

COURSE APPROVAL DATA SYSTEM MANUAL

*Wisconsin Technical College System
May 31, 2024*

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Course Approval Data System

Each of the sixteen Wisconsin Technical College Districts (collectively the “Colleges”) is required to upload a course file to the Wisconsin Technical College System Office (WTCS) for approval. One record for each course must be submitted. The course approval record contains information for each course that is used for processing through system edits and warnings, Client Reporting data, and for use in program curriculum files.

Submissions to the WTCS Course Approval Data System are accepted throughout the year except during times needed for routine maintenance and one freeze period (fiscal year close: July 1st – July 31st).

The WTCS maintains course files by fiscal year that contain all courses by district in all statuses: pending, approved, 1-year approved, disapproved, and deleted. Course information can be retrieved from the WTCS Portal.

Course records that pass edits are accepted in “pending” status until acted upon by the assigned WTCS Education Director.

All questions regarding the Course Approval Data System should be directed to:

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Chapter 1: General Information

Portal Access

Colleges have access to course records through the web based WTCS Portal. Colleges are encouraged to use this resource when they have questions about courses and transactions submitted in the Course Approval Data System. The Portal allows for viewing of individual courses. The information accessed by the web-based inquiry function is the same information viewed by the Education Directors when they make their approval decisions. For additional information on accessing the Portal, contact your District Information Officer or the System Office staff identified at the beginning of this manual.

[Directions for getting access to the Portal](#)

[Portal Location](#): Access is granted through the college data access coordinator.

Course Compliance/Editing

Files submitted to the Course Approval Data System will be edited before being accepted in accordance with the edit errors and warning section of this manual. The editing process ensures college data meets WTCS Office of Instruction policies. WTCS Office of Instruction policies and procedures can be found in the [Educational Services Manual](#) (ESM) on the [myWTCS website](#).

All records in error or that cause a warning will be displayed on the Course Approval Edit Results Report(s) with the corresponding error/warning message. Rejected record files and error reports are available for viewing in the WTCS Portal. All rejected records must be corrected and resubmitted to the System Office.

Record type abbreviation, data element field position numbers, and data element names indicate which fields in which records are being edited. All these fields will be marked on the error reports produced by the Course Approval editor and posted in the WTCS Portal. All error/warning reports will include the error/warning number and the record(s) and position(s) on the record(s) with the error.

Course Status Impact on Client Reporting

The Client Reporting Data System will only accept records for courses in Approved or 1-Year Approved Status. Records will not be accepted for courses in Pending, Disapproved, or Deleted status.

Valid Instructional Area and Aid Code Combinations

Instructional Areas are not permitted in all Aid Codes. Please refer to the chart below for valid combinations.

Instructional Area Numbers	Permissible Aid Codes
001-457, 460-799	10, 11, 30, 31, 32, 42, 47, 50, 60
458	10, 11, 30, 31, 32, 47, 50
812	42, 47, 30, 31, 32, 10, 11
800-811, 813-819	10, 11, 20, 30, 31, 32, 42, 47, 50, 60
825, 83x	10
851-860	73, 74, 76, 77, 78
862	42, 47, 73, 74, 76, 77*, 78*
863	10
861	75
890	10, 20, 30, 31, 32, 42, 47, 50, 60, 73, 74, 76, 77*, 78*
891	42, 60

* Aid Codes 77 and 78 will no longer be permissible for Instructional Areas 862 and 890 starting in FY 26.

Chapter 2: Fiscal Year Processing

Multiple Year Course Processing

From January through July each year there will be two open fiscal years. In January of each year, the upcoming fiscal year is opened. The Fiscal Year is included in positions 2-5 of all course submission records (see Chapter 6 – Record Submission Format). Multi-year processing allows districts to submit courses for approval for the current and upcoming fiscal year.

Changes to a course that impacts both open fiscal years must be submitted twice, once for each open fiscal year.

Rollover

Course and Curriculum rollover is done the first week of January each year. The rollover process opens the next fiscal year’s file so colleges can begin uploading files for the upcoming fiscal year while “rolling” current year’s courses and curriculum into the following fiscal year. The rolling of courses and curriculum saves the Colleges from having to resubmit courses and curriculum that continue to meet WTCS business rules.

Any changes to WTCS business rules for courses and curriculum are typically enforced in the rollover process by editing new fiscal year submissions and preventing rollover of old fiscal year records that are no longer in compliance.

Prior to rollover, districts are provided with numerous reports that help them prepare for rollover. Data made available to the colleges along with what happens to certain courses at rollover are detailed in the chart below. It is likely that there may be additional items addressed at rollover that are not currently on this chart. Those items will be communicated to colleges before rollover.

Data Provided Made Available to Colleges in Advance of Rollover	At Rollover	Actions to Correct Before Rollover	Other Comments
Courses in 1-year approval status (all aid codes)	Do Not Roll.	Work with Education Director and resubmit course if full approval appropriate.	
Courses in disapproved status (all aid codes)	Do Not Roll.	Work with Education Director and resubmit course if approval is appropriate.	

Data Provided Made Available to Colleges in Advance of Rollover	At Rollover	Actions to Correct Before Rollover	Other Comments
“Orphaned” courses (courses expected to be in a curriculum that are not in a curriculum and do not have a curriculum exception code)	Roll to disapproved.	Resubmit with exception code or resubmit the curriculum file that contains the course.	Courses that are expected to be in a curriculum must be in a curriculum or have an appropriate exception code.
Courses with no enrollments in the previous five fiscal years or more that are not in an approved program curriculum	Roll to deleted.	No action to correct.	
Courses in approved status in inactivate instructional areas	Roll to disapproved.	Resubmit course in active instructional area.	
Courses that were in “Waiting for Curriculum” status at previous year rollover not matched to a curriculum during the open fiscal year	Roll to disapproved.	Upload a curriculum that contains the course or reupload the course with an approved curriculum exception code.	Course is an “orphaned” course.

Fiscal Year Close

Starting FY2020, the Course and Curriculum systems will be closed for district uploading on July 1st. Education Directors will have until July 15th to approve the changes or work with the districts on modifying their request. On July 31st, the Course and Curriculum system will be closed for the fiscal year meaning no additional changes can be made.

Chapter 3: Curriculum Courses and Aligned Courses

Curriculum Courses

Prior to the submission of a curriculum file, all curriculum courses must be uploaded to the Course Approval Data System. Courses do not need to be in approved or 1-year approved status before uploading the curriculum file, but they do need to be on file in “pending” status. A pending curriculum file will not be made available for Education Director approval until all courses have been uploaded; and consequently, have passed all course edits.

Postsecondary courses (Aid Codes 10, 30, 31, 32, and 50) are required to be in an approved program curriculum unless the course is submitted with a Curriculum Exception Code.

Courses and Curriculum Relationship

Associate Degree, Technical Diploma and Apprenticeship Courses

Associate Degree (Aid Code 10), Technical Diploma (Aid Codes 30, 31, 32) and Apprenticeship (Aid Code 50) courses are required to be in a program curriculum or be submitted with a valid Curriculum Exception Code. Curriculum Exception Codes are used by the districts to provide the WTCS with a rationale of why Associate Degree, Technical Diploma or Apprenticeship courses will not be in a curriculum.

Acceptable Curriculum Exception Codes are:

Code Description	Code
Course borrowed from another district	91
Local and Advanced Technical Certificate	92
Courses without curriculum	93

Curriculum exception codes are valid for two years. At rollover, the Data System will adjust the exception code to one year at the end of the first year. At rollover of the second year, the course will not rollover.

Collegiate Transfer

Collegiate Transfer (Aid Code 20) courses are offered as part of a Collegiate Transfer program and not stand-alone courses. No curriculum submission is permitted for Collegiate Transfer programs and no Curriculum Exception Codes are permitted for Collegiate Transfer courses.

Continuing Education: Vocational Adult, Non-Postsecondary and Community Service

Continuing Education (Aid Code 42, 47, 60) and Non-Postsecondary (Aid Code 7x) courses are not allowed in a curriculum (except for Aid Code 47 courses use in Aid Code 50 – Apprenticeship programs). These courses cannot be submitted with a Curriculum Exception Code.

General Education Courses

WTCS system aligned general education courses are required for use in Associate Degree program curriculum (program Aid Code 10). A [current list of system aligned general education courses](#) that can also be found on the [myWTCS website](#).

General College

General College Courses (Instructional Area 10-83x) are not allowed in a curriculum and must be submitted with Curriculum Exception Code 93 – Courses Without a Curriculum.

Chapter 4: Course Credit Computation Rules

Credit computation rules are developed by Aid Code. The maximum number of course Credits is five (5). Credit rounding is not permitted for Aid Codes 10, 20, 30, 31 and 32. Exceptions may be made on a limited basis as approved by the WTCS Provost to allow for credit rounding in instances of external licensing hour requirements. Courses that qualify for an exception are noted in the table in the Technical Diploma Courses section below.

Courses are comprised of A Hours, B Hours, C Hours, D Hours, and/or E Hours. For complete definitions and use of A-E Hours, please see the Educational Services Manual.

Liberal Arts and Associate Degree Courses (Aid Codes 20 and 10)

The course Credits must be a whole number.

All values in A Hours, B Hours, C Hours, D Hours, and E Hours must be whole numbers.

The sum of A Hours, B Hours, C Hours, D Hours, and E Hours must not be zero, must be a whole number, and must be equal to Total Hours of Instruction.

Total Hours of Instruction must be a minimum of 18 hours.

The number of Credits for A Hours is computed by dividing A Hours by 18.

The number of Credits for B Hours is computed by dividing B Hours by 36.

The number of Credits for C Hours is computed by dividing C Hours by 54.

The number of Credits for D Hours is computed by dividing D Hours by 72.

The number of Credits for E Hours is computed by dividing E Hours by 216.

The sum of credits for A, B, C, D, and E hours is inputted in positions 82-85 of the course record.

Hours are allowed to result in partial credits in different hour types, but the sum of credits must be within -0.01 of an integer. When credit value equals 0.9999 due to a combination of fractional hours, the WTCS Course Approval Data System will accept the credit value as the nearest integer.

For example, in 10 code, $\frac{1}{3}$ credit + $\frac{2}{3}$ credit = 1 credit;

6 hours A (.33333) + 24 hours B (.66666) = 1 Credit (0.99999)

Technical Diploma Courses (Aid Codes 30, 31, and 32)

The course Credits must be a whole number.

All values in A Hours, B Hours, C Hours, D Hours, and E Hours must be whole numbers.

Total Hours of Instruction must be a minimum of 36 hours.

The sum of A Hours, B Hours, C Hours, D Hours, and E Hours equals Total Hours of Instruction.

Add A Hours and B Hours together. Divide the total by 36.

Divide C Hours by 54.

Divide D Hours by 72.

Divide E Hours by 216.

The sum of credits for A Hours, B Hours, C Hours, D Hours, and E Hours is inputted in positions 82-85 of the course record.

Hours are allowed to result in partial credits in different hour types, but the sum of credits must be within -0.01 of an integer. When credit value equals 0.9999 due to a combination of fractional hours, the WTCS Course Approval Data System will accept the credit value as the nearest integer.

For example, in 10 code, $1/3$ credit + $2/3$ credit = 1 credit;

6 hours A (.33333) + 24 hours B (.66666) = 1 Credit (0.99999)

Exception:

The following course(s) are provided exceptions and may round their credits pursuant to the chart below.

Note: When credits are rounded, round down to the nearest whole credit. Rounding up is not permitted.

Course Number	Course Title	Credits
30-510-109	Medication Assistant	2-3
30-543-200	Nursing Assistant – Limited Term	2

30-543-300	Nursing Assistant	3
30-504-500	Overview of Patrol Response	2
30-504-501	Physical Fitness	1
30-504-502	Application of Investigations	1
30-504-503	Overview of Criminal Justice	1
30-504-504	Principles of Emergency Vehicle Response	2
30-504-505	Sensitive Crimes	2
30-504-506	Overview of Investigations	2
30-504-507	Application of Traffic Response	3
30-504-508	Principles of Investigations	1
30-504-509	Principles of Tactics	5
30-504-510	Overview of Tactics	1
30-504-511	Scenario Assessment	1

Apprenticeship Courses (Aid Code 50)

1. Reject the record if *E Hours* are not 0.
2. The sum of *A Hours*, *B Hours*, *C Hours*, and *D Hours* must equal *Total Hours of Instruction*.
3. If *Total Hours of Instruction* are less than or equal to 9, computed credits are 0.25. Go to number 8 below.
4. If *Total Hours of Instruction* are greater than 9 and less than or equal to 18, computed credits are 0.50. Go to number 8 below.
5. If *Total Hours of Instruction* are greater than 18 and less than or equal to 27, computed credits are 0.75. Go to number 8 below.
6. If *Total Hours of Instruction* are greater than 27 and less than or equal to 36, computed credits are 1.00. Go to number 8 below.
7. If *Total Hours of Instruction* are greater than 36, continue with steps a-d:

- a. Add *A Hours* and *B Hours* together. Divide the total by 36. Use a precision of 999.99.
 - b. If *C Hours* is not zero, divide *C Hours* by 54. Use a precision of 999.99.
 - c. If *D Hours* is not zero, divide *D Hours* by 72. Use a precision of 999.99
 - d. Add the *A Hours*, *B Hours*, *C Hours* and *D Hours* computed credit totals together.
Round the result up to the nearest quarter credit.
8. The computed credits are inputted in positions 82-85 of the course record.

Non-Postsecondary Courses (Aid Codes 73, 74, 75, 76, 77 and 78)

The calculations of course credits for non-postsecondary courses is based on hours. Follow the table below for calculating credits:

A & B HOURS	<u>CREDITS</u>	D HOURS	<u>CREDITS</u>
4-36	1	8-72	1
37-72	2	73-144	2
73-108	3	145-216	3
109-144	4	217-288	4
145-180	5	289-360	5

1. All Basic Education *Credits* must be in whole credits.
2. *Total Hours of Instruction* for courses with *A Hours* and/or *B Hours* cannot be less than 4 hours.
3. *Total Hours of Instruction* for courses with *D Hours* cannot be less than 8 hours.
4. *D Hours* may not be combined with *A Hours* or *B Hours* in a single course.
5. Courses cannot have C Hours or E Hours.

Occupational Adult and Community Service Courses (Aid Codes 42, 47 and 60)

The calculation of course credits for vocational-adult and community service courses is based on hours. Follow the table below for calculating credits:

<u>Hours</u>	<u>CEC</u>
0-2	.05
3-4	.10
5-6	.15
7-8	.20
9-10	.25
11-12	.30
13-14	.35
15-16	.40
17-18	.45
19-20	.50
21-22	.55
23-24	.60
25-26	.65
27-28	.70
29-30	.75
31-32	.80
33-34	.85
35-36	.90
37-38	.95
39-40	1.00

COURSE APPROVAL NEW/CHANGE RECORDS - “I” RECORD

Position **Data Element and Description**

1 Record Identifier

The Record Identifier specifies the type of record submitted to the System Office.

“I” = New/Change course approval record

2-5 Fiscal Year

The Fiscal Year of the record being submitted. This will be a four-digit field. For the 2017-2018 Fiscal Year, this field would be 2018.

Only two Fiscal Years will be processed by the system at one time. Immediately after rollover, these years will be the current and upcoming Fiscal Year. After the final rollover, the current Fiscal Year processing will be terminated and only upcoming Fiscal Year records will be processed.

Format = 9999

6-7 District Number

The District Number must identify your district.

Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step.

District	#
Chippewa Valley Technical College	1
Western Technical College	2
Southwest Wisconsin Technical College	3
Madison Area Technical College	4
Blackhawk Technical College	5
Gateway Technical College	6
Waukesha County Technical College	8

Milwaukee Area Technical College	9
Moraine Park Technical College	10
Lakeshore Technical College	11
Fox Valley Technical College	12
Northeast Wisconsin Technical College	13
Mid State Technical College	14
Northcentral Technical College	15
Nicolet Area Technical College	16
Northwood Technical College	17

8-15 Course Number

The Course Number is a unique number for every offering of each course taught at the districts.

Note:

1. Course numbers 47-503-7xx are designated for Fire Service usage
2. Course numbers 10-83x-xxx are always part of aligned Prepared Learner courses and must be on the approved aligned course list prior to district use of the course.

8-9 The Aid Code must be valid.

See “Instructional Area Info” tab in the Portal for a list of valid aid codes.

10-12 The Instructional Area Number must be valid. Valid instructional areas can be found in the Portal under Instructional Reports/Instructional Area Reports/INS310-Instructional Area by Division. Note* To access these reports, a valid Portal login and password is required.

13-15 The Course Sequence Number must be numeric.

For non-systemwide courses, the district can assign these “sequence” numbers. For aligned courses, these numbers must match the assigned course sequence numbers.

16-58 Course Title

The Course Title is the 43 character description of the content of the course.

The Course Title must not be blank.

59-62 A Hours

The A Hours are defined in the Educational Services Manual. For the purpose of System Office submissions, an hour is defined as a 50 minute period. If a district is using something other than a 50 minute course period, they should convert course hours data to the 50 minute standard for the course approval submissions. Refer to section 9.0 Course Standards in the Educational Services Manual for more information.

Format = 999V9

This must be numeric.

63-66 B Hours

The B Hours are defined in the Educational Services Manual. For the purpose of System Office submissions, an hour is defined as a 50 minute period. If a district is using something other than a 50 minute course period, they should convert course hours data to the 50 minute standard for the course approval submissions. Refer to section 9.0 Course Standards in the Educational Services Manual for more information.

Format - 999V9

This must be numeric.

67-70 C Hours

The C Hours are defined in the Educational Services Manual. For the purpose of System Office submissions, an hour is defined as a 50 minute period. If a district is using something other than a 50 minute course period, they should convert course hour's data to the 50 minute standard for the course approval submissions. Refer to section 9.0 Course Standards in the Educational Services Manual for more information.

Format = 999V9

This must be numeric.

71-74 D Hours

The D Hours are defined in the Educational Services Manual. For the purpose of System Office submissions, an hour is defined as a 50 minute period. If a district is using something other than a 50 minute course period, they should convert course hours data to the 50 minute standard for the course approval submissions. Refer to section 9.0 Course Standards in the Educational Services Manual for more information.

Format = 999V9

This must be numeric.

75-78 E Hours

The E Hours are defined in the Educational Services Manual. For the purpose of System Office submissions, an hour is defined as a 50 minute period. If a district is using something other than a 50 minute course period, they should convert course hours data to the 50 minute standard for the course approval submissions. Refer to section 9.0 Course Standards in the Educational Services Manual for more information.

Format = 999V9

This must be numeric.

79-81 Total Hours of Instruction

The Total Hours of Instruction is the sum of the scheduled hours of instruction that are standard for this course. For the purpose of System Office submissions, an hour is defined as a 50 minute period. If a district is using something other than a 50 minute course period, they should convert course hours data to the 50 minute standard for the course approval submissions. Refer to section 9.0 Course Standards in the Educational Services Manual for more information.

Format = 999

This must be numeric.

82-85 Credits

The Credits are the maximum number of Credits that may be offered for this course. The maximum value for Credits in new or changed courses is 5 as of July 2006.

This must be numeric. Course credits are based on the number of course hours. The System Office requires that both Credits and hours be submitted to insure district and System Office files match in these critical fields. See Course Credit computation rules later in this section.

Format = 99V99

86-87 Material Fee Category

The Material Fee Category is assigned to courses to cover the statewide average cost of the courses within an instructional area for consumable classroom materials used by the instructor and students in a course. Material Fee Category must be 00 for courses that have only A Hours, D Hours and/or E Hours.

There is currently only one valid Material Fee Category per Instructional Area Number.

Material Fee changes for courses will be completed at the first rollover and will be done automatically by the System Office.

88-89 Curriculum Exception Code

For Aid Code 10, 30, 31, 32 and 50 courses that are not in a curriculum, enter a code in this data element to justify approval. Leave blank if course is in a curriculum, or if Aid Code is not one of those listed above.

List of Curriculum Exception Codes:

91 = Course borrowed from another district

92 = Local and Advanced Technical Certificates

93 = Courses without curriculum

91-96 District Course Data

The optional District Course Data (10 byte) data element has been added to the end of the Course New/Change (I) record at the request of the districts. This field is not used or edited by the System Office, but will be recorded on the System Office Master file and be available for downloading. Content is captured and saved as District Course Data for district use on FTP file dumps (file name is crsyyyy.txt where yyyy = fiscal year (ex. 2002)). Note that districts may send in 90 character records if they are not using District Course Data. It was decided to use this new field rather than the comment records because of difficulty in controlling data placement in the comment records.

There is no guarantee that this field will always be available. If the System Office needs the space for other data, this field may be eliminated. However, this is not likely in the foreseeable future.

Districts that elect not to use this field will not have to make changes to their course submissions. The System Office will handle either 90 or 100 character records for Course Approval.

However, districts should submit either all 90 or all 100 character records, not both in the same submission.

COURSE APPROVAL DISTRICT COMMENT RECORDS - “V” RECORD

Position Data Element and Description

1 Record Identifier

The Record Identifier specifies the type of record submitted to the System Office.

“V” = Course comment record

2-5 Fiscal Year

The Fiscal Year of the record being submitted. This will be a four-digit field. For the 2017-2018 Fiscal Year, this field would be 2018.

Only two Fiscal Years will be processed by the system at one time. Immediately after rollover, these years will be the current and upcoming Fiscal Year. After the final rollover, the current Fiscal Year processing will be terminated and only upcoming Fiscal Year records will be processed.

Format = 9999

6-7 District Number

The District Number must identify your district.

District	#
Chippewa Valley Technical College	1
Western Technical College	2
Southwest Wisconsin Technical College	3
Madison Area Technical College	4
Blackhawk Technical College	5
Gateway Technical College	6
Waukesha County Technical College	8
Milwaukee Area Technical College	9
Moraine Park Technical College	10

Lakeshore Technical College	11
Fox Valley Technical College	12
Northeast Wisconsin Technical College	13
Mid State Technical College	14
Northcentral Technical College	15
Nicolet Area Technical College	16
Northwood Technical College	17

8-15 Course Number

The Course Number is a unique number for each course taught at the districts.

The Course Number must match another course record key in this district submission.

16-17 Comment Sequence Number

This is the Comment Sequence Number for the course approval comment record.

The sequence number of the comment record will be used to sort comment records. No edits are performed. Up to 99 comment records will be accepted.

18-87 District Comments

District comment information conveys information to the Education Directors. This data is not edited except if comment records are submitted, this field must not be blank. The course approval rollover process will also copy the previous year's comments into the District Comments field.

88-90 Blank

91-100 Blank or unused

If 100 byte "I" records are submitted, any comment records submitted with them must also be 100 bytes.

COURSE APPROVAL DELETE RECORDS - "D" RECORD

1 Record Identifier

The Record Identifier specifies the type of record submitted.

“D” = Course approval delete record

2-5 Fiscal Year

The Fiscal Year of the record being submitted. This will be a four-digit field. For the 2017-2018 Fiscal Year, this field would be 2018.

Only two Fiscal Years will be processed by the system at one time. Immediately after rollover, these years will be the current and upcoming Fiscal Year. After the final rollover, the current Fiscal Year processing will be terminated and only upcoming Fiscal Year records will be processed.

Format = 9999

6-7 District Number

The District Number must identify your district.

8-15 Course Number

The Course Number is a unique number for every offering of each course taught at the districts.

The Course Number must be on the System Office’s file.

16-90 Blank

91-100 Blank or unused

If 100 byte records are submitted for “I” records, all records in the submission must be 100 bytes.

COURSE APPROVAL ERROR MESSAGES

For all relational edits where fields are highlighted:

ALL = All record types

D = Course Approval Delete Record

I = New/Change Course Approval Record

V - Course Comment Record

CRS = Course

Error Message/Corrective Actions

01 REC CODE NOT D, I, OR V

Must use a D, I or V in the first field. Any other letter will cause an error.

Fix the error by determining the type of record you want to submit, and enter the appropriate Record Identifier i.e., “I”, “D”, or “V.”

ALL || 1 Record Identifier

D = Delete

I = New/Change

V = Comment

03 INVALID FISCAL YEAR

Must be 1) a numeric value, and 2) represent an open fiscal year in order for the record to be accepted.

To correct this error enter a valid numeric four digit Fiscal Year. For example: for academic year 2015-2016, enter code “2016”).

Format = 9999

ALL || 2-5 Fiscal Year

04 INVALID AID CODE

Must use a valid aid code. See a list of approved Aid Codes in the Portal.

To correct this error, change the Aid Code. Refer to the data elements section for a list of valid Aid Codes.

ALL || 8-9 Aid Code

05 INVALID INSTRUCTIONAL AREA

To correct this error, enter a valid Instructional Area. Valid instructional areas can be found in the Portal under Instructional Reports/Instructional Area Reports/INS310-Instructional Area by Division. Note* To access these reports, a valid Portal login and password is required.

ALL || 10-12 Instructional Area Number

07 NON NUMERIC COURSE NUMBER

To resolve this error, change the Course Sequence Number to a sequence of numeric characters.

ALL || 13-15 Course Sequence Number

11 INCOMPATIBLE CRS NUMBER/CRS CREDITS

Incompatible course number and course credits.

This edit applies only to system-wide courses for which a specific credit value has been identified. Correct your files to reflect the appropriate Course Number and Credits. This edit is bypassed for courses with Aid Code 20 (Liberal arts). Consult either the General Education Course List or Aligned Course Numbers and Titles NOT General Education for specific credit values for system-wide courses.

I || 8-15 Course Number
I || 82-85 Credits

19 INVALID AID CODE FOR CBT COURSE

For Computer Based Training Courses (CBT), Course Titles start with CBT. The Aid Code for CBT Courses must be 10, 47, or 73 through 78.

I || 8-9 Aid Code
I || 16-18 Course Title (first 3 characters)

20 INCOMPATIBLE CRS NUMBER/CRS TITLE

Certain Course Numbers in the general education and system-wide curriculum area are pre- assigned Course Titles.

For those General Education courses that will be used in conjunction with the Applied Associate Degree programs, see the list of WTCS General Education System-Wide Courses.

There are also a few miscellaneous Course Title requirements listed below that will generate error 20. They are:

1. If the Course Number is 42812401, The Course Title must be DRIVER EDUCATION – THEORY
2. If the Course Number is 42812402, The Course Title must be DRIVER EDUCATION – BTW
3. If the Course Number contains Instructional Area Number 817, The Course Title must start with the word SAFETY.
4. If the Course Number contains Instructional Area Number 818, The Course Title must start with the words JUVENILE AODA, GROUP DYNAMICS or MULTIPLE OFFENDER.

To fix this error, correct your files to reflect the appropriate Course Number and Course Title. This edit is bypassed for courses with Aid Code 20 (Liberal arts). Any Course Number not in the list of system-wide courses (general education and others) may not use the specific Course Title shown in either the General Education Course list or the list of Aligned Course Numbers and Titles NOT General Education unless the course has a different Aid Code than the pre-assigned Course Number.

For example: Course Number 10-806-197 has the pre-assigned Course Title of Microbiology. If any other Aid Code 10 course is submitted with the Microbiology Course Title, it would get this error. Use of the Microbiology title with an Aid Code 20 (or any other Aid Code than 10) Course Number would not get this error.

I || 8-15 Course Number
I || 16-58 Course Title

21 COURSE TITLE IS BLANK

The Course Title must not be blank.

To fix this error, fill in the Course Title.

I || 16-58 Course Title

22 A HOURS MUST BE NUMERIC

Change to numeric.

I || 59-62 A Hours

Format = 999V9

23 B HOURS MUST BE NUMERIC

Change to numeric.

I || 63-66 B Hours

Format = 999V9

24 C HOURS MUST BE NUMERIC

Change to numeric.

I || 67-70 C Hours

Format = 999V9

25 D HOURS MUST BE NUMERIC

Change to numeric.

I || 71-74 D Hours

Format = 999V9

26 E HOURS MUST BE NUMERIC

Change to numeric.

I || 75-78 E Hours

Format = 999V9

28 TOTAL HOURS MUST BE NUMERIC

Change to numeric.

I || 79-81 Total Hours of Instruction

Format = 999

29 INVALID CREDITS

New courses can be submitted with a maximum of 5 credits effective July 2006.

If the entered value is not numeric, change it to a numeric value. the credit total is greater than 5, reduce it to 5 or less.

I || 82-85 Credits

Format = 999V9

See Course Credit Computation Rules section for more information.

30 MATERIAL FEE MUST BE nn

Refer to report number INS310 found within the Instructional Area Reports in Portal for a list of Material Fee Categories for each Instructional Area Number. Correct the Material Fee Category.

I || 10-12 Instructional Area Number

I || 59-62 A Hours

I || 63-66 B Hours

I || 67-70 C Hours

I || 71-74 D Hours

I || 75-78 E Hours

I || 86-87 Material Fee Category

This must be authorized for the Instructional Area Number.

Material Fee Category must be 00 for courses that have only A Hours, D Hours and/or E Hours.

31 CURRIC EXCEPTION CODE MUST BE BLANK

For courses that do not have Aid Code 10, 30, 31, 32 or 50 a Curriculum Exception Code is not permitted.

To fix the error, validate the Aid Code and remove the Curriculum Exception Code.

I || 8-9 Aid Code

I || 88-89 Curriculum Exception Code

33 COURSE IS IN A CURRICULUM

If a Curriculum Exception Code is entered, but the course is found in a curriculum, an error will be issued, and the record will be rejected.

To fix this error, investigate the course/curriculum connection to determine why the Curriculum Exception Code was entered.

- I || 2-5 Fiscal Year
- I || 6-7 District Number
- I || 8-15 Course Number
- I || 88-89 Curriculum Exception Code

34 INVALID CURRICULUM EXCEPTION CODE

The Curriculum Exception Code must be a valid code.

- I || 88-89 Curriculum Exception Code

List of Curriculum Exception Codes:

- 91 = Course borrowed from another district
- 92 = Local and Advanced Technical Certificates
- 93 = Courses without curriculum

35 INVALID COURSE AID CODE / INST AREA

- I || 8-9 Aid Code
- I || 10-12 Instructional Area Number

Correct the Aid Code or the Instructional Area Number.

Course instructional areas are only valid for certain Aid Codes. The valid combinations are shown in the table of valid Aid Code Instructional Area Number combinations below.

Instructional Area Numbers	Valid Aid Codes
001-457, 460-799	10, 30, 31, 32, 42, 47, 50, 60
458	47, 30, 31, 32, 10
812	42, 47, 30, 31, 32, 10
800-811, 813-819	10, 20, 30, 31, 32, 42, 47, 50, 60
825, 83x	10
851-860	73, 74, 76, 77, 78
862	42, 47, 73, 74, 76, 77, 78

863	10
861	75
890	10, 20, 30, 31, 32, 42, 47, 50, 60, 73, 74, 76, 77, 78
891	42, 60

39 **DELETE NOT ALLOWED – IN CURRICULUM**

The course you are trying to delete is in a curriculum. If you attempt to delete a course in any curriculum on file, the system won't allow you to delete it. This includes courses in pending and disapproved curriculum. If you really need to delete this course, then it should be removed from the curriculum and the new curriculum submitted for approval. Once the new curriculum is approved, the course can be resubmitted for deletion.

D || 2-5 Fiscal Year
D || 6-7 District Number
D || 8-15 Course Number

40 WARNING: DELETED FROM PENDING ONLY

Only a pending version existed for this Course Number and it was deleted. To resolve this error, verify this was the intended action.

D || 2-5 Fiscal Year
D || 6-7 District Number
D || 8-15 Course Number

41 C HOURS MUST BE AN INTEGER

For Aid Code 10 and 20 courses, C Hours must be an integer (whole number).

To fix this error change the Aid Code or the C Hours.

I || 8-9 Aid Code
I || 67-70 C Hours

42 D HOURS MUST BE AN INTEGER

For Aid Code 10 and 20 courses, D Hours must be an integer (whole number).

To fix this error, change the Aid Code or the D Hours.

I || 8-9 Aid Code
I || 71-74 D Hours

43 E HOURS MUST BE AN INTEGER

For Aid Code 10 and 20 courses, E Hours must be an integer (whole number).

To fix this error change the Aid Code or the E Hours.

I || 8-9 Aid Code
I || 75-78 E Hours

44 ONLY A HOURS ALLOWED FOR CBT COURSE

A Computer Based Training course (a course with CBT in the first 3 characters of title) can only have A Hours.

To resolve this error, remove any non-A Hours.

I || 16-18 Course Title (1st 3 characters)
I || 59-62 A Hours
I || 63-66 B Hours
I || 67-70 C Hours
I || 71-74 D Hours
I || 75-78 E Hours

45 TOTAL HOURS MUST NOT BE < 36

For Aid Code 30, 31 and 32 courses, Total Hours of Instruction must not be less than 36. To resolve this error, change the Aid Code or the Total Hours of Instruction.

I || 8-9 Aid Code
I || 79-81 Total Hours of Instruction

46 TOTAL HOURS MUST NOT BE < 15

For Computer Based Training courses (a course with CBT in the first 3 characters of title), Total Hours of Instruction must not be less than 15.

To resolve this error, increase the hours to be more than 15.

I || 8-9 Aid Code
I || 16-18 Course Title (1st 3 characters)
I || 79-81 Total Hours of Instruction

47 TOTAL HOURS MUST NOT BE < 18

For Applied Associate Degrees (Aid Code 10) and Associate Degrees (Aid Code 20) courses, Total Hours of Instruction must not be less than 18.

To resolve this error, change the Aid Code or the Total Hours of Instruction.

I || 8-9 Aid Code
I || 79-81 Total Hours of Instruction

48 SUM OF ABCDE HRS MUST = TOT HOURS

The sum of A, B, C, D and E Hours must equal the Total Hours of Instruction.

To resolve this error, change the A, B, C, D or E Hours; or the Total Hours of Instruction.

I || 59-62 A Hours
I || 63-66 B Hours
I || 67-70 C Hours
I || 71-74 D Hours
I || 75-78 E Hours
I || 79-81 Total Hours of Instruction

49 SUM OF ABCDE HRS MUST BE > 0

For Aid Codes 10, 20, 30, 31, 32, 50 and 7x (all Non-Postsecondary), the sum of A, B, C, D and E Hours must be greater than zero.

To fix this error, change the Aid Code or the A, B, C, D or E Hours.

I || 8-9 Aid Code
I || 59-62 A Hours
I || 63-66 B Hours
I || 67-70 C Hours
I || 71-74 D Hours
I || 75-78 E Hours

50 E HOURS MUST BE ZERO

For apprenticeship (Aid Code 50) partial correspondence courses, the E Hours must be zeros.

To resolve this error, change the Aid Code, the Course Number, or the E Hours.

I || 8-9 Aid Code
I || 75-78 E Hours

51 CREDITS MUST BE AN INTEGER

For Aid Codes 10, 20, 30, 31, 32 and 7x (all Non-Postsecondary). The Credits field must be a whole number (integer).

To resolve this error, change the Aid Code or the Credits

I || 8-9 Aid Code
I || 82-85 Credits

52 BASIC ED HOURS < MINIMUM

For Basic Education courses (Aid Code 7x). A & B Hours must be greater than or equal to 4.

D Hours must be greater than or equal to 8.

To resolve this error, if Hours fields are incorrect, fix them. If Hours are correct, course is not approvable. See Course Credit Computation rules.

4-30 1 credit

I || 8-9 Aid Code
I || 59-62 A Hours
I || 63-66 B Hours
I || 71-74 D Hours

53 INVALID BASIC ED HOURS CONFIG

For Basic Education courses (Aid Code 7x) A Hours and B Hours are valid and can be used together or separately. D Hours are valid, but can't be used with other types of hours. C Hours & E Hours are invalid.

To fix this error, correct Hours field. See Course Credit Computation rules and ESM for more information.

I || 8-9 Aid Code
I || 59-62 A Hours
I || 63-66 B Hours

I || 67-70 C Hours
I || 71-74 D Hours
I || 75-78 E Hours

55 COMPUTED CREDIT VALUE ≠ TOTAL CREDITS

To fix this error, you'll have to change the Aid Code; the A, B, C, D, or E Hours; or the Total Hours of Instruction. See the Course Credit Computation Rules section for the detailed rules for computing credits.

The Aid Code and all hours data elements are used to calculate the valid Credit value for this course. If this calculated value is not equal to the Credits (82-85) on the course approval record, the record is rejected.

I || 8-9 Aid Code
I || 59-62 A Hours
I || 63-66 B Hours
I || 67-70 C Hours
I || 71-74 D Hours
I || 75-78 E Hours
I || 79-81 Total Hours of Instruction
I || 82-85 Credits

58 DUPLICATE COURSE RECORD SUBMITTED

If multiple course records in the same submission have identical Record Identifier, Fiscal Year, District Number, and Course Number, all but one of the records will be rejected.

If it is a true duplicate submission, no further action is necessary on the records, as one of the records will be retained. If data fields other than the key fields (Record Identifier, Fiscal Year, District Number and Course Number) are not identical, it is unpredictable which record will be accepted.

I || 1 Record Identifier
I || 2-5 Fiscal Year
I || 6-7 District Number
I || 8-15 Course Number

62 NO MATCHING COURSE RECORD

Submit the course record this comment clarifies or correct the Course Number.

V || 8-15 Course Number

63 INVALID DISTRICT COMMENT

Comments cannot be blank.

Enter a comment for review by the Education Director.

V || 18-87 District Comment

64 WARNING COMMENT IGNORED

Education Directors do not see or approve D (delete) records. Any comments sent with them are ignored. The D record is still accepted.

Do not send comments with “D” (delete) records.

V || 1 Record Identifier
V || 2-5 Fiscal Year
V || 6-7 District Number
V || 8-15 Course Number

65 MATCHING RECORD REJECTED

An otherwise valid comment accompanied a rejected matching ‘I’ record. The comment is ignored.

Resubmit with corrected matching record.

V || 1 Record Identifier
V || 2-5 Fiscal Year
V || 6-7 District Number
V || 8-15 Course Number

70 REQUESTED CHANGES MATCH APPROVED

If a course record is submitted with course data that is identical to the currently approved course data, the record will be rejected.

Investigate the cause of the duplicate submission. If it is a true duplicate submission, no further action is necessary on the records.

I || 2-5 Fiscal Year
I || 6-7 District Number
I || 8-15 Course Number
I || 16-58 Course Title
I || 59-62 A Hours
I || 63-66 B Hours
I || 67-70 C Hours
I || 71-74 D Hours
I || 75-78 E Hours
I || 79-81 Total Hours of Instruction
I || 82-85 Credits
I || 86-87 Material Fee Category

71 REQUESTED CHANGES MATCH PENDING

If a course record is submitted with course data that is identical to the currently pending or waiting for curriculum course the record will be rejected.

Investigate the cause of the duplicate submission. If it is a true duplicate submission, no further action is necessary on the records.

I 2-5	Fiscal Year
I 6-7	District Number
I 8-15	Course Number
I 16-58	Course Title
I 59-62	A Hours
I 63-66	B Hours
I 67-70	C Hours
I 71-74	D Hours
I 75-78	E Hours
I 79-81	Total Hours of Instruction
I 82-85	Credits
I 86-87	Material Fee Category

72 REQUESTED CHANGES MATCH DISAPPROVED

If a course record is submitted with course data that is identical to the currently disapproved course data, the record will be rejected.

Investigate the cause of the duplicate submission. If it is a true duplicate submission, no further action is necessary on the records.

I 2-5	Fiscal Year
I 6-7	District Number
I 8-15	Course Number
I 16-58	Course Title
I 59-62	A Hours
I 63-66	B Hours
I 67-70	C Hours
I 71-74	D Hours
I 75-78	E Hours
I 79-81	Total Hours of Instruction
I 82-85	Credits
I 86-87	Material Fee Category

73 PENDING DELETED—APPROVED REMAINS

For courses having both pending and approved versions, a delete record deletes only the pending version if the Course Number is found in an approved curriculum.

These are informational messages. Review the affected course statutes to ensure results are as expected. These messages indicate the district may be trying to change and delete a course at the same time.

D || 2-5 Fiscal Year
D || 6-7 District Number
D || 8-15 Course Number

74 DISAPPROVED DELETED—APPROVED STAYS

For courses having both pending and approved versions, a delete record deletes only the pending version if the Course Number is found in an approved curriculum.

These are informational messages. Review the affected course statutes to ensure results are as expected. These messages indicate the district may be trying to change and delete a course at the same time.

D || 2-5 Fiscal Year
D || 6-7 District Number
D || 8-15 Course Number

76 PENDING COURSE DELETED

If both a pending and approved version of a course exists, the submission of a new record which matches the approved version of a course will cause the deletion of any currently pending version.

No action is necessary. Districts may use this mechanism to delete pending versions of a course without deleting the approved version.

D || 2-5 Fiscal Year
D || 6-7 District Number
D || 8-15 Course Number

80 INV GEN COLLEGE CRS/CURRIC EXCEPTION CODE

All Courses with a Curriculum Exception Code of 80 must be General College courses and cannot be in a curriculum. All General College courses MUST have a Curriculum Exception Code of 93.

To fix this error, check the Course Number to make sure it is a valid General College Course Number. General College courses must have numbers in the format 10-83x-xxx.

I || 6-7 District Number
I || 8-15 Course Number
I || 16-58 Course Title

Error No. 82

Error Title: A Hours Must be an Integer

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, A Hours must be an integer.

Corresponding Data Position Number(s): I || 8-9 *Aid Code*
I || 59-62 *A Hours*

Corrective Action Required: Correct and resubmit.

Supplemental Information: Course credit computation rules are set forth in the section of this manual titled “Course Credit Computation Rules.”

Error No. 83

Error Title: B Hours Must be an Integer

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, B Hours must be an integer.

Corresponding Data Position Number(s): I || 8-9 *Aid Code*
I || 63-66 *B Hours*

Corrective Action Required: Correct and resubmit.

Supplemental Information: Course credit computation rules are set forth in the section of this manual titled “Course Credit Computation Rules.”