

SIRIS Data Dictionary

Course Data Submission Elements

<i>Element ID/Name/Format/Description</i>		<i>Description:</i> Describes Batch Submission Context.
HH010	Submission Form	N(3,0)
<i>Codes - ID/Name/Description</i>		
001	Course	Indicates Course Submission Data Elements.
002	Term/Section	Indicates Term/Section Submission Data Elements.
003	Student	Indicates Student Submission Data Elements.
<i>Business Rules – Error Level/Description</i>		
Fatal		Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>		<i>Description:</i> Describes the submission is full replacement or an update.
HH020	Batch Action Code	N(3,0)
<i>Codes - ID/Name/Description</i>		
001	Update	Will update records, It will not remove any records. Should be used to modify records in the current submission.
002	Full Submission Replace	Will replace all records in the current submission. Any previous records not in this batch will be removed. Should be sent as first batch in every submission. Will not remove any records from the catalog of courses. If you find it convenient to send all your courses, those that were unchanged will be ignored.
003	Full Catalog Replace	Use for course submission only. Should very, very rarely be used. A full catalog replace will purge all courses from your existing catalog not included in this submission. Check with System Admin before sending.
004	Full Submission and Catalog Replace	Use for course submission only. Should very rarely be used A full submission and catalog replace will purge all courses from your existing catalog not included in this submission and this batch. Check with System Admin before sending.
<i>Business Rules – Error Level/Description</i>		
Fatal		Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>		<i>Description:</i> Identifies the header record
HH030	Header Indicator	C(1)
<i>Codes - ID/Name/Description</i>		
X	Contact	Contact for the batch
S	SUNY Campus	SUNY Campus Code
<i>Business Rules – Error Level/Description</i>		
Fatal		Invalid value
Fatal		There must be at least one contact.
Fatal		Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>		<i>Description:</i> Indicate if the contact is the primary contact. One contact per batch must be set to primary.
HC010	Primary Contact Indicator	B(1)
<i>Codes - ID/Name/Description</i>		
1	Yes	The contact record is the primary contact.
0	No	A non-primary contact record.
<i>Business Rules – Error Level/Description</i>		
Warning		There can only be 1 primary contact
Fatal		Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>		<i>Description:</i> Name of Contact
HC020	Primary Contact Name	C(50)
<i>Business Rules – Error Level/Description</i>		

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Fatal		Minimum length must be greater than 5
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<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Title of the Contact Person
HC030	Title	C(50)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Email address of the primary contact person/group
HC040	Email Address	C(100)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> UserID of the contact
HC050	UserID	C(25)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Unique identifier assigned to a SUNY campus (see Appendix A-1).
CH010	SUNY Campus Identifier	N(5,0)	

<i>Business Rules – Error Level/Description</i>		
Fatal		Must be a valid code from the campus code list in appendix A-1. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Codes to add, update or delete data records. The Course Action Code must be associated with the appropriate code from the Course Segment Indicator (CD010).
CD010	Course Action Code	C(1)	

<i>Codes – ID/Name/Description</i>		
A	Add	Add a full course record or a subset of course elements which allows multiple entries.
D	Delete	Delete an existing course record.
U	Update	Update elements of a full course record or a subset of course elements.

<i>Business Rules – Error Level/Description</i>		
Fatal		Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Course Segment Indicator specifies elements in conjunction with Course Action Code (CD 010), allowing a full record or a subset of course elements to be changed.
CD010	Course Segment Indicator	N(3,0)	

<i>Codes – ID/Name/Description</i>		
1	Course	Full course record.
2	Equivalent Course	Cross listed course: Equivalent courses may have two Course Catalog IDs, but have the same curriculum. (E.g. Philosophy Logic 102 is equivalent to Mathematical Logic 10.)
3	Course Description	Course description to go along with the given course.

<i>Business Rules – Error Level/Description</i>		
Fatal		Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The date when a change of the course record is effective. The start and end dates for a changed course will be derived from the Action Effective Date.
CD030	Action Effective Date	MMDDYYYY	

<i>Business Rules – Error Level/Description</i>		
Fatal		Effective Date cannot be empty.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> A unique identifier assigned by a campus to identify the course and register course credits on the student record. Typically campuses use an alpha designator followed by a number, e.g., ENG 101; others use a discrete number, e.g., 02586, and in some instances course ID may be all alpha
CD040	Campus Course ID	C(15)	

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			characters. Campuses may use any method; however, the method utilized must identify a course uniquely and should be consistently applied.
Business Rules – Error Level/Description			
Warning		Before November 1, 2013, either Discipline (CC120) and Course Number (CC130) must be submitted or Campus Course ID must be parseable into Discipline and Course Number.* On November 1, 2013, when Discipline and Course Number are required elements, this rule will expire.	
Fatal		If Discipline (CC120), Course Number (CC130) and Campus Course ID are all submitted and if Campus Course ID is parseable into Discipline and Course Number,* the provided Discipline (CC120) and Course Number (CC130) must be found within Campus Course ID.	

Element ID/Name/Format/Description			Description: A unique identifier assigned by System Administration when a new course record is added to the database. Campuses are not required to use this identifier.
CD050	SUNY Course ID	N(10,0)	
Business Rules – Error Level/Description			
Fatal		Must be a unique number. Leave blank when adding a new course.	
Fatal		If supplied, SUNY Course ID must be found on the System Administrator’s master course inventory.	

Element ID/Name/Format/Description			Description: The campus assigned title description of the course.
CC010	Course Title	C(60)	
Business Rules – Error Level/Description			
Fatal		Must not be the same as the Campus Course ID. <i>Cannot be null.</i>	

Element ID/Name/Format/Description			Description: The campus assigned expanded title description of the course.
CC020	Long Course Title	C(100)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			Description: Used to identify courses by the institution which offers and teaches them. Default is 1.
CC025	Special Course Indicator	N(3,0)	
1	Default	This course is offered by and taught by faculty of the reporting institution.	
2	Accessory Instruction Course	This course is offered by and taught by an affiliated private institution as an accessory instruction for reporting institution.	
3	Intra-SUNY	This course is offered by and taught by another SUNY campus.	
4	Non-SUNY Course	Course offered by and taught by a non-SUNY institution other than an accessory institution.	
Business Rules – Error Level/Description			
Warning		Warning if (2) and SUNY Campus Identifier (CH010) is other than Environmental Science and Forestry, Alfred Ceramics, or Cornell.	

Element ID/Name/Format/Description			Description: Course Level identifies the instructional level of a course based on the level of student at which the course is primarily directed.
CC030	Course Level	N(3,0)	

Codes – ID/Name/Description			
1	Remedial/Developmental	<p>Note: Remedial and Developmental courses should be reported separately using codes (7) Remedial–Continuing Ed, (8) Remedial–Non-Continuing Ed or (9) Developmental. This code will no longer to be used after October 1, 2014.</p> <p>Remedial/Developmental courses bestow no academic credit, but equivalent credits are imputed to generate state funding support. Community colleges must have received approval for courses as Remedial/Developmental.</p>	

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		Remedial/Developmental identifies a non-credit course which meets the SUNY guidelines for Remedial Instruction; i.e., instruction concerned with diagnosing, correcting or improving such basic skills as oral and written communications, reading, analytical concepts and general study habits and patterns, basic workforce skills, to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an educational or vocational objective effectively.
2	Lower Division	Lower Division identifies a course primarily directed at undergraduate freshman and sophomore (lower division) students. In general, the majority of students in this course should be freshmen and sophomores.
3	Upper Division	Upper Division identifies a course primarily directed at undergraduate junior and senior (upper division) students. In general, the majority of students in this course should be juniors and seniors.
4	Graduate	Graduate identifies a course primarily directed at graduate students. In general, the majority of students in the course should be in a graduate program.
5	Continuing Education	Continuing Education identifies a non-credit course which is not approved for state support.
6	EOC	EOC identifies a non-credit course that is taught at an Educational Opportunity Center.
7	Remedial – Continuing Ed	This type of course contains material exclusively at the pre-college level that is not creditable toward a degree and is intended to help prepare a student to be successful with college-level material. It is designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. This course is offered through the college's Office of Continuing Education and must have received formal approval from System Administration. The course contributes toward (AA)FTE in the form of equivalent credit hours and is hence state-aidable.
8	Remedial – Non-Continuing Ed	This type of course contains material exclusively at the pre-college level that is not creditable toward a degree and is intended to help prepare a student to be successful with college-level material. It is designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. This course is not offered through the college's Office of Continuing Education, does not require approval from System Administration, and is approved through the college's standard academic course approval process. The course contributes toward (AA)FTE in the form of equivalent credit hours and is hence state-aidable.
9	Developmental	A developmental course combines pre-college and college level material and results in some credit awarded toward a degree. It is designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. At the beginning of the course, the content is at the pre-college level, but by the end of the course, the content is at the college level. The portion of the course at the pre-college level generates equivalent credit hours, and the portion at the college level generates actual degree-satisfying credit hours.
<i>Business Rules – Error Level/Description</i>		
Fatal	Must be a valid code. <i>Cannot be null.</i>	
Warning	Courses can no longer be reported as (1) Remedial/Developmental after October 1, 2014. These courses must be reported as (7) Remedial–Continuing Ed, (8) Remedial–Non-Continuing Ed or (9) Developmental.	
Fatal	Only campuses with undergraduate degree programs can have undergraduate level courses (Lower Division & Upper Division).	
Fatal	Only campuses with graduate degree programs can provide graduate level courses.	
Fatal	For community colleges, except Fashion Institute of Technology, valid Course Levels are (2) Lower Division, (5) Continuing Education, (7) Remedial – Continuing Ed, (8) Remedial–Non-Continuing Ed or (9) Developmental.	

<i>Element ID/Name/Format/Description</i>	<i>Description:</i> The expanded CIP (Classification of Instructional
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CC040	Course Content	C(6)	Programs) code describes the area of knowledge of the course and is not directly related to the department teaching the course, the degree program that requires the course, or the background of the students enrolled in the course. System Administration will provide an expanded code list for courses that cannot be classified with CIP codes.
<i>Business Rules – Error Level/Description</i>			
Fatal			If provided, must be a valid CIP code (see Appendix B).
Fatal			If Course Level (CC030) is Lower Division (2), Upper Division (3), Graduate (4), Continuing Education (5) or EOC (6), code must be a valid CIP in Appendix B, not beginning with the 2-digit series 87.
Fatal			If Course Level (CC030) is Remedial/ Developmental (1) the code must be a valid entry in the extended CIP in Appendix B, beginning with the 2-digit series 87.
Warning			After November 1, 2013, CIP 2000 codes will not be accepted; only CIP 2010 codes will be allowed. See the CIP 2010 crosswalk at http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?v=55

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Credit/Non-Credit described the credit status of a course.
CC050	Credit Bearing	B(1)	
<i>Codes – ID/Name/Description</i>			
1	Credit		Those courses which can be used to meet the requirements of a degree, diploma or certificate granted by your institution.
0	Non-Credit		Those courses for which regular college credit is not awarded and cannot be used to meet the requirements of a degree, diploma or certificate granted by your institution.
<i>Business Rules – Error Level/Description</i>			
Fatal			If Course Level (CC030) is Continuing Education (5), EOC (6), Remedial/ Developmental (1), Remedial - Continuing Ed (7) or Remedial - Non Continuing Ed (8), it must be a non-credit course.
Fatal			Must be a valid code. <i>Cannot be null.</i>

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The minimum credit hour value. If this course is not a variable-credit course, report here the fixed credit hours. For state supported non-credit courses, equivalent credit hours must be reported.
CC060	Credit Minimum	N(4,2)	
<i>Business Rules – Error Level/Description</i>			
Fatal			Credit Minimum must be less than or equal to Credit Maximum
Fatal			If Credit Bearing (CC050) is Credit (1) Credit Minimum is required.
Fatal			Cannot be null.
Warning			Warning if credit hours exceed 12.0.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The maximum credit hour value. If the course is not a variable credit course, the Credit Maximum should be equal to the Credit Minimum.
CC070	Credit Maximum	N(4,2)	
<i>Business Rules – Error Level/Description</i>			
Fatal			Credit Maximum must be greater than or equal to Credit Minimum.
Fatal			If Credit Bearing (CC050) is Credit (1) Credit Maximum is required.
Fatal			Cannot be null.
Warning			Warning if credit hours exceed 15.0.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The Teacher Certification Indicator indicates the course is a "methods" course, "pre-practicum" course, student teaching course, or other required teacher certification course.
CC080	Teacher Certification Indicator	N(3,0)	
<i>Codes - ID/Name/Description</i>			

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1	Approved Teacher Preparation	Course is offered as part of an Approved Teacher Preparation Program. The course prepares students to get an Initial or Professional Certificate.
2	Alternative Teacher Certification	Course is offered as part of an Alternative Teacher Preparation Program (offered by institutions in partnership with local school districts.) The course prepares students to get a Transitional B certificate.
3	Other Teacher's Certification	Teacher certification course that is not covered by 1 or 2.
4	Non Teacher Certification	All other courses that are not part of a teacher preparation program.
Business Rules – Error Level/Description		
Fatal		If teacher certification course indicator is 1, 2, or 3, the course CIP code must be in the 13 series.
Fatal		Must be a valid code. <i>Cannot be null.</i>

Element ID/Name/Format/Description		Description: The General Education Indicator identifies whether the course is an approved SUNY general education course. Effective Spring 2015, this indicator will no longer be used to identify SUNY approved general education courses. Therefore, it is no longer required. Official information will be obtained from the database of SUNY approved General Education Courses. Deprecated
CC090	General Education Indicator	B(1)
Codes - ID/Name/Description		
1	Yes	Approved SUNY general education course.
0	No	Not an approved SUNY general education course.

Element ID/Name/Format/Description		Description: A unique identifier assigned by the campus to a course that will replace the existing Campus Course ID in-course (CD040). This field is intended to be used when a course record requires no substantive changes other than the Campus Course ID.
CC100	New Campus Course ID	C(15)
Business Rules – Error Level/Description		
Fatal		New Campus Course ID must be a unique identifier within a campus.
Fatal		New Campus Course ID must be different from Campus Course ID (CD040).
Fatal		If Discipline (CC120), Course Number (CC130) and New Campus Course ID are all submitted and if New Campus Course ID is parsable into Discipline and Course Number,* the provided Discipline (CC120) and Course Number (CC130) must be found within New Campus Course ID.

*Parsing algorithm for Campus Course ID and New Campus Course ID:

1. n alphabetic characters followed by 1 non-alphabetic character = Discipline
2. non-alphabetic character is dropped if it is not a digit
3. following n digits or digits plus alphabetic characters = Course Number

Element ID/Name/Format/Description		Description: The campus course description.
CC110	Course Description	C(4000)
Business Rules – Error Level/Description		
Fatal		Max length is 4000

Element ID/Name/Format/Description		Description: The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier (see http://www.pesc.org , College Transcript, Course Subject Abbreviation). Usually the prefix of the Campus Course Id (CD 040). May also contain numeric and/or punctuation characters.
CC120	Discipline	C(10)

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<i>Business Rules – Error Level/Description</i>		
Fatal		Max length is 10
Fatal		If Discipline is supplied, Course Number (CC130) is required.
Warning		Required beginning November 1, 2013. Cannot be null.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course (see http://www.pesc.org , College Transcript, CourseNumber). Usually the suffix of the Campus Course Id (CD 040). May also contain alphabetic and/or punctuation characters.
CC130	Course Number	C(10)	

<i>Business Rules – Error Level/Description</i>		
Fatal		Max length is 10
Fatal		There is a duplicate combination of Discipline (CC120) and Course Number with a different Campus Course ID (CD040) in this submission.
Fatal		There is a duplicate combination of Discipline (CC120) and Course Number with a different previously submitted Campus Course ID (CD040).
Fatal		If Course Number is supplied, Discipline (CC120) is required.
Warning		Required beginning November 1, 2013. Cannot be null.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The unique campus course identifier equivalent to the Campus Course ID (CD 040).
CE010	Equivalent Campus Course ID	C(15)	

<i>Business Rules – Error Level/Description</i>		
Fatal		Required when Course Segment Indicator (CD020) is Equivalency (2).
Fatal		The course record must already exist.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The corresponding SUNY course identifier Equivalent to the Campus Course ID (CD 050).
CE020	Equivalent SUNY Course ID	N(10,0)	

<i>Business Rules – Error Level/Description</i>		
Fatal		If supplied, the Equivalent SUNY Course ID must match an ID on the System Administration's master course inventory.

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The prefix portion of the Equivalent Campus Course ID (CE 010)
CE030	Equivalent Discipline	C(10)	

<i>Business Rules – Error Level/Description</i>		
Fatal		Max length is 10

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The suffix portion of the Equivalent Campus Course ID (CE 010)
CE040	Course Equivalent Number	C(10)	

<i>Business Rules – Error Level/Description</i>		
Fatal		Max length is 10