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A. Institution Table

This table provides identifying information about the institutions whose transfer data is included in TIS.

- Institution ID is used in submitting and storing data. Institution ID's also have been defined for the UW Colleges Central Office, UW System Administration, and the WTC System Office.
- Institution Long Name (maximum of 40 characters) is used to display or report the institution when room permits.
- Institution Short Name (maximum of 20 characters) is used to display or report the institution when room permits
- Institution Abbreviation (maximum of 5 characters) is used in the TIS On-line Maintenance System as a short-cut method for designating an institution.

To view or print the TIS Institution Table, go to Maintenance, the Table Maintenance area. Select the Institution Table for viewing. Use the column headings to sort the table. The table can be printed using the Export Options at the bottom of the screen: CSV, Excel, XML or PDF.

B. Non-Course Equivalent Table

The Non-Course Equivalent data element is used in defining the type of course equivalent granted at the receiving institution. This table provides identifying information about the values of the Non-Course Equivalent.

- The Non-Course Equivalent Long Name (maximum of 20 characters) is used to display or report the value when room permits
- The Non-Course Equivalent Short Name (maximum of 10 characters) is used.

To view or print the TIS Non-Course Equivalent Table, go to Maintenance, the Table Maintenance area. Select the Non-Course Equivalent Table for viewing. Use the column headings to sort the table. The table can be printed using the Export Options at the bottom of the screen: CSV, Excel, XML or PDF.

C. Department/Curricular Area Table

This table provides a crosswalk between CDR (Central Data Request) curricular area codes and the corresponding departments/curricular areas at the institution. The Department Id's, listed in the table, provide a one-to-one correspondence between the ID and its associated department/curricular area and, in most cases, are the identifiers that are used on the institution's official transcript. Refer to the TIS Data Dictionary (Chapter V) in the Maintenance Manual for data definitions for elements on this table.

To print the TIS Department/Curricular Area Table, go to Maintenance and select the Reports option at the top of the page. Select the Department/Curricular Area Code (CAC) Report on the Reports Menu. Select the institution for which the report is needed. Use the column

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headings to sort the table. The table can be printed using the Export Options at the bottom of the screen: CSV, Excel, XML or PDF.

D. General Education (Breadth) Table

This table provides a list of the General Education (Breadth) categories at an institution and the corresponding GE (Br) designations that are used to identify the categories within TIS.

- The GE (BR) Category Long Name (maximum of 30 characters) is used to display or report the category when room permits.
- The GE (BR) Short Name (maximum of 10 characters) is used in other situations.

To print the TIS General Education (Breadth) Table, go to Maintenance and select the Reports option at the top of the page. Select the General Education (Breadth) Report on the Reports Menu. Select the institution for which the report is needed. Use the column headings to sort the table. The table can be printed using the Export Options at the bottom of the screen: CSV, Excel, XML or PDF.