California Community Colleges
Management Information System
Data Element Dictionary

Session Data Elements

DOMAIN	RECORD	
XF	**SESSION DATA RECORD**	
DED#	**DATA ELEMENT NAME**	**FORMAT**
XF00	SESSION-IDENTIFIER	X(02)
XF01	SESSION-INSTRUCTION-METHOD	X(02)
XF02	SESSION-DATE-BEGINNING	9(06)
XF03	SESSION-DATE-ENDING	9(06)
XF04	SESSION-DAYS-SCHEDULED	X(09)
XF05	SESSION-MEETING-TIME-BEGINNING	9(04)
XF06	SESSION-MEETING-TIME-ENDING	9(04)
XF07	SESSION-TOTAL-HOURS	9999V9

Session Data Elements

DOMAIN	RECORD	LENGTH
XF	**SESSION DATA RECORD**	**80**

Reporting Domain

This record layout depicts the SESSION record layout. These records are submitted in the 'XB' file along with the 'XB' SECTION records and the 'XE' ASSIGNMENT records. All three record types are 80 bytes and can be 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 records for every session offered at the reporting college in which students who were reported in the Student Basic (SB) file were enrolled.

This record is 80 characters long. The first two positions contain the record code 'XF'.

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	XF	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	09-20
XB00	SECTION-IDENTIFIER	X(06)	21-26
XF00	SESSION-IDENTIFIER	X(02)	27-28
XF01	SESSION-INSTRUCTION-METHOD	X(02)	29-30
XF02	SESSION-DATE-BEGINNING	9(06)	31-36
XF03	SESSION-DATE-ENDING	9(06)	37-42
XF04	SESSION-DAYS-SCHEDULED	X(09)	43-51
XF05	SESSION-MEETING-TIME-BEGINNING	9(04)	52-55
XF06	SESSION-MEETING-TIME-ENDING	9(04)	56-59
XF07	SESSION-TOTAL-HOURS	9999V9	60-64
CB00	COURSE-CONTROL-NUMBER	X(12)	65-76
	FILLER	X(04)	77-80

Notes

Session records occur as many times as there are sessions in a section. Sections have more than one session when it is scheduled at different times on different days, or in a different facility or with several instruction methods. The different sessions have the same SECTION-IDENTIFIER and are differentiated by SESSION-IDENTIFIER.

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF00	**SESSION-IDENTIFIER**	**X(02)**
This element uniquely identifies a session within a section.		

Coding	Meaning
A letter is entered in the first position to indicate the kind of session and is followed by a sequencing digit (or letter if needed) in the second position.	
FIRST POSITION	
A,D,E,F,G,H	Required for all students enrolled in the section. This is the standard kind of session.
C	Each student must choose precisely one of the "C" type sessions if any are scheduled for the section. This may be used, for example, to schedule two or more laboratory sessions for students in the same lecture session where it is desirable that each lab have fewer students than the lecture.
SECOND POSITION	
0-9, A-Z	A digit between "0" and "9", or, in cases where there are more than ten sessions of the same type in a single section, letters "A" through "Z" may be assigned sequentially.

XF00 SESSION-IDENTIFIER

Processing Edits	
FIELD CHECK	1st position: A, C, D, E, F, G, H
	2nd position: 0 - 9, A - Z

XF00 SESSION-IDENTIFIER

Change History
Revision: Effective Summer 2016.   Removed B and added G and H to first position values to increase number of reportable sessions.
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF01	**SESSION-INSTRUCTION-METHOD**	**X(02)**
This element indicates the method of instruction used in this session.		

Coding	Method
Lecture	
02	Lecture and/or discussion A session conducted under immediate supervision (line of sight) of the instructor of record using lecture, discussion, collaborative or experiential learning, that may also include incidental use of visual aids, various media, site visits, etc. at the instructor's discretion.
Laboratory	
04	Laboratory/Studio/Activity A session conducted under immediate supervision (line of sight) of the instructor of record in a laboratory, computer-laboratory, studio, shop, or other activity setting with students engaged in various scientific, technical, artistic, athletic, vocational, or other instructional activities.
Tutoring	
11	<u>Noncredit</u> session where the course outline of record specifies that instruction is to be carried out by a tutor, as defined in Title 5, Section 58168 in accordance with the conditions specified in Section 58170.
Work Experience	
20	Session where students enroll for work experience credits as defined in Title 5, Section 55256.5 for learning that occurs at a job learning station as defined in Section 55257.
Directed Study (Independent Study)	
40	Session conducted with a student or group of students working with an instructor on a special topic or project, with hours of instructor contact, student responsibilities, number of units, and evaluation methods specified in a contract.
Field Experience	
90	Session consisting primarily of a field trip, excursion, or field observation.

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF01	**SESSION-INSTRUCTION-METHOD**	**X(02)**

Other Independent Study

98	Other independent study

Other Instruction Method

XX	Other method of instruction

Distance Education

Article 2, Section 55370.	Definition and Application. Distance Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is independent study, and subject to the general requirements of Article 1 as well as the specific requirement of this Article. Provided, however, that fully interactive distance education courses, as defined in guidelines adopted by the Chancellor, shall not be considered independent study for purposes of calculating state apportionment pursuant to Section 58003.1. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S. Section 12100 et seq.).

Distance Education, Delayed Interaction

50	Session under supervision of instructor not available by line of sight using medium where the content varies depending upon student response without the immediate involvement of the instructor (e.g. various types of instructional software, computer assisted instruction (CAI); digitized visual, audio or text selected in response to student input; or specially structured audio tapes, web enhanced television, etc.)

Distance Education, Simultaneous Interaction

Session under supervision of instructor not available by line of sight, using medium which provides an immediate opportunity for exchange between participants (any technology that allows immediate two-way interaction e.g. satellite, video conferencing).

51	Two-way interactive video and audio
52	One-way interactive video and two-way interactive audio
53	Two-way interactive audio only
54	Other simultaneous interactive medium not coded above

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF01	**SESSION-INSTRUCTION-METHOD**	**X(02)**
Distance Education, Passive Medium		
Session under supervision of instructor not available by line of sight using one-way medium, where the medium used precludes simultaneous interaction.		
61	Text one-way (e.g. newspaper, correspondence, etc.)	
62	Audio one-way (e.g. audio cassette, radio, etc.)	
63	Video one-way (e.g. ITV, video cassette, etc.)	
64	Other passive medium not coded above	
Distance Education, Internet-based		
71	**Simultaneous Interaction:** Session under supervision of instructor, not available by line of sight, using the Internet with immediate opportunity for exchange between participants.	
72	**Delayed Interaction:** Session under supervision of instructor, not available by line of sight, using the Internet without the immediate involvement of the instructor.	

1. Refer to Title 5, Section(s) 55317(a), and (c) for regulations with respect to reporting Distance Education instructional activities.

2. Multiple session records may be reported for the same section of a course if multiple methods of instruction are used for the section.

XF01 SESSION-INSTRUCTION-METHOD

Processing Edits	
FIELD CHECK	02, 04, 11, 20, 40, 50, 51, 52, 53, 54, 61, 62, 63, 64, 71, 72, 90, 98, XX

Session Data Elements

XF01 SESSION-INSTRUCTION-METHOD

Change History

Revision: 10/01/00 Added and Revised

Distance Education
Article 2, Section 55370.   Definition and Application.
Distance Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is independent study, and subject to the general requirements of Article 1 as well as the specific requirement of this Article. Provided however, that fully interactive distance education courses, as defined in guidelines adopted by the Chancellor, shall not be considered independent study for purposes of calculating state apportionment pursuant to Section 58003.1.   In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act, (42 U.S. Section 12100 et seq.)

Distance Education, Delayed Interaction (old code 30)
  50 = Session under supervision of instructor not available by line of sight using medium where the content varies depending upon student response without the immediate involvement of the instructor (e.g. various types of instructional software, computer assisted instruction (CAI); digitized visual, audio or text selected in response to student input; or specially structured audio tapes, web enhanced television, etc.)

Distance Education, Simultaneous Interaction
Session under supervision of instructor not available by line of sight using medium which provides an immediate opportunity for exchange between participants, (any technology that allows immediate two-way interaction e.g. satellite, video conferencing)
  51 = Two-way interactive video and audio
  52 = One-way interactive video and two-way interactive audio
  53 = Two-way interactive audio only
  54 = Other simultaneous interactive medium not coded above

Distance Education, Passive Medium
Session under supervision of instructor not available by line of sight using one-way medium where the medium used precludes simultaneous interaction.
  61 =   Text one-way (e.g. newspaper, correspondence, etc.) (old code 60)
  62 =   Audio one-way (e.g. audio cassette, radio, etc.) (old code 70)
  63 =   Video one-way (e.g. ITV, video cassette, etc.) (old code 80)
  64 =   Other passive medium not coded above (old code 81)

Session Data Elements

XF01 SESSION-INSTRUCTION-METHOD

Change History
Distance Education, Internet-based (New) 71 = **Simultaneous Interaction:** Session under supervision of instructor not available by line of sight using the Internet with immediate opportunity for exchange between participants. 72 = **Delayed Interaction:** Session under supervision of instructor not available by line of sight using the Internet without the immediate involvement of the instructor.
Revision: 06/01/95 Reorganized codes and added notes.
Revision: 08/01/93 Took out verbiage from "04". May included some lecture and /or discussion.
Revision: 02/01/91 Deleted Codes "03", "05", "06", "07", "09"
Revision: 06/01/89 Added Code "11" and verbiage
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF02	**SESSION-DATE-BEGINNING**	**9(06)**
This element indicates the year, month, and day of the first meeting of the session.		

Coding	Meaning
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)
If this is an irregularly scheduled or to-be-arranged session (see SESSION-DAYS-SCHEDULED (XF04)) and the beginning date is unknown, enter "999999".	

XF02 SESSION-DATE-BEGINNING

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31, for valid month
	or 999999 (beginning date unknown)
INTEGRITY CHECK	SESSION-DATE-BEGINNING (XF02) must have a date equal to or less than SESSION-DATE-ENDING (XF03). Can only be unknown when TBA or Irregularly Scheduled.

XF02 SESSION-DATE-BEGINNING

Change History
Revision: 06/01/96 Fixed (see XB04) to (see XF04).
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF03	**SESSION-DATE-ENDING**	**9(06)**
This element indicates the year, month, and day of the last meeting of the session (include the date of the final exam, if any, as the ending date of the first A-type session).		

Coding	Meaning
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)
If this is an irregularly scheduled or to-be-arranged session (see SESSION-DAYS-SCHEDULED (XF04)) and the ending date is unknown, enter "999999".	

XF03 SESSION-DATE-ENDING

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31, for valid month
	or
	999999 ending date unknown
INTEGRITY CHECK	SESSION-DATE-BEGINNING (XF02) must have a date that is equal to or less than SESSION-DATE-ENDING (XF03).
	Can only be unknown when TBA or Irregularly Scheduled.

XF03 SESSION-DATE-ENDING

Change History
Revision: 06/01/96 Fixed (see XB04) to (see XF04).
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF04	**SESSION-DAYS-SCHEDULED**	**X(09)**

This element indicates the day(s) of the week on which the session is scheduled to meet. Each of the nine positions are coded as follows:

Coding Position	Days	Yes	No
1	Monday	1	0
2	Tuesday	1	0
3	Wednesday	1	0
4	Thursday	1	0
5	Friday	1	0
6	Saturday	1	0
7	Sunday	1	0
8	Meets irregularly	1	0
9	To be arranged	1	0

It is possible to combine a "yes" in position 8 with a "yes" in one or more positions 1 through 7 if, for example, the section met on a regular basis on one or more days, and irregularly in addition to that.

Session Data Elements

XF04   SESSION-DAYS-SCHEDULED

Processing Edits	
FIELD CHECK	1 or 0 in positions 1 – 9. At least one position in this element must be set to 1.
INTEGRITY CHECK	SESSION-MEETING-TIME-BEGINNING (XF05) can be coded as "9999" only if this element, SESSION-DAYS-SCHEDULED, has a "1" coded in position 8 or 9.
	SESSION-MEETING-TIME-ENDING (XF06) can be coded as "9999" only if this element, SESSION-DAYS-SCHEDULED, has a "1" coded in position 8 or 9.

XF04   SESSION-DAYS-SCHEDULED

Change History
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF05	**SESSION-MEETING-TIME-BEGINNING**	**9(04)**
This element indicates the time of day each meeting begins, in 24-hour clock time.		

Coding	Meaning
HHMM	
HH	hour (08 for 8 AM, 12 for noon, 14 for 2 PM, 21 for 9 PM)
MM	minutes (00-59)
Examples: 7:30 AM = 0730 12 PM Noon = 1200 1:15 PM = 1315 5:45 PM = 1745	
If this is an irregularly scheduled or to-be-arranged session (see SESSION-DAYS-SCHEDULED (XF04)), and the SESSION-MEETING-TIME-BEGINNING is unknown, enter "9999".	

XF05 SESSION-MEETING-TIME-BEGINNING

Processing Edits	
FIELD CHECK	A valid time in the format HHMM, where HH = hour (00 -23) or 9999
INTEGRITY CHECK	This element can be coded as "9999" only if SESSION-DAYS-SCHEDULED (XF04) has a 1 coded in position 8 or 9.

XF05 SESSION-MEETING-TIME-BEGINNING

Change History
Revision: 06/01/96 Correction to note "(XB04) to (XF04)".
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF06	**SESSION-MEETING-TIME-ENDING**	**9(04)**
This element indicates the time of day each meeting ends, in 24-hour clock time.		

Coding	Meaning
HHMM	
HH	hour (08 for 8 AM, 12 for noon, 14 for 2 PM, 21 for 9 PM)
MM	minutes (00-59)
Examples: 7:30 AM = 0730 12 PM Noon = 1200 1:15 PM = 1315 5:45 PM = 1745	
If this is an irregularly scheduled or to-be-arranged session, see SESSION-DAYS-SCHEDULED (XF04), and the SESSION-MEETING-TIME-ENDING is unknown, enter "9999".	

XF06 SESSION-MEETING-TIME-ENDING

Processing Edits	
FIELD CHECK	A valid time in the format HHMM, where HH = hour (00 -23) or 9999
INTEGRITY CHECK	This element can be coded as "9999" only if SESSION-DAYS-SCHEDULED (XF04) has a 1 coded in position 8 or 9. If both the SESSION-MEETING-TIME-BEGINNING (XF05) and the SESSION-MEETING-TIME-ENDING (this element) are coded in the HHMM format, then the SESSION-MEETING-TIME-ENDING (this element) must be coded as a time after the SESSION-MEETING-TIME-BEGINNING (XF05).

XF06 SESSION-MEETING-TIME-ENDING

Change History
Revision: 06/01/96 Correction in note "(XB04) to (XF04)".
Implement: 06/01/89

Session Data Elements

DED#	DATA ELEMENT NAME	FORMAT
XF07	**SESSION-TOTAL-HOURS**	**9999V9**

This element indicates the total number of hours for which this session is scheduled during the term. For regularly scheduled sessions, it will be the number of times the session meets during the term multiplied by the duration of each such meeting. For purposes of this calculation, fifty (50) minutes is considered one hour. The hours associated with the final examination are included in the total for the first A-type session (A0).

Coding
This is a numeric field with five digits, four before and one after the implied decimal point (accurate to the tenth). The decimal point itself must **not** be included in the field.
If this is an irregularly scheduled or to-be-arranged session (see SESSION-DAYS-SCHEDULED (XF04)) and the SESSION-TOTAL-HOURS (this element) is unknown, enter "99999".

XF07   SESSION-TOTAL-HOURS

Processing Edits	
FIELD CHECK	Numeric
	Greater than zero
INTEGRITY CHECK	This element can be coded as "99999" only if SESSION-INSTRUCTION-METHOD (XF01) is 20, 40, 90, or 98.

Session Data Elements

XF07 SESSION-TOTAL-HOURS

Change History
Expanded data element from 999V9 to 9999V9
Revision: 10/02/02 Correction in definition (A1) to (A0)
Revision: 06/01/96 Correction in note.   (see XB04) to (see XF04)
Implement: 06/01/89