

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### College Calendar Day Data Element Set

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
CC01	COLLEGE-CALENDAR-DAY-ID	9(03)	20.02
CC02	COLLEGE-CALENDAR-DAY-PRINCIPAL-TERM	X(01)	20.03
CC03	COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM	X(01)	20.04
CC04	COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS	X(01)	20.05
CC05	COLLEGE-CALENDAR-DAY-FLEX-STATUS	X(01)	20.06
CC06	COLLEGE-CALENDAR-DAY-CENSUS-STATUS	X(01)	20.07
CC07	COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS	X(01)	20.08
CC08	COLLEGE-CALENDAR-DAY-EXAM-STATUS	X(01)	20.09

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>CC01</b>	<b>COLLEGE-CALENDAR-DAY-ID</b>	<b>9(03)</b>

This element identifies the calendar day by its number in relation to July 1st.

#### CODING

Code this element with the number of this day in relation to July 1st.

#### EXAMPLE:

- 1) This element is to be coded "001" in the record for July 1st.
- 2) This element is to be coded "036" in the record for August 5th.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
CC02	COLLEGE-CALENDAR-DAY-PRINCIPAL-TERM	X(01)

This element indicates the principal term to which this day belongs.

<u>CODING</u>	<u>MEANING</u>
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This day is part of the:

A	=	Fall Semester
B	=	Spring Semester
C	=	Fall Quarter
D	=	Winter Quarter
E	=	Spring Quarter
F	=	Summer Intersession
G	=	Winter Intersession
H	=	Other Intersession
N	=	This is a day which is not part of a term (See note below).

NOTE: Report this element with code 'N' for days falling between terms even though secondary instruction may be taking place (CC04 coded as 'S'). For example, code the days after Summer Intersession has ended but before Fall term has started with 'N', even though field trip courses may be taking place.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>CC03</b>	<b>COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM</b>	<b>X(01)</b>

This element indicates whether overlapping terms/intersessions occur on this day.

<u>CODING</u>	<u>MEANING</u>
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Overlapping Terms Occur On This Day:

In addition to the term coded in CC02, this day is also part of a:

F	=	Summer Intersession
G	=	Winter Intersession
H	=	Other Intersession

No Overlapping Terms Occur On This Day:

N	=	There are no overlapping terms on this day. (Includes days which are non-school days, and which therefore are not part of any term.)
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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
CC04	COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS	X(01)

This element indicates whether this day is a primary instruction day or a secondary instruction day.

<u>CODING</u>	<u>MEANING</u>
P	= This day is a primary instruction day. Instruction is offered to the extent required to meet the definition of an Instruction Day as defined in Title 5, Section 58120(a).
S	= This day is a secondary instruction day. Instruction is offered on this day, but the total hours of course offerings are less than those required to meet the definition of an instruction day as defined in Section 58120(a) of Title 5.
N	= This is not an instruction day.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
CC05	COLLEGE-CALENDAR-DAY-FLEX-STATUS	X(01)

This element indicates whether this day is a flex day, on which instructional staff are released from apportionment eligible instruction.

<u>CODING</u>	<u>MEANING</u>
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F	=	This day is a mandatory flex day at the college on this prescribed date.
V	=	This day is a variable flex day at the college.
N	=	This day is not a flex day at the college.
Y	=	Not applicable. This college is not on a flexible calendar.

#### NOTES:

- 1) This element is used to determine the total number of flexible calendar days. A flexible calendar district/college may report both "F" and "V" codes which will be added together for the total flex day count. The total primary instruction days (CC04 = P) are added to the total flex days to come up with the total countable days for a college's academic year.
- 2) Only report flexible calendar days ("F" and/or "V" codes) for the exact number of days approved for flexible calendar by the Chancellor's Office.
- 3) Report a "V" code for variable flex day(s) taken at staff discretion either anytime during the year, or as a set number of days selected from a range of days when staff participates in flexible calendar activities. For example, the college is approved by the Chancellor's Office for 5 flexible calendar days and the college schedules 8 flexible calendar days with staff directed to choose 5 of those 8 days. Only report a "V" code for 5 flex days. Furthermore, if staff has discretion to engage in flexible calendar activities anytime during the year, report a "V" code for the exact number of days approved, on any dates during the year.
- 4) A code of "F" for this element does not preclude a code of "S" for CC04.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>CC06</b>	<b>COLLEGE-CALENDAR-DAY-CENSUS-STATUS</b>	<b>X(01)</b>

This element indicates whether this day is the first census day for its term.

<u>CODING</u>	<u>MEANING</u>
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- |   |   |   |
|---|---|---|
| F | = | This day is the first census day for the term.    |
| N | = | This day is not the first census day of the term. |

NOTE: Only report Census days "F" for primary terms (CC02 = A, B, C, D, or E) and on primary instruction days (CC04 = P).

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
CC07	COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS	X(01)

This element indicates whether this day is a holiday.

<u>CODING</u>	<u>MEANING</u>
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H	= This day is a state mandated holiday.
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L	= This day is a local college/district holiday.
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N	= This day is not a holiday.
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#### NOTES:

- 1) This element pertains to both state and local holidays observed by the college.
- 2) Local holidays coded with 'L' may still have secondary instruction scheduled on those days. Such days should be coded 'L' for this element and 'S' for CC04.
- 3) This element must be coded as 'H' and element CC04 must be coded as 'N' (not an instruction day) for state designated holidays (specified by Education Code Section 79020).

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
CC08	COLLEGE-CALENDAR-DAY-EXAM-STATUS	X(01)

This element indicates whether this day is a final exam day for day or for evening classes.

<u>CODING</u>	<u>MEANING</u>
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D	=	This day is a final exam day for day classes meeting the regulations per Title 5 Section 58120 "Conditions for Inclusion as a Day".
E	=	This day is a final exam day for evening or weekend classes.
B	=	This day is a final exam day for both day (D code) and evening classes (E code).
N	=	This day is not a final exam day.

#### NOTES:

- 1) All days coded as either "D" or "B" for this element will be identified as exam days per Title 5 Section 58120(b) for purposes of calculating the 175 days of instruction required for the academic year by Education Code Section 84370.
- 2) Only report Exam days "D", "B" or "E" for primary terms where CC02 = "A", "B", "C", "D", or "E".
- 3) If this element is reported with a code of "D" or "B" then instruction status must be a primary instruction day where CC04 = "P".