data element: Tim Bonnel, Financial Aid Coordinator, tbonnel@cccco.edu, 916-445-0104.</p>

SG02 STUDENT-MILITARY-DEPENDENT-STATUS

Processing Edits	
<p>If the student is not a military dependent the data element should be reported as '0000'. If the information is unknown or unreported the data element should be reported as 'XXXX'.</p> <p>Contact for questions on this data element: Tim Bonnel, Financial Aid Coordinator, tbonnel@cccco.edu, 916-445-0104.</p>	
FIELD CHECK	<p>0, 1, X. If one position is 'X', the entire field must be 'XXXX'.</p>

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SG03 STUDENT-FOSTER-YOUTH-STATUS

Processing Edits	
<p>Examples of out-of-home placements are: Foster home Group home Court-ordered placement with a relative. Once the data element has been reported as "1", it should not change in subsequent term.</p> <p>Contact for questions on this data element: Sarah Tyson, Dean, Student Services, styson@cccco.edu, 916-445-4755.</p>	
FIELD CHECK	0, 1, X

SG04 STUDENT-INCARCERATED-STATUS

Processing Edits	
<p>The data element cannot be self-reported; the student's status must be verified by the college.</p>	
FIELD CHECK	0, 1, 2, 3, 4, 5, 6, X

SG05 STUDENT-MESA-ASEM-STATUS

Processing Edits	
<p>If a code of "Y" is reported for this data element, all the records in the file must have a code of "Y". The data element cannot be self-reported; student participation in the program must be verified by the college.</p> <p>Contact for questions on this data element: Sally Montemayor Lenz, Academic Affairs, slenz@cccco.edu 916-327-1260.</p>	
FIELD CHECK	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, Y

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SG06 STUDENT-PUENTE-STATUS

Processing Edits	
FIELD CHECK	0, 1, 2, 3, Y

SG07 STUDENT-MCHS-ECHS-STATUS

Processing Edits	
<p>All MCHS and ECHS students must be less than 21 years old.</p> <p>If a code of 'Y' is reported for this data element, all of the records in the file must have a code of 'Y'.</p> <p>The data element cannot be self-reported; student participation in the program must be verified by the college.</p> <p>Contact for questions on this data element: Sally Montemayor Lenz, Academic Affairs, slenz@cccco.edu 916-327-1260</p>	
FIELD CHECK	0, 1, 2, 3, 4, 5, 6, Y
INTEGRITY CHECK	STUDENT-AGE-AT-TERM (STD01) must be <21.

SG08 STUDENT-CARE-NUMBER-OF-DEPENDENTS

Processing Edits	
<p>If a code of 'Y' is reported for this data element, all of the records in the file must have a code of 'Y'.</p> <p>The data element cannot be self-reported; student participation in the program must be verified by the college.</p> <p>Contact for questions on this data element: Sarah Tyson, Dean, Student Services, styson@cccco.edu 916-445-4755</p>	
FIELD CHECK	0, 1, 2, 3, Y

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SG09 STUDENT-PARENT/GUARDIAN-EDUCATION-LEVEL

Processing Edits	
Contact for questions on this data element: CCCMISEDIT, cccmisedit@cccco.edu	
FIELD CHECK	1, 2, 3, 4, 5, 6, 7, Y, X

SG10 STUDENT-CAA-STATUS

Processing Edits	
If a code of 'Y' is reported for this data element, all of the records in the file must have a code of 'Y'. The data element cannot be self-reported; student participation in the program must be verified by the college.	
Contact for questions on this data element: Stephanie Ricks-Albert, Academic Affairs, sricksal@cccco.edu 916-323-3093	
FIELD CHECK	0, 1, Y

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SV01 STUDENT-VOCATIONAL-PROGRAM-PLAN-STATUS

Processing Edits	
FIELD CHECK	A,N
INTEGRITY CHECK	

SV02 STUDENT-VTEA-FUNDED-STATUS

Processing Edits – (DELETED)	
FIELD CHECK	No longer collected report as a space.

SV03 STUDENT-VTEA-ECONOMICALLY-DISADV-STATUS

Processing Edits	
This element should be updated each term to reflect the current status of the student during the reporting term.	
FIELD CHECK	Position 1: 1, 2, 3, 4, N
	Position 2: S, A, N
	Valid combinations for position 1 and 2 include: (note if an N is reported in the first position, an N must be reported in the second position.)
	1S, 1A, 1N, 2S, 2A, 2N, 3S, 3A, 3N, 4S, 4A, 4N, NN
INTEGRITY CHECK	1 through 4 in the first position is a positive value.

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SV04 STUDENT-VTEA-SINGLE-PARENT-STATUS

Processing Edits	
FIELD CHECK	P, N
INTEGRITY CHECK	P in the first position is a positive value

SV05 STUDENT-VTEA-DISPLACED-HOMEMAKER-STATUS

Processing Edits	
FIELD CHECK	D, N
INTEGRITY CHECK	D is a positive value

SV06 STUDENT-COOP-WORK-EXPERIENCE-EDUCATION-TYPE

Processing Edits	
FIELD CHECK	O, G, N
INTEGRITY CHECK	O or G in the first position is a positive value.

SV07 STUDENT-VTEA-CRIMINAL-OFFENDER-STATUS

Processing Edits – (DELETED)	
FIELD CHECK	No longer collected report as a space.

SV08 STUDENT-VTEA-TECH-PREP-STATUS

Processing Edits	
FIELD CHECK	T, N
INTEGRITY CHECK	T is a positive value.

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SV09 STUDENT-VOCATIONAL-MIGRANT-WORKER-STATUS

Processing Edits	
FIELD CHECK	M, N
INTEGRITY CHECK	M is a positive value.

SV10 STUDENT-WIA-VETERAN-STATUS

Processing Edits	
FIELD CHECK	1, 2, 3, X
INTEGRITY CHECK	1, 2 are positive values.

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CC01 COLLEGE-CALENDAR-DAY-ID

Processing Edits	
FIELD CHECK	Must be numeric.
	Valid range: 001 – 336
	Code element with the number of days in relation to July 1, with July 1 coded as 001.
	Note: Must be ONE record for each day of the year. No Duplicates.

CC02 COLLEGE-CALENDAR-DAY-PRINCIPAL-TERM

Processing Edits	
FIELD CHECK	A, B, C, D, E, F, G, H, N
INTEGRITY CHECK	If CC03 (College Calendar Day Overlapping Term) = F, G, or H, CC02 must not = H.
	If CC06 (College Calendar Day Census Status) = F, CC02 must be equal to A, B, C, D, or E.
	If CC08 (College Calendar Day Exam Status) = D, B, or E, CC02 must = A, B, C, D, or E.

CC03 COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM

Processing Edits	
FIELD CHECK	F, G, H, N
INTEGRITY CHECK	If CC03 = F, G, or H, CC02 (College Calendar Day Term) must not = N.

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CC04 COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS

Processing Edits	
FIELD CHECK	P, S, N
INTEGRITY CHECK	<p>If CC05 (College Calendar Day Flex Status) = F, CC04 cannot be = P.</p> <p>If CC06 (College Calendar Day Census Status) = F, CC04 must be = P.</p> <p>If CC07 (College Calendar Day Holiday Status) = H, CC04 must = N for mandated holidays.</p> <p>If CC07 (College Calendar Day Holiday Status) =H, CC04 cannot = P.</p> <p>If CC08 (College Calendar Day Exam Status) = E, CC04 cannot = N.</p> <p>If CC08 (College Calendar Day Exam Status) = D or B, CC04 must = P.</p>

CC05 COLLEGE-CALENDAR-DAY-FLEX-STATUS

Processing Edits	
If Y coded in one record, ALL records must be coded with a Y.	
FIELD CHECK	F, V, N, Y
INTEGRITY CHECK	<p>If CC05= F, CC04 (College Calendar Day Instruction Status) CANNOT BE = P.</p> <p>If CC07 (College Calendar Day Holiday Status) = H, CC05 cannot = F.</p>
DATA QUALITY CHECK	Calendar File may have no more than 15 flex days.

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CC06 COLLEGE-CALENDAR-DAY-CENSUS-STATUS

Processing Edits	
FIELD CHECK	F, N
INTEGRITY CHECK	If CC06 = F, CC02 (College Calendar Day Term) must be equal to A, B, C, D, or E.
	If CC06 = F, CC04 (College Calendar Day Instruction Status) must = P.
	If CC07 (College Calendar Day Holiday Status)= H, L CC06 must = N.
	If CC08 (College Calendar Day Exam Status)= D or B, CC06 must = N.
DATA QUALITY CHECK	Calendar File must have one and only one first census date for each primary term.

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CC07 COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS

Processing Edits	
FIELD CHECK	H, L, N
INTEGRITY CHECK	If CC07 = H, CC04 (College Calendar Day Instruction Status) must = N for mandated holiday.
	If CC07 = H, L, CC06 (College Calendar Day Census Status) must = N.
	If CC07 = L, CC04 (College Calendar Day Instruction Status) cannot = P.
	If CC07 = H, CC05 (College Calendar Day Flex Status) cannot = F.
	If CC07 = H, Day must be a state mandated holiday.
	If CC07 = H for an optional state mandated holiday group only 1 holiday may be selected from the group.
	CC07 must = H for 1 optional state mandated holiday in a group.
	If CC08 (College Calendar Day Exam Status) = D, B, E, CC07 should = N.

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CC08 COLLEGE-CALENDAR-DAY-EXAM-STATUS

Processing Edits	
All days coded as either "D" or "B" for this element will be identified as exam days per Title 5 Section 58120(b) for purposes of calculating the 175 days of instruction required for the academic year by Education Code Section 84370.	
FIELD CHECK	B, D, E, N
INTEGRITY CHECK	If CC08 = B or D, CC04 (College Calendar Day Instruction Status) must = P.
	If CC08 = D or B, CC06 (College Calendar Day Census Status) = N.
	If CC08 = E, CC04 (College Calendar Day Instruction Status) cannot = N.
	If CC08 = D, B, or E, CC02 (College Calendar Day Term) must = A,B,C,D, or E.
	If CC08 = D, B, or E, CC07 (College Calendar Day Holiday Status) must = N.

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SC01 CALWORKS-ELIGIBILITY-STATUS

Processing Edits	
<p>For information on CalWORKs student eligibility criteria, please refer to the Chancellor's Office CalWORKs Program Handbook.</p> <p>Use code 1 if the student is a TANF/cash aid recipient and is attending the community college as a Self-Initiated Program Participant (SIP) and is, or will be, in the process of obtaining an approved Welfare-to-Work (WTW) plan through their county welfare office. Refer to the California Department of Social Services "All County Letter 99-32" for additional information on SIP criteria.</p> <p>Use code 2 if the student is a TANF/cash aid recipient and is attending the community college on his or her own accord and is, or will be, in the process of obtaining an approved Welfare-to-Work plan through their county welfare office.</p> <p>Use code 3 if the student is a TANF/cash aid recipient and was referred to the community college by the county welfare office and has an approved Welfare-to-Work plan or is in the process of developing a WTW plan.</p> <p>Use code 4 if the student is a TANF/cash aid recipient but has been exempted from participating in WTW activities. The college must have documentation in the student's file proving the student's exempt status and showing when the exemption expires.</p> <p>Use code 6 if the student is off cash assistance due to unsubsidized employment and is in compliance with their county welfare office. This would be a former TANF recipient, who has completed their Welfare-to-Work plan or Self-Initiated Program and is employed, but desires additional training. A student in this status cannot be one that is sanctioned by the county welfare office for not adhering to their Welfare-to-Work plan. The college must verify student employment at the beginning of each term.</p> <p>Use only one code to represent the student's CalWORKs program participant status each term. If a student could be coded with more than one CalWORKs program participant status during any one term:</p> <ul style="list-style-type: none"> ➤ for SIPs, use code 1 before code 6 ➤ for non-SIPs, use code 3 before code 2 or 6. 	
FIELD CHECK	1, 2, 3, 4, 6

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SC02 CASE-MANAGEMENT-SERVICES

Processing Edits	
FIELD CHECK	1, 2, 3

SC03 CALWORKS-STUDENT-COUNSELING

Processing Edits	
FIELD CHECK	0, 1, 2, 3
REFERENTIAL CHECK	Records in the CalWORKs Student file must have a matching record in the Student Matriculation file when SC03 = 1,2, or 3 then SM12 must = A or P.

SC04 REFERRAL-FOR-OTHER-SERVICES

Processing Edits	
FIELD CHECK	0, 1, 2, 3

SC05 OTHER-DIRECT-STUDENT-SUPPORT-SERVICES

Processing Edits	
FIELD CHECK	Positions 1 – 5 must have 0 or 1.
Note: All positions (1 – 5) must be valid, according to the above specifications. If one position is invalid, the whole field is considered invalid.	

SC06 ON-CAMPUS-CHILD-CARE-HOURS

Processing Edits	
FIELD CHECK	Must be numeric, 0 – 5000.

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SC07 OFF-CAMPUS-CHILD-CARE-HOURS

Processing Edits	
FIELD CHECK	Must be numeric, 0 – 5000.

SC08 DEPENDENT-CHILDREN-RECEIVING-CHILD-CARE

Processing Edits	
FIELD CHECK	Must be numeric, 0 – 15.
INTEGRITY CHECK	If either SC06 (on-campus childcare) or SC07 (off-campus childcare) is > 0, then this field must be > 0.

SC09 TOTAL-NUMBER-OF-DEPENDENT-CHILDREN

Processing Edits	
FIELD CHECK	Must be numeric, 1 – 15. Cannot be zero.
INTEGRITY CHECK	This element must be >= SC08 (dependent children receiving child care.)

SC10 STUDENT-FAMILY-STATUS

Processing Edits	
FIELD CHECK	1, 2

SC11 EMPLOYMENT-ASSISTANCE-SERVICES

Processing Edits	
FIELD CHECK	Positions 1 – 6 must have a 0 or 1. Note: All positions (1 – 6) must be valid according to the above specifications. If one position is invalid, the whole field is considered invalid.

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SC12 EMPLOYMENT-ASSISTANCE-SERVICES

Processing Edits	
FIELD CHECK	1,2,3,4,5
REFERENTIAL CHECK	There must be a record in the CalWORKs Student Employment file with SC12 = 3 if there is a record in the CalWORKs Student file with SC01 = 6.

SC13 WORK-ACTIVITY-AREA-TOP-CODE

Processing Edits	
FIELD CHECK	A valid TOP Code

SC14 WORK-ACTIVITY-BEGIN-DATE

Processing Edits	
FIELD CHECK	Date format: YYYYMMDD
INTEGRITY CHECK	If SC15 (work activity end date) contains a date, this element must be <= than end date.

SC15 WORK-ACTIVITY-END-DATE

Processing Edits	
FIELD CHECK	Date format is YYYYMMDD, or 88888888 if still employed.
INTEGRITY CHECK	If this element contains a date, this element must be >= to SC14 (the beginning date.)

SC16 AVERAGE-HOURS-WORKED-PER-WEEK

Processing Edits	
FIELD CHECK	1-60, whole numbers only

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SC17 HIGHEST-HOURLY-WAGE-EARNED

Processing Edits	
FIELD CHECK	0000-5000
INTEGRITY CHECK	If this element = 0 then SC12 (work activity status) must = 4 or 5.
	If SC12 is not 4 or 5, this element must be > 0200.

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SF01 STUDENT-AID-APPLICANT-STATUS

Processing Edits	
FIELD CHECK	1-7, X
REFERENTIAL CHECK	Any Applicant record with indicating the financial aid was received (SF01='1') must have at least one Award record.

SF02 STUDENT-AID-TIME-PERIOD

Processing Edits – (DELETED)	
FIELD CHECK	

SF03 STUDENT-AID-BUDGET-CATEGORY

Processing Edits	
FIELD CHECK	H, C, O, X

SF04 STUDENT-AID-TOTAL-BUDGET-AMT

Processing Edits	
FIELD CHECK	
INTEGRITY CHECK	For unknown budget category budget amount must be unknown. For known budget category budget amount must be known.

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SF05 STUDENT-AID-DEPENDENCY-STATUS

Processing Edits	
FIELD CHECK	I, D, X, O
REFERENTIAL CHECK	If a student received a Group A or Group B award. SF05 cannot be reported as X.

SF06 STUDENT-AID-HOUSEHOLD-SIZE

Processing Edits	
FIELD CHECK	Numeric must be greater than '0'.
INTEGRITY CHECK	If Student Aid Dependency Status (SF05) is coded as "D", then this element should be greater than 1.

SF07 STUDENT-AID-FAMILY-STATUS

Processing Edits	
FIELD CHECK	1 ST POSITION: M, U, X, S 2 ND POSITION: N, D, X
INTEGRITY CHECK	

SF08 STUDENT-AID-INCOME-AGI-PARENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05=D, the element cannot be reported as 999999.

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SF09 STUDENT-AID-INCOME-AGI-STUDENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05=I or O, the element cannot be reported as 999999.

SF10 STUDENT-AID-UNTAX-INC-PARENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05= D, the element cannot be reported as 999999.

SF11 STUDENT-AID-UNTAX-INC-STUDENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05=I or O, the element cannot be reported as 999999.

SF12 STUDENT-AID-TANF-STATUS

Processing Edits	
FIELD CHECK	Data Element Deleted
INTEGRITY CHECK	

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SF13 STUDENT-AID-CONTRIB-PARENT

Processing Edits – (DELETED)	
FIELD CHECK	

SF14 STUDENT-AID-CONTRIB-STUDENT

Processing Edits – (DELETED)	
FIELD CHECK	

SF15 STUDENT-AID-UNMET-NEED

Processing Edits – (DELETED)	
FIELD CHECK	

SF16 STUDENT-AID-GROSS-FIN-NEED

Processing Edits – (DELETED)	
FIELD CHECK	

SF17 STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION

Processing Edits – (DELETED)	
FIELD CHECK	Must be numeric.

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SF18 STUDENT-AID-VET-BENEFIT-STATUS

Processing Edits – (DELETED)	
FIELD CHECK	

SF19 STUDENT-AID-WORK-STUDY-HOURS

Processing Edits – (DELETED)	
FIELD CHECK	

SF20 STUDENT-AID-CAMPUS-EMPLOY-AMT

Processing Edits	
FIELD CHECK	Data Element Deleted

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SF21 STUDENT-AID-AWARD-TYPE

Processing Edits and Notes

Note: For all forms of Work Study, report the matching funds as code WU (unless the program was directly matched with another program on the list).

MIS Reporting of BOG Fee Waivers

Instructions for Fee Waiver Activity as of October 1, 2000.

BOG Fee Waivers are not the same as "regular" financial aid and we must address that issue. The purpose of reporting the BOG Fee Waivers to the Chancellor's Office is to provide a mechanism for calculating the amount that a school should be reimbursed for (a) the number of fee waivers processed and (b) the amount of fees waived. To facilitate this process, the colleges must report each student for which they want to be reimbursed using the following reporting rules.

1. Report a fee waiver for every student:
Determined eligible for a BOG Fee Waiver AND
For whom fees were assessed AND
Attended at least one meeting of a course for which the fees were waived.
2. The amount of the fee waiver reported should be the total fees that would have been collected from the student had they actually paid for their credit load. As an example, if a student initially enrolls in fifteen units at the beginning of a term but by the end of the refund period, they have dropped to six units, the amount reported should be what the student would have paid for those six units. If the student does not drop the courses until after the refund period, the amount reported would be what the student would have paid for all fifteen units. If the student drops all of their courses within the refund period report the amount waived as zero. **BOG Fee Waivers are the only financial aid awards that can be reported with a zero amount.**
3. The amount of the fee waiver reported on the MIS financial aid (SF) record is the total fees waived for the term for that fee waiver type.
4. If a student pays fees but is subsequently determined to be eligible for a fee waiver and the fees are refunded to the student, report that student and the fees waived

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SF21 STUDENT-AID-AWARD-TYPE

Processing Edits and Notes

5. In multi-campus districts, report the student as a recipient at each college where the student enrolls. If the student enrolls at more than one college in the district, do not limit the reporting to a single campus. Each college's SF records are separate and represent the activity at that college only. The MIS data reported should reflect the types of aid received by all the students at that college without regard to enrollment in other colleges in the district.

6. Summer fee waivers are always reported as "leaders" not "trailers".

Definition of award levels:

Three (3) levels of edit checks are now required for financial aid data. The level of edit checks to be used is determined by the type of award(s) that a student receives. Integrity checks, however, will be applied, or not applied, based on the level of financial aid award(s) received. Each integrity check that is affected by the level of financial aid award(s) is noted in the matrix.

****If a integrity check is not noted as to which levels apply, assume it applies to all levels****

The first level of edits applies to students who received at least one award in Group A. For these student records, all of the current checks apply.

Group A awards are:

- | | |
|------------------------------------|--|
| BC – BOGW method C, financial need | LE – EOPS Load |
| GB – Cal Grant B | LG – Stafford Loan, subsidized |
| GC – Cal Grant C | LH – Stafford Loan, unsubsidized |
| GE – EOPS Grant | LP – PLUS Loan |
| GF – CARE Grant | LS – Federal Director Student Loan, subsidized |
| GG – Chafee Grant | LL – Federal Director Student Loan, unsubsidized |
| GP – Pell Grant | WC – California State Work Study |
| GS – SEOG | WE – College Work Student (CWS), federal |
| GW – BIA Grant | WF – EOPS Work Study |
| LD – Perkins Load | |

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SF22 STUDENT-AID-AMOUNT-RECEIVED

Processing Edits	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	If SF21 is not the code for a BOGW, the element must be >0.
QUALITY CHECK	If more than 7% of all BOGWs reported are 00000, ALL of the zero-value BOGWs will be deleted from the submission prior to processing.