



SPECIAL DESIGNATOR (SPDG) - COLLEGE

MODULE: *CURRICULUM MANAGEMENT*

BACKGROUND

The Class Special Designator (SPDG) is a value entered by the person scheduling the class section. The Special Designator (SPDG) affects the Class Accounting Method. The Special Designator (SPDG) Course Attribute is a class-level attribute. Only one Special Designator per class section is allowed.

SPECIAL DESIGNATORS

Course Attribute Value	Formal Description	Affects (XB01) Accounting Method	XB01 Accounting Method
HYBRID	Hybrid	No	N/A
INTERN	Internship	Yes	I - Independent Study (CW; CD; Not Lab)
OE_OE	Open Entry/Open Exit	Yes	E - Positive Attendance (Credit)
ONLINE	Fully Online Course	Yes	I - Independent Study (CW; CD; Not Lab)
ONLINEMTG	Online with meeting on campus	Yes	I - Independent Study (CW; CD; Not Lab)
ONLINEOEOE	Online OE/OE	Yes	P - Positive Attendance
TUTOR	Tutoring	Yes	G - Positive Attendance/Tutoring (Non-Credit)

Definitions:

CW – Census Week

CD – Census Day



STUDENT FINANCIALS (SFIN)

MODULE: CURRICULUM MANAGEMENT; STUDENT FINANCIALS

BACKGROUND

The Class Student Financials (SFIN) Course Attribute is a value entered by the person scheduling the class section. The Student Financials Course Attribute (SFIN) affects the fees for the class section, and may also affect the class Accounting Method. The Student Financials (SFIN) Course Attribute is a class-level attribute. Multiple Student Financials Course Attributes per class section are allowed.

STUDENT FINANCIALS

Course Attribute Value	Formal Description	Affects (XB01) Accounting Method	XB01 Accounting Method	Purpose
APPR	Apprenticeship	Yes	P - Positive Attendance	Waives Non-Resident; Enrollment; Accident; and Health Fees
AXXX	Accident Fee Exemption	No	N/A	Waives Accident Fee
CONT	Contract Education	Yes	O - Non State Supported	Waives Non-Resident; Enrollment; Accident; and Health Fees
HIGH	High School	No	N/A	Waives Non-Resident and Enrollment Fees Note: All high school classes should be set up with HIGH; HXXX; and AXXX
HXXX	Health Fee Exemption	No	N/A	Waives Health Fee
NONS	Nonstate Supported	Yes	O - Non State Supported	Waives Enrollment Fee Note: Student Accounting Staff Abates Health and Accident Fees**
RXXX	Student Representation Fee Exemption	No	N/A	Waives Student Representation Fee
SDSU	San Diego State University	No	N/A	Waives Non-Resident; Enrollment; Accident; and Health Fees
UCSD	University of California, San Diego	No	N/A	Waives Non-Resident; Enrollment; Accident; and Health Fees

Definitions:

Waives Fee – The student is not charged the fees

Abates Fee – The student is not charged the fees, but an outside agency may be reimbursing SDCCD for the fees at a later date. Student Accounting staff manually posts transactions to student accounts for these students.

**Some exceptions apply and HXXX and AXXX may need to be added to the class



ACCOUNTING METHOD (XB01)

MODULE: CURRICULUM MANAGEMENT

BACKGROUND

The Class Accounting Method is determined and automatically calculated based on how the class is scheduled. The Accounting Method is factored into formulas for apportionment. The Accounting Method (XB01) Course Attribute is a class-level attribute. Only one Accounting Method per class section is allowed.

ACCOUNTING METHODS

Course Attribute Value	Formal Description	Criteria
D	Daily Census	<ul style="list-style-type: none"> Non-primary Term Classes. Classes that meet greater than or equal to 5 days – Not Regular session Cannot have any TBA Hours (Exclude Meeting Time = TBA Hours > Zero (0.00))
E	Positive Attendance (Open Entry, Open Exit)	<ul style="list-style-type: none"> Open/entry – Open/exit classes SPDG=OE_OE
G	Non-Credit Positive Attendance	<ul style="list-style-type: none"> Every CE class is a G (BUT not contract education or non-state supported CE classes) Course Component = TUT SPDG = TUTOR
I	Independent Study and Work Experience	<ul style="list-style-type: none"> Course Component = IND or WRK Instructional Method of Internet/Distance Ed (72) or Partially Online/On Campus (71) SPDG = INTERN; ONLINE; ONLINEMTG;
L	Independent Study Lab	<ul style="list-style-type: none"> Instructional method – online only (72) Lab only
O	Non-State Supported	<ul style="list-style-type: none"> Contract Education Courses – SFIN = CONT This value can also be manually entered by super user
P	Positive Attendance	<ul style="list-style-type: none"> Positive Attendance Classes (TBA > 0.00 Hours) Classes that meet less than 5 days Meeting time = TBA (TBA > 0.00 Hours) Course Component of WRK SPDG = ONLINEOEEOE
W	Weekly Census (must be a full-term section)	<ul style="list-style-type: none"> Primary term dates only for Fall and Spring terms – Regular session Cannot have any TBA Hours (Exclude Meeting Time = TBA or TBA Hours > 0.00)



OTHER COURSE ATTRIBUTES -COLLEGE

MODULE: *CURRICULUM MANAGEMENT*

BACKGROUND

Class Attributes are used as a form of tracking. By adding Class Attributes, our institution can easily select or look for specific Course Attributes to find specific subsets of classes or students. The following are other types of class-level attributes that can be added to individual class sections for tracking purposes.

OTHER COURSE ATTRIBUTES

Course Attribute	Formal Description	Responsible Party	What is it Used for?
CBE	Credit by Examination	District	Students taking exam to receive credit; Tech Prep (District CTE Transitions)
CCAP	College and Career Access Pathways	Campus	Tracking CCAP MOU class sections
CONT	Contract Education	Campus	Tracking class sections funded through contracts with other agencies
CRN	Course Reference Number	District	Identifying converted classes in ISIS
CONC	Concurrent Class Section	Campus	Tracking concurrently scheduled class sections
INSV	In-Service Course Offering	Campus	Tracking In-Service class sections
LCMP	Learning Community Parent	District	Identifying the “parent” learning community Class Nbr; Added to “child” class section
LCOM	Learning Community	District	Identifying learning community class sections; Added to “parent” class section
PBSF	Public Safety Course Offering	Campus	Tracking Public Safety Class Sections (Previously SPDG = P)
TRKI	Attendance Tracking Used	Campus	Identifying class sections scheduled in classrooms with attendance tracking software (ID scanners)