

California Community Colleges
Management Information System
Data Element Dictionary

College Calendar Data Elements

| DOMAIN | RECORD | |
|-----------|---|--------|
| CC | COLLEGE CALENDAR DAY DATA RECORD | |
| | | |
| DED# | DATA ELEMENT NAME | FORMAT |
| | | |
| CC01 | COLLEGE-CALENDAR-DAY-ID | 9(03) |
| CC02 | COLLEGE-CALENDAR-DAY-TERM | X(01) |
| CC03 | COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM | X(01) |
| CC04 | COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS | X(01) |
| CC05 | COLLEGE-CALENDAR-DAY-FLEX-STATUS | X(01) |
| CC06 | COLLEGE-CALENDAR-DAY-CENSUS-STATUS | X(01) |
| CC07 | COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS | X(01) |
| CC08 | COLLEGE-CALENDAR-DAY-EXAM-STATUS | X(01) |

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| DOMAIN | RECORD | LENGTH |
|--|---|-----------|
| CC | COLLEGE CALENDAR DAY DATA RECORD | 20 |
| Reporting Domain | | |
| <p>The college calendar file will be reported once annually, within 30 days following the end of the Spring term for the forthcoming academic year. The file will contain a separate record for each day of the year, commencing with the record for July 1st.</p> <p>The Term-Identifier (GI03) should reflect an annual submission of "0" and the last year of the college calendar being reported. For example, report "110" for the college calendar year beginning with July 1, 2010 and ending with June 30, 2011.</p> | | |
| This record is 20 characters long. The first two positions contain the record code "CC". | | |

| DED# | DATA ELEMENT NAME | FORMAT | POSITION |
|------|---|--------|----------|
| GI90 | RECORD-CODE | CC | 01-02 |
| GI01 | DISTRICT-COLLEGE-IDENTIFIER | X(03) | 03-05 |
| GI03 | TERM-IDENTIFIER | X(03) | 06-08 |
| CC01 | COLLEGE-CALENDAR-DAY-ID | 9(03) | 09-11 |
| CC02 | COLLEGE-CALENDAR-DAY-TERM | X(01) | 12 |
| CC03 | COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM | X(01) | 13 |
| CC04 | COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS | X(01) | 14 |
| CC05 | COLLEGE-CALENDAR-DAY-FLEX-STATUS | X(01) | 15 |
| CC06 | COLLEGE-CALENDAR-DAY-CENSUS-STATUS | X(01) | 16 |
| CC07 | COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS | X(01) | 17 |
| CC08 | COLLEGE-CALENDAR-DAY-EXAM-STATUS | X(01) | 18 |
| | FILLER | X(02) | 19-20 |

| |
|--------------|
| Notes |
| |
| |

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College Calendar Data Elements

| DED# | DATA ELEMENT NAME | FORMAT |
|---|--------------------------------|--------------|
| CC01 | COLLEGE-CALENDAR-DAY-ID | 9(03) |
| This element indicates the calendar day by its number in relation to July 1 st . | | |

Coding

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

EXAMPLE:

This element is to be coded "001" in the record for July 1st.

This element is to be coded "036" in the record for August 5th.

CC01 COLLEGE-CALENDAR-DAY-ID

| Processing Edits | |
|---|---|
| FIELD CHECK | Must be numeric. |
| | |
| | Valid range: 001 – 336 |
| | |
| | Code element with the number of days in relation to July 1, with July 1 coded as 001. |
| | |
| Note: Must be ONE record for each day of the year. No Duplicates. | |

CC01 COLLEGE-CALENDAR-DAY-ID

| Change History |
|--|
| |
| Revision: 08/01/93 Changed Code 'N' and modified Note. |
| |
| Implement: 11/02/92 |

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| DED# | DATA ELEMENT NAME | FORMAT |
|--|--|--------------|
| CC02 | COLLEGE-CALENDAR-DAY-PRINCIPAL-TERM | X(01) |
| This element indicates the principal term to which this day belongs. | | |

| Coding | Meaning |
|---|---|
| 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). |
| 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 had ended but before Fall term has started with "N", even though field trip courses may be taking place. | |

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CC02 COLLEGE-CALENDAR-DAY-PRINCIPAL-TERM

| Processing Edits | |
|-------------------------|---|
| | |
| FIELD CHECK | A, B, C, D, E, F, G, H, N |
| INTEGRITY CHECK | |
| | If CC03 (College Calendar Day Overlapping Term) = F, G, or H, CC02 must not = H. |
| | |
| | If CC06 (College Calendar Day Census Status) = F, CC02 must be equal to A, B, C, D, or E. |
| | |
| | If CC08 (College Calendar Day Exam Status) = D, B, or E, CC02 must = A, B, C, D, or E. |
| | |

CC02 COLLEGE-CALENDAR-DAY-PRINCIPAL-TERM

| Change History |
|--|
| |
| Revision: 08/01/93 Changed definition of Code 'N' and changed 'Note' |
| |
| Implement: 11/02/92 |

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College Calendar Data Elements

| DED# | DATA ELEMENT NAME | FORMAT |
|---|--|--------------|
| CC03 | COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM | X(01) |
| This element indicates whether overlapping terms/intersessions occur on this day. | | |

| Coding | Meaning |
|--|---|
| 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 therefore are not part of term.) |

CC03 COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM

| Processing Edits | |
|------------------|--|
| FIELD CHECK | F, G, H, N |
| INTEGRITY CHECK | If CC03 = F, G, or H, CC02 (College Calendar Day Term) must not = N. |

CC03 COLLEGE-CALENDAR-DAY-OVERLAPPING-TERM

| Change History |
|---------------------|
| Implement: 11/02/92 |

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College Calendar Data Elements

| DED# | DATA ELEMENT NAME | FORMAT |
|--|--|--------------|
| CC04 | COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS | X(01) |
| This element indicates whether this day is a primary instruction day or a secondary instruction day. | | |

| Coding | Meaning |
|--------|---|
| 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. |

CC04 COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS

| Processing Edits | |
|------------------|--|
| FIELD CHECK | P, S, N |
| INTEGRITY CHECK | <p>If CC05 (College Calendar Day Flex Status) = F, CC04 cannot be = P.</p> <p>If CC06 (College Calendar Day Census Status) = F, CC04 must be = P.</p> <p>If CC07 (College Calendar Day Holiday Status) = H, CC04 must = N for mandated holidays.</p> <p>If CC07 (College Calendar Day Holiday Status) = H, CC04 cannot = P.</p> <p>If CC08 (College Calendar Day Exam Status) = E, CC04 cannot = N.</p> <p>If CC08 (College Calendar Day Exam Status) = D or B, CC04 must = P.</p> |

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College Calendar Data Elements

CC04 COLLEGE-CALENDAR-DAY-INSTRUCTION-STATUS

| |
|-----------------------|
| Change History |
| |
| Implement: 11/02/92 |

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College Calendar Data Elements

| DED# | DATA ELEMENT NAME | FORMAT |
|---|---|--------------|
| 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. | | |

| Coding | Meaning |
|--------|--|
| 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. The college is not on a flexible calendar. |

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.

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.

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.

A code of "F" for this element does not preclude a code of "S" for CC04.

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CC05 COLLEGE-CALENDAR-DAY-FLEX-STATUS

| Processing Edits | |
|---|---|
| If Y coded in one record, ALL records must be coded with a Y. | |
| FIELD CHECK | F, V, N, Y |
| INTEGRITY CHECK | <p>If CC05= F, CC04 (College Calendar Day Instruction Status) CANNOT BE = P.</p> <p>If CC07 (College Calendar Day Holiday Status) = H, CC05 cannot = F.</p> |
| DATA QUALITY CHECK | Calendar File may have no more than 15 flex days. |

CC05 COLLEGE-CALENDAR-DAY-FLEX-STATUS

| Change History |
|---------------------------------------|
| Revision: 08/01/94 Added three notes. |
| Implement: 11/02/92 |

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College Calendar Data Elements

| DED# | DATA ELEMENT NAME | FORMAT |
|---|---|--------------|
| CC06 | COLLEGE-CALENDAR-DAY-CENSUS-STATUS | X(01) |
| This element indicates whether this day is the first census day for its term. | | |

| Coding | Meaning |
|--------|---|
| F | This day is the first census day for the term. |
| N | This day is not the first census day of the term. |

CC06 COLLEGE-CALENDAR-DAY-CENSUS-STATUS

| Processing Edits | |
|--------------------|--|
| FIELD CHECK | F, N |
| INTEGRITY CHECK | <p>If CC06 = F, CC02 (College Calendar Day Term) must be equal to A, B, C, D, or E.</p> <p>If CC06 = F, CC04 (College Calendar Day Instruction Status) must = P.</p> <p>If CC07 (College Calendar Day Holiday Status)= H, L CC06 must = N.</p> <p>If CC08 (College Calendar Day Exam Status)= D or B, CC06 must = N.</p> |
| DATA QUALITY CHECK | Calendar File must have one and only one first census date for each primary term. |

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CC06 COLLEGE-CALENDAR-DAY-CENSUS-STATUS

| |
|---|
| Change History |
| |
| Revision: 08/01/94 Added Note: Only report Census days 'F' for primary terms (CC02 = A, B, C, D, or E) and on primary instruction days (CC04 = P) |
| |
| Revision: 05/01/93 Remove Code S - This day is the second census day for the term and second census from definition |
| |
| Implement: 11/02/92 |

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| DED# | DATA ELEMENT NAME | FORMAT |
|---|--|--------------|
| CC07 | COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS | X(01) |
| This element indicates whether this day is a holiday. | | |

| Coding | Meaning |
|--------|---|
| H | This day is a state mandated holiday. |
| L | This day is a local college/district holiday. |
| N | This day is not a holiday. |
| | |

| |
|---|
| This element pertains to both state and local holidays observed by the college. |
| 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. |
| 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). |
| There must be 10 mandated State holidays during the year. |

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CC07 COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS

| Processing Edits | |
|-------------------------|---|
| | |
| FIELD CHECK | H, L, N |
| | |
| INTEGRITY CHECK | If CC07 = H, CC04 (College Calendar Day Instruction Status) must = N for mandated holiday. |
| | If CC07 = H, L, CC06 (College Calendar Day Census Status) must = N. |
| | If CC07 = L, CC04 (College Calendar Day Instruction Status) cannot = P. |
| | If CC07 = H, CC05 (College Calendar Day Flex Status) cannot = F. |
| | If CC07 = H, Day must be a state mandated holiday. |
| | If CC07 = H for an optional state mandated holiday group only 1 holiday may be selected from the group. |
| | CC07 must = H for 1 optional state mandated holiday in a group. |
| | If CC08 (College Calendar Day Exam Status) = D, B, E, CC07 should = N. |

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CC07 COLLEGE-CALENDAR-DAY-HOLIDAY-STATUS

| Change History |
|--|
| Revision: 08/01/94 Changed H: State mandated Holiday, Added L: This day is a local college/district holiday. Changed Note: 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 (College Calendar Day Instruction Status). |
| Revision: 08/01/93 Changed Note: 2): Local holidays coded with "H" may still have secondary instruction scheduled on those days. Such days should be coded "H" for this element and "S" for CC04 (College Calendar Day Instruction Status) Added Note: 3) This element must be coded as 'H' and element CC04 (College Calendar Day Instruction Status) must be coded as "N" (not an instruction day) for state designated holidays (specified by Education Code Section 79020 |
| Implement: 11/02/92 |

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| DED# | DATA ELEMENT NAME | FORMAT |
|---|---|--------------|
| 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. | | |

| Coding | Meaning |
|--------|---|
| | |
| 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. |

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CC08 COLLEGE-CALENDAR-DAY-EXAM-STATUS

| Processing Edits | |
|---|--|
| 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. | |
| FIELD CHECK | B, D, E, N |
| INTEGRITY CHECK | If CC08 = B or D, CC04 (College Calendar Day Instruction Status) must = P. |
| | If CC08 = D or B, CC06 (College Calendar Day Census Status) = N. |
| | If CC08 = E, CC04 (College Calendar Day Instruction Status) cannot = N. |
| | If CC08 = D, B, or E, CC02 (College Calendar Day Term) must = A,B,C,D, or E. |
| | If CC08 = D, B, or E, CC07 (College Calendar Day Holiday Status) must = N. |

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CC08 COLLEGE-CALENDAR-DAY-EXAM-STATUS

| Change History |
|---|
| Revision: 11/01/98 Change meaning for Code E: This day is a final exam day for evening or weekend classes. |
| Revision: 08/01/94 Added text to Code 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" Added text to Code E: This day is a final exam day for evening or Saturday classes. Added text to Code B: This day is a final exam day for both day (D code) and evening classes (E code). Add Note 2) Only report Exam days "D", "B" or "E" for primary terms where CC02 (College Calendar Day Term)= "A", "B", "C", "D", or "E". Add Note 3) If this element is reported with a code of "D" or "B" then instruction status must be primary instruction day where CC04 (College Calendar Day Instruction Status)= "P". |
| Implement: 11/02/92 |