This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.
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^These elements should be reviewed when a new Course is added to the Course Catalog.
*These elements should be reviewed when a new Class Section is added or when the Class Schedule is rolled to a new term.

**Section 1  APDB Section Transaction Report Summary:**

The following is a guide to the APDB Course/Section Transaction Report. This guide will focus on each data element and where it will be captured in PeopleSoft 8.0. For further information, please refer to the Course Catalog Setup Guide as well as the Class Schedule Setup Guide. For detailed descriptions of the individual data elements, please refer to the APDB DED.

**Section 2  APDB Data Elements**

**2.1  Record Type**

Captured in the Run Control for the Report and will remain constant for all Section Transaction reports.

*Value: S
S = Section*

**2.2  Service Learning Indicator***

This data element is used to identify courses designated as "service learning" by a particular CSU campus. In general terms, a service-learning course actively involves the student in a community service experience that directly relates to the content area of the course in question. Each CSU campus has a coordinator who implements and maintains policies and procedures for designating particular courses as service learning.

*Collection Method: This data element will be captured using a Class Attribute.*

*Page Name: Course Attributes*
**Navigation:** Manage Student Records → Establish Courses → Setup → Course Attributes

### Course Attributes

**Course Attribute:** CRJU

<table>
<thead>
<tr>
<th>Attribute Values</th>
<th>View All</th>
<th>First</th>
<th>Prev</th>
<th>Next</th>
<th>Last</th>
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</thead>
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<table>
<thead>
<tr>
<th>Attribute Value</th>
<th>Catalog Print</th>
<th>Schedule Print</th>
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<td></td>
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<tr>
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<th>Schedule Print</th>
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<tr>
<td>Short Description</td>
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<tr>
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<td>Description</td>
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<tr>
<td>Formal Description</td>
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</tbody>
</table>
This Attribute will be attached to any class that is a Service Learning Course. All elements that require a Class Attribute will be attached to a class section in this manner. (This will be the only screenshot showing the assignment of Course Attributes to the Class Schedule.)

**Values: Y, N or Blank**

**Considerations:** Leave the Course Attribute fields blank for Service Learning Indicator and the element reported will be “Blank” This will be used to indicate that the course is “N” not a Service Learning course. Leave this value blank for courses except for those that are Service Learning Courses as Blank is equivalent to N for less data entry.
2.3 Section Duration Type

A code that identifies the time duration of a given section relative to the start and end dates of the term in which the section is offered.

Collection Method: This value will be derived from the start and end dates of the section matched against the dates on the term/session table.

Page Name: Schedule of Classes

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

Values: C, X, or Blank

*C = Section start and/or end dates are interior - "Concentrated"

*X = Outside the start and end dates of the regular term - "external"

Blank = Section start and end times coincide with those of the regular term

"Blank" is the default value for the extract report.
2.4 Discipline Code

A standard code that is used throughout the California State University System which uniquely identifies a discipline also known as the Higher Education General Information Survey (HEGIS) Code (COSAR Table 06). The term "discipline" refers to a specific academic area of study offered at a particular campus.

Collection Method: A new sub page has been added to the Course Catalog Offerings Page. When a new course is added to the Catalog, this code will need to be added manually at that time.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings

Click on the HEGIS link and enter the valid value on the sub-page below.

Values: COSAR Table 06
2.5 Course Level

Course Level is a code that indicates the academic level of instruction of a particular course.

Collection Method: A Course Attribute will be used to capture this element. This attribute should be associated at the Course Catalog level. When a new Class Section is added, the section will inherit this element.

Page Name: Course Attributes

Navigation: Manage Student Records → Establish Courses → Setup → Course Attributes

Values: 1, 2, 3
2.6 School Code

A standard code for all CSU campuses that uniquely identifies an academic division or school of study at the campus, each of which comprises one or more departments.

Collection Method: The School Code will be derived from the Department Code. When the Department Code (Academic Organization) is attached to a class section, the school code will be derived from that selection.

Values: COSAR Table 08

The Department code is 235-Economics and the School Code is 32-Social Sciences.
2.7 Department Code*

A standard code used throughout the CSU which uniquely identifies an academic department.

Collection Method: The Department Code (Academic Organization) will be inherited from the Course Catalog and can be changed at the Schedule of Classes level. See Screen shot above for School Code.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Schedule Of Classes → Basic Data

Values: Cosar Table 09
2.8  **Course Abbreviation**

A prefix used in conjunction with the Course Number and Course Suffix to identify a course.

**Collection Method:** This element will be collected from the Subject field on the course catalog.

**Page Name:** Offerings

**Navigation:**  Manage Student Records ➔ Establish Courses ➔ Use ➔ Course Catalog ➔ Offerings

---

**Values:** Various 5-character values defined by the campus. Trailing blanks are allowed.
2.9 Course Number^  
This element is used in conjunction with the Course Abbreviation and Course Suffix to identify a course. If a decimal numbering system is used, this field is the whole number portion of the Course Number.  
Collection Method: Course Catalog Number.  
Page Name: Offerings  
Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings  

Values: 0001-9999
2.10 Course Suffix

This element is used in conjunction with Course Abbreviation and Course Number to identify a course. If a decimal numbering system is used, this field is the fractional part of the Course Number.

Collection Method: Schools may use Alpha as part of the course number (last 6 digits, only first 3 digits would be extracted) or they may use course attributes. It must be set up as one choice or the other and the run control will ask the preference. Each campus according to pre-determined numbering systems that vary among CSU campuses defines acceptable values. Value must be left justified.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings
Page Name: Course Attributes

Navigation: Manage Student Records → Establish Courses → Setup → Course Attributes

Values: Various 3-Character values defined by the campus.
2.11 Section Number*

The Section Number is a number that uniquely identifies each section of a given course. Assigned by each campus according to a campus-determined system. The report uses the first 2 digits/characters in the Section Field for the report.

Collection Method: Class Section on Schedule of Classes component.

Page Name: Basic Data

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

Values: 01-99 and A-Z

2.12 Line Sequence

A two-digit number used to uniquely identify each resource segment within a given section record.

Collection Method: Within a given section that contains multiple resource segments, the first segment must have a lower line sequence than the second, which in turn is lower than that of the third, etc. A resource can be an instructor or a row in the meeting pattern. Derived by a summation of the number of rows from the instructor and the meeting pattern rows and from the room resource table. Only create one sequence per unduplicated empid for instructor resource.

Values: 01 – 99
2.13 C/S Number

This data element identifies a particular mode of instruction for a resource segment activity.

Collection Method: A new Setup Page will capture the C/S number and C/S factor to be used on the Course Catalog, a new sub page on the Components Page of the Course Catalog will capture the C/S number. This element needs to be added to each component of a course when a new course is added to the Course Catalog. When a component of the course is scheduled as a class, the class section will inherit this element.

Page Name: CSU CS Number Setup

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Setup → CSU CS Number Setup
The CS “K or S” Factor multiplied by the Component Units (K) or Component Students (S) will determine the workload hours for a particular course component. The Units/Students for a component need to be added manually. Workload hours will be established for each component by an automatic calculation when the page is saved. The Workload hours will default to the Class Schedule when an instructor is added to a class section. The CS Number, Units and Space type will be inherited by the Class Schedule for each component as it is scheduled.
The C/S Number is inherited at the Class Schedule Section level on this sub-page.

| Values: 01 - 04, 05, 06 - 14, 15 to 16, 17 to 21, 23-25, 36, 48, 77, 78. |
|---------------------|---------------------|
| Valid values are in COSAR Table 012 |
2.14  Segment Credit Units*

The number of credit units associated with a given mode of instruction Course Classification Number (CS Number).

Collection Method: The Component Units will be used to report the Segment Credit Units for each section of a course. The Component Units will be entered at the Course Catalog level and then inherited by the Schedule of Classes as each Component is scheduled. For example, 3.00 Component Units will be reported as 030.

Page Name: Component Subpage

Navigation:  Manage Student Records → Establish Courses → Use → Course Catalog

Values: 000-999

2.15  Enrollment

The number of students enrolled for academic credit in a given section as of census date. This figure includes enrollments via offering campus registration process only.

Collection Method: The number of students enrolled for academic credit in a given section as of census date. This figure includes enrollments through the Regular and Second campus registration process only.

Values: 000-999
2.16 **Space Type**

A code that identifies the type of space, i.e., room, in which a particular course is most appropriately taught.

**Collection Method:** Collected on the Course Catalog Components Page, new CS Number Sub-Page.

**Page Name:** Components

**Navigation:** Manage Student Records → Establish Courses → Use → Course Catalog

Click on the CS Number link and the sub-page below is displayed.

The Space Type value will be entered at the Course Catalog Level and will be inherited by the Class Schedule for each Component that is scheduled. This value can be changed at the Class Schedule Level. *See Next Screen Shots for more detail about the elements inherited and captured at the Class Schedule Level.

**Values:** 0, 1, 2, 3, 4
New sub-pages have been added at the Schedule of Classes Level. These Sub-Pages will capture various elements such as C/S Number, Component Units/Students, Group Code Control, Space Type, TBA Hours and Learning Mode. *See the Screen Shots below for more detail.

This is the Sub-Page for APDB Mapping Values at the Meeting Pattern Level. The Space Type value is inherited from the Course Catalog level and can be changed here. *See each description for these elements for further details.
2.17 **Section Begin Time**

The scheduled starting time of a resource segment activity, denoted in standard 24-hour military time.

**Collection Method:** The Class Meeting Start Time.

**Page Name:** Meetings

**Navigation:** Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

**Values:** 0500-2200
2.18 Section End Time*

The Scheduled ending time of a resource segment activity, denoted in standard time.

Collection Method: The Class Meeting End Time.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

Values: 0500-2400
2.19 **Section Meet Days***

An abbreviation which denotes the day(s) of the week on which a given resource segment activity is scheduled to meet.

**Collection Method:** Standard Meeting Pattern entry on Meetings Page.

**Page Name:** Meetings

**Navigation:** Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>00001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>Test University</td>
</tr>
<tr>
<td>Terms:</td>
<td>Fall 2001</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>ECON</td>
</tr>
<tr>
<td>Catalog No:</td>
<td>100</td>
</tr>
</tbody>
</table>

**Meeting Pattern:**
- **Meeting Days:** M, T, W, TH, F, S, SU, MWF, TTH, ARR, TBA, TBS

Standard Meeting Pattern Values are setup in the Academic Group setup in Design Academic Structure.

**A partial list of values includes:** M, T, W, TH, F, S, SU, MWF, TTH, ARR, TBA, TBS
2.20 Facility Number

The numerical designation assigned by a campus to a facility. A facility is an independent structural aggregation of related spaces, i.e., a building. When the facility in question is located on the main campus, the reported facility number should be identical to the number assigned to the facility in question by the Space and Facilities Database (SFDB) maintained at the Chancellor’s Office.

Collection Method: New fields on the Building Setup Page to map the SFDB number (Facility Number) to the Building ID. When a Facility is selected for a section of a class, the report will reference the SFDB number from the building table.

Page Name: Building Table

Navigation: Design Student Administration → Define Student Administration → Setup → Building Table

Values: SFDB Facility Numbers
2.21 Facility Suffix

A designation used in conjunction with the facility number to uniquely identify a structure of related spaces which are part of a facility, but which are to be considered separately for SFDB reporting purposes. The facility suffix reported by the campus should be identical with the suffix value assigned to the facility in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office.

Collection Method: New field on the Building Setup Page to map the SFDB number (Facility Suffix) to the Building ID. When a Facility is selected for a section of a class, the report will reference the SFDB number from the building table.

Values: SFDB Facility Suffix
2.22 Space Number

A numeric or alphanumeric designation that uniquely identifies a space or room within a facility. The space number reported by the campus should be identical to the number assigned to the space in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office.

Collection Method: A new sub-page off of the Facility setup page will capture the Space Number and Suffix. When a Facility is selected for a section of a class, the report will reference the Space Number from the Facility Table.

Page Name: Facility Table

Navigation: Manage Student Records → Establish Courses → Setup → Facility Table

Click on APDB Mapping and the ERS APDB sub-page will be displayed.

Page Name: ERS APDB Facility Mapping

Navigation: Manage Student Records → Establish Courses → Setup → Facility Table

Values: Various 4-digit numbers with leading zeroes as needed. Some campuses have space numbers in the format XNNN, XXNN, or NXNN where "X" represents a letter A through Z and "N" represents a digit 0 through 9. The Space Number is considered the Room Number.
2.23 Space Suffix

The space suffix allows the campus, at its discretion, to accommodate room remodeling and identify functional areas without modifying the present numbering system. The value reported by the campus should be identical to the suffix assigned to the space in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office. Included: Offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, special purpose rooms, etc. Excluded: Freestanding columns or architectural and structural projections.

Collection Method: A new sub-page off of the Facility setup page will capture the Space Number and Suffix. When a Facility is selected for a section of a class, the report will reference the Space Suffix from the Facility table.

Page Name: Facility Table

Navigation: Manage Student Records → Establish Courses → Setup → Facility Table

Values: 0-9, A-Z
2.24 **TBA Hours**

The number of hours per week that have not been formally scheduled for a given resource segment. **Collection Method:** TBA Hours will be captured on the Class Schedule Meetings Pattern Level Sub-Page. 1 TBA Hour would be reported as 010.

**Page Name:** Meetings

**Navigation:** Manage Student Records → Establish Courses → Use → Schedule of Classes

Values: 001-999

TBA Hours will be captured on the Class Schedule Meetings Pattern Level Sub-Page. 3.0 TBA Hours will be reported 030.
2.25 Social Security Number

The unique number identification assigned by the Social Security Administration. If the individual has no assigned number, the campus should designate a facsimile Social Security Number using the following scheme:

Code YYCC0NNNN where:

YY = Year
CC = Campus Code
0 = Numeric Zero
NNNN = Sequential number starting with 0001

Collection Method: Derived from the instructor’s National ID.

Values: 000000000-999999999

2.26 Learning Mode*

A six-character alpha code that distinguishes the utilization of class space between Face-to-Face, Synchronous and Asynchronous modes. The intent of this code, in conjunction with Space Type, is to help assess the extent to which the use of instructional technology reduces the need for traditional lecture and laboratory space facilities. For further details, please refer to the APDB DED for a detailed description.

Collection Method: Learning Mode will be collected from the Class Schedule Meeting Pattern Level Sub-page. (Please refer to the APDB DED for more details)
The learning Mode Data Element will be collected on the Schedule of Classes Meeting Pattern Level Sub-Page. If the value of “F” or “A” is selected, only one value will be reported. In accordance with the recent Learning Mode Changes, if the value of “S” is selected, additional values can be associated with the “S”. *See the Screen shot below for more details.

If “S” is selected, 5 additional fields will open up and can be populated with the appropriate data. *Please refer to the APDB DED for more details.

Values: F, S, A, Sx, Sn
2.27 Group Code Control (Formerly known as Group Code Bypass)*

An Element which controls the following three functions: a) When an instructional segment has Learning Mode "F" or "S", whether or not it will be bypassed from consideration for "synchronous" group coding. B) When an instructional segment has Learning Mode of "F" and Section Duration Type of "C" or "X", whether or not it will be bypassed from consideration for "traditional" group coding. c) When an instructional segment has Learning Mode "A", Whether or not it will be evaluated as a possible candidate for "asynchronous" group coding.

Collection Method: Group Code Control will be collected on the Class Schedule section level APDB mapping values sub-page.

Page Name: Class APDB Attributes

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes
The default value will be Blank, which is equal to “N”. If “A” is selected (*see screen shot below), an additional field will open up and allow for the digits 01 through 99 to be entered. (*Please refer to the APDB DED for further details about the correct entry of this element as it has recently changed.)

**Values**: A01-A99, N, B or Blank

**Considerations**: “Blank” may be used to indicate N.
2.28 Team Teaching Fraction*

The Team Teaching Fraction (TTF) is the fraction of the instructional workload within a given course classification, i.e., non-zero CS Number, that is assigned to each faculty member comprising a team teaching group for a given section. The sum of such fractions within a team-taught course classification must total 1.000.

Collection Method: This fraction will be captured using the Load Factor on the Workload tab of the Instructors for Meeting Pattern on the Class Meeting Page of the Schedule of Classes Component. The total load factor will be converted to a non-decimal number 0000-1000 from its delivered 00.00-100.00 format.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

Values: 0000-1000
2.29 Override WTU*

When a class instructional segment is taught synchronously or asynchronously, the instructor frequency is, in reality, engaged in either more WTU workload or less WTU workload than would be generated by pure face to face instruction, depending on such factors as class size and frequency of exams. "Override WTU" serves as a vehicle for campuses to specify what they consider fair value WTU for a particular class segment that is offered by some type of technological interface between instructor and student.

Override WTU is reported on the Section Transaction report as a numeric value, which when non-zero, has relevance for Learning Modes “S” (Synchronous) and “A” (Asynchronous), but is ignored for “F” (Face to Face). When it is relevant, the Section Audit job posts Override WTU directly to the element “Weighted Teaching Units”, in lieu of computing the latter via the K-formula. This posting process is bypassed when Override WTU is zero, regardless of Learning Mode.

Collection Method: When the Auto Calc checkbox is un-checked, the Workload hours will be used to report this value.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

Values: 00.0-99.9

If the Auto Calc check box is un-checked, the report will use the value in the Workload field as the value to be reported for Learning Modes of “S” or “A” only. For example 4.00 would be reported as 040.
Section 3 APDB Process Run Controls

3.1 APDB Section Data Extraction

Use the APDB Section Data Extraction Page to identify which Institution and Term that are to be run for the Data Extraction. You will also identify how your campus identifies Self Support or Extended Education classes that are not reported in the APDB Section Transaction Report. This process will populate the CSU_APDB_SECTN record for the Term specified in the Run Control. You can view the data by using the Query tool. When the edit program is run, it will use the data in this record.

Page Name: APDB Section Data Extraction

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Section Data Extraction

*Note1: To determine which Class Sections to exclude from the report, select the method to identify Self Supported and/or Extended Education courses. The choices are Academic Group or Session. Once you identify the method, select the specific values to use for exclusion.
3.2 APDB Section Data Edit/Validation

The APDB Section Data Edit will look at the CSU_APDB_SECTN record and run the CO specified edits against the data that has been extracted for the term identified in the Run Control. The process will produce a report of all of the elements that did not pass the edits.

**Page Name:** APDB Section Edit

Use the CSU APDB Section Edit to determine if your data has any errors before submitting your file to the Chancellor’s Office for official review

**Navigation:** CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Section Data Edit
3.3 APDB Section CO File Extract

After all of the edits have been finished and the campus feels comfortable to produce the CO file that will be transmitted, use this Run Control to produce the CO File Layout. Specify the term and file name and then run this process. *Note: You must use the same Run Control ID and OperID that you used when you ran the Section Report Extract earlier.

Page Name: Output File

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Section Data Edit
3.4 APDB Prior Term Copy – Class Section Data

CMS has provided an Application Engine process to roll all of the ADPB values forward to the next term(s). *Important Note: This process must be run after the PeopleSoft delivered Term Copy process is run.

Page Name: APDB Class Prior Term Copy

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Class Prior Term Copy

Class Prior Term Copy

Run Control ID: KOCONNOR

Class Prior Term Copy Parameters

*Academic Institution: CSUNR
*Academic Career: Undergrad
*Roll From Term: 2037 Fall 2003
*Roll To Term: 2047 Fall 2004

Note: Choose the Roll From Term and the Roll To Term for each career that you would like to roll data forward for.