

California Community Colleges  
Management Information System  
Data Element Dictionary

**Data Reporting Domains and Formats  
Section Data Record**

DOMAIN	RECORD	
<b>XB</b>	<b>SECTION DATA RECORD</b>	
DED#	DATA ELEMENT NAME	FORMAT
XB00	SECTION-IDENTIFIER	X(06)
XB01	SECTION-ACCOUNTING-METHOD	X(01)
XB02	SECTION-DATE-CENSUS-FIRST	9(06)
XB03	SECTION-DATE-CENSUS-SECOND	DELETED
XB04	SECTION-CONTRACT-EDUCATION-CODE	X(01)
XB05	SECTION-UNITS-MAXIMUM	99V99
XB06	SECTION-UNITS-MINIMUM	99V99
XB07	SECTION-VTEA-FUNDED-STATUS	DELETED
XB08	SECTION-DSPS-SPECIAL-STATUS	X(01)
XB09	SECTION-WORK-BASED-LEARNING-ACTIVITIES	X(01)
XB10	SECTION-CVU/CVC-STATUS	X(01)
XB11	WEEKLY-STUDENT-CONTACT-HOURS	9999V99

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DOMAIN	RECORD	LENGTH
<b>XB</b>	<b>SECTION DATA RECORD</b>	<b>80</b>

**Reporting Domain**

This record layout depicts the 'XB' SECTION record layout. When the 'XB' file is submitted, it also contains the 'XE' ASSIGNMENT records and the 'XF' SESSION records, in any order. The file is sorted by record code before processing, and the results are split into three files of related Section, Assignment, and Session data and provided to the districts.

Report one record for:

Weekly or Daily census sections that go beyond the census date,  
Positive Attendance / Open Entry-Open Exit sections that met at least once,  
Independent Study, Work Experience, Independent Lab sections where the enrollments resulted in notations on the students' official record.

Additional Note: Report sections that span terms with the term data in which the term ends. As an example, if the section began in the Summer and ended in the Fall, report the section with the Fall term data.

The file with these records is submitted approximately one month following the end of the term. This record is 80 characters long. The first two positions contain the record code "XB".

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	XB	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
GI02	FILLER	X(03)	09-11
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	12-23
XB00	SECTION-IDENTIFIER	X(06)	24-29
XB01	SECTION-ACCOUNTING-METHOD	X(01)	30
XB02	SECTION-DATE-CENSUS-FIRST	9(06)	31-36
XB03	FILLER	9(06)	37-42
XB04	SECTION-CONTRACT-EDUCATION-CODE	X(01)	43
XB05	SECTION-UNITS-MAXIMUM	99V99	44-47
XB06	SECTION-UNITS-MINIMUM	99V99	48-51
XB07	FILLER	X(01)	52
XB08	SECTION-DSPS-SPECIAL-STATUS	X(01)	53
XB09	SECTION-WORK-BASED-LEARNING-ACTIVITIES	X(01)	54
XB10	SECTION-CVU/CVC-STATUS	X(01)	55
XB11	WEEKLY-STUDENT-CONTACT-HOURS	9999V99	56-61
CB00	COURSE-CONTROL-NUMBER	X(12)	62-73
	FILLER	X(07)	74-80

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB00</b>	<b>SECTION-IDENTIFIER</b>	<b>X(06)</b>
<p>This locally assigned code uniquely identifies an individual offering of a course for a given term and college. The identifier must be unique only among sections of the same course. The college identifier, term identifier, course department number, and section identifier are used together to uniquely identify the section from all others.</p>		

<b>Coding</b>
A local identifier assigned by the college.
Maximum of six characters.

**XB00 SECTION-IDENTIFIER**

<b>Processing Edits</b>	
FIELD CHECK	Must be greater than spaces.

**XB00 SECTION-IDENTIFIER**

<b>Change History</b>	
Implement: 06/01/89	

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Section Data Record**

DED#	DATA ELEMENT NAME	FORMAT
<b>XB01</b>	<b>SECTION-ACCOUNTING-METHOD</b>	<b>X(01)</b>

This element indicates the section's funding status and method for determining a 320 apportionment value.

<b>CODING</b>	<b>MEANING</b>
W	Weekly Census (must be a full-term section)
D	Daily Census
P	Positive Attendance
E	Positive Attendance (Open Entry, Open Exit)
I	Independent Study and Work Experience
L	Independent Study Lab
O	Sections not claimed for state apportionment, excluding AB955 Extension Sections (these sections should be coded 'W', 'D', 'P', 'E', 'I', or 'L')

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**XB01 SECTION-ACCOUNTING-METHOD**

<b>Processing Edits</b>	
FIELD CHECK	W, D, P, E, I, L, O
INTEGRITY CHECK	<p>If coded as 'W' or 'D', then Section Date Census First (XB02) must contain a valid date in the YYMMDD format.</p> <p>'W' is not valid for an intersession.</p> <p>If coded 'P', then Section Date Census First (XB02) must be coded '888888'.</p>
REFERENTIAL CHECK	<p>If 'W', 'D', 'I', or 'L', then ENROLLMENT-POSITIVE-ATTENDANCE-HOURS (SX05) MUST be equal to '88888'.</p> <p>If Section Accounting Method (XB01) is equal to 'P' or 'E', then ENROLLMENT-POSITIVE-ATTENDANCE-HOURS (SX05) must NOT equal '88888' or '99999'.</p> <p>If an ENROLLMENT-GRADE-DROP-DATE (SX02) was entered and the enrollment links to a section that is 'W' or 'D' (Weekly or Daily Census), the ENROLLMENT-DROP-DATE (SX02) must fall on or after the Section Date Census First (XB02).</p>
DATA QUALITY CHECK	<p>There should be at least one credit section with accounting method 'I'.</p> <p>** If the school does not offer such a section, the MIS unit must be contacted so the data quality check can be turned off.</p>

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**XB01 SECTION-ACCOUNTING-METHOD**

<b>Change History</b>
12/05/13 Edited meaning of 'O' to include AB955 Extension Sections.
10/12/06 Added "L = Independent Study Lab (Implement Summer 2007)" in coding section.
10/01/00 Added "E = Positive Attendance (Open Entry, Open Exit)" in coding section.
01/02/91 Added "I = Independent Study and Work Experience" in coding section.
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB02</b>	<b>SECTION-DATE-CENSUS-FIRST</b>	<b>X(06)</b>
The date of the First Census for the section.		

<b>Coding</b>	<b>Meaning</b>
YYMMDD	
YY	the last two digits of the calendar year
MM	the two-digit month code, 01-12
DD	the two-digit day code, 01-31 (day must be valid for the given month)
Enter "888888" for Positive Attendance classes.	

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**XB02 SECTION-DATE-CENSUS-FIRST**

<b>Processing Edits</b>	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31 (day must be valid for the given month)
	Or "888888" for Positive Attendance classes
INTEGRITY CHECK	If SECTION-ACCOUNTING-METHOD (XB01) is coded as "W" or "D", then this element must contain a valid date in the YYMMDD format.
	If SECTION-ACCOUNTING-METHOD (XB01) is coded a "P" or "E", then this element must be coded "888888".
REFERENTIAL CHECK	If the Enrollment Grade Drop Date (SX02) was entered, and the enrollment links to a section that is Weekly or Daily Census (XB01), then the Enrollment Drop Date must fall on or after the Section Date First-Census (XB02).

**XB02 SECTION-DATE-CENSUS-FIRST**

<b>Change History</b>
Implement: 06/01/89



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Section Data Record**

DED#	DATA ELEMENT NAME	FORMAT
<b>XB03</b>	<b>SECTION-DATE-CENSUS-SECOND</b>	<b>9(06)</b>
The date of the Second Census for the section.		

Coding	Meaning

DELETED

**XB03 SECTION-DATE-CENSUS-SECOND**

Processing Edits – (DELETED)	
FIELD CHECK	

**XB03 SECTION-DATE-CENSUS-SECOND**

Change History
Deleted: 10/01/00
Implement: 06/01/89

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB04</b>	<b>SECTION-CONTRACT-EDUCATION-CODE</b>	<b>X(01)</b>
This element indicates the type of contract under which a contract section is offered.		

Coding	Meaning
<b>CONDUCTED BY THE COLLEGE under a contract wholly or partially funded by:</b>	
A	A private, for-profit entity
B	a private, nonprofit entity other than an educational or governmental institution
C	governmental agency other than the military
D	A military service
E	Another department of the college
F	Another public, California postsecondary institution
G	A public California high school
H	A private high school or postsecondary school
<b>CONDUCTED BY ANOTHER ENTITY under the provisions of E.C. 8090 et seq by:</b>	
I	A private postsecondary school
J	Other private school
<b>OTHER</b>	
O	Other type of contract
X	Contract type unknown
Y	Not a contract section

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**XB04 SECTION-CONTRACT-EDUCATION-CODE**

<b>Processing Edits</b>	
FIELD CHECK	A, B, C, D, E, F, G, H, I, J, O, X, Y

**XB04 SECTION-CONTRACT-EDUCATION-CODE**

<b>Change History</b>	
Implement: 06/01/89	

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB05</b>	<b>SECTION-UNITS-MAXIMUM</b>	<b>99V99</b>
This element indicates the maximum allowable number of units a student may earn in this section.		

<b>Coding</b>
This is a numeric field with four digits, two before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must <b>not</b> be included in the field.
This data element must conform to the range of units defined by the COURSE-UNITS-OF-CREDIT-MAXIMUM and COURSE-UNITS-OF CREDIT-MINIMUM unit's data elements.
If not a variable unit section, report the same unit value in both SECTION-UNITS-MAXIMUM (XB05) and in SECTION-UNITS-MINIMUM (XB06).

**XB05 SECTION-UNITS-MAXIMUM**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric
	Maximum Units cannot exceed 75
INTEGRITY CHECK	This element cannot be less than SECTION-UNITS-MINIMUM (XB06).
REFERENTIAL CHECK	If Enrollment Grade (SX04) is coded as A, B, C, D, or P then SX03 must be less than or equal to XB05.
	If Course Credit Status is coded as non-credit (CB04=N) the Section Units Maximum MUST be coded as ZEROS.

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**XB05 SECTION-UNITS-MAXIMUM**

<b>Change History</b>
Revision: 02/01/91 Changed Note to: "If not a variable unit section, report the same unit value in both XB05 and in XB06".
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB06</b>	<b>SECTION-UNITS-MINIMUM</b>	<b>99V99</b>
This element indicates the minimum number of units a student may earn in this section.		

<b>Coding</b>
This is a numeric field with four digits, two before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must <u>not</u> be included in the field.
This data element must conform to the range of units defined by the course maximum and minimum unit data elements.
If not a variable unit section, report the same unit value in both SECTION-UNITS-MAXIMUM (XB05) and in SECTION-UNITS-MINIMUM (XB06).

**XB06 SECTION-UNITS-MINIMUM**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric.
	Minimum units cannot exceed 75.
INTEGRITY CHECK	This element cannot be greater than SECTION-UNITS-MAXIMUM (XB05).
REFERENTIAL CHECK	If Enrollment Grade (SX04) is coded as A, B, C, D, or P then SX03 must be greater than or equal to XB06.
	If Course Credit Status is coded as non-credit (CB04=N), the Section Units Maximum MUST be coded as ZEROS.

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**XB06 SECTION-UNITS-MINIMUM**

<b>Change History</b>
Revision: 02/01/91 Changed Note to "If not a variable unit section, report the same unit in both XB05 and XB06".
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB07</b>	<b>SECTION-VTEA-FUNDED-STATUS</b>	<b>X(01)</b>

This element indicates whether this section has been designated in a VTEA-Prioritized/Targeted program during the reporting period.

<b>Coding</b>

DELETED

**XB07 SECTION-VTEA-FUNDED-STATUS**

<b>Processing Edits – (DELETED)</b>

**XB07 SECTION-VTEA-FUNDED-STATUS**

<b>Change History</b>
Deleted: 10/01/00
Revision: 11/09/92 Data Element completely revised and renamed "SECTION-VATEA-FUNDED-STATUS
Implement: 06/01/89 Original Name SECTION VEA SUPPORT SERVICES

DELETED



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DED#	DATA ELEMENT NAME	FORMAT
<b>XB08</b>	<b>SECTION-DSPS-SPECIAL-STATUS</b>	<b>X (01)</b>
This element indicates whether the section has been specifically approved as a special section of a class for disabled students.		

Coding	Meaning
R	Section has approval as a special section.
N	Section does <b>not</b> have approval as a special section.
This data element will be used in estimating FTES for audit purposes.	

**XB08 SECTION-DSPS-SPECIAL-STATUS**

Processing Edits	
FIELD CHECK	R, N

**XB08 SECTION-DSPS-SPECIAL-STATUS**

Change History
Revision: 05/01/93 Changed name and definition. SECTION-DSPS-SPECIAL-STATUS This element indicates whether the section has been specifically approved as a special section of a class for disabled student.
Implement: 09/30/92 <b>SECTION-DSPS-DIRECT-EXCESS-COST-STATUS</b> This element indicates whether the section has been specifically approved by the Chancellor's Office for direct excess cost reimbursement from the DSP&S program.

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB09</b>	<b>SECTION-WORK-BASED-LEARNING-ACTIVITIES</b>	<b>X(01)</b>
This element indicates the presence of Work-Based Learning Activities in the course section.		

Coding	Meaning
W	Section includes work-based learning activities.
N	Section does <u>not</u> include work-based learning activities.
X	Unknown

For the purposes of the MIS data element, the Chancellor’s Office Work-Based Learning Advisory Committee proposes a definition for the data element with these characteristics:  
Course-linked learning experiences that are outside of the classroom and include an employer or community connections. Work-based learning could include any of the following activities:

- pre-apprenticeships
- job shadowing
- mentorship
- internship
- clinical experience
- work-study programs
- informational interviews
- attendance at trade shows
- field experience
- community service learning

Other locally defined activities would be permitted. However, activities that are fundamentally within the classroom would not be included. These excluded activities might involve project-based learning, school-based enterprises, virtual enterprises, or classroom speakers.

**XB09 SECTION-WORK-BASED-LEARNING-ACTIVITIES**

<b>Processing Edits</b>	
FIELD CHECK	W, N, X

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**XB09 SECTION-WORK-BASED-LEARNING-ACTIVITIES**

<b>Change History</b>
Implement: 10/01/00

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB10</b>	<b>SECTION-CVU/CVC-STATUS</b>	<b>X(01)</b>
<p>This element indicates whether the distance education session of the section was developed by an instructor who has taken professional development courses / workshops through the California Virtual University (CVU) / California Virtual Campus (CVC).</p>		

Coding	Meaning
0	Distance education session was <b>not</b> developed by a CVU trained instructor.
1	Distance education session was developed by a CVU/CVC instructor or one trained by the CVU/CVC program.
X	Unknown whether distance education session was developed by a CVU-trained instructor.
Y	Not applicable (no distance education sessions).

**XB10 SECTION-CVU/CVC-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	0, 1, X, Y

**XB10 SECTION-CVU/CVC-STATUS**

<b>Change History</b>
Implement: 10/01/00

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DED#	DATA ELEMENT NAME	FORMAT
<b>XB11</b>	<b>WEEKLY-STUDENT-CONTACT-HOURS</b>	<b>9999V99</b>

This element identifies the number of class hours this section is regularly scheduled to meet during a week.

Coding	Meaning
If Section-Accounting-Method (XB01) equals:	
W	Weekly Census, enter Weekly Student Contact Hours
D	Daily Census, enter "888888"
P	Positive Attendance, enter "888888"
E	Positive Attendance (open entry, open exit), enter "888888"
I	Independent Study and Work Experience, enter "888888"
L	Independent Study Lab, enter Weekly Student Contact Hours

**XB11 WEEKLY-STUDENT-CONTACT-HOURS**

Processing Edits	
FIELD CHECK	000001 thru 006000
INTEGRITY CHECK	If SECTION-ACCOUNTING-METHOD (XB01) is W or L, this element cannot be reported as "888888".

**XB11 WEEKLY-STUDENT-CONTACT-HOURS**

Change History
Implement: Summer 2007