                    -- INSTITUTION-ID --   TIS0101

TRANSFER INFORMATION SYSTEM
COURSE DATA


```
-----------------------------------------------------------------------------
| DEFINITION:                                                               |
|       A code that uniquely identifies the university or college which     |
|       offers the course.                                                  |
-----------------------------------------------------------------------------


-----------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                       |
|       A valid UW institution based on the UWS CDR coding scheme.  For      |
|       TIS purposes, a code has been added to identify UW Colleges as       |
|       one institution.  Also, for any technical college in the WTCS        |
|       that has multiple codes representing various campuses, the           |
|       code associated with the principal campus is used for the           |
|       overall college/district.                                           |
-----------------------------------------------------------------------------


-----------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                       |
|    TIS0101-AE Institution ID must be a 4 digit number                     |
|    TIS0101-BE Institution ID must be a valid abbrev. or code on the       |
|              Inst. table                                                   |
|    TIS0101-CE Institution ID must match header record's Institution ID    |
|    TIS0101-DE Institution ID must be either a valid 'FROM' or 'TO'         |
|              institution                                                   |
|    TIS0101-EE Institution may not be blank when Dept. or Course is used   |
-----------------------------------------------------------------------------


-----------------------------------------------------------------------------
| HELP INFO:                                                                |
|    This field contains an abbreviation for the university                 |
|    or college which offers the course.  Only institutions                 |
|    whose courses are included in the TIS data base are                     |
|    designated as valid institutions.                                      |
-----------------------------------------------------------------------------
```
                                                            CONTINUED

                    -- INSTITUTION-ID --   TIS0101

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                            CONTINUED

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 4.00 |
    | FIELD NAME: INSTITUTION-ID   FORMAT: A |

```
                    -- CURRICULAR-AREA-CODE --                    TIS0102
```

TRANSFER INFORMATION SYSTEM
COURSE DATA


```
------------------------------------------------------------------------
| DEFINITION:                                                          |
|       A code that identifies the department or field of study       |
|       in which the course is offered.                               |
------------------------------------------------------------------------


------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                 |
|       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 instructional areas used by  |
|       WTCS districts.                                                |
------------------------------------------------------------------------


------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                 |
|    TIS0102-AE Curricular Area Code must be a 4 digit number          |
|    TIS0102-BE Curricular Area Code must be a valid code on the CAC table|
|    TIS0102-CE Curricular Area Code not valid for specified Begin     |
|               year/term                                             |
|    TIS0102-DE Dept may not be blank when Course is given             |
|    TIS0102-EE Dept must be a valid abbrev or code on the Dept/CAC table|
------------------------------------------------------------------------


------------------------------------------------------------------------
| HELP INFO:                                                          |
|    This field contains a department abbreviation or a               |
|    department code, whichever has been defined as the               |
|    Department ID format at the specified Institution.               |
|    When updating this data element, you may also enter              |
|    the CDR Curricular Area Code (four digits) assigned              |
|    to the department.  The value that you enter will                |
|    be converted to the department abbreviation or code.             |
|                                                                     |
|    For WTCS districts, instructional area codes are used            |
|    as department codes.                                             |
------------------------------------------------------------------------
```

                    -- CURRICULAR-AREA-CODE --   TIS0102

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                            CONTINUED

   | |
   | If you are updating the Department and request Help, |
   | you will be given a list of departments at the given |
   | institution from which to select. You may search for a |
   | department by entering the first letter(s) of the |
   | department name or by entering a number in the range |
   | of the department code. |
   | |
   | A common error message is that the Dept is |
   | not a valid abbreviation or code on the TIS |
   | Department/Curricular Area Table. This |
   | error occurs when: |
   | |
   | 1. The Dept was not formatted correctly. |
   | |
   | 2. The Dept was discontinued prior to the |
   | start of the TIS data base in Fall, 1989. |
   | |
   | 3. The Dept was recently created and it |
   | has not yet been added to the Dept Table. |

   | TECHNICAL CONSIDERATIONS: |
   | FILE NAME : TIS-COURSE   LENGTH: 4.00 |
   | FIELD NAME: CURRICULAR-AREA-CODE   FORMAT: A |

                   -- COURSE-NUMBER --   TIS0103

     TRANSFER INFORMATION SYSTEM
     COURSE DATA

     | DEFINITION: |
     | A number assigned to identify a course within a department or |
     | curricular area. |

     | CODING REQUIREMENTS: |
     | Batch: |
     | Leftmost three positions contain the campus number used to |
     | identify the course. |
     | Rightmost position should always be blank. |
     | On-Line: |
     | The Course Number and Suffix are combined into one field with |
     | the optional suffix in the rightmost position. |

     | VALIDATION CRITERIA: |
     | TIS0103-AE Course number must be a 3 digit number greater than 0 |
     | TIS0103-BE Course number last character must be blank |
     | TIS0103-CE No courses match this deletion request |
     | TIS0103-DE Course must be found on the Course file |

     | HELP INFO: | |
     | This field contains the three-digit course number |
     | (left-justified) that identifies the course within |
     | the department or curricular area. A course suffix |
     | may be used in combination with the number to |
     | identify the course. In this case, the alphabetic |
     | suffix is listed in the fourth position of the field. |

                                                               CONTINUED

                  -- COURSE-NUMBER --   TIS0103

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                             CONTINUED

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 4.00 |
    | FIELD NAME: COURSE-NUMBER   FORMAT: A |

                    -- COURSE-SUFFIX --   TIS0104

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

    | DEFINITION: |
    | An alphabetic character that is used in combination with the |
    | course number to uniquely identify a course within a |
    | department/curricular area. |

    | CODING REQUIREMENTS: |
    | Should be blank for all courses at institutions which |
    | don't use suffixes and for courses without associated |
    | suffixes. |
    | On-Line: |
    | The Course Number and Course Suffix are combined into one |
    | field with the optional suffix in the rightmost position. |

    | VALIDATION CRITERIA: |
    | TIS0104-AE Course suffix must be blank or an alphabetic character |

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 1.00 |
    | FIELD NAME: COURSE-SUFFIX   FORMAT: A |

                    -- BEGIN-YEAR-TERM --   TIS0105

     TRANSFER INFORMATION SYSTEM
     COURSE DATA

    | DEFINITION: |
    | The first academic year and term that the course is available to |
    | be offered with a given set of characteristics (i.e. the |
    | effective year-term of a course or course change). |

    | CODING REQUIREMENTS: |
    | For TIS purposes the academic year begins in the fall and extends|
    | through the summer. The begin year must be within six years in |
    | the future. |
    | The first 6 characters are given as follows: |
    | "198990" = The 1989-90 academic year, beginning in the |
    | fall of 1989 and extending through the summer |
    | of 1990. |
    | The last character is given as follows: |
    | SEMESTER CALENDAR   QUARTER CALENDAR |
    | "1" = Fall   "1" = Fall |
    | "2" = Spring   "2" = Winter |
    | "3" = Summer   "3" = Spring |
    | "4" = Summer |

    | VALIDATION CRITERIA: |
    | TIS0105-AE Begin year must be six numeric digits |
    | TIS0105-BE Begin year must be in valid range |
    | TIS0105-CE Begin term must be 1, 2 or 3 if semester calendar |
    | TIS0105-DE Begin term must be 1, 2, 3 or 4 if quarter calendar |
    | TIS0105-EE The date range specified overlaps an existing course |
    | TIS0105-FE A course already exists for the specified date range |
    | TIS0105-GE Begin Year/Term must be blank or complete |

                                                              CONTINUED

                     -- BEGIN-YEAR-TERM --   TIS0105

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                      CONTINUED

    | HELP INFO: |
    | YEAR |
    | |
    | This field contains 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). |
    | Courses, for which one or more data elements have changed since|
    | Fall 1989, will have multiple records on the TIS data base. |
    | |
    | The year must be in academic year format (e.g. 1995-96). |
    | For TIS purposes, the academic year begins in the |
    | fall term (e.g 1995-96/1) and extends through the |
    | following summer (e.g. 1995-96/3). |
    | |
    | To enter the year, type the appropriate six numbers |
    | (with an optional dash separating the years) in this |
    | field or select a year from the Help List. |
    | |
    | A common error message is that the date range specified |
    | overlaps an existing course. This occurs when there are |
    | multiple records for the same course and either the begin |
    | year/term or the end year/term of 1 version of the course |
    | is being changed to overlap with the range of effective |
    | dates on another version. |
    | |
    | TERM |
    | |
    | This field contains the first term that a course was |
    | available to be offered with a given set of characteristics |
    | (i.e. the effective term of a course or course change). |
    | The term values are different depending on the academic |
    | calendar (semester or quarter) of the Institution. |
    | |
    | To enter the term desired, type the number of the |

                                                      CONTINUED

                    -- BEGIN-YEAR-TERM --   TIS0105

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                           CONTINUED

    | appropriate term or select the term from the Help List. |
    | |
    | |
    | A common error message is that the date range specified |
    | overlaps an existing course. This occurs when there are |
    | multiple records for the same course and either the begin |
    | year/term or the end year/term of one version of the |
    | course is being changed to overlap with the range of |
    | effective dates on another version. |

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 7.00 |
    | FIELD NAME: BEGIN-YEAR-TERM   FORMAT: A |

                    -- END-YEAR-TERM --   TIS0106

   TRANSFER INFORMATION SYSTEM
   COURSE DATA


```
--------------------------------------------------------------------------
| DEFINITION:                                                             |
|       The last academic year and term that the course was to available  |
|       to be offered with a given set of characteristics (i.e. the       |
|       year-term that a course was discontinued or stopped being         |
|       offered in a given way.)                                          |
--------------------------------------------------------------------------


--------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                    |
|       The first 6 characters make up the academic year that the         |
|       course was last offered.  They should be given as follows:        |
|           "198990" = The 1989-90 academic year, beginning in the fall   |
|                       of 1989 and extending through the summer of 1990. |
|       The last character makes up the academic term that the course     |
|       was last offered.  It should be given as follows:                 |
|               SEMESTER CALENDAR            QUARTER CALENDAR              |
|               "1" = Fall                   "1" = Fall                    |
|               "2" = Spring                 "2" = Winter                  |
|               "3" = Summer                 "3" = Spring                  |
|                                            "4" = Summer                 |
|       Batch:                                                            |
|               The End Year/Term is submitted as '0000000' when the      |
|               course has no end date.  Zeros are automatically          |
|               converted to '9999999' when it is stored on the data base.|
|       On-Line:                                                          |
|               The End Year/Term is blank when the course has no end     |
|               date.  Blanks are converted to '9999999' when stored on   |
|               the data base.                                            |
--------------------------------------------------------------------------


--------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                    |
|    TIS0106-AE End year must be blank or six numeric digits              |
|    TIS0106-BE End year must be blank or in valid range                 |
|    TIS0106-CE End term must be 1, 2 or 3 if semester calendar          |
|    TIS0106-DE End term must be 1, 2, 3 or 4 if quarter calendar        |
--------------------------------------------------------------------------
```
                                                            CONTINUED

                -- END-YEAR-TERM --   TIS0106

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                    CONTINUED

| TIS0106-EE Invalid End year/term for discontinued course |
| TIS0106-FE End year/term must follow Begin year/term |

| HELP INFO: |
| YEAR |
| |
| This field contains 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). Courses, for which one more or data |
| elements have changed since Fall 1989, will have multiple |
| records on the TIS data base. |
| |
| The year must be in academic year format (e.g. 1995-96). |
| For TIS purposes, the academic year begins in the |
| fall term (e.g 1995-96/1) and extends through the |
| following summer (e.g. 1995-96/3). If the End |
| Year/Term is blank, the course has no end date. |
| |
| |
| To enter the year, type the appropriate six numbers |
| (with an optional dash separating the years) or |
| select a year from the Help List. |
| |
| TERM |
| |
| This field contains the last term that the 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 term values differ |
| depending on the academic calendar (semester or |
| quarter) of the Institution. If the End Year/Term |

                                                    CONTINUED

                 -- END-YEAR-TERM --   TIS0106

   TRANSFER INFORMATION SYSTEM
   COURSE DATA

                                                            CONTINUED

   | is blank, the course has no end date. |
   | |
   | To enter the term desired, type the appropriate |
   | term digit or select a term from the Help List. |

   | TECHNICAL CONSIDERATIONS: |
   | FILE NAME : TIS-COURSE   LENGTH: 7.00 |
   | FIELD NAME: END-YEAR-TERM   FORMAT: A |

                    -- COURSE-TITLE --   TIS0107

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

    | DEFINITION: |
    | A descriptive name for the course. |

    | CODING REQUIREMENTS: |
    | Only upper case characters will be used. If institutions |
    | submit lower case, they will be converted. |

    | VALIDATION CRITERIA: |
    | TIS0107-AE Course title must not be blank |

    | HELP INFO: |
    | This field contains a title or descriptive name |
    | for the course (up to 30 characters). Currently |
    | all TIS course titles are stored as upper case |
    | characters. |

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 30.00 |
    | FIELD NAME: COURSE-TITLE   FORMAT: A |

                    -- COURSE-LAST-CHANGE-DATE --   TIS0108

     TRANSFER INFORMATION SYSTEM
     COURSE DATA

| DEFINITION: |
| The date that the course record was added or the date of the most |
| recent update to any data element on the course record. |

| CODING REQUIREMENTS: |
| Should be a valid date (stored as YYYY-MM-DD). |
| This field may not be directly modified by the user, but is set |
| automatically by the file update program code. |
| On-Line: |
| The Last Update Date may be used to search for course records |
| that have been added or changed within a given time period. |
| In this case, the date is entered in MMDDYYYY format. |

| VALIDATION CRITERIA: |
| TIS0108-AE Last Update Date must be a valid date in the form MMDDYYYY|
| TIS0108-BE Last Update start date must precede end date |

| HELP INFO: | |
| This field contains the date that the course |
| was added or the date of the most recent update |
| to any data element on the course record. |

| TECHNICAL CONSIDERATIONS: |
| FILE NAME : TIS-COURSE   LENGTH: 8.00 |
| FIELD NAME: UPDATE-DATE   FORMAT: A |

                    -- MINIMUM-CREDITS --   TIS0109

   TRANSFER INFORMATION SYSTEM
   COURSE DATA

   | DEFINITION: |
   | 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 number of credits. |

   | CODING REQUIREMENTS: |
   | Similar to CDR element 1070 except TIS format is 99V99. |

   | VALIDATION CRITERIA: |
   | TIS0109-AE Minimum credits must be numeric |
   | TIS0109-BE Minimum credits must not be less than 0 |
   | TIS0109-CW Warning: Minimum credits > 18; change or press ENTER to|
   | confirm |
   | TIS0109-DW Warning: Minimum credits = 0; change or press ENTER to |
   | confirm |

   | HELP INFO: ||
   | This field contains the least number of credits |
   | for which the course may be offered. If the |
   | course is offered for "variable credits" |
   | (i.e. a range of credits), this element reflects |
   | the minimum number of credits. |
   | |
   | Because most courses are offered for 18 or less |
   | credits, a warning message displays when the |
   | number of credits is more than 18. |

                                                             CONTINUED

                    -- MINIMUM-CREDITS --   TIS0109

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                            CONTINUED

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 2.02 |
    | FIELD NAME: MINIMUM-CREDITS   FORMAT: N |

                    -- MAXIMUM-CREDITS --   TIS0110

   TRANSFER INFORMATION SYSTEM
   COURSE DATA

   | DEFINITION: |
   | 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 number of credits. |

   | CODING REQUIREMENTS: |
   | Similar to CDR element 1080 except format is 99V99. |

   | VALIDATION CRITERIA: |
   | TIS0110-AE Maximum credits must be numeric |
   | TIS0110-BE Maximum credits must not be less than 0 |
   | TIS0110-CE Maximum credits must not be less than minimum credits |
   | TIS0110-DW Warning: Maximum credits > 18; change or press ENTER to |
   | confirm |
   | TIS0110-EW Warning: Maximum credits = 0; change or press ENTER to |
   | confirm |

   | HELP INFO: |
   | This field contains the largest number of credits |
   | for which the course may be offered. If the |
   | course is offered for "variable credits" |
   | (i.e. a range of credits), this element reflects |
   | the maximum number of credits. |
   | |
   | Because most courses are offered for 18 or less |
   | credits, a warning message displays when the |
   | number of credits is more than 18. |

                    -- MAXIMUM-CREDITS --   TIS0110

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                            CONTINUED

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 2.02 |
    | FIELD NAME: MAXIMUM-CREDITS   FORMAT: N |

-- LEVEL --   TIS0111

TRANSFER INFORMATION SYSTEM
COURSE DATA

```
------------------------------------------------------------------------
| DEFINITION:                                                          |
|       A code indicating the relative degree of complexity or        |
|       difficulty of the course.                                     |
------------------------------------------------------------------------


------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                 |
|       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     |
|       " " = Course is exempt from level definition.                 |
------------------------------------------------------------------------


------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                 |
|    TIS0111-AE Course level must be a valid code on the Course level set |
|              table                                                  |
------------------------------------------------------------------------


------------------------------------------------------------------------
| HELP INFO:                                                          |
|    This field may contain a code for the level of the              |
|    course.  Some institutions use level to indicate the            |
|    degree of difficulty of a course and may require                |
|    that the students earn a given number of credits within         |
|    a level.  Institutions without such requirements may            |
|    leave Level blank.                                              |
|                                                                    |
|    The Course Level Set table defines which of the                 |
|    two different level coding schemes is used by the               |
|    institution.  To enter Level, type the appropriate              |
|    code or select one from the Help list.                          |
------------------------------------------------------------------------
```

                                                        CONTINUED

                    -- LEVEL --   TIS0111

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                           CONTINUED

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 1.00 |
    | FIELD NAME: LEVEL   FORMAT: A |

                    -- LAB-AREA-INDICATOR --   TIS0112

  TRANSFER INFORMATION SYSTEM
  COURSE DATA

| DEFINITION: |
| A code indicating the area in which a course may have laboratory |
| instruction associated with it. |

| CODING REQUIREMENTS: |
| Given as either: |
| " " = this course is not in the natural science area. |
| "S" = this course is in the natural science area. |

| VALIDATION CRITERIA: |
| TIS0112-AE Lab area indicator must be blank or 'S' |
| TIS0112-BE Lab area indicator must be blank for WTCS institutions |

| HELP INFO: |
| This data element indicates the area in which a |
| course may have lab instruction associated |
| with it. Currently, this field is used to |
| designate natural science courses ('S') offered |
| at UW institutions. It is blank for all |
| non-natural science courses and for all WTCS |
| courses. |
| |
| To enter a Lab Area, type the appropriate code or |
| select one from the Help list. |

                                                              CONTINUED

                    -- LAB-AREA-INDICATOR --   TIS0112

   TRANSFER INFORMATION SYSTEM
   COURSE DATA

                                                        CONTINUED

   | TECHNICAL CONSIDERATIONS: |
   | FILE NAME : TIS-COURSE   LENGTH: 1.00 |
   | FIELD NAME: LAB-AREA-INDICATOR   FORMAT: A |

                    -- LAB-TYPE --   TIS0113

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

    | DEFINITION: |
    | A code indicating the way in which laboratory instruction is |
    | associated with the course. |

    | CODING REQUIREMENTS: |
    | Must be given as one of the following: |
    | " " = if lab-area-indicator is blank |
    | "N" = Lecture only |
    | "I" = Combination of lec/lab - lab always included |
    | "L" = Lab only - lec may be listed separately |
    | "S" = Lec only - however associated lab is listed separate |
    | "V" = Combination of lec/lab - lab not always included |
    | "U" = Lecture/lab designation unknown |

    | VALIDATION CRITERIA: |
    | TIS0113-AE Lab type must be blank if lab area indicator is blank |
    | TIS0113-BE Lab type must be 'N', 'I', 'L', 'S', 'U' or 'V' |
    | TIS0113-CE Lab type must be blank for WTCS institutions |

    | HELP INFO: |
    | For courses in the natural science area |
    | (Lab Area = 'S'), this field indicates the |
    | way in which laboratory instruction is |
    | associated with the course. It is blank |
    | for all non-lab courses. For non-natural |
    | science courses and for all WTCS courses, |
    | Lab Type is always blank. |
    | |
    | To enter a Lab Type, type the appropriate |
    | code or select one from the Help list. |

                                                                    CONTINUED

                    -- LAB-TYPE --   TIS0113

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                          CONTINUED

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 1.00 |
    | FIELD NAME: LAB-TYPE   FORMAT: A |

                    -- CALENDAR-TYPE --   TIS0114

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

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

| CODING REQUIREMENTS: |
| Should be given as either "S" (semester) or "Q" (quarter). |

| VALIDATION CRITERIA: |
| TIS0114-AE Calendar type must be 'S' or 'Q' |
| TIS0114-BE Calendar type must be valid for specified Begin year/term |

| HELP INFO: |
| This field may contain a code indicating the type of |
| academic calendar within which the course is offered. |
| 'S' designates a semester calendar; 'Q' designates a |
| quarter calendar. The Calendar is programmatically |
| updated based on the Term-Type-Ind in the Institution |
| Term Type Table. |

| TECHNICAL CONSIDERATIONS: |
| FILE NAME : TIS-COURSE   LENGTH: 1.00 |
| FIELD NAME: CALENDAR-TYPE   FORMAT: A |

                    -- COURSE-STATUS --   TIS0115

   TRANSFER INFORMATION SYSTEM
   COURSE DATA


```
-------------------------------------------------------------------------
| DEFINITION:                                                           |
|       A code indicating when and if the course is available to        |
|       be offered at the institution.                                  |
-------------------------------------------------------------------------


-------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                   |
|  "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    A course that is no longer offered.             |
|  "H" = Historical      A course whose characteristics, such as title   |
|                        or credits, have changed; this value is         |
|                        programmatically updated on the old version     |
|                        of a course when TIS processing finds a new     |
|                        version.                                       |
-------------------------------------------------------------------------


-------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                   |
|    TIS0115-AE Course status must be 'A', 'I' or 'D'                    |
|    TIS0115-BE Course status must be 'A', 'I', 'D' or 'H'               |
-------------------------------------------------------------------------


-------------------------------------------------------------------------
| HELP INFO:                                                           | |
|    This field contains the course status that                        |
|    provides an indication of when and if the                         |
|    course is currently available to be offered                       |
-------------------------------------------------------------------------
```

                    -- COURSE-STATUS --   TIS0115

TRANSFER INFORMATION SYSTEM
COURSE DATA

                                                            CONTINUED

| at the institution. |
| - Active courses ('A') are currently available. |
| - Inactive courses ('I') are not currently |
| available but may be available in the future. |
| - Discontinued courses ('D') are no longer offered. |
| - Historical courses ('H') are versions of courses |
| for which characteristics such as title or |
| credits have changed. The status on the old |
| version of a course is programmatically updated |
| to historical when a more recent copy of the |
| course is created. |

| TECHNICAL CONSIDERATIONS: |
| FILE NAME : TIS-COURSE   LENGTH: 1.00 |
| FIELD NAME: COURSE-STATUS   FORMAT: A |

                         -- WTCS-COURSE-TYPE --   TIS0116

      TRANSFER INFORMATION SYSTEM
      COURSE DATA

      | DEFINITION: |
      | A code designating the category of programs within the WTCS |
      | (Wisconsin Technical College System) within which the |
      | the course is offered. The WTCS was previously known as the |
      | Vocational, Technical, and Adult Education (VTAE) System. |

      | CODING REQUIREMENTS: |
      | Must be given as: |
      | " " = if a UWS institution course |
      | "P" = course is offered as part of a WTCS Liberal Arts (College |
      | Parallel) Program |
      | "A" = course is offered as part of a WTCS Associate Degree Program|
      | "V" = course is offered as part of a WTCS Vocational Program |

      | VALIDATION CRITERIA: |
      | TIS0116-AE WTCS course type must be 'P', 'A' or 'V' for WTCS |
      | institutions |
      | TIS0116-BE WTCS course type must be blank for UW institutions |

      | HELP INFO: |
      | This field contains a code indicating the category of |
      | programs within the WTCS System within which the course |
      | is offered. Liberal arts (college parallel) courses offered at |
      | Madison Area Technical College (MATC-Madison), Milwaukee |
      | Area Technical College (MATC-Milwaukee), and Nicolet Area |
      | Technical College have a course type = 'P'. Associate |
      | degree courses offered at all 16 WTCS districts have a |
      | course type = 'A'. This field is blank for UW courses. |
      | |
      | To enter a WTCS Course Type, type the appropriate code or |
      | select one from the Help list. |

                                                               CONTINUED

```
                -- WTCS-COURSE-TYPE --                        TIS0116

  TRANSFER INFORMATION SYSTEM
  COURSE DATA



                                                        CONTINUED
  --------------------------------------------------------------------------
 | TECHNICAL CONSIDERATIONS:                                                |
 |    FILE NAME : TIS-COURSE              LENGTH:      1.00                  |
 |    FIELD NAME: VTAE-COURSE-TYPE        FORMAT:   A                        |
  --------------------------------------------------------------------------
```

                    -- PREV-BEGIN-YEAR-TERM --   TIS0117

   TRANSFER INFORMATION SYSTEM
   COURSE DATA

| DEFINITION: |
| Begin year and term of the course prior to its undergoing a course|
| ID change. |

| CODING REQUIREMENTS: |
| Should be given as a valid academic-year-term. |
| First 6 characters are given as follows: |
| "198990" = The 1989-90 academic year, beginning in the fall|
| of 1989 and extending through the summer of 1990.|
| The last character represents the academic term. |
| SEMESTER CALENDAR   QUARTER CALENDAR |
| "1" = Fall   "1" = Fall |
| "2" = Spring   "2" = Winter |
| "3" = Summer   "3" = Spring |
| "4" = Summer |

| VALIDATION CRITERIA: |
| NONE. |

| HELP INFO: | |
| YEAR |
| |
| When a Course ID (identifier) has changed from one |
| Department/Course Number/Suffix combination to another, |
| Previous Begin Year and Term are programmatically updated to |
| the Begin Year/Term of the most recent version of the |
| Previous Course record. |

                                                              CONTINUED

UW SYSTEM ADMINISTRATION
TRANSFER INFORMATION SYSTEM (TIS)   MAINTENANCE MANUAL

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                    -- PREV-BEGIN-YEAR-TERM --   TIS0117

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

                                                          CONTINUED

    | | | |
    | TERM |
    | |
    | When a Course ID (identifier) has changed from one |
    | Department/Course Number/Suffix combination to another, |
    | Previous Begin Year and Term are programmatically updated to |
    | the Begin Year/Term of the most recent version of the |
    | Previous Course record. |

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 7.00 |
    | FIELD NAME: PREVIOUS-BEGIN-YEAR-TERM   FORMAT: A |

```
                -- PREVIOUS-CURRICULAR-AREA-CODE --          TIS0118
```

TRANSFER INFORMATION SYSTEM
COURSE DATA

```
------------------------------------------------------------------------------
| DEFINITION:                                                                |
|      The Curricular Area Code under which a course was previously          |
|      offered.  The coding structure is based on CDR element 1050.          |
------------------------------------------------------------------------------


------------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                       |
|      Used in combination with PREVIOUS-COURSE-NUMBER and                   |
|      PREVIOUS-COURSE-SUFFIX.                                               |
------------------------------------------------------------------------------


------------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                       |
|    TIS0118-AE PREV Curricular area code must be blank or a 4 digit         |
|               number                                                       |
|    TIS0118-BE PREV Curricular area code must be a valid code on the CAC    |
|               table                                                        |
|    TIS0118-CE PREV Dept must be a valid abbrev or code on the dept/CAC     |
|               table                                                        |
------------------------------------------------------------------------------


------------------------------------------------------------------------------
| HELP INFO:                                                               | |
|    When a Course ID (identifier) has been changed from one                 |
|    Department/Course Number/Suffix combination to another,                 |
|    this field is used to record the Previous Department                    |
|    under which the course was offered.  The Previous                       |
|    Department is a department abbreviation or a                            |
|    department code, whichever has been defined as the                      |
|    Department ID format at the specified Institution.                      |
|                                                                            |
|    For WTCS districts, instructional area codes are                        |
|    used as department codes.                                               |
|                                                                            |
|                                                                            |
------------------------------------------------------------------------------
```

                  -- PREVIOUS-CURRICULAR-AREA-CODE --   TIS0118

TRANSFER INFORMATION SYSTEM
COURSE DATA

                                                             CONTINUED
```
--------------------------------------------------------------------------------
|    If you are updating Previous Department and request Help,                  |
|    you will be given a list of departments from which to                      |
|    select.  You may use search for a department by entering                   |
|    the first letter(s) of the department name or by                           |
|    entering a number in the range of the department code.                     |
--------------------------------------------------------------------------------


--------------------------------------------------------------------------------
| TECHNICAL CONSIDERATIONS:                                                     |
|    FILE NAME :  TIS-COURSE                     LENGTH:      4.00               |
|    FIELD NAME:  PREVIOUS-CURRICULAR-AREA-CODE  FORMAT:   A                     |
--------------------------------------------------------------------------------
```

                    -- PREVIOUS-COURSE-NUMBER --   TIS0119

TRANSFER INFORMATION SYSTEM
COURSE DATA


```
------------------------------------------------------------------------
| DEFINITION:                                                          |
|       The Course Number under which a course was previously offered. |
|       This data element is similar to CDR number 1060.               |
------------------------------------------------------------------------


------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                 |
|       Used in combination with PREVIOUS-CURRICULAR-AREA-CODE and     |
|       PREVIOUS-COURSE-SUFFIX.                                        |
|       Batch:                                                         |
|           Leftmost three positions contain the Course Number; the   |
|           last character is always blank.                           |
|       On-Line:                                                      |
|           The Previous Course Number and Suffix are combined into   |
|           one field with the optional suffix in the rightmost position. |
------------------------------------------------------------------------


------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                 |
|     TIS0119-AE PREV Course number must be blank if PREV CAC is blank or |
|                '0000'                                               |
|     TIS0119-BE PREV Course number must be a 3 digit number greater than 0 |
|     TIS0119-CE PREV Course number last character must be blank      |
|     TIS0119-DE PREV Course must be found on the course file         |
|     TIS0119-FW Warning: PREV CRS points to itself; change or press ENTER |
|                to confirm                                           |
|     TIS0119-GW Warning: PREV CRS with BYT = 1989901; chg or press ENTER |
|                to confirm                                           |
------------------------------------------------------------------------


------------------------------------------------------------------------
| HELP INFO:                                                          |
|     When a course ID (identifier) has changed from one             |
|     Department/Course Number/Suffix combination to another,        |
|     this field is used to record the Previous Course Number        |
|     and Suffix (if applicable) under which the course was          |
------------------------------------------------------------------------
```

                                                          CONTINUED

                    -- PREVIOUS-COURSE-NUMBER --   TIS0119

TRANSFER INFORMATION SYSTEM
COURSE DATA

                                                              CONTINUED

| offered. When the Previous Course ID is present on |
| a course record, the title of the Previous Course is |
| displayed next to the Previous Course Number/Suffix. |
| |
| If you enter a valid Previous Department and request |
| Help for this field, you will be given a list |
| of courses in that department from which you may select. |

| TECHNICAL CONSIDERATIONS: |
| FILE NAME : TIS-COURSE   LENGTH: 4.00 |
| FIELD NAME: PREVIOUS-COURSE-NUMBER   FORMAT: A |

                        -- PREVIOUS-COURSE-SUFFIX --   TIS0120

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

    | DEFINITION: |
    | The Course Suffix under which a course was previously offered. |

    | CODING REQUIREMENTS: |
    | Used in combination with PREV-CURRICULAR-AREA-CODE and |
    | PREV-COURSE-NUMBER. |
    | On-Line: |
    | The Previous Course Number and Suffix are combined into |
    | one field with the optional suffix in the rightmost position. |

    | VALIDATION CRITERIA: |
    | TIS0120-AE PREV course suffix must be blank or an alphabetic |
    | character |

    | TECHNICAL CONSIDERATIONS: |
    | FILE NAME : TIS-COURSE   LENGTH: 1.00 |
    | FIELD NAME: PREVIOUS-COURSE-SUFFIX   FORMAT: A |

-- GENERAL-EDUCATION-DESIGNATION --   TIS0121

TRANSFER INFORMATION SYSTEM
COURSE DATA

```
------------------------------------------------------------------------------
| DEFINITION:                                                                 |
|       An abbreviation indicating how the course applies to the general      |
|       education (breadth) requirements at the institution which offers      |
|       the course.                                                           |
------------------------------------------------------------------------------


------------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                        |
|       Values should correspond to the table of GE(BR) categories            |
|       supplied by the institution.                                          |
------------------------------------------------------------------------------


------------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                        |
|    TIS0121-AE GE (BR) must be a valid code in the GE table                  |
------------------------------------------------------------------------------


------------------------------------------------------------------------------
| HELP INFO:                                                                  |
|    This field contains the General Education (Breadth)                      |
|    Designation associated with the course.  The GE (BR)                     |
|    designation indicates how the course may be applied                      |
|    to the General Education or Breadth requirements at                      |
|    the institution that offers the course.  Each                            |
|    UW institution has different GE (BR) categories                          |
|    and requirements.  When institutions change GE (BR)                      |
|    areas, the TIS GE Table must be updated to reflect                       |
|    the changes.                                                             |
|                                                                             |
|                                                                             |
|    Up to six different GE (BR) Designations may be                          |
|    associated with a given course.  To enter a Gen Ed                       |
|    designation, type the appropriate abbreviation or                        |
|    select one from the Help list.                                           |
|                                                                             |
|    On the Course List Screen, when there is more than                       |
------------------------------------------------------------------------------
```

                 -- GENERAL-EDUCATION-DESIGNATION --   TIS0121

TRANSFER INFORMATION SYSTEM
COURSE DATA

                                                            CONTINUED

| one Gen Ed Designation assigned to a course, a "+" |
| is displayed. In this situation, the GE (BR) |
| Granted may be updated only on the Course Detail |
| Screen. |

| TECHNICAL CONSIDERATIONS: |
| FILE NAME : TIS-COURSE   LENGTH: 6.00 |
| FIELD NAME: GENERAL-EDUCATION-DESIGNATION FORMAT: A |

```
                    -- COURSE-LAST-CHANGE-TIME --                  TIS0122
```

TRANSFER INFORMATION SYSTEM
COURSE DATA


```
------------------------------------------------------------------------
| DEFINITION:                                                          |
|      The exact clock time of the last change to the associated       |
|      TIS-COURSE record or the time when the record was added.        |
------------------------------------------------------------------------


------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                 |
|      Always a valid time.  This field may not be directly modified by |
|      the user, but is set automatically by the file update program   |
|      code.                                                           |
------------------------------------------------------------------------


------------------------------------------------------------------------
| VALIDATION CRITERIA:                                                 |
|            NONE.                                                     |
------------------------------------------------------------------------


------------------------------------------------------------------------
| TECHNICAL CONSIDERATIONS:                                           |
|    FILE NAME :  TIS-COURSE              LENGTH:        0.00          |
|    FIELD NAME:  UPDATE-TIME             FORMAT:    T                 |
------------------------------------------------------------------------
```

             -- WTCS-ASSOCIATE-DEGREE-SUB-TYPE --   TIS0123

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

```
--------------------------------------------------------------------------
| DEFINITION:                                                            |
|         A code used to differentiate between two types of WTCS associate|
|         degree courses, which are eligible for transfer to UWS         |
|         institutions under the UWS/WTCS transfer agreement.  One group |
|         consists of associate degree general education courses.        |
|         Initially, these courses were from the communications, behavioral|
|         science, and social science instructional areas.  In 2000,     |
|         the transfer policy was expanded to include mathematics and    |
|         natural science courses taken since Fall 1995.  The second group|
|         consists of associate degree courses from the remaining        |
|         instructional areas.  These courses may transfer as part of    |
|         program-to-program articulation agreements between WTCS districts|
|         and UW institutions.                                           |
--------------------------------------------------------------------------


--------------------------------------------------------------------------
| CODING REQUIREMENTS:                                                   |
|             'G' = Gen Ed Transferable                                  |
|             'N' = Not Gen Ed Transferable                              |
|             ' ' = Not Applicable                                       |
|     NOTE:  This data element is programmatically updated by the        |
|             course update program code whenever a course is added,     |
|             The following rules are used:                              |
|                 For all courses from UWS institutions,                 |
|                     WTCS-AD-SUB-TYPE = blank.                          |
|                 For all courses from WTCS institutions,                |
|                     If WTCS-COURSE-TYPE = 'A'                           |
|                         (If Curricular Area Code = '9801' or '9809'     |
|                             or '9810',                                  |
|                             WTCS-AD-SUB-TYPE = 'G') or                  |
|                         (If (Curricular Area Code = '9804' or '9806')   |
|                             and (END-YEAR-TERM >= 1995-96/1))           |
|                             WTCS-AD-SUB-TYPE = 'G'                      |
|                     For other WTCS courses,                            |
|                         WTCS-AD-SUB-TYPE = 'N'                          |
--------------------------------------------------------------------------
```
                                                              CONTINUED

```
            -- WTCS-ASSOCIATE-DEGREE-SUB-TYPE --              TIS0123

   TRANSFER INFORMATION SYSTEM
   COURSE DATA


                                                              CONTINUED
   --------------------------------------------------------------------------
  | VALIDATION CRITERIA:                                                     |
  |    TIS0123-AE WTCS Course Sub-type must be 'G', 'N' or space for WTCS     |
  |              institution                                                  |
  |    TIS0123-BE WTCS Course Sub-type must be blank for UW institutions      |
   --------------------------------------------------------------------------


   --------------------------------------------------------------------------
  | HELP INFO:                                                               |
  |    WTCS Sub-Type is used to differentiate between two                     |
  |    types of WTCS associate degree courses eligible for                    |
  |    transfer to UW institutions.  One group consists of                    |
  |    associate degree general education courses. Initially,                 |
  |    these courses were from the communications, behavioral                 |
  |    science, and social science instructional areas.                       |
  |    In 2000, the transfer policy was expanded to include                   |
  |    mathematics and natural science courses taken since                    |
  |    Fall 1995.  These courses have a course sub-type = 'G'.                 |
  |    The second group consists of associate degree courses                  |
  |    from the remaining instructional areas. These courses                  |
  |    may transfer as part of program-to-program articulation                |
  |    agreements between WTCS districts and UWS institutions.                 |
  |    These courses have a course sub-type = 'N'.                             |
  |                                                                           |
  |    This field is programmatically updated when a                          |
  |    course is added or its department/instructional area                   |
  |    is changed.  This field is blank for WTCS college                       |
  |    parallel courses and for UW courses.                                   |
   --------------------------------------------------------------------------


   --------------------------------------------------------------------------
  | TECHNICAL CONSIDERATIONS:                                                 |
  |    FILE NAME :  TIS-COURSE                 LENGTH:       1.00              |
  |    FIELD NAME:  VTAE-AD-SUB-TYPE           FORMAT:   A                     |
   --------------------------------------------------------------------------
```

                    -- COURSE-CLASSIFICATION --   TIS0124

    TRANSFER INFORMATION SYSTEM
    COURSE DATA

    | DEFINITION: |
    | A code indicating the intended classification of students |
    | who might enroll in this course. Thus courses designated |
    | as 'F' (Freshman/Sophomore) are likely to be taken by |
    | freshmen and sophomores. TIS has requested that UWS |
    | institutions, at a minimum, provide equivalencies of |
    | freshman/sophomore courses. This field can be used to |
    | identify such courses. |

    | CODING REQUIREMENTS: |
    | 'F' = Freshman/Sophomore |
    | 'J' = Junior/Senior |
    | ' ' = Not Applicable |
    | NOTE: This data element is programmatically updated by the |
    | course update program code whenever a course is added or its |
    | level or course number is changed. The following rules are used:|
    | For all courses from WTCS institutions, |
    | COURSE-CLASSIF = blank |
    | For UWS institution courses NOT specified below, |
    | COURSE-CLASSIF = 'J' |
    | For UW-Madison courses, If (Course Number < 300) or (Course |
    | Number < 400 and Level = 'E' or 'I') |
    | COURSE-CLASSIF = 'F' |
    | For UW-Stout courses, If (Course Level = 'P' or 'E') |
    | COURSE-CLASSIF = 'F' |
    | For UW-Superior courses, If (Course Number < 300) |
    | COURSE-CLASSIF = 'F' |
    | For UW-Extension courses, If (Course Level = 'E' or 'I') |
    | COURSE-CLASSIF = 'F' |
    | For other UWS institution courses, If (Course Level = 'P' |
    | or 'L') COURSE-CLASSIF = 'F' |

                                                                CONTINUED

                    -- COURSE-CLASSIFICATION --   TIS0124

   TRANSFER INFORMATION SYSTEM
   COURSE DATA

                                                            CONTINUED

   | VALIDATION CRITERIA: |
   | TIS0124-AE Classif must be 'F', 'J' or space for UW institutions |
   | TIS0124-BE Classif must be blank for WTCS institutions |

   | HELP INFO: |
   | This field contains a code indicating the classification |
   | of students who might enroll in the course. Courses are |
   | classified as 'F' (Freshman/Sophomore) if they are likely |
   | to be primarily taken by freshmen and sophomores at UW |
   | institutions. They are classified as 'J'(Junior/Senior) |
   | if they are likely to be taken by juniors and seniors. |
   | |
   | Course Classification is programmatically updated when a |
   | course is added or its level or course number is changed |
   | based on rules provided by the UW institution. |
   | This field is blank for WTCS courses. |

   | TECHNICAL CONSIDERATIONS: |
   | FILE NAME : TIS-COURSE   LENGTH: 1.00 |
   | FIELD NAME: CLASSIF   FORMAT: A |