California Community Colleges
Management Information System
Data Element Dictionary

General Data Elements

DOMAIN	RECORD	
GI	**GENERAL DATA ELEMENTS**	
DED#	**DATA ELEMENT NAME**	**FORMAT**
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
GI03	TERM-IDENTIFER	X(03)
GI90	RECORD-CODE	X(02)
GI92	RECORD-NUMBER-IDENTIFIER	X(01)

General Data Elements

DED#	DATA ELEMENT NAME	FORMAT
GI01	**DISTRICT-COLLEGE-IDENTIFIER**	**X(03)**

This three-character code uniquely identifies the reporting college or district. 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 or district.
The data element is included in all input records submitted by the college or district.

Coding
The three-character code for the reporting college or district may be found in Appendix A.

GI01   DISTRICT-COLLEGE-IDENTIFIER

Processing Edits	
FIELD CHECK	Must match one of the three-digit College or District ID's defined in Appendix A.

GI01   DISTRICT-COLLEGE-IDENTIFIER

Change History
Implement: 06/01/89

General Data Elements

DED#	DATA ELEMENT NAME	FORMAT
GI02	**DISTRICT-COLLEGE-DIVISION**	**X(03)**
This data element identifies an organization unit, division, or department within the reporting college. It is included in the input files for Section, Course Program, Employee, and Account data.		

Coding
To be piloted during fiscal year 1989-90.

DELETED

GI02   DISTRICT-COLLEGE-DIVISION

Processing Edits	
FIELD CHECK	DELETED

DELETED

GI02   DISTRICT-COLLEGE-DIVISION

Change History
Deleted: 02/01/91
Implement:: 06/01/89

DELETED

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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	Meaning
Format is YYT, where	
YY	last two digits of the calendar year in which the term occurs.
T	single-digit term-type identifier listed below.

Code	Term Type	Examples using the 2010-11 academic year:
5	Summer Term	105
7	Fall Semester	107
1	Winter Intersession	111
3	Spring Semester	113
6	Summer Quarter	106
8	Fall Quarter	108
2	Winter Quarter	112
4	Spring Quarter	114
0	Annual (enter year the reporting period ENDS)	110
9	Fall First Census	109
0	College Calendar (report for **upcoming** year)	120

General Data Elements

GI03   TERM-IDENTIFIER

Processing Edits	
FIELD CHECK	Valid Term ID Format is 'YYT', where: YY = last two digits of the calendar year in which the term began T = one-digit Term Code 0-9

GI03   TERM-IDENTIFIER

Change History
Revision: 01/27/03 Changed note 0 = Annual (enter the year in which the reporting data period ENDS), and College Calendar. Took out Employee Actual out of examples.
Revision: 10/10/00 Expanded note for 0 = Annual: (enter the year in which the reporting data period ENDS), Employee Actual, 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 preceding year. Updating Examples.
Revision: 01/01/96 Code 0 Added Employee Actual, Note: For annual submissions, enter the year in which the reporting data period ENDS. Note Calendar data is reported for the upcoming year all other Annual submissions are reported for the preceding year. Added Examples.
Revision: 05/01/94 Added (Use for Employee fall first census reporting period) for Code 9
Implement: 06/01/89

General Data Elements

DED#	DATA ELEMENT NAME	FORMAT
GI90	**RECORD-CODE**	**XX**
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.

GI90   RECORD-CODE

Processing Edits	
FIELD CHECK	First two positions of each record must be correct data for the type of data being submitted.
	Example: SB for Student Basic data, SD for DSPS data, SP for Program Award data, etc

GI90   RECORD-CODE

Change History
Implement: 05/01/94

General Data Elements

DED#	DATA ELEMENT NAME	FORMAT
GI92	RECORD-NUMBER-IDENTIFIER	X
A record code used to prevent duplicate records occurring in the Program Award file when more than one award with all the same characteristics is reported for the same student.		

Coding
A one character record code with the values "0" through "9" and "A" through "Z" entered sequentially for each duplicate record.

GI92   RECORD-NUMBER-IDENTIFIER

Processing Edits	
FIELD CHECK	0-9, A-Z

GI92   RECORD-NUMBER-IDENTIFIER

Change History
Revision: 09/25/06 Changed coding: A one character record number with the values '0' through '9' and 'A' through 'Z' enter sequentially for each additional record'.
Revision: 05/01/93 Changed coding: A one character record number with the values '0' through '9' entered sequentially for each additional record'.
Implement: 09/30/92