188   Educational Course Inventory

Functional Group=EC

This Standard contains the format and establishes the data contents of an Educational Course Inventory Transaction Set (188) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set is used by postsecondary educational institutions to transmit current and historical records of educational courses. Educational courses appear in the official catalogs of postsecondary institutions and are included on student transcripts sent to other postsecondary institutions, as well as to current and prospective employers of current and former students of postsecondary institutions. The student transcript containing educational courses is also sent to a variety of other agencies and individuals at the request of the student.

 A great deal of information about an educational course is included on the student transcript. However, if a receiving postsecondary institution wishes to evaluate a course to determine if it meets certain specific requirements at the receiving school, then additional information is usually required. This information is usually obtained from the original school's Catalog. But courses on a student transcript may include courses taken at various times during the student's career. This involves obtaining multiple Catalogs from many schools.

One use of this transaction set is to allow one postsecondary institution to obtain additional information about the courses on the student transcript in an automated manner without human intervention. For example, the recipient school's computer could compare all courses on a student transcript (Transaction Set 130) that was received, with courses previously received and previously evaluated in the same time frame from that same sending school. For those courses not previously evaluated, the computer could automatically prepare an Educational Course Inventory Request (Transaction Set 188) and return it to the school that offered the courses. The school's computer receiving that TS188 would gather the data for the courses requested and return the completed TS188 to the school that received the original transcript. The school that originally sent the TS188 request would then make those data available to the individual staff member that must evaluate the courses to determine if they are equivalent (or similar) to a course offered at that school, or if they can be used as elective courses. This can greatly simplify and expedite the transfer evaluation process.

This Implementation Guide was created by the American Association of Collegiate Registrars and Admissions Officers' (AACRAO) Committee on the Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) in April 2006, using ANSI ASC X12 version 4050 which is essentially equivalent to ANSI Standard 5.

The following details the specific information included in the Educational Course Inventory.
Heading (Table 1):

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage	Page
0100	ST	Transaction Set Header	M	1			Must use	3
0200	ERP	Educational Record Purpose	M	1			Must use	4
		Loop ID – N1			**2**			
0300	N1	Party Identification	M	1		1/0300	Must use	6
0400	N2	Additional Name Information	O	1			Used	8
0500	N3	Party Location	O	1			Used	9
0600	N4	Geographic Location	O	1			Used	10
0700	PER	Administrative Communications Contact	O	1			Used	11
		Loop ID - CSE			**>1**			
0800	CSE	Educational Course Information	M	1		1/0800	Must use	13
0900	DTP	Date or Time or Period	O	10			Used	17
1000	CSU	Supplemental Course Data	O	10			Used	18
1100	REF	Reference Information	O	10		1/1100	Used	20
1200	MSG	Message Text	O	>1			Used	21
1300	SE	Transaction Set Trailer	M	1			Must use	22

Notes:

1/0300   The N1 loop indicates the sending and receiving institutions.
1/0800   The CSE loop indicates information about the educational course.
1/1100   The REF segment provides an additional identifier by which an educational course is known.

Comments on the Table above:

Column 1 (Position) allows various users of this Guide to specify the particular occurrence of a segment in the event (which does not occur in this transaction set) that a segment appears multiple times in the transaction set.

Column 2 (Segment Identifier) specifies the ANSI ASC X12 segment being used at this position.

Column 3 (Segment Name) indicates the name in the ANSI ASC X12 data base for this segment.

Column 4 (Requirement) indicates if the use of this particular segment is (M)andatory or (O)ptional at this position in the transaction set.

Column 5 (Maximum Use) indicates the maximum number of times this particular segment can occur in the transaction set at this position in the transaction set.

Column 6 (Repeat) indicates how many times the loop may occur in the transaction set at this position in the transaction set.

Column 7 (Notes) indicates a specific note that may be used to clarify the use of a segment at this position in the transaction set. The notes will appear at the end of the portion of this Implementation Guide that explains and defines the segment.

Column 8 (Usage) indicates if and how a segment is used by the AACRAO user of this particular transaction set for its intended use. If a segment is mandatory, then the value shown here is always "Must Use". However, if it is optional, then the authors of this Guide may indicate that it is typically "Used" by AACRAO users of this Guide. If it is not typically used, then "Not Used" will be indicated.

Column 9 (Page) indicates where the detailed description of the use of the segment may be found later in this Implementation Guide.

Comments on the use of the columns in the Segment descriptions used in the rest of this Implementation Guide:

Column 1 (Reference) is composed of the Segment Identifier (e.g., ST) followed by the two digit number (e.g., 01) to show that this is the first occurrence of this particular data element in this segment.

Column 2 (Data Element Identifier) is the number of the ANSI ASC X12 Data Element being used at this position in the segment.

Column 3 (Data Element Name) is the name as defined in the ANSI ASC X12 Data Element Dictionary. A brief description is also used, as well as the acceptable code values for use at this position in the transaction set. This is normally a subset of all the available values in the data dictionary.

Column 4 (Required Indicator) shows if this data element is required, optional or conditional at this position in this use of the segment.

Column 5 (Type) indicates if this data element is an Identifier (with only specific values that may be used), or an alpha numeric data element when any character string is allowed.

Column 6 (Min/Max) indicates the minimum and the maximum number of characters that are allowed for this data element.

Column 7 (Usage) indicates if this particular data element must be used, is optional but typically used, or is typically not used in this position of this segment.

ST   Transaction Set Header

<table>
<tr><td>Pos: 0100</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Mandatory</td></tr>
<tr><td>Loop: N/A</td><td>Elems: 3</td></tr>
</table>

To indicate the start of a transaction set and to assign a control number

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST01	143	**Transaction Set Identifier Code** **Description:** Code uniquely identifying a Transaction Set **Code NAME** 188 Educational Course Inventory	M	ID	3/3	Must use
ST02	329	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set **Note to User:** This is the identifying control number assigned and maintained by the sender of the transaction set. This value is assigned by the sender in such a way that it is unique to the transaction being sent. This value must match that in data element SE02.	M	AN	4/9	Must use
ST03	1705	**Implementation Convention Reference** **Description:** Reference assigned to identify Implementation Convention	O/Z	AN	1/35	Not Used

Semantic Notes:

01 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 188 selects the Educational Course Inventory Transaction Set).

03 The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition. When used, this implementation convention reference takes precedence over the implementation reference specified in the GS08.

ERP Educational Record Purpose

Pos: 0200	Max: 1
Heading - Mandatory	
Loop: N/A	Elems: 5

To indicate the type of educational record or information being requested or being sent and to specify conditions under which it is being requested or was sent

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ERP01	**640**	**Transaction Type Code** **Description:** Code specifying the type of transaction **Note to User:** If the use of this transaction is to request course information from another school, use IN. If the use, instead, is to reply to that request and provide course information, use DG. **Code NAME** DG Response (A reply to an inquiry) IN Inquiry	**M**	**ID**	**2/2**	**Must use**
ERP02	**641**	**Status Reason Code** **Description:** Code indicating the status reason **Note to User:** This code specifies the reason the requested information is not being sent, or that a circumstance under which the information is being sent. This optional data element is not used by schools requesting course information. **Code NAME** B33 Unreported – Information is not available in record B42 Requested record will not be sent electronically; Paper copy will be sent B44 Part of requested record being sent; Remainder to be sent by hard copy B48 Record being sent at request of student B49 Record being sent to replace one previously sent B50 Requested record being sent EBA No record found	**O**	**ID**	**3/3**	**Used**
ERP03	**306**	**Action Code** **Description:** Code indicating type of action **Note to User:** This is optional and is somewhat redundant with ERP01 above. If you choose to send it, the requestor of course information would use R2 and the provider of the course information would use V. **Code NAME** R2 Send record now V Respond	**O**	**ID**	**1/2**	**Used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ERP04	**1250**	**Date Time Period Format Qualifier** **Description:** Code indicating the date format, time format, or date and time format	**X**	**ID**	**2/3**	**Not Used**
ERP05	**1251**	**Date Time Period** **Description:** Expression of a date, a time, or range of dates, times or dates and times	**X**	**AN**	**1/35**	**Not Used**

Semantic Notes:

01 ERP01 identifies the type of transaction set.
02 ERP02 indicates why the record or information is being sent or not being sent.
05 ERP05 indicates the date by which the educational record is to be sent.

Syntax Notes:

04 ERP04: If either ERP04 or ERP05 is present, then the other is required.

N1   **Party Identification (Sending/Receiving Institution)**

Pos: 0300   Max: 2
Heading - Mandatory
Loop: N1   Elems: 6

To identify a party by type of organization, name, and code

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	**98**	**Entity Identifier Code (Type of Sender or Receiver)**	**M**	**ID**	**2/3**	**Must use**
		Description: Code identifying an organizational entity, a physical location, property or an individual				
		Note to User: The N1 loop is sent twice. The first occurrence of the N1 loop describes the sender of this transaction set. The second occurrence describes the intended receiver of this transaction set.				
		Code NAME				
		AS Postsecondary Education Sender				
		AT Postsecondary Education Recipient				
N102	**93**	**Name (Institution Name)**	**X**	**AN**	**1/60**	**Used**
		Description: Free-form name				
		Note to User: This is the free-form name of the institution or agency as commonly used. The N102 data element may be augmented by N2 data segments if the free-form name exceeds 60 characters. This information is redundant if valid codes are sent in N103 and N104, however it may be quite useful during an initial period of testing with a new school.				
N103	**66**	**Identification Code Qualifier (Institution Code Qualifier)**	**X**	**ID**	**1/2**	**Used**
		Description: Code designating the system/method of code structure used for Identification Code (67)				
		Note to User: A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from PESC at (202) 293-7383.				
		Code NAME				
		71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, DC				
		72 The College Board's Admission Testing Program (ATP), a 4 digit list of postsecondary educational institutions				
		73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education				
		74 American College Testing (ACT) list of postsecondary educational institutions.				
		CB Statistics Canada Canadian College Student Information System Institution Codes				
		CS Statistics Canada University Student Information System University Codes				
N104	**67**	**Identification Code (Institution Code)**	**X**	**AN**	**2/80**	**Used**
		Description: Code identifying a party or other code				
		Note to User: This is the institution code from the code set identified in N103.				

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N105	706	**Entity Relationship Code** **Description:** Code describing entity relationship	O	ID	2/2	Not used
N106	98	**Entity Identifier Code** **Description:** Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	Not used

Syntax Notes:

02   R0203 -- At least one of N102 or N103 is required.

03   P0304 -- If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the Institution Code Qualifier (N103) and Code (N104) must be understood by both sender and receiver.

2. N105 and N106 further define the type of entity in N101.

Note to User:

One iteration of this N1 loop describes the sender and the other describes the receiver. In each case it is recommended that in the N1 segment, N103 and N104 be used to identify the institution. If this is not possible, N102 is available for the free-form name of the institution.

N2   Additional Name Information

<div style="float:right">

Pos: 0400   **Max: 1**
Heading - Optional
Loop: N/A   **Elems: 2**

</div>

To specify additional names or those longer than 60 characters in length

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	93	**Name** **Description:** Free-form name	M	AN	1/60	Must use
N202	93	**Name** **Description:** Free-form name	O	AN	1/60	Used

Note to User:

This segment can be used to extend the institutional name in those cases where the free-form name exceeds 60 characters in length. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N103 and N104) since it is probably redundant. If you choose to send the N2 segment, then N201 must be included.

N3

Address Information (Street Address of Sending/Receiving Institution)

Pos: 0500   Max: 1
Heading - Optional
Loop: N/A   Elems: 2

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N301	166	**Address Information** **Description:** Address information	M	AN	1/55	Must use
N302	166	**Address Information** **Description:** Address information	O	AN	1/55	Used

Note to User:

This segment can be used to provide more complete address information about the institution referenced in the N1 segments. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N103 and N104) since it is probably redundant. If you choose to send the N3 segment, then N301 must be included. And, if you choose to send the N3 segment, then the N4 segment should also be included.

N4   Geographic Location

<div align="right">

Pos: 0600   Max: 1
Heading - Optional
Loop: N/A   Elems: 7

</div>

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	**City Name** **Description:** Free-form text for city name	O	AN	2/30	Used
N402	156	**State or Province Code** **Description:** Code (Standard State/Province) as defined by appropriate government agency **Note to User:** Refer to Appendix B for the complete code list.	X	ID	2/2	Used
N403	116	**Postal Code** **Description:** Code defining international postal zone code excluding punctuation and blanks (zip code for United States) **Note to User:** For the United States, use ZIP codes as specified in the U.S Postal Service Publication 65, Code Set A-5. This is available from the U.S. Postal Service, Washington, DC 20260 and on the web at http://zip4.usps.com/zip4/citytown.jsp.	O	ID	3/15	Used
N404	26	**Country Code** **Description:** Code identifying the country **Note to User:** Refer to Appendix B for the complete code list.	X	ID	2/3	Used
N405	309	**Location Qualifier** **Description:** Code identifying type of location	X	ID	1/2	Not Used
N406	310	**Location Identifier** **Description:** Code which identifies a specific location	O	AN	1/30	Not Used
N407	1715	**Country Subdivision Code** **Description:** Code identifying the country subdivision	X	ID	1/3	Not Used

Syntax Notes:

02   E0207 – Only one of N402 or N407 may be present
06   C0605 -- If N406 is present, then N405 is required.
07   C0704 – If N407 is present, then N404 is required.

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

PER   Administrative Communications Contact

Pos: 0700   Max: 1
Heading - Optional
Loop: N/A   Elems: 9

To identify a person or office to whom administrative communications should be directed

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code** **Description:** Code identifying the major duty or responsibility of the person or group named **Code NAME** AJ Primary Contact EA EDI Coordinator RG Registrar RP Responsible Person RQ Requestor	M	ID	2/2	Must use
PER02	93	**Name (Name of Contact Person)** **Description:** Free-form name	O	AN	1/60	Used
PER03	365	**Communication Number Qualifier** **Description:** Code identifying the type of communication number **Note to User:** **Code NAME** AP Alternate Telephone AS Answering Service BN Beeper Number CP Cellular Phone EA Internet Email Address EX Telephone Extension FX Facsimile HP Home Phone Number NP Night Telephone OT Other Residential Telephone Number PC Personal Cellular PP Personal Phone TE Telephone TL Telex VM Voice Mail WC Work Cellular WF Work Facsimile Number WP Work Phone Number	X	ID	2/2	Used
PER04	364	**Communication Number** **Description:** Complete communications number including country or area code when applicable	X	AN	1/256	Used

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER05	365	**Communication Number Qualifier** **Description:** Code identifying the type of communication number **Note to User:** Values are listed under PER03.	X	ID	2/2	Used
PER06	364	**Communication Number** **Description:** Complete communications number including country or area code when applicable	X	AN	1/256	Used
PER07	365	**Communication Number Qualifier** **Description:** Code identifying the type of communication number **Note to User:** Values are listed under PER03.	X	ID	2/2	Used
PER08	364	**Communication Number** **Description:** Complete communications number including country or area code when applicable	X	AN	1/256	Used
PER09	443	**Contact Inquiry Reference** **Description:** Additional reference number or description to clarify a contact number	O	AN	1/20	Used

Syntax Notes:

03   P0304 -- If either PER03 or PER04 is present, then the other is required.
05   P0506 -- If either PER05 or PER06 is present, then the other is required.
07   P0708 -- If either PER07 or PER08 is present, then the other is required.

CSE   **Educational Course Information**

To provide information on an educational course

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSE01	**93**	**Name** **Description:** Free-form name **Note to User:** This is the short title of the course that typically appears on the student transcript.	**X**	**AN**	**1/60**	**Used**
CSE02	**127**	**Reference Identification** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier **Note to User:** This is the complete course identifier or number. It might be a course ID such as "1234567", "MAT103", "ENC1002A".	**X**	**AN**	**1/50**	**Used**
CSE03	**1141**	**Academic Credit Type Code** **Description:** Code indicating the type of credit used (awarded) by the institution	**O**	**ID**	**1/1**	**Used**

CSE03 codes:

Code	NAME
3	Trimester Hour Credit
5	Quinmester Hour Credit
C	Continuing Education Unit: Uniform unit of measurement used in the US reflecting participation in organized continuing (non-credit) education programs under responsible sponsorship, capable direction, and qualified instruction; one unit equals ten contact hours.
I	Intersession Hour Credit
L	Long Session Hour Credit
M	mini-term Hour Credit
N	No Credit: A remedial course or other course that is offered without academic credit
Q	Quarter Hour Credit: The numerical credit value awarded for a course by an institution following the quarter calendar; one quarter credit hour usually represents one classroom hour per week in a standard quarter session; a baccalaureate degree normally requires completion of about 180 quarter credit hours.
R	Summer Term Hour Credit
S	Semester Hour Credit: The numerical credit value awarded for a course by an institution following a semester calendar; one classroom hour per week in a standard semester session; a baccalaureate degree normally requires completion of 120 semester credit hours.
T	Twelve-month Hour Credit
V	Vocational Credits: Credits offered by vocational and technical institutions; certain states or institutions may have a formula for equating vocational credits to other units or credits.
X	Other Type of Credit: Credits offered by institutions outside the United States

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSE04	380	**Quantity (Minimum Number of Credits)** **Description:** Numeric value of quantity **Note to User:** This is minimum number of credits that this course is worth. The type of "R" indicates that the decimal point may be included. For example, if the course is offered as a 3 credit course, then the value sent in this field is "3.0" without the quotes. If it is a variable credit course with the minimum value of 4 credits, then the value sent in this field is "4.0" without the quotes. If the decimal point is not sent, it is assumed to be located immediately to the right of the last numeric digit.	O	R	1/15	Used
CSE05	380	**Quantity (Maximum Number of Credits)** **Description:** Numeric value of quantity **Note to User:** This is maximum number of credits that this course is worth. The type of "R" indicates that the decimal point may be included. For example, if the course is offered as a 3 credit course, then the value sent in this field is "3.0" without the quotes. If it is a variable credit course with the maximum value of 5 credits, then the value sent in this field is "5.0" without the quotes. If the decimal point is not sent, it is assumed to be located immediately to the right of the last numeric digit.	O	R	1/15	Used

CSE06	1073	**Yes/No Condition or Response Code (Honors Course?)**
		Description: Code indicating a Yes or No condition or response
		Note to User: Use code "Y" to indicate this is always an honors course; use "N" to indicate it is not always an honors course.
		
		  Code **NAME**
		   N No
		   U Unknown
		   W Not Applicable
		   Y Yes
			O	ID	1/1	Used

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSE07	1142	**Academic Grade or Course Level Code**	O	ID	1/2	Used

Description: Code identifying level or type, or both, of academic work.

Code	NAME
D	Dual Level (Upper Division and Graduate): The level of a course which may be applicable to a baccalaureate degree or a graduate degree or both
G	Graduate: Course offerings at a level of comprehension usually associated with post-baccalaureate students.
H	Higher or Upper division: Course offerings at a level of comprehension usually associated with third or fourth year baccalaureate students
I	Institutional Credit: Credit may be awarded by a postsecondary institution which may or may not be applicable to an associate
or	baccalaureate degree; typically awarded for purposes of determining the level of participation or success of a student in a course not applicable to a postsecondary degree.
L	Lower Division: Course offerings at a level of comprehension usually associated wit first and second year postsecondary students.
P	Professional: Course offerings at a level of comprehension usually associated with post-baccalaureate students and recognized by state certification laws and regulations as courses that distinguish professional education from other professions and occupations.
R	Remedial: Specialized or additional instruction to correct deficiencies in learner accomplishments or achievements with the expectation that the student will ultimately master the
regular	curriculum through regular channels.
U	Undergraduate: College level courses of study that may lead to the customary baccalaureate degree; includes both lower and upper division courses.
12	Advanced Placement
17	Adult Basic
18	Adult Secondary
DL	Dual Level (Graduate and Professional)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSE08	66	**Identification Code Qualifier**	X	ID	1/2	Used

Description: Code designating the system/method of code structure used for Identification Code 67 in CSE09.

Code	NAME
81	Classification of Instructional Programs (CIP) coding structure maintained by the US Department of Education's National Center for Education Statistics
82	Higher Education General Information Survey (HEGIS) maintained by the US Department of Education's National Center for Education Statistics
CA	Statistics Canada Canadian College Student Information System Course Codes

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSE09	67	**Identification Code**	X	AN	2/80	Used

Description: Code identifying a party or other code.

Note to User: This is the code used by the code set in CSE08 to describe the content of the course.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSE10	**790**	**Entity Title**	**O**	**AN**	**1/132**	**Used**
		Description: Title of the data entity				
		Note to User: This is the long course title typically used in the course catalog.				
CSE11	**1073**	**Yes/No Condition or Response Code (Active Course?)**	**O**	**ID**	**1/1**	**Used**
		Description: Code indicating a Yes or No condition or response				
		Note to User: Use code "Y" to indicate this is an active course; use "N" to indicate it is not an active course.				
		Code **NAME**				
		N No				
		U Unknown				
		W Not Applicable				
		Y Yes				
CSE12	**1073**	**Yes/No Condition or Response Code (Course May Be Repeated?)**	**O**	**ID**	**1/1**	**Used**
		Description: Code indicating a Yes or No condition or response				
		Note to User: Use code "Y" to indicate that this course can be repeated for additional credit; use "N" to indicate it cannot be repeated for additional credit.				
		Code **NAME**				
		N No				
		U Unknown				
		W Not Applicable				
		Y Yes				

Syntax Notes:

1   R0102 – At least one of CSE01 or CSE02 is required
08   P0809 – If either CSE08 or CSE09 is present, then the other is required.

Semantic Notes:

02   CSE02 identifies the course at the institution offering the course from among similar subject area offerings
04   CSE04 indicates the minimum measure of credit associated with the course as determined by the institution offering the course.
05   CSE05 indicates the maximum measure of credit associated with the course as determined by the institution offering the course.
06   CSE06 indicates if the course is always an honors course. A "Y" indicates that the course is always an honors course; an "N" indicates
that   it is not always an honors course.
10   CSE10 is the course title.
11   CSE11 indicates if the course is still active. A "Y" indicates the course is till active; an "N" indicates that the course is not still active.
12   CSE12 indicates if the course may be repeated for additional credit. A "Y" indicates the course may be repeated for
additional credit; an "N" indicates the course may not be repeated for additional credit.

DTP Date or Time or Period

<div style="text-align: right">

Pos: 0900   Max: 10
Heading - Optional
Loop: N/A   Elems: 3

</div>

To specify any or all of a date, a time, or a time period

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTP01	**374**	**Date/Time Qualifier** **Description:** Code specifying type of date or time, or both date and time **Note to User:** This is a code specifying the type of date or date range to be sent in DTP03. Examples of valid codes are **Code NAME** 007 Effective 152 Effective Date of Change	**M**	**ID**	**3/3**	**Must use**
DTP02	**1250**	**Date Time Period Format Qualifier** **Description:** Code indicating the date format, time format, or date and time format **Code NAME** CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD RD4 Range of Years Expressed in Format CCYY-CCYY RD5 Range of Years and Months Expressed in Format CCYYMM-CCYYMM RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD	**M**	**ID**	**2/3**	**Must use**
DTP03	**1251**	**Date Time Period** **Description:** Expression of a date, a time, or range of dates, times or dates and times **Note to User:** The date appears in the format indicated in DTP02.	**M**	**AN**	**1/35**	**Must use**

Semantic Notes:

02 DTP02 is the date or time or period format that will appear in DTP03.

Notes to User:

This is an optional data segment, but if it is used, then all three of the data elements must be sent.

This is the segment which is used to report that the course information is or was valid or effective for the date range indicated.

CSU   Supplemental Course Data

<div style="text-align:right">

Pos: 1000   Max: 10
Detail - Optional
Loop: N/A   Elems: 10

</div>

To provide supplemental information on a course or a particular instance of a course

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSU01	**93**	**Name (Subject Area/Course Alpha Prefix)** **Description:** Free-form name **Note to User:** This is the department or area of study associated with the course.	O	AN	1/60	Used
CSU02	**127**	**Reference Identification (Course Number)** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier **Note to User:** This is the value that uniquely identifies a course within a subject area or department.	O	AN	1/50	Used
CSU03	**1250**	**Date Time Period Format Qualifier (Format for Starting Date of Course)** **Description:** Code indicating the date format, time format, or date and time format **Code NAME** CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
CSU04	**1251**	**Date Time Period (Starting Date of Course)** **Description:** Expression of a date, a time, or range of dates, times or dates and times	X	AN	1/35	Used
CSU05	**1250**	**Date Time Period Format Qualifier (Format for Ending Date of Course)** **Description:** Code indicating the date format, time format, or date and time format **Code NAME** CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
CSU06	**1251**	**Date Time Period (Ending Date of Course)** **Description:** Expression of a date, a time, or range of dates, times or dates and times	X	AN	1/35	Used

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSU07	1132	**Instructional Setting Code** **Description:** Code indicating type of instructional setting where an education program is provided	O	ID	1/2	Not Used
CSU08	1141	**Academic Credit Type Code** **Description:** Code indicating the type of credit used (awarded) by the sending institution	O	ID	1/1	Used

Code NAME

3	Trimester Hour Credit
5	Quinmester Hour Credit
C	Continuing Education Unit: Uniform unit of measurement used in the US reflecting participation in organized continuing (non-credit) education programs under responsible sponsorship, capable direction, and qualified instruction; one unit equals ten contact hours.
I	Intersession Hour Credit
L	Long Session Hour Credit
M	mini-term Hour Credit
N	No Credit: A remedial course or other course that is offered without academic credit
Q	Quarter Hour Credit: The numerical credit value awarded for a course by an institution following the quarter calendar; one quarter credit hour usually represents one classroom hour per week in a standard quarter session; a baccalaureate degree normally requires completion of about 180 quarter credit hours.
R	Summer Term Hour Credit
S	Semester Hour Credit: The numerical credit value awarded for a course by an institution following a semester calendar; one classroom hour per week in a standard semester session; a baccalaureate degree normally requires completion of 120 semester credit hours.
T	Twelve-month Hour Credit
V	Vocational Credits: Credits offered by vocational and technical institutions; certain states or institutions may have a formula for equating vocational credits to other units or credits.
X	Other Type of Credit: Credits offered by institutions outside the United States

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSU09	380	**Quantity (Class/Course Duration)** **Description:** Numeric value of quantity	X	R	1/15	Not Used
CSU10	C001	**Composite Unit of Measure (Class/Course Duration)** **Description:** To identify a composite unit of measure.	X	Comp		Not Used

Syntax Notes:

03   P0304 -- If either CSU03 or CSU04 is present, then the other is required.
05   P0506 -- If either CSU05 or CSU06 is present, then the other is required.
09   P0910 -- If either CSU09 or CSU10 is present, then the other is required.

Semantic Notes:

01   CSU01 and CSU02 are the alpha prefix and the course number, respectively. Together, CSU01 and CSU02 are commonly referred to as the "course number".
03   CSU03 and CSU04 refer to the beginning effective date for this version of the course.
05   CSU05 and CSU06 refer to the ending effective date for this version of the course.

REF Reference Information

Pos: 1100   Max: 10
Heading - Optional
Loop: N/A   Elems: 4

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	128	**Reference Identification Qualifier** **Description:** Code qualifying the Reference Identification **Note to User:** This segment is included to provide additional information about the course. **Code NAME** 6O Cross Reference Number N3 Statewide Course Number UI Previous Course Number UJ Current or Latest Course Number UK Equivalent Course Number at Requesting Institution UL Cross-listed Course Number	M	ID	2/3	Must use
REF02	127	**Reference Identification** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier **Note to User:** This would be the value of the course number of the type indicated in REF01 above.	X	AN	1/50	Used
REF03	352	**Description** **Description:** A free-form description to clarify the related data elements and their content **Note to User:** This is a free-form text description of the course. This is supplemental information to what was given in the CSE or CSU segments above.	X	AN	1/80	Used
REF04	C040	**Reference Identifier** **Description:** To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O	Comp		Not used

Syntax Notes:

02   R0203 -- At least one of REF02 or REF03 is required.

Semantic Notes:

02   REF04 contains data relating to the value cited in REF02.

MSG Message Text

<div style="border:1px solid">
Pos: 1200   Max:> 1
Heading - Optional
Loop: N/A   Elems: 3
</div>

To provide a free-form format that allows the transmission of text information.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
MSG01	**933**	**Free-form Message Text** **Description:** Free-form message text **Note to User:** This is the course description that typically appears in the catalog.	**M**	**AN**	**1/264**	**Must use**
MSG02	**934**	**Printer Carriage Control Code** **Description:** A field to be used for the control of the line feed of the receiving printer. **Code NAME** AA Advance the specified number of lines before print AT Advance three lines before print DS Advance two lines before print LC Line continuation NP Advance to the next page before print NS No advance before print SS Advance to new line before print	**X**	**ID**	**2/2**	**Used**
MSG03	**1470**	**Number** **Description:** A generic number **Note to User:** This is the number of lines to skip before print if the code AA is sent in MSG02	**O**	**N0**	**1/9**	**Used**

Syntax Notes:

03   C0302 -- If MSG03 is present, then MSG02 is required.

Semantic Notes:

03   MSG03 is the number of lines to advance before printing.

Comments:

02   MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

2   If MSG02 is "AA – Advance the specified number of lines before print", then MSG03 is required.

SE   Transaction Set Trailer

<div align="right">

Pos: 1300   Max: 1
Detail - Mandatory
Loop: N/A   Elems: 2

</div>

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SE01	**96**	**Number of Included Segments** **Description:** Total number of segments included in a transaction set including ST and SE segments	**M**	**N0**	**1/10**	**Must use**
SE02	**329**	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set **Note to User:** This should contain the same value as that transmitted in ST02.	**M**	**AN**	**4/9**	**Must use**

Comments:

1. SE is the last segment of each transaction set.