

Course Enrollment Data (CED) File Specifications
Update to Input Field M022
Updated June 2021

UCOP is expanding the codes of the Course Flag (M022) within the course enrollment 3wk and end of term reporting. The goal is to capture all fully online courses delivered by the reporting campus, including ILTI fully online courses which are taught by the reporting campus. ILTI course status takes precedence over the other online course codes so please use the ILTI code (I) for ILTI online courses and use the other online course codes (O, P) for non-ILTI online courses. UCOP defers to the campus definition of what is considered an ILTI online course (e.g., ILTI funded, etc.). The code definitions below provide additional detail on how to code courses with overlapping characteristics (i.e., ILTI-funded course that is taught in-person).

We expect all campuses to report home-campus ILTI online course activity of home-campus registered students. ***Do not report any ILTI course activity of cross-campus course taking students (CCES) whose home campus is different from the campus submitting the data. Do not report any home campus student enrollments in cross-campus courses delivered by campuses other than the reporting campus.*** All non-ILTI online courses should be coded as O or P as appropriate. See table 2 below for guidance on how to report students, units, and courses appropriately for the enrollment and CED submissions.

Beginning with the fall 2021 3wk course enrollment reporting (due November 8, 2021) this mandatory reporting field will capture the following types of course instructional models:

I = ILTI fully online course delivered by the home campus submitting the data (only report home campus student enrollments in the course) – fully online courses that utilize any ILTI funding or resources.
Do not include fully in-person courses that receive ILTI funding or resources

C = Fully Standard In-Person Course (both on and off campus) – non ILTI fully in-person courses, and may also include fully in-person courses that utilize ILTI funding or resources

O = Fully Distance/Online Course (no in-person instruction required or offered) – include non-ILTI fully online courses only

A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

P = Course that offers both in-person and online/remote instruction within the same terms – include non-ILTI courses only

A course in which the instructional content is delivered partially via distance education (i.e. online or remote synchronously or asynchronously) and partially via in-person (on or off-campus). This includes scenarios when all students receive the content partially via distance and partially via in-person, as well as when some students receive instruction exclusively or partially through one method (distance or in-person) while other students receive instruction exclusively or partially through the other method (distance or in-person). This also captures courses that switch instructional method from in-person to distance

education (or vice versa) at any point during the term. Captures courses that are neither fully in-person or fully distance education and is meant to capture all instructional models in between, as shown in the table below.

T = Travel Abroad Course (all media types)

Table 1. Course Enrollment Data Codes

M022 Code to Use	Course Instruction Delivered		
	In-Person	Distance/online of any kind	Travel Abroad
C	Yes	No	No
T	No	No	Yes
I	No	Yes	No
O	No	Yes	No
P	Yes	Yes	No

The table below shows where to report students and units in the enrollment and CED submissions. The enrollment 3WK/EOT submissions should include all home/reporting campus students with **all** of their units included from both home and other campus course-taking (even if the cross-campus units are placeholder). This is because the 3WK/EOT data must reflect all unit activity for workload purposes and FTE calculations. The CED submissions should include all home/reporting campus students with **only** their home/reporting course and unit activity included. As a result, students who enroll in ILTI/CCES courses at other campuses will not have unit equality between the census and CED files. We will adjust our tolerance for unit inequality between the census and CED submissions accordingly.

Student and Course Record Reporting in Student Enrollment and Course Enrollment 3WK and EOT Submissions

Table 2. Student Enrollment (ENR) and Course Enrollment (CED) 3WK and EOT File Reporting

Student Home	Course Home	How to Report Student and Courses	
		ENR 3WK/EOT	CED 3WK/EOT
Reporting Campus	Reporting Campus	Report student and all units	Report all courses and units
Other Campus ILTI (CCES)	Reporting Campus ILTI	Do not report student	Do not report courses or units
Reporting Campus	Other UC ILTI/CCES course	Report student and all units	Do not report courses or units

We will continue to use M022 to comply with federal distance education reporting requirements, reporting all course enrollments that fall under O or I (exclusively distance/online) as distance education enrollments.

The Course Flag (M022) is a mandatory reporting field and these changes will be **effective November 8th, 2021 with fall 3wk course enrollment reporting**. File specifications and resources can be found [here](#). Please contact Clarence Wheeler, Jr (Clarence.WheelerJr@ucop.edu) or Chris Furguele (Chris.Furguele@ucop.edu) with any questions.