

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

General Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	2.02
GI03	TERM-IDENTIFIER	X(03)	2.03
GI90	RECORD-CODE	X(02)	2.04
GI92	RECORD-NUMBER-IDENTIFIER	X(01)	2.05

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)

This three-character code uniquely identifies the reporting college. The first digit indicates the geographic region in which the college is located; the first two digits identify the district to which the college belongs; all three digits uniquely identify the college.

The data element is included in all input records submitted by the college.

CODING

The three character code for the reporting college may be found in Appendix A.

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DED #	DATA ELEMENT NAME	FORMAT
GI03	TERM-IDENTIFIER	X(03)

This data element identifies a term within an academic year as well as the academic year itself. It occurs in all input records submitted by the colleges.

CODING

It is in the format: YYT, where

- YY = last two digits of calendar year in which the term occurs.
- T = single-digit term-type identifier listed below.

<u>CODE</u>	<u>TERM TYPE</u>	<u>CODE</u>	<u>TERM TYPE</u>
5	= Summer Term	6	= Summer Quarter
7	= Fall Semester	8	= Fall Quarter
1	= Winter Intersession	2	= Winter Quarter
3	= Spring Semester	4	= Spring Quarter
0	= Annual (enter the year in which the reporting data period ENDS), and College Calendar		
9	= Other (Use for Employee fall first census reporting period)		

NOTE: College Calendar data is reported for the upcoming year. All other Annual submissions are reported for the preceeding year.

EXAMPLES:

SEMESTER System for 2000-01 Year

2000 Summer Term	=	005
2000-01 Annual Data	=	010
2000 Employee Census	=	009
2000 Fall Semester	=	007
2001 Spring Semester	=	013

QUARTER System for 2000-01 Year

2000 Summer Quarter	=	006
2000-01 Annual Data	=	010
2000 Employee Census	=	009
2000 Fall Quarter	=	008
2001 Winter Quarter	=	012
2001 Spring Quarter	=	014

2001-02 College Calendar = 020

2001-02 College Calendar = 020

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
GI90	RECORD-CODE	X(02)

A record code used in the first two positions of every record reported, used to identify the file type.

CODING

Refer to the section Data Reporting Timelines, Domains and Formats for the appropriate record code used in each file.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
GI92	RECORD-NUMBER-IDENTIFIER	X(01)

A record number used to prevent duplicate records occurring in certain types of data such as Financial Aid and Program Award where more than one record is reported for the same student.

CODING

A one character record number with the values "0" through "9" and "A" through "Z" entered sequentially for each additional record.