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#### Section 1. Counting Students

Note that there are different rules for local campus reporting (University Registrar statistical enrollment reports) and the way students are counted for budget reports, and the way that students are counted by the General Administration.

This document will cover the rules for local campus reporting.

| <b>Counting Students</b>  | Who to count?  |
|---------------------------|--|
| for Statistical           |  |
| <b>Enrollment Reports</b> | Under local campus rules, use this criteria to select students for official  |
|                           | campus headcount enrollment reporting:   |
|                           |  |
|                           | Enrollment status = "E"  |
|                           | School not equal "VS"  |
|                           | Classification not equal "PF" or "PR" or "FX" or "MED"   |
|                           | Formal Concurrent Enrollment Status not equal "S"  |
| Census Date, Other        | When to count?   |
| <b>Reporting Times,</b>   |  |
| Data Available            | Choices Census Date / Mid Term / End of Term / Daily /   |
|                           | Monthly Budget FTE   |
|                           | Census Date Definition   |
|                           | General Administration policy 400.1.8:   |
|                           | "For regular term instruction, the census date is the 10th class day of the term.  |
|                           | For summer sessions, degree credit extension courses, and any other degree-  |
|                           | credit courses taught on an irregular calendar, the census date is the class day   |
|                           | representing the passage of 10 percent of the instructional period."   |
|                           | Enrollment reports and data files sent to GA are based on the files  |
|                           | created and saved on the census date.  |
|                           |  |
|                           | Sources of Data  |
|                           | The Student Academic Information Datamart captures student and   |
| Student Datamart          | course data on each <u>census</u> date, identified with a load type of C.  |
| SAID                      |  |
| load types                | Course data is captured and saved at <i>mid-semester</i> when the Permanent  |
| C, P, E, M.               | Record of Courses (PRC) is created. This data is stored in SIS as frozen   |
|                           | tallies with a load type of P.   |
|                           | Student data is continued after the and of the anoding period called and   |
|                           | Student data is captured after the end of the grading period, called <u>end</u><br><u>of term</u> , identified as load type E. |
|                           | of term, identified as load type L.  |
|                           | Budget FTE data are captured on each census date with load type C and  |
|                           | at the end of each month as load type M.   |

| Webfocus Files                       | ITS creates course extracts for WebFocus, both on census date and on a daily basis. WebFocus files with a ".final" suffix are the <u>census</u> files.  |
|--------------------------------------|---|
|                                      | The RRF1TERM/RLDB100 file contains student information for each term, and is stored for <u>census</u> reporting or <u>daily</u> reporting.  |
|                                      | The RRF03PKT/RR130D file contains student course registration information, and is stored for <u>census</u> reporting or <u>daily</u> reporting.   |
|                                      | The CRSEXTFD/RS500A file contains frozen course tallies as of <u>mid-</u><br><u>semester</u> , and is produced on a <u>daily</u> basis. Any files produced prior to<br>mid-term will have zeroes in the frozen tallies.   |
|                                      | The WebFocus-defined IARRCRC course term record will contain <u>daily</u> information, and also contain the <u>mid-term</u> frozen tallies for the course sections.   |
| Oracle SIRPTD                        | Oracle tables (SIRPTD) are also created for daily student and course current term information.  |
| <b>Enrollment Status</b>             | The student record carries a field called Enrollment Status.  |
|                                      | E = student enrolled (Use this to select all enrolled students)   |
|                                      | Other codes:  |
|                                      | Blank = No registration transactions for term.  |
|                                      | N = Not enrolled. Student was enrolled but is either no longer enrolled<br>or is enrolled in courses with an informal* enrollment status. Was<br>not cancelled or disenrolled with a reason. Example, if student<br>enrolls during early registration, prior to start of classes, and drops<br>all courses before first day of class, will have an N enroll status. |
|                                      | X = Cancelled or disenrolled, was registered.   |
| Formal versus<br>Informal Enrollment | *Students can be enrolled in course work that does not add to their attempted hours and may result in an enrollment status of N if there is no formal course enrollment.  |
|                                      | An example of informal course enrollment – enrollment in a By Exam or Placement course.   |
| Degree-Seeking<br>versus Non-Degree  | To separate degree-seeking students from non-degree students, exclude<br>the non-degree seeking students.   |
| , crous rom begree                   |   |

| Soaling  |  |
|--|--|
| Seeking<br><u>NONDG, UNK</u><br><u>SPU, SPG, SPP</u><br><u>CS SDS</u>                              | Non-degree seeking students are coded:<br>Degree code = NONDG or UNK<br>Or<br>Classification = SPU, SPG, SPP<br>Or<br>School = CS and classification = SDS<br>Any other students are degree-seeking students.  |
|  | See the topic on <u>Classifications</u> for further details on degree-seeking and non-degree seeking classifications.  |
| On-Campus versus<br>Off-Campus   | Off-campus students are coded:<br>(School = OS) or<br>(School=VS and Classification = IS)<br>See section 3 for more detailed information on <u>off-campus programs</u><br>and off-campus courses.  |
| Foreign Students   | Foreign students are designated by the Foreign Student code. The code identifies three statuses: US citizen (U), Resident Alien (R), and Non-Resident Alien (N).   |
| N=Non-Resident<br>Alien  | Only the N codes are considered foreign students for counting purposes.  |
| Ethnic Group   | The coding for Ethnic groups is calculated based on a combination of<br>the Race code and the Foreign Student code. Students who are Non-<br>Resident aliens always have an Ethnic group of Non-Resident alien. US<br>Citizens (U) and Resident Aliens (R) have their ethnic group determined<br>by the race code. |
| If Foreign Student = N,<br>then ethnic group =<br>Non-Resident Alien.<br>Else ethnic group = race. | Race codes:A: ASIANB: BLACK, NON-HISPANICH: HISPANICI: AMERICAN INDIAN/ALASKAN NATIVEO: OTHERW: WHITE, NON-HISPANICThese codes are consistent with UNC General Administration and<br>National Center for Educational Statistics (NCES) reporting   |
| Residence Status   | requirements. NCES and GA are considering revising the ethnic coding<br>to recognize multiple ethnicities. This has not occurred yet.<br>Term residence status is the official residence status for tuition  |

| for Tuition              | purposes.  |
|--------------------------|--|
| Purposes                 |  |
|                          | There is a residency code captured in the admissions data and a  |
|                          | residency captured in the student's AU record data. Both of these are<br>used to set the term residency, but can differ from the official term |
|                          | residency.   |
|                          |  |
|                          | R or $RM = In$ -state Resident   |
|                          | N or $NM = Non-resident.$  |
|                          | The M suffix indicates that the code was entered by an operator  |
|                          | (manually) through a SIS screen.   |
|                          |  |
| Full Time / Part         | Full-Time / Part-Time status is calculated by the SIS system and stored  |
| Time Status              | as part of the term record.  |
|                          | The SIS rule:  |
|                          | F or FM (full time)  |
|                          | 12+ attempted hours for undergraduates   |
|                          | 9+ attempted hours for graduate or professional students   |
|                          | P or PM (part time)  |
|                          | Less than these values will be P or PM part time.  |
|                          |  |
|                          | Z = 0 hours  |
|                          | The M suffix indicates manual entry of the status. A Dean may choose   |
|                          | to override a part-time status with a full time status under appropriate   |
|                          | circumstances. The Graduate School will set students engaged in  |
|                          | research to full time who carry less than 9 hours.   |
| Duplicate Student        | To prevent double counting in head count enrollment, the formal  |
| Enrollment               | concurrent enrollment status = "S" record is excluded.   |
| and                      |  |
| Formal Concurrent        | Students can be simultaneously registered in two Academic Units  |
| <b>Enrollment Status</b> | during the same term. This occurs when students are in joint campus programs such as Law/MBA.  |
|                          |  |
|                          | One record is designated the Home ("H") and the other is the host ("S")  |
|                          | record.  |
|                          | Formal Concurrent Enrollment Status codes:   |
|                          | i official concurrent Enforment Status codes.  |
|                          | H = Home   |
|                          | S = Host   |
|                          | "blank" = not in a formal concurrent enrollment program  |

#### Section 2. General Data Organization

Most enrollment counts of students are done within four broad categories:

Term Academic Division Level or Career College or School

Note: The IDMS SIS system has an organizational structure called *Academic Unit (AU)*. This is an artificial designation provided within the vendor software to sort students into different units for managing records functions. The University does not recognize academic units as a part of its official organizational structure.

| 2=Spring<br>3=Summer I<br>4=Summer II<br>9=Fall  | Students are enrolled in one of four terms, Fall, Spring, Summer I,<br>Summer II.<br>The term code is made up of year and term code. The term code is<br>represented by YYT or YYYYT.<br>The terms are represented by the codes:<br>2=Spring<br>3=Summer I<br>4=Summer II<br>9=Fall<br>Examples:<br>Fall 2006 = 20069 or 069<br>Spring 2007 = 20072 or 072<br>Summer I 2008 = 20083 or 083   |
|--|--|
| Academic Division<br>Health Affairs or<br>Academic Affairs?<br>Health = DN, DS,<br>MD, MS, NU, PY,<br>and PH | Summer II 2009 = 20094 or 094<br>The University organizes its schools into two divisions. The logic for<br>assigning student records to these divisions is based on the school or<br>college codes. There is no Division indicator within the student<br>system. This has to be determined through other logic.<br>Health Affairs schools are Dentistry, Medicine, Nursing, Pharmacy, and<br>Public Health. The school codes are DN, DS, MD, MS, NU, PY, and<br>PH. Any records not in the Health Affairs list of schools are classified<br>in Academic Affairs. |
|  | Some reporting pulls Off Campus Studies (OS) and Continuing Studies (CS) out as a separate report entity called Continuing Education, but OS and CS are administratively under Academic Affairs. Separating out  |

|  | OS students into administrative divisions (who can be in either<br>Academic Affairs or Health Affairs) is more problematic depending on<br>the nature of the request, but that will be discussed later as a topic under<br>distinguishing <u>on-campus and off-campus students</u> .   |
|--|--|
| Level or Career                        | There are three levels designated in student records - undergraduate,<br>graduate, and professional (U, G, P). Career is a designation supplied in<br>the vendor software that has become part of the campus terminology.<br>The career field has many different codes, but the first character in the<br>two-character career field will contain U, G, or P, providing a quick way<br>to determine the student level.<br>A list of the <u>career codes</u> is attached. |
| Callere er Sakeel                      |  |
| College or School                      | These two terms are used interchangeably. Chapel Hill has one college, the College of Arts and Sciences. The rest of the academic organizations are called schools.  |
|  | Within the College of Arts and Sciences are the AS students, who are<br>juniors and seniors in the Arts and Sciences degree programs, and the<br>General College (GC) students who are all the first-year and sophomore<br>students. All first and second year undergraduates enter in the General<br>College, and then are promoted either to Arts and Sciences or to any of<br>the other undergraduate schools on campus.  |
| A&S Divisions                          | The College has four divisions: Fine Arts, Humanities, Natural Sciences and Mathematics, and Social Sciences. All departments and curricula are assigned to one of these four divisions. The A&S departments associated with these college divisions can be looked up through the table in OP21 "DMG_Active_UNC_Depts". The key to this table is the department number. The department number can be found in the Datamart table "SAID_Lookup_Department".               |
|  | The other schools, depending on size, will be organized into departments. Some may have many departments and some may have only one.   |
| DN and DS =<br>School of Dentistry     | There are multiple school codes that refer to one actual school.<br>DN and $DS = School$ of Dentistry  |
| MD and MS =<br>School of Medicine      | MD and MS = School of Medicine<br>BA, MA, and MB = School of Business  |
| BA, MA, and MB =<br>School of Business | The DN and MD (professional level) codes are used to separate the professional programs from the undergraduate and graduate programs (DS and MS codes).  |

| The MA and MB school codes separate the Masters of Accounting and<br>Masters of Business Administration programs from the undergraduate<br>and PhD programs within Business. |
|--|
| Sometimes these multiple school combinations are reported separately<br>and sometimes they must be combined into one school unit.  |
| The list of school codes and translations is attached.   |

| Academic Program                 | The student's academic program is designated using unique combinations of School, Degree, and Major.  |
|----------------------------------|---|
| School<br>Degree<br>Major        | Examples:<br>AS AB ENGL = A&S AB degree English major<br>PH PHD BIOS = Public Health PhD in Biostatistics   |
|                                  | These combinations are set up in the SIS IDMS Academic Program<br>Table seen on screen 1A3.   |
|                                  | Careers are assigned to the academic programs. The same academic program can not be assigned to two different levels of career. This is significant when setting up generic non-degree programs. For example, non-degree students in Continuing Studies can be undergraduate or graduate. The simplest program would be CS NONDG UNDC for both, but the table does not allow the UG and GR career to both have the same degree of NONDG. Another degree of UNK was created for graduate students. |
| Majors, Minors,<br>Major Options | The major is a four-character code that indicates the student's area of study. Students can have two majors, designated primary major 1 and primary major 2.  |
|                                  | Major options are concentrations within or subdivisions of the major<br>field of study. These are designated with a three-character major-option<br>code. Many majors have no options, while some majors may have<br>many options.  |
|                                  | The options are tied to the major codes through an IDMS table, 1A6.<br>Most options occur with the undergraduate degrees, but some graduate<br>programs are offering major options.   |
|                                  | Minors are a separate area of study. Minors normally require just a few courses, maybe three or four, to satisfy the requirements. Minors are not linked or associated with the major.  |
|                                  | Under current policy, students are permitted to have multiple majors and minors adding up to three items, with 2 majors maximum.  |
| Degrees, Intended                | Degrees are awarded at four primary levels:<br>Undergraduate, Graduate, Professional, and Certificate.  |
|                                  | Undergraduate degrees are the bachelor degrees.<br>Graduate degrees are masters and doctoral degrees.   |

#### Section 3. Student Record Attributes

|  | Professional degrees, also called "First-Professional" degrees, are the Juris Doctorate (JD), Medical Doctor (MD), Doctor of Dental Surgery (DDS), and Doctor of Pharmacy (PD or PDEC).  |
|--|--|
|  | Certificates can be awarded at any of the career levels. Some certificate programs are stand-alone programs and are designated as an academic program, such as the Certificate in Dental Hygiene (DS CERT DHYC). Many certificates are awarded to students in regular academic programs and only show up in the record as a transcript remark. |
|  | There is a quick way to sort out the degree codes into bachelors, masters, doctoral, professional, and certificate.  |
| Degree Level:<br>Bachelors<br>Masters<br>Doctoral<br>Professional<br>Certificate | Bachelors = Level U and degree starts with A or B.<br>Masters = Level G and degree starts with M.<br>Doctoral = PHD, EDD, AUD, DRPH, DPT<br>Professional = JD, DDS, MD, PD, PDEC<br>Certificate = degree starts with C.  |
|  | Also see <u>Degrees Awarded</u> for detail about degrees, honors, distinction.   |
| Degrees Awarded  | Award Date<br>Degrees are awarded on Degree Received Dates.  |
|  | Degrees are awarded three times a year, end of Fall, end of Spring, end of Summer.   |
|  | While degree dates are associated with terms, it can be a term in which<br>the student is not enrolled. If coursework is not complete by the degree<br>award date, then the degree is awarded on a subsequent degree received<br>date.   |
|  | Honors or Distinction  |
|  | Undergraduate students can receive degrees "with Honors" and/or degrees "with Distinction".  |
|  | These awards are made at two levels. There is no "high" award.   |
| Major Honors:<br>1 = Honors<br>3 = Highest Honors                                | A student must be formally part of the College of Arts and Sciences<br>Honors Program to receive a degree with Honors or Highest Honors.<br>The Honors Program award is stored in the "major honors" field of the<br>student's degree record as a 1 or 3.  |
| Degree Honors:<br>7 = Distinction<br>9 = Highest Distinction                     | A student receives Distinction or Highest Distinction based on their cumulative GPA at the time of graduation (3.5 or 3.8). The Distinction  |

|                                   | award is stored in the "degree honors" field of the student's program as a 7 or 9.   |
|-----------------------------------|--|
|                                   | Other career levels offer honors, so these codes may be found for other types of students.   |
| Classifications                   | Classifications are generally intended to indicate a certain status in progress toward degree.   |
|                                   | Classifications that start with "SP" are special classifications for non-<br>degree students with the last character indicating student level (SPG,<br>SPP, and SPU).  |
|                                   | The SDS or Special Degree Seeking classification is used in situations<br>where degree status needs further analysis. A student in the school of<br>CS with SDS classification is a non-degree student who qualifies for<br>certain financial aid as if they were degree-seeking. Students in off-<br>campus degree programs (school of OS) with the SDS classification are<br>in programs structured so that normal classification (i.e. 1ST, 2ND or<br>JR, SR) can not be determined for these students. |
|                                   | A list of <u>classification codes</u> is attached.   |
| Admit-Type /<br>Registration-Type | It is called Admit-Type in the Admissions component of SIS and Registration-Type in the Records component.   |
|                                   | A student is classified as NEW in their first term starting a new degree<br>level. For example, a student moving from a masters program to a<br>doctoral program is NEW in the doctoral program. A student entering a<br>program in the summer and continuing into fall is considered NEW for<br>the fall.   |
|                                   | Intra-University transfers are students moving at the same level from a non-degree status in Continuing Studies to a degree status in one of the academic programs.  |
|                                   | Re-admitted students are students enrolling again at the same level who<br>were previously enrolled and were either not enrolled in or withdrew<br>from the most recent previous regular term.   |
|                                   | CON: CONTINUING REGISTRATIONINT: INTRA-UNIVERSITY TRANSFERNEW: NEW STUDENTREA: READMITTRN: TRANSFER  |
| Visiting Students                 | The Visitor school is used for a number of purposes. The one common  |

| (excluded from local campus reporting) | theme is that VS students are excluded from on-campus tuition<br>calculation. Some VS students are taking courses on the campus in a<br>status that permits them to take them tuition-free, and some students are<br>taking courses off-campus and are billed through off-campus programs.   |
|--|--|
| Inter-Institutional<br>Students        | <i>Inter-Institutional Registration.</i><br>II students are students from other universities that are allowed to enroll in courses on the Chapel Hill campus free of charge. II students must be degree-seeking students on their home campuses and can be any career level. II programs have visiting students attending Chapel Hill and Chapel Hill students attending other campuses.   |
|  | Visiting II students are identified in the records using different term site codes, classification, and major codes, depending on the program.   |
|  | Chapel Hill students taking courses at other universities are detected by the presence of a course with an II school code on their record.   |
|  | Specifics on the various programs can be found in the Registrar's Procedure Memoranda.   |
| VS (NONDG,UNK)<br>INTI II              | <i>Traditional Inter-Institutional Program and NC-REN Program.</i><br>VS (NONDG, UNK) INTI II. The location is coded in the Site Code.   |
| VS NONDG<br>ROBT<br>(FR,SO,JR,SR)      | <i>Robertson Scholars.</i><br>The Robertson Scholars program is a joint scholarship program with<br>Duke University. An admitting class of 15 students at Duke and 15<br>students at Chapel are selected for the Robertson program. The concept<br>of the program is that these students will participate in courses and<br>activities on both campuses. The Duke Robertson Scholars are given<br>full access to UNC courses and facilities.                               |
|  | The Duke scholars are designated VS (FR,SO,JR,SR) ROBT.<br>Robertson Scholars have a primary major 1 of ROBT and primary major<br>2 containing a valid Chapel Hill major. The visiting Robertsons will<br>have an ROBT102 course for zero credit hours on their record every<br>semester to keep them enrolled and eligible for campus access even<br>when not enrolled in valid UNC courses. They will carry a<br>classification equivalent to their Duke classification. |
|  | UNC Chapel Hill Robertson students have report flag 4 (Scholars flag) coded R, and will have an ROBT (100 or 101) course with credit hours on their record when taking courses at Duke.  |
| VS UNK BMEJ II                         | <i>Biomedical Engineering Joint Program (BMEJ) with NCSU</i> .<br>VS II BMEJ. Visitors from NCSU are enrolled in BMEJ702 every   |

|  | semester to keep them enrolled and eligible for campus access even<br>when not enrolled in valid UNC courses.   |
|--|---|
|  | See the section on <u>Joint Programs</u> for more details about the BMEJ program.   |
| VS (NONDG, UNK)<br>(various majors) FX         | <i>Foreign Exchange Visitors.</i><br>VS (NONDG, UNK) (various majors) FX. These are foreign students coming to the Chapel Hill campus as part of a foreign exchange program. The foreign students do not pay regular UNC tuition, but are part of an "exchange" of students, in which the Chapel Hill student going abroad pays the UNC tuition for the exchange visitor. They can have a variety majors depending on their exchange program. |
| VS NONDG<br>DIST IS                            | <i>Independent Study and Carolina Courses Online (CCO).</i><br>VS NONDG DIST IS. These are programs administered through the<br>Friday Center. The Friday Center charges its own tuition and fees for<br>these students.  |
|  | Independent Study courses are self-paced courses which can be paper-<br>based or web-based courses. They can begin at any time and do not<br>follow the traditional calendar. Students have up to nine months to<br>complete a course. Students are not enrolled in these courses in the SIS<br>system until the term in which the course is completed.   |
|  | Carolina Courses Online (CCO) courses begin and end with the campus calendar. These courses are offered to non-degree students, but Chapel Hill students can take them.   |
|  | When a Chapel Hill student takes these courses while taking on-campus courses, all credit hours are counted in computing the student's full time status. The student maintains their regular on-campus school and classification. However, the CCO hours are deducted from the student's billable tuition hours. The student is charged separately by the Friday Center for their CCO courses.  |
| VS AB<br>ENGL IS<br>(any degrees or<br>majors) | When a Chapel Hill student takes CCO courses when not enrolled in on-<br>campus courses, their school is changed to VS and classification to IS,<br>while the degree and major continue to be their "real" degree and major.  |
| Joint Programs                                 | There are two joint programs, the Biomedical Engineering program with<br>NC State University, and the joint Pharmacy program with Elizabeth<br>City State University. The student records are treated differently<br>between the two programs because of differences in tuition and<br>administrative responsibility.   |

| VS UNK BMEJ II                                  | <b>Biomedical Engineering Joint Program (BMEJ) with NCSU</b> .<br>VS II BMEJ UNK (school class major degree). This is a joint<br>admissions program, with students assigned either to the NCSU or<br>Chapel Hill campus as their home campus. The courses required for<br>either a masters degree or PhD degree are taught jointly on either<br>campus. The student is awarded the degree either by NCSU or Chapel<br>Hill, though the diploma indicates that this is a joint program with the<br>seal and signatures of both schools on the diploma. |
|---|---|
|   | Students pay tuition and fees to their home institution, but are eligible for access to facilities at both institutions.  |
|   | Visitors from NCSU are enrolled in BMEJ702 every semester to keep<br>them enrolled and eligible for campus access even when not enrolled in<br>valid UNC courses.<br>Chapel Hill students have a major of BMEJ and are enrolled in<br>BMEJ701 courses when taking courses at NCSU. The credit hours in<br>the BMEJ701 courses plus the credit hours in the Chapel Hill courses<br>are used to compute full time status and billable hours.  |
| OS PDEC (PHAC,<br>PHRC) (1ST, 2ND,<br>3RD, 4TH) | <i>Pharmacy Program with Elizabeth City State University.</i><br>OS PDEC (PHAC, PHRC) (1ST, 2ND, 3RD, 4TH)  |
|   | This program is in transition and not yet a full joint program. All<br>instruction is originating from Chapel Hill. Because of this situation,<br>students at ECSU are classified as if in an off-campus degree program.<br>The degree (PDEC) on the Chapel Hill diploma indicates that this is a<br>joint program with ECSU. There are two majors to indicate whether the<br>student entered the program without an undergraduate degree (PHAC)<br>or with an undergraduate degree (PHRC).   |
| On-Campus versus<br>Off-Campus                  | Off-campus students are both degree and non-degree seekers. Where possible, off-campus students have a site code.   |
|   | Tuition for off-campus students is calculated based on student major as<br>well as site codes. In order to properly bill non-degree students enrolled<br>in off-campus courses at the program tuition rate, the students are<br>admitted with the same major as degree-seekers and assigned NONDG<br>or UNK degree intent with an SPU or SPG classification.  |
|   | When on-campus students take off-campus courses, or off-campus students take on-campus courses, manual steps have to be taken by the Student Accounts Office to identify and bill these students correctly.   |
| Off-campus Students                             | Identifying Off-campus students   |

| School = OS                                     | (School = OS) or (School=VS and Classification = IS)   |  |
|---|--|--|
| Or  |  |  |
| School = VS and<br>classification = IS          | The VS IS classification is used for students taking courses through the<br>Independent Study program or through the Carolina Courses Online.  |  |
| Division, School and<br>Department              | It is possible to determine the school, department, and division even<br>though Off-campus students have no distinctive school code.   |  |
|   | Use the student's primary major to joint to the SAID (Lookup_Major table to find either the SIS department or Budget department for the major. Use the department code to join to the Lookup_Department table and find the school related to that department. The division can then be inferred from the school. |  |
| Off-Campus<br>Courses<br>Sections<br>956 to 994 | <i>Identifying Off-campus courses.</i><br>Off-campus courses have special section numbers:<br>956 to 974 – Reserved for departments offering off campus courses.<br>975 to 989 – Reserved for Friday Center off-campus courses.<br>990 to 994 – Reserved for Friday Center CCO courses.                          |  |
| Location  | Course location can be determined by information entered into the CE/Reporting Schedule Data record on screen 137. The State, County, and City are reported here.  |  |
| Method of Delivery                              | Method of course delivery is indicated in the Principal Method of Delivery field.  |  |
|   | See the attachment, <u>Distance Education Course Setup Reminders</u> , for more specific rules on using these fields.  |  |
| Year Abroad and                                 | "Exchange" Programs Versus "Year Abroad" Programs  |  |
| Foreign Exchange                                | The premise for "Exchange" programs is that the foreign student and the<br>Chapel Hill student swap campuses one-to-one, paying tuition at their<br>home institutions for the incoming exchange student.   |  |
|   | In "Year Abroad" programs, the UNC student goes "abroad", pays a special program fee to the UNC campus department sponsoring the program, and pays no campus-based tuition.  |  |
|   | Using Student Records  |  |
|   | To find UNC students in Year Abroad or Exchange Programs, look for :   |  |
|   | ISP flag (term flag 7) = Y<br>(Note: This flag is set through communication between the Year Abroad Office and   |  |

| the University Registrar for students in Year Abroad or Exchange programs. Campus departments operating programs outside of the Year Abroad Office do not provide this coordination and the ISP flag is not set, i.e. Law, Business and Graduate School programs that are exchange programs. Will have to check course records for LFXP and BUSG101 or 675 to find these students.) |
|---|
| or<br>Special program flag = YAP or SAP<br>(Note: This flag is set by the Cashier to avoid charging the student the normal campus<br>tuition. This will be set for any student in a Year Abroad program regardless of<br>department offering the program.)  |
| Exchange Program Logic<br>Any students with ISP=Y and Special Program Flag not equal YAP or<br>SAP<br>or in subjects LFXP or BUSG101 or 675.  |
| Year Abroad Logic<br>Any students with Special Program flag = YAP or SAP.   |
| Notes:<br>AS FX students with a YAP major are students from other campuses going abroad<br>through our programs. They will have either ISP Flag or Special program flag set.  |
| Foreign Students Coming Here in Exchange Programs:<br>VS FX (any major)   |
| Foreign students coming here in a Year Abroad program will have a regular school code, a classification of SPU, SPG, SPP, and a major set up to indicate the sponsoring program. These may be indistinguishable from other non-degree students except that they may be foreign students.  |
| Using Course Records:   |
| Exchange Program subjects =<br>ISP (Year Abroad Office), LFXP (Law School), BUSG101 or 675<br>(Business School)   |
| Year Abroad subjects =<br>SSAP, YAP, ICSR, MONT, SEVI, BUSA, LSA, RLGE, and "S"<br>sections [S in last character of section number indicates "faculty-led<br>Study Abroad"]<br>(S section examples: HNRS352 01S CHIN306 01S).   |
| Course Notes:<br>Business School Global Scholars Exchange Program= BUSG 101 is pre-069, or re-<br>numbered BUSG675<br>MONT and SEVI have been discontinued as subjects but would be used in historical  |

|  | reporting.   |
|--|--|
| Calculating GPA<br>Quality points /<br>quality hours | The semester GPA is calculated for a single term of grades. In SIS, these fields are called current quality points and current quality hours. The cumulative average for all of the student's semesters is called the Stats GPA, using the stats quality hours and stats quality points. The field is called "Stats" because the cumulative numbers are stored in the SIS Career Statistics record.  |
| Grading Systems                                      | Chapel Hill uses five different grading systems.<br>Undergraduate a letter grade ABC, plus/minus system.<br>Graduate School H,P,L,F. There is no GPA calculation.<br>Law School numeric 0 to 4.3.<br>Dental School letter grade ABC, without plus/minus.<br>Pharmacy H, HP, P, LP, L, F and ABC grades.<br>The School of Medicine does not record its grades in the SIS system.<br>Refer to the <u>Registrar's RPM 24</u> for more details on grading systems. |
| Attempted Hours<br>and Earned Hours                  | Attempted hours are those course credit hours the student has enrolled<br>for, whether or not the course is passed successfully. Attempted hours<br>are used in the calculation of full-time/part-time status.<br>Earned hours are those course credit hours that the student has passed<br>satisfactorily and are in courses designated to award earned hours.  |

| Courses          | Course ID   |  |  |
|------------------|---|--|--|
|                  | The course ID is made up of:<br>4-character subject<br>4-character subject number (3-character number, 1 character suffix)<br>3-character section number<br>Courses at the non-term Course Inventory level do not have section<br>numbers. Section numbers are part of the term-specific course ID. |  |  |
| Course Numbering | Course Ni   | umber Ranges   |  |
|                  | Course numbers have meaning. They indicate the level of the course<br>(i.e. introductory, intermediate, advanced, undergraduate, graduate) and<br>possible course content (i.e. capstone course, honors course, research<br>course).  |  |  |
|                  | 000-099   | <ul><li>000 to 009 reserved for special use by University Registrar.</li><li>050 to 089 reserved for first year seminars.</li><li>090-099 reserved for special use, 091 for Language House.</li></ul>                            |  |
|                  | 100-399   | 100-199 reserved for introductory courses, basic skills courses, foundation courses.   |  |
|                  | Undergraduate courses should be progressively numbered from 100 to 399 as appropriate for the department.   |  |  |
|                  | 400-699 The advanced undergraduate/graduate level courses sibe assigned this range.   |  |  |
|                  | 700-899 Graduate level only courses.  |  |  |
|                  | 900-999   | range is reserved for research courses, for courses with<br>interdisciplinary scope, or any other special courses as<br>identified by the Graduate School.   |  |
|                  |   | Professional doctorate programs in Law, Medicine, and<br>Dentistry can use 100, 200, 300, 400, 500 to designate their<br>levels. Pharmacy will need to review its numbering of its<br>lower level courses in the PharmD program. |  |
|                  | See the attached documents on <u>Course Numbering</u> and <u>reserved</u> <u>numbers for courses</u> .  |  |  |

### Section 4. Course Designations

| First Year<br>Seminars (FYS)<br>006 or 050-089<br>Section Numbering | <ul> <li>First Year Seminars are course sections designed to give first-year students a special overview or introduction to a field of study at the University.</li> <li>Before Fall 2006, course numbers of 006 with a variety of course suffixes were used (excluding PHYA006). Starting Fall 2006, the course numbers 050 through 089 were assigned to First Year Seminars.</li> <li>Section Number Ranges</li> </ul>   |  |
|---|--|--|
| Section Numbering   |  |  |
|   | Section numbers are used to distinguish type of course (lecture, lab, recitation), and general method of delivery (on campus, Friday Center evening class, off campus, Carolina Courses On-line, web sections, faculty-led study abroad).  |  |
|   | See the attached documentation on <u>section number ranges</u> .   |  |
| Courses and the<br>New General                                      | Curriculum Codes   |  |
| Education   | Curriculum codes have been assigned to courses in SIS. The datamart  |  |
| Curriculum  | table SAID_COURSE_GEN_ED_REQ_1 contains the curriculum codes for the courses for specific terms.   |  |
|   | Curriculum codes can be specific to sections of a course within a term.  |  |
|   |  |  |
|   | The list of <u>General Education curriculum codes</u> is attached.   |  |
| Combined Sections<br>/ Cross-listed<br>Sections                     | Courses that are cross-listed or otherwise jointly taught under different course numbers can be identified by the course field Combined Section Status. This field can be "blank", N, or S.  |  |
|   | "blank" = not a combined section   |  |
|   | N = Non-sponsor section of a combined section<br>S = Sponsor section of a combined section   |  |
|   | The Sponsor section controls the set up of the course. The department<br>of record will be the Sponsor section. The non-sponsor sections are<br>assigned to the sponsor department of record. For example, if History is<br>the sponsor section cross-listed with Political Science, the Poli section<br>will carry the HIST department as department of record. Combined<br>sections will all have the same instructor, and same meeting pattern<br>(time, days, building, room). |  |
|   | Exclude courses with the N combined section status when counting the number of courses to avoid double counting courses.   |  |

|  | Include courses with the N status when summarizing course enrollments.   |  |
|--|--|--|
|  | This becomes important when calculating average course size. For example, Hist132, Asia132, and Pwad132 appear in the section file as three courses with individual enrollments of 27, 3, and 1. The actual course enrollment is 31.   |  |
|  | The lack of good data in available data files makes combining<br>enrollment totals difficult. There is no field available containing the<br>combined enrollment total. There will be a combined total field<br>available when the next Data Warehouse is implemented.  |  |
|  | The datamart contains a course inventory table that provides the link<br>between sponsor and non-sponsor sections. This table can be used to<br>create a file of sponsor and non-sponsor sections in which the<br>enrollments can be looked up in the course tallies , and totaled for the<br>combined sections.   |  |
|  | A SAS program to create a file with the combined section totals can be found in S:\STUDENT\David SAS Programs\DCL Cross Listed Courses.sas.  |  |
|  | There is a Combined Sections record in IDMS (IARRCCM) which will<br>be read into the future warehouse which will provide the enrollment<br>tally for the combined sections.  |  |
| Course Instructors,<br>Rank, and<br>Department | Courses can have multiple instructors. The primary instructor should be<br>listed first in the IDMS SIS data. The sequence number for the<br>instructor will indicate the number 1 instructor on the list of instructors<br>for that course section.   |  |
|  | The rank of the instructor contained in the SIS Instructor record is not reliable. A table was created in the datamart (Instructor_Term_Info) using the payroll to report the rank and department of the instructor.   |  |
|  | Since instructors are sometimes not on the payroll file (certain guest lecturers, retired faculty), a combination of the Instructor_Term_Info and the SIS Course_Instructor data should be used. The rank and department of the instructor should originate from the Instructor_Term_Info file unless not found there. The Course_Instructor data from SIS should overlay any records where the data is not available from the Instructor_Term_Info. |  |

#### Attachments

# School Codes

| AS               | : COLLEGE OF ARTS & SCIENCES  |  |
|------------------|---|--|
| BA               | : SCHOOL OF BUSINESS  |  |
| CS               | : CONTINUING STUDIES  |  |
| DN               | : SCHOOL OF DENTISTRY (DN)  |  |
| DS               | : SCHOOL OF DENTISTRY   |  |
| ED               | : SCHOOL OF EDUCATION   |  |
| GC               | : GENERAL COLLEGE   |  |
| GV               | : SCHOOL OF GOVERNMENT  |  |
| JO               | : SCHOOL OF JOURNALISM & MASS COMMUNICATION                         |  |
| LS               | : SCHOOL OF INFORMATION & LIBRARY SCIENCE                           |  |
| LW               | : SCHOOL OF LAW   |  |
| MA               | : MASTERS OF ACCOUNTING PROGRAM                                     |  |
| MB               | : MASTERS OF BUSINESS ADMINISTRATION PROGRAM                        |  |
| MD               | : SCHOOL OF MEDICINE (MD)   |  |
| MS               | : SCHOOL OF MEDICINE  |  |
| NU               | : SCHOOL OF NURSING   |  |
| OS               | : OFF CAMPUS STUDIES  |  |
| PH               | : SCHOOL OF PUBLIC HEALTH   |  |
| PY               | : SCHOOL OF PHARMACY  |  |
| SS               | : SUMMER SCHOOL   |  |
| SW               | : SCHOOL OF SOCIAL WORK   |  |
| /_ <b>-</b>      |   |  |
|                  | hool codes are assigned to students enrolled in special types of    |  |
| programs)        |   |  |
| II               | : INTERINSTITUTIONAL  |  |
| VS               | : VISITORS  |  |
| (These so        | hool codes are not associated with students but with special course |  |
| reporting needs) |   |  |
| GR               | : *GRADUATE SCHOOL  |  |
| RR               | : OFFICE OF THE UNIVERSITY REGISTRAR                                |  |
| UG               | : UNDERGRADUATE   |  |
|                  |   |  |

**Career Codes** : GRADUATE MASTERS OF ACCOUNTING GΑ GB : GRADUATE MASTERS OF BUSINESS ADMINSTRATION GR : GRADUATE PD : PROFESSIONAL DENTISTRY PL: PROFESSIONAL LAW РM : PROFESSIONAL MEDICINE : PROFESSIONAL PHARMACY ΡP : PROFESSIONAL CERTIFICATE PR Ρ1 : PROFESSIONAL OTHER DN Р2 : PROFESSIONAL OTHER LW PЗ : PROFESSIONAL OTHER MD UG : UNDERGRADUATE (These career codes are not assigned to students but used to sort courses and programs) G\* : GRADUATE LEVEL GΧ : GRADUATE NON-PROGRAM Ν : NO CAREER CREDIT P\* : PROFESSIONAL LEVEL U\* : UNDERGRADUATE LEVEL

#### Undergraduate classifications

| FR    |       | FIRST YEAR (UG)                                      |
|-------|-------|--|
| SO    | :     | SOPHOMORE  |
|       |       | JUNIOR   |
| SR    |       | SENIOR   |
| FYR   | :     | FIFTH-YEAR (UG)                                      |
| SPU   | :     | SPECIAL UNDERGRADUATE                                |
| MED   | :     | MEDICAL EDUC. DEVELOPMENT                            |
|       |       |  |
|       |       | ofessional classifications:                          |
| GD    | :     | GRADUATE DOCTORATE                                   |
| GM    |       | GRADUATE MASTERS                                     |
| GMD   | :     | GRADUATE MASTERS THEN DOCTORATE                      |
| GPB   | :     | GRADUATE POST BACCALAUREATE                          |
| GPD   | :     | GRADUATE POST DOCTORATE                              |
| GPM   | :     | GRADUATE POST MASTERS                                |
| SPG   | :     | SPECIAL GRADUATE                                     |
| 1ST   | :     | FIRST YEAR PROFESSIONAL (also used for MBA program)  |
| 2ND   | :     | SECOND YEAR PROFESSIONAL (also used for MBA program) |
| 3rd   | :     | THIRD YEAR PROFESSIONAL                              |
| 4TH   | :     | FOURTH YEAR PROFESSIONAL                             |
| PC    | :     | PROFESSIONAL CERTIFICATE                             |
| PF    | :     | PROFESSIONAL FELLOW                                  |
| PR    | :     | PROFESSIONAL RESIDENT                                |
| SPP   | :     | SPECIAL PROFESSIONAL                                 |
|       |       |  |
| Mixed | level | classifications:                                     |
| II    | :     | INTER-INSTITUTIONAL                                  |
| IS    | :     | INDEPENDENT STUDY                                    |
| SDS   | :     | SPECIAL, DEGREE SEEKING                              |
| YAP   | :     | YEAR ABROAD  |
| FX    | :     | FOREIGN EXCHANGE                                     |
| L     |       |  |

#### **Course Numbering Model**

9/17/2003 Revised

| Course Level | Description                                |  |
|--------------|--|--|
| 000 - 099    | Reserved for Special Use. See notes below. |  |
| 100 - 199    | Undergraduate Introductory                 |  |
| 200 - 399    | Undergraduate Intermediate                 |  |
| 400 - 699    | Advanced undergraduate/graduate            |  |
| 700 - 899    | Graduate                                   |  |
| 900 - 999    | Graduate Research and Special Courses      |  |

Notes about number ranges: 000-099 000 to 009 reserved for special use by University Registrar. 050 to 089 reserved for first year seminars. 090-099 reserved for special use, 091 for Language House. 100-399 Similar to old range 1-99. 100-199 reserved for introductory courses, basic skills courses, foundation courses. Undergraduate courses should be progressively numbered from 100 to 399 as appropriate for the department. Similar to the old 100-199 range. 400-699 The advanced undergraduate/graduate level courses should be assigned this range. 700-899 Similar to the old system 200-399 range for graduate level only courses. 900-999 range is reserved for research courses, for courses with interdisciplinary scope, or any other special courses as identified by the Graduate School. Professional doctorate programs in Law, Medicine, and Dentistry can use 100, 200, 300, 400, 500 to designate their levels. Pharmacy will need to review its numbering of its lower level courses in the PharmD program.

#### **Reserved and Assigned Course Numbers**

4/20/2004 Revised by Implementation Committee

| Course Numbers                               | Course Type                           | Special Notes                                    |
|--|---------------------------------------|--|
| 000-009                                      |                                       | Reserved for the University Registrar            |
| 050 to 089 range                             | First Year Seminars                   | Allows multiple topics within a discipline or    |
|  |                                       | department. Departments should start with        |
|  |                                       | 050 and number in sequence.                      |
| 091  | Academic Credit for Language House    | (i.e. FREN091) variable credit, 0-3 hours,       |
|  |                                       | not repeatable The 091 course number is          |
|  |                                       | reserved for use to designate the Language       |
|  |                                       | House courses and to award academic credit       |
|  |                                       | where approved.                                  |
| 100 - 189                                    | Introductory courses, basic skills or | New General Education requirements require       |
| 101 for the introductory course for the unit | Foundations courses; Approaches       | identification of these courses. Connections     |
| 2  | courses (which also can be listed in  | courses should not be foundations courses.       |
|  | the range from 200-400, but usually   | The non-introductory courses that meet the       |
|  | will be in the 100s or 200s)          | Distributive Option of the Supplemental          |
|  |                                       | General Education requirement must be            |
|  |                                       | numbered 200 or above.                           |
| 190, 290, 390                                | Special Topics Courses                | These numbers reserved for the special           |
|  | Undergraduate                         | topics courses that have variable topics each    |
|  |                                       | semester.  |
| 490, 590, 690                                | Special Topics Courses                | These numbers reserved for the special           |
| 190, 390, 090                                | Undergraduate & Graduate              | topics courses that have variable topics each    |
|  | Shudighudulle & Shudulle              | semester   |
| Suffixes: Any course number with a H, I,     | Honors courses (including             | We ask that you reduce the use of suffixes as    |
| or L suffix                                  | departmental honors first year honors | much as possible. The Implementation             |
| of L suffix                                  | courses), Interdisciplinary courses,  | Committee has reserved three letters for use     |
|  | and Laboratory courses                | as suffixes: H, I, and L. Use the H suffix       |
|  | and Laboratory courses                | with any departmental honors course. Any         |
|  |                                       | 100 level course with an H suffix is             |
|  |                                       | considered a first year honors course.           |
| 691H, 692H, 693H, 694H                       | Senior Honors Thesis Courses          | Use the second title option for different titles |
| 09111, 09211, 09511, 09411                   | Senior Honors Thesis Courses          | within different sections of the same course:    |
| 195, 295, 395                                | Research Courses                      | within different sections of the same course.    |
| 175, 275, 575                                | Undergraduate                         |  |
| 196, 296, 396                                | Independent Reading or Study          |  |
| 190, 290, 390                                | Undergraduate                         |  |
| 406 506 606                                  |                                       |  |
| 496, 596, 696                                | Independent Reading or Study          |  |
|  | Undergraduate & Graduate              |  |
| 697, 698                                     | Capstone Courses                      | Previously numbered 094 for the senior           |
|  |                                       | capstone courses. For more course numbers        |
|  |                                       | use second title option within different         |
| 100 200 200 400 500 500                      |                                       | sections of the same course.                     |
| 199, 299, 399, 499, 599, 699                 | Experimental Undergraduate/Graduate   | These numbers reserved for courses set up to     |
| 101.102                                      |                                       | be tried one time as experimental courses.       |
| 101,102 – Beginning level                    | Foreign Language Courses              | 601, 602, 603, 604 should be used for            |
| 203, 204 – Intermediate level                | Beginning and Intermediate            | courses for graduate students required to        |
| 111, 212 – Intensive/Accelerated level       |                                       | improve their foreign language proficiency.      |
| 401, 402, 403, 404 – Courses offered to      |                                       |  |
| both Undergraduates and Graduates            |                                       | Language departments do not use 201, 202         |
| 601, 602, 603, 604 Graduate foreign          |                                       |  |
| language requirement                         |                                       |  |
| General Education Course Requirements        | Foundations, Approaches, and          | A system of two-letter identifiers has been      |
| Identifiers                                  | Connections General Education         | established to designate courses that meet the   |
|  | requirements                          | Foundations, Approaches, and Connections         |
|  |                                       |  |

|  |  | be added by the Office of Undergraduate<br>Curricula and not by Schools, Departments,<br>and Curricula.                         |
|--|--|---|
| 799  | Experimental Graduate                          |   |
| 890-899  | Special topics Graduate                        |   |
| 900-991  | Research Graduate                              |   |
| 992 or 993   | Research Masters Thesis                        |   |
| 994  | Research Doctoral Dissertation                 |   |
| Note on cross-listed or interdisciplinary course numbers | Cross-listed and<br>Inter-disciplinary courses | Departments should use the same number for<br>their cross-listed courses. More numbers are<br>now available to facilitate this. |
| 995, 996, 997, 998, 999                                  | Registrar Special Use numbers                  |   |

#### Standard Section Numbering System

|  | Section No.                                 | Type of Course   |  |
|--|---|--|--|
|  | 001 – 299                                   | Lecture courses: On-campus classroom   |  |
|  | 01S – 09S Study Abroad Faculty-Led Sections |  |  |
|  | 01W - 09W                                   | Lecture courses: On-campus web delivery courses<br>Established by departments, with minimal or no classroom attendance,<br>intended primarily for on-campus degree-seeking students,<br>use a "W" suffix in the section number (i.e. BUSI018 01W)  |  |
|  | 300 - 399                                   | Lecture courses: Summer Bridge Program Math, Engl, SPCL  |  |
|  | 400 - 599                                   | Laboratory sections  |  |
|  | 600 - 850                                   | Recitation sections  |  |
|  | 851 – 899                                   | Correspondence<br>(Independent Study by Extension, Friday Center)  |  |
|  | 900 – 950                                   | Inter-Institutional Courses<br>(Office of the University Registrar)  |  |
|  | 951 – 955                                   | Continuing Studies<br>(Evening sections, Friday Center)  |  |
| To be<br>used by<br>ED,<br>MBA,<br>and<br>Social<br>Work.<br>Used for<br>courses<br>not set<br>up<br>by<br>Friday<br>Center. | 956 – 974                                   | Departmental Distance Learning:<br>Principal Method of Delivery Codes (screen 137, SIS)<br>01 Face-to-face instruction, includes internships, clerkships, fieldwork,<br>02 Televised on NCREN,<br>03 VHS, CD, DVD Distribution,<br>05 Web delivery asynchronous,<br>06 Web delivery synchronous  |  |
| D D<br>I I<br>V S<br>T<br>O A<br>F N<br>C  | 975 – 989                                   | <ul> <li>Friday Center Distance Learning:</li> <li>Principal Method of Delivery Codes (screen 137, SIS)</li> <li>01 Face-to-face instruction, includes internships, clerkships, fieldwork,</li> <li>02 Televised on NCREN,</li> <li>03 VHS, CD, DVD Distribution,</li> <li>05 Web delivery asynchronous,</li> <li>06 Web delivery synchronous</li> </ul> |  |
| C E<br>O N E<br>D E<br>D   | 990 - 994                                   | Friday Center Distance Learning:<br>Carolina Courses Online<br>990 Regular term (for UNC campus students)<br>991 - 994 Off-Campus Studies students   |  |
|  | 995 - 996                                   | Reserved for future use  |  |
|  | 997   | Summer Study Abroad  |  |
|  | 998   | By Exam  |  |
|  | 999   | Placement  |  |

#### **General Education Course Requirement Codes**

The listing of the two-letter General Education requirement identifiers follows below:

| FOUNDATIONS COURSES                        |    |
|--|----|
| English Composition and Rhetoric           | CR |
| Foreign Language                           | FL |
| Quantitative Reasoning                     | QR |
| Lifetime Fitness                           | LF |
| APPROACHES COURSES                         |    |
| Physical & Life Sciences                   | PL |
| *Physical & Life Sciences with lab         | PX |
| Social & Behavioral Sciences (non-history) | SS |
| Historical                                 | HS |
| Philosophical and Moral Reasoning          | PH |
| Literary Arts                              | LA |
| Visual and Performing Arts                 | VP |
| CONNECTIONS COURSES                        |    |
| Foundations Across the Curriculum          |    |
| Communications Intensive                   | CI |
| Language Enhancement                       | FI |
| Quantitative Intensive                     | QI |
| Local, National, and Global Connections    |    |
| Experiential Education                     | EE |
| U.S. Diversity                             | US |
| North Atlantic World                       | NA |
| Beyond the North Atlantic World            | BN |
| The World before 1750                      | WB |
| Global Issues                              | GL |
|  |    |

#### **Distance Education Course Set up Reminders**

#### Section Numbers

Distance education course section numbers are divided into two ranges:

#### 956 – 974 – *Courses administered independently by department (i.e. BUSI220C<u>956</u>) 975 – 994 – Courses administered through the Friday Center (i.e. HIST021 <u>990</u>)*

|  |   | Section Number                     | ers  |
|--|---|------------------------------------|--|
| <b>Principal Method of</b><br><b>Delivery Code</b><br>(Entered on Screen 137,<br>CE/Reporting Schedule Data) | Definition  | Departmental<br>ly<br>Administered | Friday Center<br>Administered                  |
| 01 Face to Face  | Face-to-face instruction (real time<br>and real people with instructor in the<br>same room as the students).<br>Includes internships, clerkships,<br>fieldwork.                                 | 956-974                            | 975-989<br>Carolina<br>Courses Online<br>(CCO) |
| 02 NCREN   | Interactive real-time video<br>(NCREN/NC Information<br>Superhighway, i.e. Some members of<br>the class at a remote studio with<br>monitors used to convey two way<br>audio and video signals). |                                    | 990 UNC<br>students<br>991-994 off<br>campus   |
| 03 TV, VHS, CD, DVD  | Television, videocassette, CD, DVD<br>etc (non-Web-based instructional<br>materials distributed to the student at<br>a remote site).  |                                    |  |
| 05 Web-based<br>asynchronous   | Internet or Web-based asynchronous<br>(instructional <u>materials</u> made<br>available on the Internet and<br>available 24 hours a day every day<br>not time-dependent slots).                 |                                    |  |
| 06 Web-based<br>synchronous  | Internet or Web-based synchronous<br>(instruction made available on the<br>Web or internet in time-dependent<br>slots).   |                                    |  |

(Note: A special section number of 01W is used for web courses offered as part of on-campus instruction targeting campus students)

#### **Course Delivery Site (county, state, campus)**

When setting up a course with the Office of the University Registrar and/or the Friday Center, indicate the following on the request:

<u>County</u> - report a county if the student receives the instruction in North Carolina. <u>State</u> - report the state where instruction is received, including NC (leave county blank if not NC) <u>Country</u> - Report XX in the state code if the site is outside the U.S. (leave county blank). <u>City</u> - If more than half of the instruction for a course is delivered on the Chapel Hill campus, enter the county code for Orange County (867), NC for state, and enter UNC in the City field.

NOTE: If a course is delivered in multiple locations such as a web or internship course, then the course site should be left blank. The student's location will be used to determine the site.

Face to face extension sections <u>must</u> have a site or explain why they don't have a site. The assumption is that instruction is being delivered in a face to face off-campus