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## INTRODUCTION

The Transfer Information System (TIS) Course Data Base was built and is maintained via periodic file submissions. The submissions contain information about all undergraduate courses available to be offered at each institution. A standard reporting format has been designed that may require a "crosswalk" of certain data elements in a manner similar to the Central Data Request (CDR), which is currently submitted to UW System Administration. Other sections of this document contain a detailed description of the "population" of courses, record formats, data definitions, and the submission schedule.

## PURPOSE

TIS provides course equivalency information to students and staff. Since course equivalencies are based on course information, a data base of up-to-date and accurate course information from participating institutions is an integral component of TIS. The submission includes information needed for the initial phase of the project. Additional course information such as prerequisites and descriptions may be collected as part of later phases of the project.

The TIS Course Data Base includes all undergraduate courses offered at University of Wisconsin System (UWS) institutions. In the initial phases of TIS, only transfer equivalencies for lower level (freshman/sophomore) courses are required. Institutions have the option of also including equivalencies for upper level courses.

The TIS Course Data Base also includes transferable courses offered at Wisconsin Technical College System (WTCS) districts. In the initial phase of TIS, only WTCS liberal arts (college parallel) courses were included. WTCS associate degree courses were added to the TIS Course Data Base to support their transfer equivalencies. This document focuses on UWS course data but some WTCS data elements and values also have been included.

## DEFINITION OF THE POPULATION

The population includes all "active" and "inactive" undergraduate courses (or WTCS liberal arts (college parallel) and associate degree courses) available to be offered at each institution as of the fall term, 1989. It also includes any courses that were approved after fall, 1989. Any course, which was reported as "active" or "inactive" in the fall 1989 submission (or any subsequent submission), should continue to be reported unless it was "discontinued" and reported as a "discontinued" course. An active course is a course that has been offered within the last four years and is available to be offered in the future. Active courses commonly appear in the institution's catalog or bulletin. An active course also may be a new course that is planned to be offered in the near future though it was not offered in the last four years.

An inactive course is a course that has not been offered within the last four years but is available to be offered in the future. Inactive courses are often omitted from the institution's catalog or bulletin. An inactive course also may be a course that is planned not to be offered in the near future though it was offered in the last four years.

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A discontinued course is defined as a course that is no longer available to be offered. Discontinued courses generally do not appear in the institution's catalog or bulletin.

#### CHARACTERISTICS OF THE RECORDS

There may be up to three types of records included with this submission. (Refer to the Data Element Definitions Section for further information.)

1. The HEADER RECORD contains the institution and submission identifiers, submission due date, and the total number of course records included on the file. The first record on the file should be the HEADER RECORD.
2. The DATA RECORD contains the actual course information requested. One DATA RECORD should be on the file for each unique course. Refer to the Data Base Keys Section for the TIS definition of a unique course.
3. The DELETION RECORD contains the identifier (key) of a course that should be removed from the TIS Course Data Base. One DELETION RECORD should be on the file for each course that is to be deleted. Refer to the Data Base Keys Section for the TIS definition of a unique course.

#### DATA SUBMISSIONS

TIS course submissions contain basic information about all undergraduate courses available to be offered as of fall, 1989. The information in the initial submission (Fall 1989) was used to establish the TIS Course Data Base - an integral component of the TIS course equivalency phase. TIS course submissions have followed a constant pattern since 1989, reporting the courses as they are defined within the current curriculum and maintaining the TIS Course Data Base. The requirements have remained the same since the fall 1990 submission, when minor changes were made to handle course deletions. In 2000, changes were made to handle four-digit course numbers at UW-Platteville.

The submissions are periodic, usually, once each term. They include information about all UWS undergraduate courses (or WTCS liberal arts and associate degree courses) available to be offered at that point in time. More frequent submissions are possible. Institutions also can update the information using the TIS On-line Maintenance System.

Originally, TIS batch data was transmitted using magnetic tape. The Internet file transmission mode replaced the tape submissions in 1995.

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#### SUBMISSIONS VIA INTERNET

The following information is needed to submit information to the TIS UNIX computer via the Internet. Note: Lower case characters should be used.

Destination site: tis.uwsa.edu

Login ID: \*tisftp

- \* =Unit code for submitting institution (See TIS Institution Table in TIS Maintenance Manual for listing.) For example, the Login ID for UW-River Falls is jtisftp.

Password: (See note below)

Note: Each institution has been assigned a unique password associated with the login ID. To protect your institution's data, it is important to keep your password confidential.

Destination file name: tisXXXXX.YYYT\* or  
tisXXXXX.YYYT\*.SSS

XXXXX = 'cours' for Course file  
'equiv' for Equivalency file

\* =Unit code for submitting institution

YYY = Academic year of submission (e.g. 089 for fall and spring 2008-2009 submissions; 089 for summer 2009 submissions)

T = Term of submission  
( '1' = Fall, '2' = Spring, '3' = 'Summer' )

SSS = Optional three-digit sequence number used when submitting multiple files for the same year-term. If the sequence number is not used, files with the same name will be overlaid.

Examples:

tiscours.0891j for the Fall 2008 UW-River Falls TIS Course file.

tisequiv.0892j for the Spring 2009 UW-River Falls TIS Equivalency file.

tisequiv.0893j.001 and tisequiv.0893j.002 for multiple Summer 2009 UW-River Falls TIS Equivalency files.

Transfer the file using the PUT command:

Format: PUT (Source file name) (Destination file name)

Example: PUT (Source file name) tisequiv.0891j

After the file has been transferred, the dir (directory) command may be used to check that your file was received. The file will remain in the FTP directory until the following day.

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Contact the TIS Project Coordinator at (608) 262-6718 with any general questions about the submission process.

Contact UW System Administration Help Desk at (608) 262-7653 for technical problems related to a TIS submission file.

#### DATA BASE KEYS

The TIS Course Data Base key is a combination of the following data elements: INSTITUTION ID, CURRICULAR AREA CODE, COURSE NUMBER, COURSE SUFFIX, BEGIN YEAR and BEGIN TERM. There should be only one record of any type for each unique course, i.e. for each unique combination of the key elements. Records with duplicate keys will be reported as errors and will not be updated on the TIS data base.

TIS uses BEGIN YEAR/TERM and END YEAR/TERM to delineate a time period during which a course was offered with a given set of characteristics. Courses, for which one or more TIS data elements have changed since the fall of 1989, will have multiple records on the Course Data Base. Only the updated version of the course needs to be reported on the course file.

#### COURSE UPDATES

Each DATA RECORD in an institution's TIS course submission will be compared to the previous record with the same "Course ID" on the Course Data Base. "Course ID" is defined as the combination of the CURRICULAR AREA CODE, COURSE NUMBER and COURSE SUFFIX associated with a given course at a given institution. Based on this comparison, course updates will be placed in the following categories.

1. Course Addition

This is a new course - one that has not been previously reported to TIS. Typically, it will have a Course ID that has never been reported. It also could have a Course ID that was associated with a discontinued course. The BEGIN YEAR/TERM will designate the first year-term that the new course is available to be offered. (See Example 1 below.)

2. Discontinued Course

This course was previously been reported to TIS but will no longer be offered. The COURSE STATUS will be "discontinued" and the END YEAR/TERM will designate the effective year-term of the discontinuation, i.e. the final year-term that the course was available to be offered. Once a discontinued course has been reported, it does not need to be reported again. (See Example 2 below.)

3. Course Change

This is a course for which one or more data elements included in the TIS Course Data Base has changed. The BEGIN YEAR/TERM will designate the effective year-term of the change. (If only the

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BEGIN YEAR/TERM differs from the previous record, it will be assumed that no change has occurred.) For each course change, a new record in the TIS data base will be created with the given BEGIN YEAR/TERM. The previous course also may be reported with an effective END YEAR/TERM. If it is not reported, the previous record will be updated with an appropriate END YEAR/TERM. (See Example 3 below.)

Course ID changes will be handled in a similar manner as changes to other data elements except that two records should be submitted. On the new course record, the PREVIOUS CURRICULAR AREA CODE, PREVIOUS COURSE NUMBER and PREVIOUS COURSE SUFFIX will designate the Course ID under which the course was offered in a previous submission. (The TIS Course Data Base also will record a previous year-term on the new course record to clarify its linkage to the previous record.) On the previous record, the COURSE STATUS will be "discontinued" and the END YEAR/TERM will designate the last year-term that the course was offered under the previous Course ID.

Once a Course ID change has been reported, it does not need to be resubmitted. If later changes are reported to the new course record, institutions have the option of including or not including the previous Course ID. (See Example 4 below.)

#### 4. Course Correction

This is a course for which one or more data elements included in the TIS data base has been corrected since the last submission. The BEGIN YEAR/TERM on the new record will match the BEGIN YEAR/TERM on the previous record in the TIS Course Data Base. The new record will replace the previous record in the TIS data base. (See Example 5 below.)

#### Submission options for effective date:

An institution may select one of the options listed below or use a combination of the options to provide an effective date for its updates. The selected option does not need to be specified since TIS file processing can handle either method.

##### Option 1:

Courses on the file, which have not been added or changed since the previous course submission, will have the same BEGIN YEAR/TERM as they had on the previous file. Course additions and changes will have a BEGIN YEAR/TERM providing the effective date of the addition or change. Course corrections will have the same BEGIN YEAR/TERM as they had on the previous file but will have one or more data changes. Discontinued courses will have an END YEAR/TERM providing the effective date of the discontinuation. Once a discontinued course has been reported, it does not need to be reported again. In order to recognize the courses that have changed from the previous submission, the institution may need to compare its current course data to the data reported on the previous course file. (See Example 6 below.)

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Option 2:

All courses on the file may have a BEGIN YEAR/TERM different from that on the previous file. For courses that have not been added or changed, the BEGIN YEAR/TERM will be ignored. For courses additions, changes and corrections, the BEGIN YEAR/TERM will be used as an effective date. As in Option 1, the END YEAR/TERM will provide the effective date for courses that have been discontinued.

Option 2 allows an institution to use a default year-term as the effective date for all course updates. It also may reduce programming time by removing the need to compare the current course data to that on the previous file. (See Example 7 below.)

Example 1: Course Addition

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN YEAR/TERM</u>	<u>END YEAR/TERM</u>	<u>MIN. CREDIT</u>	<u>MAX. CREDIT</u>
1501	279		WOMEN IN LITERATURE	198990/2	000000/0	3.00	3.00

Example 2: Discontinued Course

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN YEAR/TERM</u>	<u>END YEAR/TERM</u>	<u>STATUS</u>
1905	100		FOUNDATIONS OF CHEM	198990/1	198990/2	D

Example 3: Course Change (Change in Credits)

Note: Institutions have the option of submitting only the new course record or both the new and the previous course record.

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN YEAR/TERM</u>	<u>END YEAR/TERM</u>	<u>MIN. CREDIT</u>	<u>MAX. CREDIT</u>
1002	101		INTRO TO DRAWING	198990/1	198990/3	3.00	3.00
1002	101		INTRO TO DRAWING	199091/1	000000/0	4.00	4.00

Example 4: Course Change (Change in ID)

Note: Institutions should submit both the new course record and the previous course record.

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN YEAR/TERM</u>	<u>END YEAR/TERM</u>	<u>PREVIOUS</u>			<u>STAT</u>
						<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	
1101	101		1ST SEMESTER FRENCH	198990/1	198990/3				D
1101	103		1ST SEMESTER FRENCH	199091/1	000000/0	1101	101		A

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Example 5: Course Correction (Correction to Credits)

Note: Institutions should only submit the new course record.

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN</u> <u>YEAR/TERM</u>	<u>END</u> <u>YEAR/TERM</u>	<u>MIN.</u> <u>CREDIT</u>	<u>MAX.</u> <u>CREDIT</u>
1101	101		1ST SEMESTER FRENCH	198990/1	000000/0	3.00	3.00
1101	101		1ST SEMESTER FRENCH	198990/1	000000/0	4.00	4.00

Example 6: Discontinued Course (Option 1 - "True" BEGIN YEAR/TERM)

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN</u> <u>YEAR/TERM</u>	<u>END</u> <u>YEAR/TERM</u>	<u>STATUS</u>
Original Record on TIS Course Data Base:						
1905	100		FOUNDATIONS OF CHEM	198990/1	000000/0	A
Record on TIS Course Submission File:						
1905	100		FOUNDATIONS OF CHEM	198990/1	198990/2	D
Updated Record on TIS Course Data Base:						
1905	100		FOUNDATIONS OF CHEM	198990/1	198990/2	D

Example 7: Discontinued Course (Option 2 - Default BEGIN YEAR/TERM)

<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN</u> <u>YEAR/TERM</u>	<u>END</u> <u>YEAR/TERM</u>	<u>STATUS</u>
Original Record on TIS Course Data Base:						
1905	100		FOUNDATIONS OF CHEM	198990/1	000000/0	A
Record on TIS Course Submission File:						
1905	100		FOUNDATIONS OF CHEM	199091/1	198990/2	D
Updated Record on TIS Course Data Base:						
1905	100		FOUNDATIONS OF CHEM	198990/1	198990/2	D

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COURSE DELETIONS

A DELETION RECORD will totally remove a course from the TIS Course Data Base. No record of its presence will be retained. The deletion will be reported as a part of the Course Update Report. The DELETION RECORDS on a submission file will be processed before the DATA RECORDS. If there are both a DELETION RECORD and a DATA RECORD on the submission file for the same course, the existing course(s) will be deleted and the DATA RECORD will be processed as a course addition.

A DELETION RECORD should only be used to delete a record that does not belong on the TIS Course Data Base. One example of a course that should be deleted is one which was not available to be offered in the fall of 1989 and has not been added since. Another example is a course which has been submitted using an incorrect course key, i.e. the CURRICULAR AREA CODE, COURSE NUMBER, COURSE SUFFIX, BEGIN YEAR and/or BEGIN TERM were incorrectly submitted. Often, the courses that appear on the "TIS Unmatched Course Report" need to be deleted. Examples of DELETION RECORDS are shown below:

Example 1: Deletion Record - Deleting a course with a specific BEGIN YEAR/TERM

Record on TIS Course Data Base:

<u>INST</u> <u>ID</u>	<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN</u> <u>YEAR/TERM</u>
4670	1905	100		FOUNDATIONS OF CHEM	198990/1

Record on TIS Course Submission File:

<u>RECORD</u> <u>TYPE</u>	<u>INST</u> <u>ID</u>	<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>BEGIN</u> <u>YEAR/TERM</u>
90	4670	1905	100		198990/1

Example 2: Deletion Record - Deleting all versions of a course regardless of BEGIN YEAR/TERM

Records on TIS Course Data Base:

<u>INST</u> <u>ID</u>	<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>COURSE TITLE</u>	<u>BEGIN</u> <u>YEAR/TERM</u>
4670	1905	100		FOUNDATIONS OF CHEM	198990/1
4670	1905	100		FOUNDATIONS OF CHEMISTRY	198990/2

Record on TIS Course Submission File:

<u>RECORD</u> <u>TYPE</u>	<u>INST</u> <u>ID</u>	<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>BEGIN</u> <u>YEAR/TERM</u>
90	4670	1905	100		999999/9



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FILE FORMAT  
"HEADER" RECORD

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	INSTITUTION ID	9999	4
7-14	SUBMISSION DUE DATE	9(8)	8
15-20	TOTAL NUMBER OF DATA RECORDS	9(6)	6
21-26	TOTAL NUMBER OF DELETION RECORDS	9(6)	6
27-44	Blank	X(18)	18
45-64	SUBMISSION TYPE IDENTIFIER	X(20)	20
65-120	Blank		

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FILE FORMAT  
 "DATA" RECORD

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
 data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	INSTITUTION ID	9999	4
7-10	CURRICULAR AREA CODE	9999	4
11-14	COURSE NUMBER	XXXX	4
15	COURSE SUFFIX	X	1
16-45	COURSE TITLE	X(30)	30
46-49	MINIMUM CREDITS	99V99	4
50-53	MAXIMUM CREDITS	99V99	4
54	COURSE LEVEL	X	1
55-60	GENERAL EDUCATION (BREADTH) DESIGNATION First occurrence	X(6)	6
61-66	GENERAL EDUCATION (BREADTH) DESIGNATION Second occurrence	X(6)	6
67-72	GENERAL EDUCATION (BREADTH) DESIGNATION Third occurrence	X(6)	6
73-78	GENERAL EDUCATION (BREADTH) DESIGNATION Fourth occurrence	X(6)	6
79-84	GENERAL EDUCATION (BREADTH) DESIGNATION Fifth occurrence	X(6)	6
85-90	GENERAL EDUCATION (BREADTH) DESIGNATION Sixth occurrence	X(6)	6

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<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
91	Blank	X	1
92	CALENDAR TYPE	X	1
93-98	BEGIN YEAR	9(6)	6
99	BEGIN TERM	9	1
100-105	END YEAR	9(6)	6
106	END TERM	9	1
107-110	PREVIOUS CURRICULAR AREA CODE	XXXX	4
111-114	PREVIOUS COURSE NUMBER	XXXX	4
115	PREVIOUS COURSE SUFFIX	X	1
116	COURSE STATUS	X	1
**117	WTCS COURSE TYPE	X	1
118	LAB AREA INDICATOR	X	1
119	LAB TYPE	X	1
120	Blank	X	1

\*\* This data element only applies to courses offered at WTCS institutions.

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FILE FORMAT  
"DELETION" RECORD

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	INSTITUTION ID	9999	4
7-10	CURRICULAR AREA CODE	9999	4
11-14	COURSE NUMBER	XXXX	4
15	COURSE SUFFIX	X	1
16-21	BEGIN YEAR	9(6)	6
22	BEGIN TERM	9	1
23-120	Blank		

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DATA ELEMENT DEFINITIONS  
"HEADER" RECORD

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between different records on the file: HEADER RECORD, DATA RECORD and DELETION RECORD.

"00" = Header

INSTITUTION ID

A code that uniquely identifies the university or college that offers the course. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130).

For purposes of TIS, a code has been added to the CDR coding scheme to identify the UW Colleges (formerly the UW Centers) as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district.

Note: This data element will be used to access a table that will contain institutional names.

9999 = UW Colleges  
4670 = UW Eau Claire  
4688 = UW Green Bay  
4672 = UW La Crosse  
4656 = UW Madison  
4658 = UW Milwaukee  
4674 = UW Oshkosh  
4690 = UW Parkside  
4676 = UW Platteville  
4678 = UW River Falls  
4680 = UW Stevens Point  
4652 = UW Stout  
4682 = UW Superior  
4684 = UW Whitewater  
9901 = UW Extension  
4593 = Blackhawk Technical College  
4581 = Chippewa Valley Technical College  
4556 = Fox Valley Technical College  
4584 = Gateway Technical College  
4650 = Lakeshore Technical College  
4615 = Madison Area Technical College  
4683 = Mid-State Technical College  
4614 = Milwaukee Area Technical College  
4583 = Moraine Park Technical College  
4646 = Nicolet Area Technical College  
4663 = Northcentral Technical College  
4585 = Northeast Wisconsin Technical College  
4639 = Southwest Wisconsin Technical College  
4671 = Waukesha County Technical College  
4573 = Western Technical College  
4599 = Wisconsin Indianhead Technical College

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SUBMISSION DUE DATE

The date (MMDDYYYY) that the submission is due.

TOTAL NUMBER OF DATA RECORDS

The total number of DATA RECORDS included on the file. This will be used for data verification.

TOTAL NUMBER OF DELETION RECORDS

The total number of DELETION RECORDS included on the file. This will be used for data verification. If no DELETION RECORDS are included, TOTAL NUMBER OF DELETION RECORDS should equal "000000".

SUBMISSION TYPE IDENTIFIER

An identifier used to distinguish between the different types of TIS submissions - Equivalency or Course.

"COURSE" = Course Submission

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DATA ELEMENT DEFINITIONS  
"DATA" RECORD

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between different records on the file: HEADER RECORD, DATA RECORD and DELETION RECORD.  
"10" = Data

INSTITUTION ID

A code that uniquely identifies the university or college that offers the course. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify the UW Colleges (formerly the UW Centers) as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list in the "HEADER" RECORD Data Element Definitions Section.)

CURRICULAR AREA CODE

A code that identifies the department or field of study within a department or college which offers the course. The TIS Department/Curricular Area Table is based on the UWS CDR Curricular Area coding scheme and CDR element number 1050. The TIS table was expanded to include codes for WTCS instructional areas.  
Note: This data element will be used to access each institution's department/curricular area table.

COURSE NUMBER

A number assigned to identify the course within a department or curricular area. This number is similar to CDR Course Number (CDR element number 1060).  
Note: The leftmost three positions will contain the campus number used to identify the course. The rightmost position of the COURSE NUMBER should always be blank.

COURSE SUFFIX

A character that is used in combination with a COURSE NUMBER to uniquely identify a course within a department/curricular area.  
Note: This field should be blank for all courses at institutions that do not use course suffixes and for courses that do not have an associated suffix. However, if a campus uses four-digit course numbers (such as UW-Platteville), the fourth digit of the course number should be submitted as the COURSE SUFFIX.

COURSE TITLE

A descriptive name for the course.  
Note: Only upper case characters will be used. If institutions submit lower case characters, they will be converted to upper case before they are recorded on the TIS Course Data Base.

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#### MINIMUM CREDITS

The least number of credits for which the course may be offered. If the course may be offered for a credit range, this element reflects the minimum credit level. If the course may be offered for a single credit level, the minimum credits will be equal to the maximum credits. This element is similar to CDR Minimum Credits (CDR element number 1070). The formats differ - 99V99 for the TIS element versus 99V9 for the CDR element.

#### MAXIMUM CREDITS

The largest number of credits for which the course may be offered. If the course may be offered for a credit range, this element reflects the maximum credit level. If the course may be offered for a single credit level, the minimum credits will be equal to the maximum credits. This element is similar to CDR Maximum Credits (CDR element number 1080). The formats differ - 99V99 for the TIS element versus 99V9 for the CDR element.

#### LEVEL

A code indicating the relative degree of complexity or difficulty of a course.

Note: LEVEL is identified within TIS because institutions need this information to establish the transfer equivalency of a course.

Note: This field may be blank for a course that is exempt from the institutional definition of level.

Note: The following codes are designed to accommodate the two different coding schemes used by institutions. UWS institutions use one of the following coding schemes:

"P" = Preparatory/Pre-collegiate/Remedial	
"L" = Lower	"E" = Elementary
"U" = Upper	"I" = Intermediate
	"A" = Advanced
	"D" = Intermediate or Advanced

#### GENERAL EDUCATION (BREADTH) DESIGNATION

An abbreviation indicating how the course applies to the General Education (Breadth) requirements at the institution that offers the course. For example, an institution might use "HU" as a GE (Br) designation for courses that may be used to satisfy the Humanities category of its General Education (Breadth) requirements.

Note: Values for this data element should correspond to the table of GE (Br) categories and designations supplied to TIS by the institution.

Note: This field will be blank for a course that does not satisfy a GE (Br) requirement at an institution.

Note: Multiple occurrences of this element will be used for courses that may satisfy more than one GE (Br) requirement at an institution.

#### CALENDAR TYPE

A code designating the type of academic calendar within which the course is offered.

"S" = Semester
"Q" = Quarter



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#### BEGIN YEAR

The first academic year that a course is available to be offered with a given set of characteristics (i.e. the effective year of a course or a course change). The characteristics include all data elements in the TIS Course Data Base. This element is used in combination with BEGIN TERM.

Note: For all courses that were available to be offered prior to the fall term of 1989, the BEGIN YEAR should equal "198990".

Note: For TIS purposes, the academic year begins with the fall term and continues through the following summer term. For example, the academic year 1990-1991 began in September of 1990 and continues through August of 1991.

Note: The BEGIN YEAR must be within 6 years in the future.

Note: If only the BEGIN YEAR/TERM on a submission record differs from the corresponding record on the TIS Course Data Base, it will be assumed that no change has occurred.

"198990" = The 1989-1990 academic year, beginning in the fall of 1989 and extending through the summer of 1990  
"199091" = The 1990-1991 academic year, beginning in the fall of 1990 and extending through the summer of 1991  
"199192" = The 1991-1992 academic year...  
"199293" = The 1992-1993 academic year...  
"199394" = The 1993-1994 academic year...  
"199495" = The 1994-1995 academic year...  
"199596" = The 1995-1996 academic year...  
"199697" = The 1996-1997 academic year...  
"199798" = The 1997-1998 academic year...  
"199899" = The 1998-1999 academic year...  
"199900" = The 1999-2000 academic year...  
"200001" = The 2000-2001 academic year...  
"200102" = The 2001-2002 academic year...  
"200203" = The 2002-2003 academic year...  
"200304" = The 2003-2004 academic year...  
"200405" = The 2004-2005 academic year...  
"200506" = The 2005-2006 academic year...  
"200607" = The 2006-2007 academic year...  
"200708" = The 2007-2008 academic year...  
"200809" = The 2008-2009 academic year, beginning in the fall of 2008 and extending through the summer of 2009  
"200910" = The 2009-2010 academic year, beginning in the fall of 2009 and extending through the summer of 2010  
"201011" = The 2010-2011 academic year, beginning in the fall of 2010 and extending through the summer of 2011

#### BEGIN TERM

The first term that a course is available to be offered with a given set of characteristics (i.e. the effective term of a course or course change). The characteristics include all data elements in the TIS Course Data Base. This element is used in combination with BEGIN YEAR and CALENDAR TYPE.

Note: For all courses that were available to be offered prior to the fall term of 1989, the BEGIN TERM should equal "1".

Note: If only the BEGIN YEAR/TERM on a submission record differs from the corresponding record on the TIS Course Data Base, it will be assumed that no change has occurred.

Semester calendar  
"1" = Fall semester

Quarter calendar  
"1" = Fall (First) quarter

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"2" = Spring semester	"2" = Winter (Second) quarter
"3" = Summer	"3" = Spring (Third) quarter
	"4" = Summer (Fourth) quarter

#### END YEAR

The last academic year that a course was available to be offered with a given set of characteristics (i.e. the year that a course was discontinued or stopped being offered in a given way). The characteristics include all data elements in the TIS Course Data Base. This element has similar values to BEGIN YEAR and is used in combination with END TERM.

Note: For all courses for which an ending year has not been determined, the END YEAR should be "000000".

#### END TERM

The last term that a course was available to be offered with a given set of characteristics (i.e. the term that a course was discontinued or stopped being offered in a given way). The characteristics include all data elements in the TIS Course Data Base. This element has similar values to BEGIN TERM and is used in combination with END YEAR and CALENDAR TYPE.

Note: For all courses for which an ending term has not been determined, the END TERM should be "0".

#### PREVIOUS CURRICULAR AREA CODE

The curricular area code under which the course was offered in a previous TIS submission. The current curricular area code should be entered in the CURRICULAR AREA CODE. This element is used in combination with PREVIOUS CURRICULAR AREA NUMBER and PREVIOUS COURSE SUFFIX.

Note: This field should be blank for all courses with a fall 1989 BEGIN YEAR/TERM.

Note: This field also should be blank for all courses that have not had a Course ID change since the initial submission of the course.

Note: If the curricular area code of the course has changed multiple times, this field should contain the most recent curricular area code.

#### PREVIOUS COURSE NUMBER

The course number under which the course was offered in a previous TIS submission. The current course number should be entered in the COURSE NUMBER. This element is used in combination with PREVIOUS CURRICULAR AREA CODE and PREVIOUS COURSE SUFFIX.

Note: This field should be blank for all courses with a fall 1989 BEGIN YEAR/TERM.

Note: This field also should be blank for all courses that have not had a Course ID change since the initial submission of the course.

Note: If the course number has changed multiple times, this field should contain the most recent course number.

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#### PREVIOUS COURSE SUFFIX

The course suffix under which the course was offered in a previous TIS submission. The current course suffix should be entered in the COURSE SUFFIX. This element is used in combination with PREVIOUS CURRICULAR AREA CODE and PREVIOUS COURSE NUMBER.

Note: This field should be blank for all courses with a fall 1989 BEGIN YEAR/TERM.

Note: This field also should be blank for all courses that have not had a Course ID change since the initial submission of the course and for courses that change but do not have an associated suffix. However, if a campus uses four-digit course numbers (such as UW-Platteville), the fourth digit of the previous course number should be submitted as the PREVIOUS COURSE SUFFIX.

Note: If the course suffix has changed multiple times, this field should contain the most recent course suffix.

#### COURSE STATUS

A code indicating if the course has been offered in the last four years and/or if the course is available to be offered in the future.

Note: This data element has been defined to inform TIS users of the likelihood that a course will be offered.

Note: COURSE STATUS has special meaning when used in combination with END YEAR/TERM. When a course will no longer be offered or will no longer be offered under a given Course ID, it will be designated as "discontinued" as of a specific end year-term.

"A" = Active (a course that was offered in the last four years and is available to be offered in the future; or a course that is planned to be offered in the near future though it was not offered in the last four years)

"I" = Inactive (a course that was not offered in the last four years but is available to be offered in the future; or a course that is planned not to be offered in the near future though it was offered in the last four years)

"D" = Discontinued (course is no longer offered)

"H" = Historical (versions of courses for which characteristics such as title or credits have been changed by users via TIS on-line maintenance system, or when a new version of course is received via batch submission.)

#### WTCS COURSE TYPE

A code designating the category of programs within the Wisconsin Technical College System (WTCS) within which a course is offered. The WTCS was formerly titled the Vocational, Technical and Adult Education (VTAE) System.

Note: This field does not apply to courses offered at UWS institutions and should be blank for all such courses.

"P" = This course is offered as a part of a WTCS liberal arts (college parallel) program

"A" = This course is offered as a part of a WTCS applied associate degree program

"V" = This course is offered as a part of a WTCS technical/diploma program

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#### LAB AREA INDICATOR

A code indicating the area of a course that may have laboratory instruction associated with it. Currently, this data element is only used to indicate whether or not a course is in the natural science area.

This element is used in combination with LAB TYPE.

Note: Natural science courses and their associated labs are being identified within TIS because this information is needed in establishing the transfer course equivalencies. If necessary, other areas that offer lab courses may be added at a later date.

Note: While each institution may apply its own definition, the natural science area is generally comprised of courses in the biological, earth, physical and often computer and mathematical sciences.

Note: There need not be a correlation between courses coded as natural science by their LAB AREA INDICATOR and those coded as natural science by their GENERAL EDUCATION (BREADTH) DESIGNATION.

" " = This course is not in the natural science area

"S" = This course is in the natural science area

#### LAB TYPE

A code indicating the way in which laboratory instruction is associated with a course.

Note: This element will have a valid LAB TYPE whenever LAB AREA INDICATOR designates an area. Currently, this will occur for all natural science area courses.

Note: This element will be blank whenever LAB AREA INDICATOR is blank.

"N" = This course is totally lecture; a lab is never associated with the course

"I" = This course is a combination lecture/lab; a lab is always included in the course

"L" = This course is totally lab; a lecture course may be listed separately

"S" = This course is a lecture but an associated lab is listed separately

"U" = This is a natural science course but the lecture/lab combination is unknown

"V" = This course may be offered or taken as a combination lecture/lab but the lab portion is not always offered or taken

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DATA ELEMENT DEFINITIONS  
"DELETION" RECORD

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between different records on the file: HEADER RECORD, DATA RECORD and DELETION RECORD.  
"90" = Deletion

INSTITUTION ID

A code that uniquely identifies the university or college that offers the course. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify the UW Colleges (formerly the UW Centers) as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list in the "HEADER" RECORD Data Element Definitions Section.)

CURRICULAR AREA CODE

A code that identifies the department or field of study within a department or college which offers the course. The TIS Department/Curricular Area Table is based on the UWS CDR Curricular Area coding scheme and CDR element number 1050. The TIS table was expanded to include codes for WTCS instructional areas.  
Note: This data element will be used to access each institution's department/curricular area table.

COURSE NUMBER

A number assigned to identify the course within a department or curricular area. This number is similar to CDR Course Number (CDR element number 1060).  
Note: The leftmost three positions will contain the campus number used to identify the course. The rightmost position of its COURSE NUMBER should always be blank.

COURSE SUFFIX

A character that is used in combination with a COURSE NUMBER to uniquely identify a course within a department/curricular area.  
Note: This field should be blank for all courses at institutions that do not use course suffixes and for courses that do not have an associated suffix. However, if a campus uses four-digit course numbers (such as UW-Platteville), the fourth digit of the course number should be submitted as the COURSE SUFFIX.

BEGIN YEAR

The first academic year that a course is available to be offered with a given set of characteristics (i.e. the effective year of a course or a course change). The characteristics include all data elements in the TIS Course Data Base. This element is used in combination with BEGIN TERM.  
Note: For all courses that were available to be offered prior to the fall term of 1989, the BEGIN YEAR should equal "198990".

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Note: For TIS purposes, the academic year begins with the fall term and continues through the following summer term.

Note: If all records with the given INSTITUTION ID, CURRICULAR AREA CODE, COURSE NUMBER and COURSE SUFFIX are to be deleted, the BEGIN YEAR should equal "999999" and the BEGIN TERM should equal "9".

"198990" = The 1989-1990 academic year, beginning in the fall of 1989 and extending through the summer of 1990  
 "199091" = The 1990-1991 academic year, beginning in the fall of 1990 and extending through the summer of 1991  
 "199192" = The 1991-1992 academic year...  
 "199293" = The 1992-1993 academic year...  
 "199394" = The 1993-1994 academic year...  
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 "200506" = The 2005-2006 academic year...  
 "200607" = The 2006-2007 academic year...  
 "200708" = The 2007-2008 academic year...  
 "200809" = The 2008-2009 academic year, beginning in the fall of 2008 and extending through the summer of 2009  
 "200910" = The 2009-2010 academic year, beginning in the fall of 2009 and extending through the summer of 2010  
 "201011" = The 2010-2011 academic year, beginning in the fall of 2010 and extending through the summer of 2011

**BEGIN TERM**

The first term that a course is available to be offered with a given set of characteristics (i.e. the effective term of a course or course change). The characteristics include all data elements in the TIS Course Data Base. This element is used in combination with BEGIN YEAR and CALENDAR TYPE.

Note: For all courses that were available to be offered prior to the fall term of 1989, the BEGIN TERM should equal "1".

Note: If all records with the given INSTITUTION ID, CURRICULAR AREA CODE, COURSE NUMBER and COURSE SUFFIX are to be deleted, the BEGIN YEAR should equal "999999" and the BEGIN TERM should equal "9".

Semester calendar  
 "1" = Fall semester  
 "2" = Spring semester  
 "3" = Summer

Quarter calendar  
 "1" = Fall (First) quarter  
 "2" = Winter (Second) quarter  
 "3" = Spring (Third) quarter  
 "4" = Summer (Fourth) quarter