Course Data System Manual[1]

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[1] This manual was rewritten in its entirety to reflect the policies and procedures for the new Course Data System being developed in the CCP Rewrite Project for projected 2025 implementation. All previous manual versions relate to the former Course Data System.

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Course Data System

Each of the sixteen Wisconsin Technical Colleges (collectively "districts") is required to upload course files to the Wisconsin Technical College System (WTCS) Office 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 curriculum records.

Submissions to the WTCS Course Data System are accepted throughout the year except during times needed for routine maintenance and two freeze periods, Fiscal Year Close (July 1st – July 31st) and the first week of September.

The WTCS Office maintains course files by fiscal year that contain all courses by district in all statuses: pending-ready-for-action, pending-waiting-for-curriculum, approved, 1-year-approved, disapproved and district discontinued. 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 Data System should be directed to:

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Chapter 1: General Information

Aid Code Definitions

[The Educational Services Manual](#) (the ESM) website contains the Aid Codes Definitions document that defines Aid Codes and the courses within each Aid Code. Districts are encouraged to reference this document when developing courses.

Portal Access

Districts have access to course records through the web based WTCS Portal. Districts are encouraged to use this resource when they have questions about courses and transactions submitted in the Course 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 Data Access Coordinator. Directions for getting access to the Portal can be found on MyWTCS at: https://mywtcs.wtcsystem.edu/grants-data-reporting/data-access/.

Portal location: https://apps.wtcsystem.edu/wtcs-web/

File Upload Errors

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 district data meets WTCS Office business rules. WTCS Office business rules and procedures can be found in the Educational Services Manual (ESM) at https://mywtcs.wtcsystem.edu/.

If there is a record in a file upload with an edit error, that specific record will be rejected. All records in the file upload that pass edits will be accepted.

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.

Out of Compliance

A course will be identified as Out of Compliance by the system when it no longer adheres to the below rules that are based on WTCS Office of Instruction policies in the Course Manual and Educational Services Manual (ESM). The system will state the exact reason(s) why the course has been identified as Out of Compliance. These compliance checks are either based on file upload errors or are checks for the relational rules.

File Upload Error #	File Upload Error Title	Short Description
06	INV IA	Must be a valid Instructional Area.
32	Invalid Material Fee Category	The Material Fee Code Category must match the Material Fee Code Category assigned to the Instructional Area unless the course includes ONLY A Hours, D Hours and/or E Hours.
37	INV Crs AC and IA	Course Instructional Areas are only valid for certain Aid Codes.

The following are the relational rule checks for Out of Compliance.

Course Out Of Compliance No. 001
OCC Title: Orphaned Course

Short Description: Course is not part of any curricula and doesn't have a CEC.

Action Required: Districts must review courses identified as out of compliance and take the appropriate action(s) to bring the course into compliance with the WTCS policies. If the necessary adjustments are not made, these courses will be set to Disapproved at the end of the fiscal year.

Prior Course Records

When a course file is uploaded, passes edits and is acted upon by an Education Director, it will supersede the last course version on file. The last version on file will be maintained for comparison purposes (and older versions for historical records).

Course Status Impact on Client Reporting

The Client Reporting Data System (Client) will only accept records for courses in Approved or 1-Year Approved status. Records will not be accepted for courses in Pending-ready-for-action, Pending-waiting-for-curriculum, Disapproved or District Discontinued 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	47, 30, 31, 32, 10, 11
812	42, 47, 30, 31, 32, 10, 11
800-811, 813-819	10, 11, 20, 30, 31, 32, 42, 47, 50, 60

Instructional Area Numbers	Permissible Aid Codes
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

Chapter 2: Fiscal Year Processing

Multiple Year Course Processing

WTCS fiscal year runs from July 1 – June 30. From January through July 31 each year there will be two open fiscal years. In January of each year, the upcoming fiscal year is opened. On July 31, the Course Data System closes for the previous fiscal year. 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 an automated process completed the first half 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 replicating the current year's courses and curricula into the following fiscal year. The replication of courses and curricula saves the districts from having to resubmit courses and curricula that continue to meet WTCS Office business rules.

Changes to WTCS Office business rules for courses and curricula are typically enforced in the rollover process by editing new fiscal year submissions and preventing replication 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 districts 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 districts before rollover.

Data Provided Made Available to Districts in Advance of Rollover	At Rollover	Actions to Correct Before Rollover	Other Comments
Courses in 1-year approval status (all aid codes)	Roll to disapproved.	Work with Education Director and resubmit course if full approval appropriate.	
Courses in disapproved status (all aid codes)	Roll to disapproved.	Work with Education Director and resubmit course for approval.	
Courses in pending status (all aid codes)	Roll to pending		Work with Education Director to have the course reviewed in both fiscal years.

Data Provided Made Available to Districts 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 curriculum 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 a curriculum exception code.
Courses with no enrollments in the previous five fiscal years or more that are not in an approved program curriculum	Do not roll	Resubmit any course the district desires to keep active after new FY file opens	This is a district requested effort to resolve the ongoing issues with deleting courses. This will help reduce the number of courses that should have been deleted but were not because of CCP malfunctioning.
Courses in any status in inactivate instructional areas	Roll to disapproved.	Resubmit course in active instructional area.	
Courses that were 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.
Courses with expiring curriculum exception code	Roll to disapproved.	None	Resubmit in FY24 if desired with new exception code. Curriculum exception codes (CEC) are valid for two years. At rollover, 2 year CECs drop to 1 year and 1 year CECs roll to disapproved.
Course in inactive instructional area(s)	Do not roll	Work with Education Director to shift the course to a new instructional area if appropriate.	As the instructional area is inactive and not rolled to the new fiscal year, district programs, courses, and curricula in that instructional area do not roll.

<u>Fiscal Year Close</u>

The Course Data System is frozen for district uploading from July 1 to July 31. Education Directors will have until July 15 to approve changes or work with the districts on modifying their requests. On July 31, the Course Data 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 Data System. Courses do not need to be in approved or 1-year approved status before uploading the curriculum file; they need to be on file and can be in any status. A pending curriculum file will not be made available for Education Director approval until all courses have been uploaded and passed all course edits.

Courses and Curriculum Relationship

Applied Associate Degree, Technical Diploma and Apprenticeship Courses

Applied 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 Applied Associate Degree, Technical Diploma or Apprenticeship courses will not be in a curriculum.

Acceptable **Curriculum Exception Codes** are:

Code Description	Code
Local Certificate	92
Courses without curriculum	93
Contract Training Course (New)	94
Aid Code 10 course only used in an AA/AS program	95
Paid related instruction (PRI) course not in curriculum	96
Unpaid related instruction (URI) course not in curriculum	97

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.

Associate of Arts or Associate of Science Courses (AA/AS)

AA/AS courses (Aid Code 20) courses are offered as part of an Associate of Arts or Associate of Science degree program (AA/AS) 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 and Non-Postsecondary Courses

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.

Aligned Courses

Changes to, or the addition of, an aligned course will be made as part of the Rollover process. WTCS Directors will work with the districts to create and/or revise aligned course templates (see Education Services Manual – Chapter 17 for more details on Aligned Programs and Courses). Aligned course titles are case sensitive and must match the course template.

For all courses impacted by a change, the previous course will be set to Dissaproved in the system. Colleges are required to submit a new course file to align with the new/revised aligned course specifications.

Aligned System-wide General Education Courses

WTCS aligned systemwide general education courses are required for use in Applied Associate Degree program curriculum (Aid Code 10). A current list of aligned systemwide general education courses can be found on the ESM page.

Aligned Systemwide General College Courses

General college courses (Aid Code "10" with Instructional Area "83x") are not allowed in a curriculum and must be submitted with Curriculum Exception Code 93 – Courses Without a Curriculum. Only courses found on the Aligned Systemwide General College Course list are allowed in the 83x instructional areas. https://mywtcs.wtcsystem.edu/wp-content/uploads/2022/12/WTCS-General-College-Courses-For-myWTCS-20221206.pdf

Aligned Occupational Courses

Occupational courses can become aligned through the process established in ESM Chapter 17 and through the development of an aligned program. A current list of all aligned courses is found in the CRS100 Report.

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. There are three types of rounding that occur in the Course Data System: 1) "round" which means round per normal rounding rules, 2) "round up" which means round all results up, or 3) "round down" which means round all results down. Where rounding is allowed, the type of rounding permitted is determined by the course aid code. System must allow for 1/3 credit + 2/3 credit = 1 credit (.99 = 1).

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.

Associate Degree Courses (Aid Codes 20 and 10)

1. The course *Credits* must be a whole number.

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

3. 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*.

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

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

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

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

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

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

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

It is permissible for each individual course hour category (A-E) to have partial credits provided the total of the credits add up to a whole credit.

Example:

A Hours = 9 (.5 credits)

B Hours = 18 (.5 credits)

A + B partial credits = 1 credit

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

1. The course *Credits* must be a whole number.

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

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

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

5. The number of *Credits* for *A Hours and B Hours* is computed by adding *A Hours* and *B Hours* together, then dividing the total by 36.

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

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

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

9. 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.

It is permissible for each individual course hour category (A-E) to have partial credits provided the total of the credits add up to a whole credit.

> Example:
> *A+B Hours* = 18 (.5 credits)
> *D Hours* = 36 (.5 credits)
> A +B + D partial credits = 1 credit

Exception:

The following course(s) are provided exceptions and may round their credits pursuant to the chart below. Rounding up is not permitted. See edit No. 47 for specific rules.

Course Number	Course Title	Credits
30-543-300	Nursing Assistant	2 or 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
30-510-109	Medication Assistant	2 or 3
30-503-730	Firefighter II	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 input 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 a range of hours. Follow the table below for calculating credits:

A & B HOURS	CREDITS	D HOURS	CREDITS
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 a range of hours. Follow the table below for calculating credits:

Continuing Education Credit Computation

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

If total hours of instruction are higher than 40, divide the Total Hours of Instruction by 40 and round the result down to the nearest twentieth credit (.005).

Chapter 5: Course Records

Course records are the individual lines of code submitted by the college where each line of code represents a single course. Example:

```
I20210447145408Entrepreneurship                      01200000000000000000012003000
I20210447152485Python Programming Advanced           01500000000000000000015004000
I20210447196516Create Dynamic Elevator Pitch         00300000000000000000003001000
```

See Chapter 6: Record Submission Format for details on each record position and related definition.

Course records are submitted via text files to the WTCS Portal through the File Uploader:

File Submission
File Submission Status
File Uploader
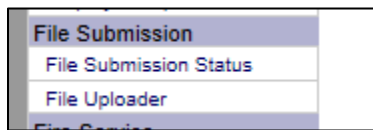
Upon submission, course record files are identified with the prefix "CRS":

Job Id	File Name	Environment	Date Submitted	Status	Lines in File	Errors	Alerts	Warnings
28456	CRS04FULL2021TEST0617.txt	PROD	06/17/2020 08:29:41 AM	Complete	16	0	0	0

Course Record Types

D = Course District Discontinue Record
I = New/Change Course Record
V = Course Comment Record
S = Course Description Record

New and Change Record ("I" Record)

The Course Record ("I" Record) adds a new course, changes an existing course, or is used to resubmit a disapproved course.

The course record is added to the WTCS course file if the record passes edits and the course does not exist in the file by record key: fiscal year, district number, course number, course title and credits. If the record key already exists, that record is changed to reflect the new course data.

Once a course passes edits, courses expected to be in a curriculum without a curriculum exception code are placed in pending status until the curriculum file is received. New/revised courses and their associated curriculum are approved simultaneously. Courses not expected to be in a curriculum and courses with valid curriculum exception codes are transmitted to WTCS Education Directors for review and approval.

Course Comment Record ("V" Record)

The Course Comment Record ("V" Record) is available for districts to send a 120-character course comment to the assigned course Education Director. Comment records are optional. If comment records are submitted, they must be accompanied by a matching (I) or (V) Course Approval Record. Up to 99 comment records will be accepted for each course and conveyed to the course Education Director. Course comment records are maintained in a separate file. Course comments are attached by course number. Consequently, if course content changes substantially any previous comments may not be relevant.

District Discontinue Record ("D" Record)

The District Discontinue Record ("D" Record) changes the Course Status Code of a course record to "district discontinued." The Fiscal Year, District Number and Course Number must match an approved course record in the System Office's file. The Course Status Code is changed to "district discontinued". The record is not forwarded to an Education Director. If a pending course record exists in the course file for an accepted District Discontinue Record, that pending course will be dropped from the file. District Discontinue Records will be rejected for any approved course found in a pending or approved program curriculum.

When a course record is district discontinued, it is automatically removed from the course file. This applies to both the pending and approved course record. When discontinuing a course, Colleges should ensure that there have been no enrollments (nor will there be) for the course for the entire fiscal year. Course deletions are not a point-in-time, but rather a discontinue for the entire fiscal year. If there are enrollments any time during the fiscal year, Client Reporting records for the district discontinued course will not be processed. The Course Data System will not check for enrollments before processing the district discontinue request.

Course Description Record ("S" Record)

The Course Description Record ("S" Record) provides Education Directors with a course description for each course with a corresponding New or Change Record ("I" Record). Course descriptions are provided for informational purposes to aid in the assessment of the overall course and to ensure that the aid code and instructional area are appropriate for each course. Course descriptions should describe the intent and content of the course and are limited to 700 characters. Each "I" Record requires an "S" Record.

Course Status and Record Identifier Submission Relationship Chart and Notes

Record Identifier / Course Status	New / Change Record "I"	District Discontinuance Record "D"	Course Comment Record "V"	Course Description Record "S"
Pending	Accepted - will supersede a pending version	Accepted – if course is in a pending curriculum, this will cause the pending curriculum to be rejected as incomplete	Accepted	Accepted

	of the course if one exists			
Approved or 1-Year Approved	Accepted	Accepted unless course is found in a curriculum	Accepted	Accepted
Disapproved	Accepted	Accepted unless course is found in a curriculum	Accepted	Accepted
District Discontinued	Accepted	Rejected	Rejected	Rejected
Not on File	Accepted	Rejected	Rejected	Accepted if accompanying an "I" Record – otherwise rejected

Notes:

(1)   Two versions (Pending and Approved/1-Year Approved/Disapproved version) of the same course may be simultaneously in the system at any given time. Pending versions will supersede the record on file once acted upon by the Education Director.

(2)   Two fiscal years may be open at a given time (current and future). Any addition, change, or deletion of a course must be submitted for all impacted fiscal years as separate records.

(3)   District Discontinue records are only accepted for open fiscal years.

(4)   Course District Discontinue records are immediate and impact the entire fiscal year.

<u>Rejected Records</u>

Rejected records are not viewed by Education Directors. Rejected records must be corrected and resubmitted before Education Directors are able to act on them. Questions regarding rejected records should first be asked of the assigned Education Director and if not resolved, then of the system owner identified on page 1 of this manual.

Chapter 6: Record Submission Format

All submissions to the Course Data System must follow the data rules below. In addition, the uploaded file must comply with the following naming convention:

For full course file uploads: CRSXXFULLZZZZ (XX=District Number / ZZ = Fiscal Year)
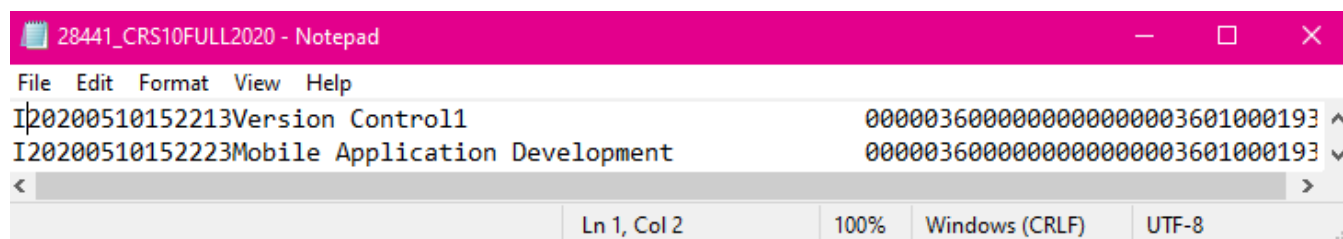
>   Example: CRS01FULL2020

For partial course file uploads: CRSXXPARTZZZZ (XX=District Number / ZZ = Fiscal Year)

>   Example: CRS04PART2021

The system will not allow the submission of a file that does not meet file name requirements.

The "position" is the place in the text file where each data element is coded/represented.

In the visual above, the cursor is in position 2 (see "Col 2" in gray box) that corresponds to the first digit of the Fiscal Year (positions 2 -5 = Fiscal Year).

Course New/Change Record ("I" Record)

Position	Data Element and Description
1	*Record Identifier*
	The *Record Identifier* specifies the type of record submitted to WTCS.
	I = New/Change course 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 *Fiscal Year* close in July and before rollover in January, the current *Fiscal Year* processing will end, and only upcoming *Fiscal Year* records will be processed.
	Format = 9999

Position	Data Element and Description
6-7	*District Number* The *District Number* identifies the submitting district. Submissions with incorrect *District Numbers* will be rejected. <table><tr><th>District</th><th>Number</th></tr><tr><td>Chippewa Valley Technical College</td><td>01</td></tr><tr><td>Western Technical College</td><td>02</td></tr><tr><td>Southwest Wisconsin Technical College</td><td>03</td></tr><tr><td>Madison Area Technical College</td><td>04</td></tr><tr><td>Blackhawk Technical College</td><td>05</td></tr><tr><td>Gateway Technical College</td><td>06</td></tr><tr><td>Waukesha County Technical College</td><td>08</td></tr><tr><td>Milwaukee Area Technical College</td><td>09</td></tr><tr><td>Moraine Park Technical College</td><td>10</td></tr><tr><td>Lakeshore Technical College</td><td>11</td></tr><tr><td>Fox Valley Technical College</td><td>12</td></tr><tr><td>Northeast Wisconsin Technical College</td><td>13</td></tr><tr><td>Mid-State Technical College</td><td>14</td></tr><tr><td>Northcentral Technical College</td><td>15</td></tr><tr><td>Nicolet Area Technical College</td><td>16</td></tr><tr><td>Northwood Technical College</td><td>17</td></tr></table>
8-15	*Course Number* The *Course Number* is a unique number for every offering of each course taught at the districts. Positions 8-9 *Aid Code* Positions 10-12 *Instructional Area* Positions 13-15 *Course Sequence Number* For non-aligned courses, the district assigns the sequence number. For aligned courses, the entire course number must match as assigned.
16-58	*Course Title* The Course Title is limited to 43-characters. The *Course Title* cannot be blank.
59-62	*A Hours* See the Educational Services Manual for the definition and use of *A Hours*. Format = 999V9 (v=decimal point. Decimal point not reported.) This must be numeric.

Position	Data Element and Description
63-66	*B Hours* See the Educational Services Manual for the definition and use of *B Hours*. Format = 999V9 (v=decimal point. Decimal point not reported.) This must be numeric.
67-70	*C Hours* See the Educational Services Manual for the definition and use of *C Hours*. Format = 999V9 (v=decimal point. Decimal point not reported.) This must be numeric
71-74	*D Hours* See the Educational Services Manual for the definition and use of *D Hours*. Format = 999V9 (v=decimal point. Decimal point not reported.) This must be numeric
75-78	*E Hours* See the Educational Services Manual for the definition and use of *E Hours*. Format = 999V9 (v=decimal point. Decimal point not reported.) 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. 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. See the Educational Services Manual section on Course Standards for more information. Format = 999 This must be numeric.
82-85	*Credits* *Credits* are based on the number of course hours. The System Office requires that both *Credits* and *Hours of Instruction* be submitted to ensure district and WTCS files match in these critical fields. See Course Credit Computation Rules in this manual for further detail. Format = 99v99 (v=decimal point. Decimal point not reported.) Examples: A three credit course is reported as 0300 A .25 credit course is reported as 0025

Position	Data Element and Description
86-87	*Material Fee Category* The *Material Fee Category* is the statewide average cost of the courses within an instructional area for consumable classroom materials. See the Financial and Administrative Manual for more information on material fees. There is one valid *Material Fee Category* per Instructional Area Number.
88-89	*Curriculum Exception Code* For *Aid Code* 10, 30, 31, 32 and 50 courses that are not in a curriculum, enter a valid *Curriculum Exception Code* to explain its use. Leave blank if course is in a curriculum or if *Aid Code* is not one of those listed above. General College courses that start with 10-83x-xxx must use *Curriculum Exception Code* 93 (courses without a curriculum).
91-96	*District Course Data* The optional District Course Data field is not used or edited by the WTCS 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 the FTP file (file name is crsyyyy.txt where yyyy = fiscal year (ex. 2002)). Note that districts may send in 90-position records if they are not using District Course Data.
97-100	Blank

District Comment Record ("V" Record)

Position	Data Element and Description
1	*Record Identifier* The *Record Identifier* specifies the type of record submitted to WTCS. "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 *Fiscal Year* close in July and before rollover in January, the current *Fiscal Year* processing will end, and only upcoming *Fiscal Year* records will be processed. Format = 9999

Position	Data Element and Description
6-7	*District Number* The *District Number* identifies the submitting district. Submissions with incorrect *District Numbers* will be rejected. <table><tr><th>District</th><th>Number</th></tr><tr><td>Chippewa Valley Technical College</td><td>01</td></tr><tr><td>Western Technical College</td><td>02</td></tr><tr><td>Southwest Wisconsin Technical College</td><td>03</td></tr><tr><td>Madison Area Technical College</td><td>04</td></tr><tr><td>Blackhawk Technical College</td><td>05</td></tr><tr><td>Gateway Technical College</td><td>06</td></tr><tr><td>Waukesha County Technical College</td><td>08</td></tr><tr><td>Milwaukee Area Technical College</td><td>09</td></tr><tr><td>Moraine Park Technical College</td><td>10</td></tr><tr><td>Lakeshore Technical College</td><td>11</td></tr><tr><td>Fox Valley Technical College</td><td>12</td></tr><tr><td>Northeast Wisconsin Technical College</td><td>13</td></tr><tr><td>Mid-State Technical College</td><td>14</td></tr><tr><td>Northcentral Technical College</td><td>15</td></tr><tr><td>Nicolet Area Technical College</td><td>16</td></tr><tr><td>Northwood Technical College</td><td>17</td></tr></table>
8-15	*Course Number* The *Course Number* is a unique number for every offering of each course taught at the districts. Positions 8-9 *Aid Code* Positions 10-12 *Instructional Area* Positions 13-15 *Course Sequence Number* For non-aligned courses, the district assigns the sequence number. For aligned courses, the entire course number must match as assigned.
16-17	*Comment Sequence Number* The *Comment Sequence Number* will be used to sort comment records. No edits are performed. Up to 99 comment records will be accepted. The course approval rollover process will copy the previous years' comments into future years.

Position	Data Element and Description
18/-87	*District Comment* *District Comment* records convey information to the WTCS Education Directors. This data is not edited except to ensure that if a comment record is submitted, it is not left blank and has a matching course record on file. The course approval rollover process will copy the previous years' comments into future years. Up to 99 *District Comment* records will be accepted for a single course (by course number).
88-100	Blank

District Discontinued Record ("D" Record)

Position	Data Element and Description
1	*Record Identifier* The *Record Identifier* specifies the type of record submitted to WTCS. "D" = Course district discontinued 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 *Fiscal Year* close in July and before rollover in January, the current *Fiscal Year* processing will end, and only upcoming *Fiscal Year* records will be processed. Format = 9999

Position	Data Element and Description
6-7	*District Number* The *District Number* identifies the submitting district. Submissions with incorrect *District Numbers* will be rejected. <table><tr><th>District</th><th>Number</th></tr><tr><td>Chippewa Valley Technical College</td><td>01</td></tr><tr><td>Western Technical College</td><td>02</td></tr><tr><td>Southwest Wisconsin Technical College</td><td>03</td></tr><tr><td>Madison Area Technical College</td><td>04</td></tr><tr><td>Blackhawk Technical College</td><td>05</td></tr><tr><td>Gateway Technical College</td><td>06</td></tr><tr><td>Waukesha County Technical College</td><td>08</td></tr><tr><td>Milwaukee Area Technical College</td><td>09</td></tr><tr><td>Moraine Park Technical College</td><td>10</td></tr><tr><td>Lakeshore Technical College</td><td>11</td></tr><tr><td>Fox Valley Technical College</td><td>12</td></tr><tr><td>Northeast Wisconsin Technical College</td><td>13</td></tr><tr><td>Mid-State Technical College</td><td>14</td></tr><tr><td>Northcentral Technical College</td><td>15</td></tr><tr><td>Nicolet Area Technical College</td><td>16</td></tr><tr><td>Northwood Technical College</td><td>17</td></tr></table>
8-15	*Course Number* The *Course Number* is a unique number for every offering of each course taught at the districts. Positions 8-9 *Aid Code* Positions 10-12 *Instructional Area* Positions 13-15 *Course Sequence Number* For non-aligned courses, the district assigns the sequence number. For aligned courses, the entire course number must match as assigned.
16-100	Blank

Course Description Record ("S" Record)

Position	Data Element and Description
1	*Record Identifier* The *Record Identifier* specifies the type of record submitted to WTCS. "S" = Course description record A Course Description Record must be submitted simultaneously for every "I" *New/Change Course* 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 *Fiscal Year* close in July and before rollover in January, the current *Fiscal Year* processing will end, and only upcoming *Fiscal Year* records will be processed. Format = 9999
6-7	*District Number* The *District Number* identifies the submitting district. Submissions with incorrect *District Numbers* will be rejected.
	<table><tr><th>District</th><th>Number</th></tr><tr><td>Chippewa Valley Technical College</td><td>01</td></tr><tr><td>Western Technical College</td><td>02</td></tr><tr><td>Southwest Wisconsin Technical College</td><td>03</td></tr><tr><td>Madison Area Technical College</td><td>04</td></tr><tr><td>Blackhawk Technical College</td><td>05</td></tr><tr><td>Gateway Technical College</td><td>06</td></tr><tr><td>Waukesha County Technical College</td><td>08</td></tr><tr><td>Milwaukee Area Technical College</td><td>09</td></tr><tr><td>Moraine Park Technical College</td><td>10</td></tr><tr><td>Lakeshore Technical College</td><td>11</td></tr><tr><td>Fox Valley Technical College</td><td>12</td></tr><tr><td>Northeast Wisconsin Technical College</td><td>13</td></tr><tr><td>Mid-State Technical College</td><td>14</td></tr><tr><td>Northcentral Technical College</td><td>15</td></tr><tr><td>Nicolet Area Technical College</td><td>16</td></tr><tr><td>Northwood Technical College</td><td>17</td></tr></table>

Position	Data Element and Description
8-15	*Course Number*
	The *Course Number* is a unique number for every offering of each course taught at the districts.
	Positions 8-9 *Aid Code* Positions 10-12 *Instructional Area* Positions 13-15 *Course Sequence Number*
	For non-aligned courses, the district assigns the sequence number. For aligned courses, the entire course number must match as assigned.
16-715	*Course Description*
	The *Course Description* is provided to aid in the assessment of the overall course and to ensure that the aid code and instructional area are correct for the content of the course. The *Course Description* record is limited to 700 characters and should describe the intent and content of the course.

Chapter 7: Course Edit Errors and Warnings

Course Data System records will be edited before being accepted for the System Office's file in accordance with the edits in this section. The editing process ensures college data meets with WTCS Office of Instruction policy. WTCS Office of Instruction policy can be found in the Educational Services Manual (ESM) at https://mywtcs.wtcsystem.edu/.

If there is a record in a file submission with an edit error, that specific record will be rejected. All records in the file submission that pass edits will be accepted.

All records in error or that cause a warning will be displayed on the Course Approval Edit Results Reports 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.

Record Identifiers

ALL = All Record Types
D = Course District Discontinuance Record
I = New/Change Course Record
V = Course Comment Record
S = Course Description Record

Supplemental information is for college users.

Errors

Error No. 01
Error Title: INV Record Code

Short Error Description: The only permitted Record Identifiers for course uploads are "D", "I", "V" or "S".
Corresponding Data Position Number(s): ALL ‖ 01 Record Identifier
Corrective Action Required: Resubmit file with approved Record Identifier.
Supplemental Information:

Error No. 02
Error Title: INV Dist Code

Short Error Description: Districts can only submit course files for their own district.
Corresponding Data Position Number(s): ALL ‖ 6-7 District Number
Corrective Action Required: Ensure District Number in file name and each line of upload are the same as the uploading college.
Supplemental Information:

Error No. 03
Error Title: Fiscal Year Not Numeric

Short Error Description: The Fiscal Year must be a valid four-digit numeric value.
Corresponding Data Position Number(s): ALL ‖ 2-5 Fiscal Year
Corrective Action Required: Resubmit with valid four-digit numeric fiscal year.
Supplemental Information:

Error No. 04
Error Title: Fiscal Year – Not an Open Fiscal Year

Short Error Description: The Fiscal Year must be an open fiscal year. Records are not accepted for closed or un-open future years.
Corresponding Data Position Number(s): ALL ‖ 2-5 Fiscal Year
Corrective Action Required: Resubmit with open fiscal year.
Supplemental Information:

Error No. 05
Error Title: INV AC

Short Error Description: Must be a valid Aid Code.
Corresponding Data Position Number(s): ALL || 8-9 Aid Code
Corrective Action Required: Resubmit with valid Aid Code. Valid Aid Codes include: 20, 10, 30, 31, 32, 42, 47, 50, 60, 73, 74, 75, 76, 77, 78.
Supplemental Information: Aid Code definitions can be found in the Aid Code document.

Error No. 06
Error Title: INV IA

Short Error Description: Must be a valid Instructional Area.
Corresponding Data Position Number(s): ALL || 10-12 *Instructional Area Number*
Corrective Action Required: Resubmit with valid Instructional Area number.
Supplemental Information: Valid Instructional Areas can be found in the Portal under "Instructional Area Info" tab.

Error No. 07
Error Title: Crs Sequence Number Not Numeric

Short Error Description: Course sequence numbers must be numeric.
Corresponding Data Position Number(s): ALL || 13-15 *Course Sequence Number*
Corrective Action Required: Resubmit in numeric format.
Supplemental Information:

Error No. 08
Error Title: INV Aligned Crs Credit

Short Error Description: The credit value for this aligned course number must match exactly as it appears on report CRS100 in the Portal.
Corresponding Data Position Number(s): I || 2-5 *Fiscal Year*   I || 8-15 *Course Number*   I || 82-85 *Credits*
Corrective Action Required: Review aligned course specifications and submit with approved credit(s).
Supplemental Information: This error applies only to aligned courses for which a specific credit value has been identified. Aligned course credit value can be found in Portal report CRS100.

Error No. 09
Error Title: Crs Number Reserved for Aligned Crs

Short Error Description: This course number has been reserved as an aligned course number by the WTCS Office. If this is an aligned course, the course title and course number must match exactly as it appears on report CRS100 in the Portal. The course title is case sensitive.
Corresponding Data Position Number(s): I || 2-5 *Fiscal Year* I || 8-15 *Course Number* I || 16-58 *Course Title*
Corrective Action Required: Course must be numbered differently than the aligned course or the course number and title must match exactly as it appears on report CRS100 in the Portal.
Supplemental Information: This course number has been reserved as an aligned course number by the WTCS Office and may not be used with a different course title. Aligned course titles and numbers can be found in Portal report CRS100.

Error No. 10
Error Title: Crs Title is Blank

Short Error Description: The course title cannot be blank.
Corresponding Data Position Number(s): I || 16-58 *Course Title*
Corrective Action Required: Assign a course title and resubmit.
Supplemental Information:

Error No. 11
Error Title: Crs Title Match Aligned Crs Title

Short Error Description: This course title has been reserved as an aligned course title by the WTCS Office. If this is an aligned course, the course title and course number must match exactly as it appears on report CRS100 in the Portal.
Corresponding Data Position Number(s): I || 2-5 *Fiscal Year* I || 8-15 *Course Number* I || 16-58 *Course Title*
Corrective Action Required: Course must be titled differently than the aligned course or the course number and title must match exactly as it appears on report CRS100 in the Portal.
Supplemental Information: Example: This course title has been reserved as an aligned course title by the WTCS Office and may not be used with a different course number. Aligned course numbers and titles can be found in Portal report CRS100.

Error No. 12
Error Title: *A Hrs* Must be Numeric

Short Error Description: The course hours of instruction must be numeric.
Corresponding Data Position Number(s): I || 59-62 *A Hours*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 13
Error Title: *B Hrs* Must be Numeric

Short Error Description: The course hours of instruction must be numeric.
Corresponding Data Position Number(s): I || 63-66 *B Hours*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 14
Error Title: *C Hrs* Must be Numeric

Short Error Description: The course hours of instruction must be numeric.
Corresponding Data Position Number(s): I || 67-70 *C Hours*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 15
Error Title: *D Hrs* Must be Numeric

Short Error Description: The course hours of instruction must be numeric.
Corresponding Data Position Number(s): I || 71-74 *D Hours*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 16
Error Title: *E Hrs* Must be Numeric

Short Error Description: The course hours of instruction must be numeric.
Corresponding Data Position Number(s): I || 75-78 *E Hours*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 17
Error Title: A Hrs Must be Whole Number

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, A Hours must be a whole number.
Corresponding Data Position Number(s): I ‖ 8-9 *Aid Code*   I ‖ 59-62 *A Hours*
Corrective Action Required: Correct and resubmit.
Supplemental Information:

Error No. 18
Error Title: B Hrs Must be Whole Number

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, B Hours must be a whole number.
Corresponding Data Position Number(s): I ‖ 8-9 *Aid Code*   I ‖ 63-66 *B Hours*
Corrective Action Required: Correct and resubmit.
Supplemental Information:

Error No. 19
Error Title: C Hrs Must be Whole Number

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, C Hours must be a whole number.
Corresponding Data Position Number(s): I ‖ 8-9 *Aid Code*   I ‖ 67-70 C *Hours*
Corrective Action Required: Correct and resubmit.
Supplemental Information:

Error No. 20
Error Title: D Hrs Must be Whole Number

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, D Hours must be a whole number.
Corresponding Data Position Number(s): I ‖ 8-9 *Aid Code*   I ‖ 71-74 D *Hours*
Corrective Action Required: Correct and resubmit.
Supplemental Information:

Error No. 21
Error Title: E Hrs Must be Whole Number

Short Error Description: For course Aid Codes 10, 20, 30, 31, and 32, E Hours must be a whole number.	
Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 75-78 E *Hours*	
Corrective Action Required: Correct and resubmit.	
Supplemental Information:	

Error No. 22
Error Title: Total Hrs Must Not be < 36

Short Error Description: For Aid Code 30, 31, and 32 courses, the *Total Hours of Instruction* must be a minimum of 36 hours.	
Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 79-81 *Total Hours of Instruction*	
Corrective Action Required: Revise and resubmit.	
Supplemental Information:	

Error No. 23
Error Title: Total Hrs Must Not be < 18

Short Error Description: For Aid Code 10 and 20 courses, the *Total Hours of Instruction* must be a minimum of 18 hours.	
Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 79-81 *Total Hours of Instruction*	
Corrective Action Required: Revise and resubmit.	
Supplemental Information:	

Error No. 24
Error Title: Sum Hrs of Inst ≠ Total Hrs Inst

Short Error Description: The sum of the *A Hours, B Hours, C Hours, D Hours* and *E Hours* for a course must equal the Total Hours of Instruction.	
Corresponding Data Position Number(s): 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*	
Corrective Action Required: Recalculate hours and resubmit.	
Supplemental Information:	

Error No. 25
Error Title: Total Hrs Inst Cannot = Zero

Short Error Description: The sum of the *A Hours, B Hours, C Hours, D Hours* and *E Hours* cannot be zero.	
Corresponding Data Position Number(s): 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*	
Corrective Action Required: Revise and resubmit.	
Supplemental Information:	

Error No. 26
Error Title: Total Hrs Must be Numeric

Short Error Description: The *Total Hours of Instruction* must be numeric.
Corresponding Data Position Number(s): I || 79-81 *Total Hours of Instruction*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 27
Error Title: Credits Must be Numeric

Short Error Description: The *Credits* must be numeric.
Corresponding Data Position Number(s): I || 82-85 *Credits*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 28
Error Title: Credits Cannot Exceed Five (5.0)

Short Error Description: Maximum number of permitted credits per course is 5.0.
Corresponding Data Position Number(s): I || 82-85 *Credits*
Corrective Action Required: Reduce credits and resubmit.
Supplemental Information: Effective July 2006.

Error No. 29
Error Title: Credits Must be Whole Number

Short Error Description: The credit value for courses with *Aid Codes* 10, 20, 30, 31, 32, 73, 74, 75, 76, 77 and 78 must be a whole number.	
Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 82-85 *Credits*	
Corrective Action Required: Revise credit(s) to whole number and resubmit.	
Supplemental Information:	

Error No. 30
Error Title: Credits Must be in .25 Increments

Short Error Description: The credit value for courses with *Aid Code 50* must be a number in .25 increments.	
Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 82-85 *Credits*	
Corrective Action Required: Revise credit(s) to quarter-credit increments and resubmit.	
Supplemental Information:	

Error No. 31
Error Title: Credits Must be in .05 Increments

Short Error Description: The credit value for courses with *Aid Codes 42, 47 and 60* must be a number in .05 increments.	
Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 82-85 *Credits*	
Corrective Action Required: Revise credit(s) to .05 credit increments and resubmit.	
Supplemental Information:	

Error No. 32
Error Title: Invalid Material Fee Category

Short Error Description: The Material Fee Category must match the Material Fee Category assigned to the Instructional Area <u>unless</u> the course includes ONLY *A Hours, D Hours* and/or *E Hours* (see Supplemental Information below). Material Fee Category can be found in the Portal under the "Instructional Area Info" tab.

Corresponding Data Position Number(s): I || 10-12	I || 2-5 *Fiscal Year*
	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*

Corrective Action Required: Correct the Material Fee Category and resubmit.

Supplemental Information: Material Fee Category are established by Instructional Area Number, Fiscal Year, <u>and</u> the A-E hours for a course. Courses with ONLY *A Hours, D Hours* and/or *E Hours* are Material Fee Category 00 regardless of their Instructional Area.

Error No. 33
Error Title: CEC Not Permitted

Short Error Description: Courses with Aid Codes 20, 42, 47, 60, 73, 74, 75, 76, 77, and 78 cannot have a curriculum exception code.

Corresponding Data Position Number(s): I || 8-9 *Aid Code*	
	I || 88-89 *Curriculum Exception Code*

Corrective Action Required: Remove the curriculum exception code and resubmit.

Supplemental Information: Courses not allowed to be in a curriculum.

Error No. 34
Error Title: Crs in a Curr – CEC Not Allowed

Short Error Description: A course cannot be uploaded with a *Curriculum Exception Code* when it is in a curriculum.

Corresponding Data Position Number(s): I || 2-5 *Fiscal Year*	
	I || 6-7 *District Number*
	I || 8-15 *Course Number*
	I || 88-89 *Curriculum Exception Code*

Corrective Action Required: If the course is no longer a curriculum course, upload a new curriculum file. Once the updated curriculum is uploaded, the course will drop from the curriculum file and can be resubmitted with the Curriculum Exception Code. This must be done for each curriculum the course was used in and for each open fiscal year (if more than one fiscal year is open).

Supplemental Information:

Error No. 35
Error Title: INV CEC

Short Error Description: The *Curriculum Exception Code* must be a valid code.	
Corresponding Data Position Number(s): I || 88-89 *Curriculum Exception Code*	
Corrective Action Required: Resubmit with valid code.	
Supplemental Information: Valid Codes:	

Code Description	Code
Local Certificate	92
Courses without curriculum	93
Contract Training Course (New)	94
Aid Code 10 course only used in an AA/AS program	95
Paid related instruction (PRI) course not in curriculum	96
Unpaid related instruction (URI) course not in curriculum	97

Error No. 36
Error Title: INV Use of CEC 95

Short Error Description: The *Curriculum Exception Code* 95 can only be used with aid code 10 courses
Corresponding Data Position Number(s): I || 8-9 *Aid Code*   I || 88-89 *Curriculum Exception Code*
Corrective Action Required: Resubmit with valid code.
Supplemental Information:

Error No. 37
Error Title: INV Crs AC and IA

Short Error Description: Course Instructional Areas are only valid for certain Aid Codes.
Corresponding Data Position Number(s): I || 8-9 *Aid Code*   I || 10-12 *Instructional Area Number*
Corrective Action Required: Validate permissible combinations, correct, and resubmit.
Supplemental Information:

Instructional Area Numbers	Permissible *Aid Codes*
001-457, 460-799	10, 11, 30, 31, 32, 42, 47, 50, 60

458	47, 30, 31, 32, 10, 11
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

Error No. 39
Error Title: INV Apprenticeship - E Hours Not Permitted

Short Error Description: *E Hours* are not permitted in courses with *Aid Code* 50.

Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 75-78 *E Hours*
Corrective Action Required: Remove *E Hours* from course configuration and resubmit.
Supplemental Information:

Error No. 40
Error Title: INV AE Minimum Hrs of Inst – A and/or B Hrs

Short Error Description: The sum of *A Hours* and *B Hours* of Instruction for courses with *Aid Codes* 73, 74, 75, 76, 77 and 78 must be greater than, or equal to, four (4.0). *A Hours* and *B Hours* can be used together or separately. It is valid for *A Hours* or *B Hours* to be zero so long as one or the other is a minimum of four (4.0) hours.

Corresponding Data Position Number(s): I || 8-9 *Aid Code* I || 59-62 *A Hours* I || 63-66 *B Hours* I || 79-81 *Total Hours of Instruction*
Corrective Action Required: Resubmit with valid *A Hours and B Hours*.
Supplemental Information:

Error No. 41
Error Title: INV AE Minimum Hrs of Inst – D Hours

Short Error Description: The *D Hours* of Instruction for courses with *Aid Codes* 73, 74, 75, 76, 77 and 78 must be greater than, or equal to, eight (8.0).

Corresponding Data Position Number(s):	I || 8-9 *Aid Code*
	I || 71-74 *D Hours*
	I || 79-81 *Total Hours of Instruction*

Corrective Action Required: Resubmit with valid *D Hours*.
Supplemental Information:

Error No. 42
Error Title: INV AE Minimum Hrs of Inst Conf – A and B Hours

Short Error Description: For courses with *Aid Codes* 73, 74, 75, 76, 77 and 78, if a course has *A Hours* or *B Hours* it cannot have *C Hours, D Hours*, and/or *E Hours*.

Corresponding Data Position Number(s):	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*

Corrective Action Required: Resubmit with valid configuration.
Supplemental Information:

Error No. 43
Error Title: INV AE Minimum Hrs of Inst Conf – D Hours

Short Error Description: For courses with *Aid Codes* 73, 74, 75, 76, 77 and 78, if a course has *D Hours*, it cannot have *A Hours* or *B Hours*.

Corresponding Data Position Number(s):	I || 8-9 *Aid Code*
	I || 59-62 *A Hours*
	I || 63-66 *B Hours*
	I ||
	I || 71-74 *D Hours*
	I ||

Corrective Action Required: Resubmit with valid configuration.
Supplemental Information:

Error No. 44
Error Title: AE – C Hrs Not Permitted

Short Error Description: *C Hours* are not permitted for courses with *Aid Codes* 73, 74, 75, 76, 77 and 78.
Corresponding Data Position Number(s): I ‖ 8-9 *Aid Code*   I ‖ 67-70 *C Hours*
Corrective Action Required: Resubmit with valid configuration.
Supplemental Information:

Error No. 45
Error Title: AE – E Hrs Not Permitted

Short Error Description: *E Hours* are not permitted for courses with *Aid Codes* 73, 74, 75, 76, 77 and 78.
Corresponding Data Position Number(s): I ‖ 8-9 *Aid Code*   I ‖ 75-78 *E Hours*
Corrective Action Required: Resubmit with valid configuration.
Supplemental Information:

Error No. 46
Error Title: INV Crs Credit Comp (AC 10 and 20)

Short Error Description: The course credit computation value does not meet system requirements:
- *Credits* must equal computations using these rules:
    o The number of *Credits* for *A Hours* is computed by dividing *A Hours* by 18.
    o The number of *Credits* for *B Hours* is computed by dividing *B Hours* by 36.
    o The number of *Credits* for *C Hours* is computed by dividing *C Hours* by 54.
    o The number of *Credits* for *D Hours* is computed by dividing *D Hours* by 72.
    o The number of *Credits* for *E Hours* is computed by dividing *E Hours* by 216.
    o The resulting credit computation for each course hour component (A-E) may be partial credits.
    o The total credit computation for all course hour components (A-E) summed must equal a whole number.
    o Credit rounding is not permitted for Aid Codes 10, 20, 30, 31 and 32
    o The total credit computation for all course hour components (A-E) summed must be equal to *Credits* reported by the district on the Course Input file.

Corresponding Data Position Number(s):	I ǁ 8-9 *Aid Code*
	I ǁ 59-62 *A Hours*
	I ǁ 63-66 *B Hours*
	I ǁ 67-70 *C Hours*
	I ǁ 71-74 *D Hours*
	I ǁ 75-78 *E Hours*
	I ǁ 82-85 *Credits*
Corrective Action Required: Recalculate credit value and resubmit.	
Supplemental Information: Course credit computation rules are set forth in the section of this manual titled "Course Credit Computation Rules." System must allow for 1/3 credit + 2/3 credit = 1 credit (.99 = 1)	

Error No. 47
Error Title: INV Crs Credit Comp (Aid Codes 30, 31 and 32)

Short Error Description: The course credit computation value does not meet system requirements:
- *Credits* must equal computations using these rules:
  o The number of combined *Credits* for *A Hours* and *B Hours* is computed by adding *A Hours* and *B Hours* together, then dividing the total by 36.
  o The number of *Credits* for *C Hours* is computed by dividing *C Hours* by 54.
  o The number of *Credits* for *D Hours* is computed by dividing *D Hours* by 72.
  o The number of *Credits* for *E Hours* is computed by dividing *E Hours* by 216.
  o The resulting credit computation for each course hour component (A-E) may be partial credits.
  o The total credit computation for all course hour components (A-E) summed must equal a whole number.
    ▪ Exceptions are made for the course numbers listed below. For these courses, rounding the sum of credits for *A-E Hours* down to the indicated credit value in the table below is allowed, so long as the rounded down value equals *Credits* reported by the district on the Course Input file. Rounding up is not permitted.

  o The total credit computation for all course hour components (A-E) summed must be equal to *Credits* reported by the district on the Course Input file.
-

Course Number	Credits	Course Number	Credits
30-543-300	2 or 3	30-504-506	2
30-504-500	2	30-504-507	3
30-504-501	1	30-504-508	1
30-504-502	1	30-504-509	5
30-504-503	1	30-504-510	1
30-504-504	2	30-504-511	1
30-504-505	2	30-510-109	3

Corresponding Data Position Number(s): I || 8-9 *Aid Code*
I || 8-15 *Course 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 || 82-85 *Credits*

Corrective Action Required: Recalculate credit value and resubmit.

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

Error No. 48
Error Title: INV Crs Credit Comp (Aid Code 50)

Short Error Description: The course credit computation value does not meet system requirements:
- Credit values are computed based on *Total Hours of Instruction* following these rules:
  o If *Total Hours of Instruction* are less than or equal to 9, computed credits are 0.25.
  o If *Total Hours of Instruction* are greater than 9 and less than or equal to 18, computed credits are 0.50.
  o If *Total Hours of Instruction* are greater than 18 and less than or equal to 27, computed credits are 0.75.
  o If *Total Hours of Instruction* are greater than 27 and less than or equal to 36, computed credits are 1.00.
  o If *Total Hours of Instruction* are greater than 36, follow this computation, using a precision of two decimal places (999.99) for the credit value:
    ▪ Add *A Hours* and *B Hours* together, then divide the total by 36.
    ▪ If *C Hours* are greater than zero, divide *C Hours* by 54.
    ▪ If *D Hours* are greater than zero, divide *D Hours* by 72.
    ▪ Add sum of computed credits from *A-D Hours*, then round the total up to the nearest quarter credit.
  o The sum of calculated credits for A, B, C, and D hours must be equal to *Credits* reported by the district on the Course Input file.

Corresponding Data Position Number(s):	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 ‖ 79-81 *Total Hours of Instruction*
	I ‖ 82-85 *Credits*

Corrective Action Required: Recalculate credit value and resubmit.

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

Error No. 49
Error Title: INV Crs Credit Comp (Aid Codes 73 - 78)

Short Error Description: The course credit computation value does not meet system requirements:
- *Credits* must equal computations using these rules:
    - o If sum of *A Hours* and *B Hours* is greater than or equal to 4, and less than or equal to 36, computed credits are 1.
    - o If sum of *A Hours* and *B Hours* is greater than or equal to 37, and less than or equal to 72, computed credits are 2.
    - o If sum of *A Hours* and *B Hours* is greater than or equal to 73, and less than or equal to 108, computed credits are 3.
    - o If sum of *A Hours* and *B Hours* is greater than or equal to 109, and less than or equal to 144, computed credits are 4.
    - o If sum of *A Hours* and *B Hours* is greater than or equal to 145, and less than or equal to 180, computed credits are 5.
    - o If *D Hours* are greater than or equal to 8, and less than or equal to 72, computed credits are 1.
    - o If *D Hours* are greater than or equal to 73, and less than or equal to 144, computed credits are 2.
    - o If *D Hours* are greater than or equal to 145, and less than or equal to 216, computed credits are 3.
    - o If *D Hours* are greater than or equal to 217, and less than or equal to 288, computed credits are 4.
    - o If *D Hours* are greater than or equal to 289, and less than or equal to 360, computed credits are 5.

Corresponding Data Position Number(s):	I || 8-9 *Aid Code*
	I || 59-62 *A Hours*
	I || 63-66 *B Hours*
	I || 71-74 *D Hours*
	I || 82-85 *Credits*

Corrective Action Required: Recalculate credit value and resubmit.

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

Error No. 50
Error Title: INV Crs Credit Comp (Aid Codes 42, 47 and 60)

Short Error Description: The course credit computation value does not meet system requirements:
- *Credits* must equal computations using these rules:
    - o If *Total Hours of Instruction* are greater than or equal to 0, and less than or equal to 2, computed credits are 0.05.
    - o If *Total Hours of Instruction* are 3 or 4, computed credits are 0.10.
    - o If *Total Hours of Instruction* are 5 or 6, computed credits are 0.15.
    - o If *Total Hours of Instruction* are 7 or 8, computed credits are 0.20.
    - o If *Total Hours of Instruction* are 9 or 10, computed credits are 0.25.
    - o If *Total Hours of Instruction* are 11 or 12, computed credits are 0.30.
    - o If *Total Hours of Instruction* are 13 or 14, computed credits are 0.35.
    - o If *Total Hours of Instruction* are 15 or 16, computed credits are 0.40.
    - o If *Total Hours of Instruction* are 17 or 18, computed credits are 0.45.
    - o If *Total Hours of Instruction* are 19 or 20, computed credits are 0.50.
    - o If *Total Hours of Instruction* are 21 or 22, computed credits are 0.55.
    - o If *Total Hours of Instruction* are 23 or 24, computed credits are 0.60.
    - o If *Total Hours of Instruction* are 25 or 26, computed credits are 0.65.
    - o If *Total Hours of Instruction* are 27 or 28, computed credits are 0.70.
    - o If *Total Hours of Instruction* are 29 or 30, computed credits are 0.75.
    - o If *Total Hours of Instruction* are 31 or 32, computed credits are 0.80.
    - o If *Total Hours of Instruction* are 33 or 34, computed credits are 0.85.
    - o If *Total Hours of Instruction* are 35 or 36, computed credits are 0.90.
    - o If *Total Hours of Instruction* are 37 or 38, computed credits are 0.95.
    - o If *Total Hours of Instruction* are 39 or 40, computed credits are 1.00.
    - o If Total Hours of Instruction are higher than 40, divide the Total Hours of Instruction by 40. Round the result down to the nearest twentieth credit (0.05).

Corresponding Data Position Number(s):	I || 8-9 *Aid Code*
	I || 79-81 *Total Hours of Instruction*
	I || 82-85 *Credits*
Corrective Action Required: Recalculate credit value and resubmit.	
Supplemental Information: Course credit computation rules are set forth in the section of this manual titled "Course Credit Computation Rules."	

Error No. 51
Error Title: INV General College Crs

Only courses found on the Systemwide General College Course list are allowed in the 83x instructional areas. Assigned General College (type) in Aligned Course table.

https://mywtcs.wtcsystem.edu/wp-content/uploads/2022/12/WTCS-General-College-Courses-For-myWTCS-20221206.pdf

Error No. 52
Error Title: INV General College CEC

Short Error Description: All general college courses (Reference back to the database table – Courses assigned GC type) must have a curriculum exception code of 93 – Courses Without Curriculum.	
Corresponding Data Position Number(s):	I || 2-5 *Fiscal Year*
	I || 01 *Record Identifier*
	I || 8-15 *Course Number*
	I || 88-89 *Curriculum Exception Code*
Corrective Action Required: Correct curriculum exception code and resubmit.	
Supplemental Information:	

Error No. 53
Error Title: Crs is in a Curr – Dist Disc Not Allowed

Short Error Description: A course cannot be district discontinued when it is in a curriculum.	
Corresponding Data Position Number(s):	D || 2-5 *Fiscal Year*
	D || 6-7 *District Number*
	D || 8-15 *Course Number*
Corrective Action Required: If the course is no longer a curriculum course, upload a new curriculum file. Once the updated curriculum is uploaded, the course will drop from the curriculum file and it can be district discontinued. This must be done for each curriculum the course was used in.	
Supplemental Information:	

Error No. 54
Error Title: No Matching Crs Record

Short Error Description: A comment record must have a corresponding course record.	
Corresponding Data Position Number(s):	V || 01 *Record Identifier*
	V || 2-5 *Fiscal Year*
	V || 6-7 *District Number*
	V || 8-15 *Course Number*
Corrective Action Required: Submit a course record then resubmit the comment record.	
Supplemental Information:	

Error No. 55
Error Title: INV Dist Comment

Short Error Description: A comment record cannot be blank.	
Corresponding Data Position Number(s):	V || 01 *Record Identifier*
	V || 2-5 *Fiscal Year*
	V || 6-7 *District Number*
	V || 8-15 *Course Number*
	V || 18-87 *District Comment*
Corrective Action Required: Enter comment and resubmit.	
Supplemental Information: This error does not prevent the corresponding "I" record from being uploaded, assuming that the "I" record passes all of the error checks.	

Error No. 57
Error Title: Crs Record Failed Edits – Comment Not Loaded

Short Error Description: The *Comment Record* was rejected because the course record ("I" Record) did not pass edits.	
Corresponding Data Position Number(s):	I || 01 *Record Identifier*
	I || 2-5 *Fiscal Year*
	I || 6-7 *District Number*
	I || 8-15 *Course Number*
	V || 01 *Record Identifier*
	V || 2-5 *Fiscal Year*
	V || 6-7 *District Number*
	V || 8-15 *Course Number*
	V || 18-87 *District Comment*
Corrective Action Required: Correct course record and resubmit.	
Supplemental Information:	

Error No. 58
Error Title: Crs Record Failed Edits – Crs Desc Not Loaded

Short Error Description: The *Description Record* was rejected because the course record ("I" Record) did not pass edits.	
Corresponding Data Position Number(s):	I || 01 *Record Identifier*
	I || 2-5 *Fiscal Year*
	I || 6-7 *District Number*
	I || 8-15 *Course Number*
	S || 01 *Record Identifier*
	S || 2-5 *Fiscal Year*
	S || 6-7 *District Number*
	S || 8-15 *Course Number*
	S || 18-87 *District Comment*
Corrective Action Required: Correct course record and resubmit.	
Supplemental Information:	

Error No. 59
Error Title: Requested Changes Match Approved

Short Error Description: If a course record is submitted with course data that is identical to the currently approved course data, the record will be rejected.	
Corresponding Data Position Number(s):	I || 01 *Record Identifier*
	I || 2-5 *Fiscal Year*
	I || 6-7 *District Number*
	I || 8-15 *Course 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 || 79-81 *Total Hours of Instruction*
	I || 82-85 *Credits*
	I || 86-87 *Material Fee Category*
	I || 88-89 *Curriculum Exception Code*
Corrective Action Required: Investigate the cause of the duplicate record. If it is a duplicate, no further action is needed. If not a duplicate, revise the request and resubmit.	
Supplemental Information:	

Error No. 60
Error Title: Requested Changes Match Pending

Short Error Description: If a course record is submitted with course data that is identical to the currently pending course data, the course upload record will be rejected.

Corresponding Data Position Number(s):	I || 01 *Record Identifier*
	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*
	I || 88-89 *Curriculum Exception Code*

Corrective Action Required: Investigate the cause of the duplicate record. If it is a duplicate, no further action is needed. If not a duplicate, revise the request and resubmit.

Supplemental Information:

Error No. 61
Error Title: Missing Crs Desc

Short Error Description: All "I" Records (New/Change) require the submission of an "S" Record (Course Description).

Corresponding Data Position Number(s):	I || 01 *Record Identifier*
	I || 8-15 *Course Number*
	I || 2-5 *Fiscal Year*
	I || 6-7 *District Number*
	S || 01 *Record Identifier*
	S || 8-15 *Course Number*S || 2-5 *Fiscal Year*
	S || 6-7 *District Number*

Corrective Action Required: Add course description record and resubmit.

Supplemental Information:

Error No. 62
Error Title: Crs Desc Cannot be Blank

Short Error Description: The course description cannot be blank.

Corresponding Data Position Number(s):	S || 01 *Record Identifier*
	S || 8-15 *Course Number*
	S || 16-176 *Course Description*

Corrective Action Required: Enter the course description and resubmit.

Supplemental Information:

Error No. 63

Error Title: Crs Desc Cannot Exceed 700 Characters

Short Error Description: Course descriptions are limited to 700 characters	
Corresponding Data Position Number(s): S || 01 *Record Identifier*	
S || 8-15 *Course Number*	
S || 16-715 *Course Description*	
Corrective Action Required: Enter the course description and resubmit.	
Supplemental Information:	

Error No. 64

Error Title: INV Crs Desc – No Corresponding "I" Record

Short Error Description: No corresponding "I" Record (New/Change) submitted. Course description rejected.
Corresponding Data Position Number(s): I || 01 *Record Identifier*
I || 8-15 *Course Number*
I || 2-5 *Fiscal Year*
I || 6-7 *District Number*
S || 01 *Record Identifier*
S || 8-15 *Course Number*
S || 2-5 *Fiscal Year*
S || 6-7 *District Number*
Corrective Action Required: Upload course record simultaneous to course description record.
Supplemental Information:

Error No. 65

Error Title: Credits Cannot = Zero

Short Error Description: The *Credits* cannot be zero.
Corresponding Data Position Number(s): I || 82-85 *Credits*
Corrective Action Required: Change to numeric and resubmit.
Supplemental Information:

Error No. 66

Error Title: INV Submission – 'I' and 'D' Records

Short Error Description: An "I" Record (New/Change) and "D" Record (Discontinue) for the same course cannot be submitted at the same time.
Corresponding Data Position Number(s): I || 01 *Record Identifier*
I || 2-5 *Fiscal Year*
I || 6-7 *District Number*

I ‖ 8-15	*Course Number*
D ‖ 01	*Record Identifier*
D ‖ 2-5	*Fiscal Year*
D ‖ 6-7	*District Number*
D ‖ 8-15	*Course Number*

Corrective Action Required: Verify which course record should be submitted and resubmit.

Supplemental Information:

Error No. 67
Error Title: INV Submission – Multiple 'I' Records for a Course

Short Error Description: Only one "I" Record (New/Change) for the same course can be submitted at the same time.

Corresponding Data Position Number(s):	I ‖ 01	*Record Identifier*
	I ‖ 2-5	*Fiscal Year*
	I ‖ 6-7	*District Number*
	I ‖ 8-15	*Course Number*

Corrective Action Required: Verify which course record should be submitted and resubmit.

Supplemental Information:

Error No. 68

Error Title: INV Course Record Format

Short Error Description: The record is missing data elements and cannot be checked for other errors.

Corrective Action Required: Verify which course record has the correct format and resubmit.

Supplemental Information:

Warnings

Warning No. 01
Warning Title: Pending Crs Dist Disc

Short Error Description: The district discontinued course was in pending status.

Corresponding Data Position Number(s):	D ‖ 2-5	*Fiscal Year*
	D ‖ 6-7	*District Number*
	D ‖ 8-15	*Course Number*

Corrective Action Required: Verify this was the intended action.

Supplemental Information:

Warning No. 02
Warning Title: Aligned Crs Desc Doesn't Match Template

Short Error Description: The description for an aligned course must match the system agreed upon description.

Corresponding Data Position Number(s):	S		2-5 *Fiscal Year*
	S		8-15 *Course Number*
	S		16-715 *Course Description*

Corrective Action Required: Verify correct definition, correct definition, and resubmit.

Supplemental Information: See WIDS or assigned Education Director for correct aligned course description.

Warning No. 03
Warning Title: Pending Crs Superseded

Short Error Description: If there is a pending version of a course on file and a request that modifies that pending course is received, the original pending course is superseded by the new request.

Corresponding Data Position Number(s):	I		01 *Record Identifier*
	I		2-5 *Fiscal Year*
	I		6-7 *District Number*
	I		8-15 *Course 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		79-81 *Total Hours of Instruction*
	I		82-85 *Credits*
	I		86-87 *Material Fee Category*
	I		88-89 *Curriculum Exception Code*

Corrective Action Required: Verify that this was the intended action.

Supplemental Information:

Warning No. 04:
Warning Title: Requested Changes Matches Disapproved

Short Error Description: If a course record is submitted with course data that is identical to the currently disapproved course data.

Corresponding Data Position Number(s):	I || 01 *Record Identifier*
	I || 2-5 *Fiscal Year*
	I || 6-7 *District Number*
	I || 8-15 *Course 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 || 79-81 *Total Hours of Instruction*
	I || 82-85 *Credits*
	I || 86-87 *Material Fee Category*
	I || 88-89 *Curriculum Exception Code*

Corrective Action Required: Verify that this was the intended action.

Supplemental Information: It is possible that the reason the course was disapproved has been resolved.

Warning No. 5
Warning Title: INV Submission – 'V' and 'D' Records

Short Error Description: Education Directors do not view or approve course district discontinue records. Consequently, any comment related to the district discontinue is not viewed.

Corresponding Data Position Number(s):	V || 01 *Record Identifier*
	V || 2-5 *Fiscal Year*
	V || 6-7 *District Number*
	V || 8-15 *Course Number*
	V || 18-87 *District Comment*
	D || 01 *Record Identifier*
	D || 2-5 *Fiscal Year*
	D || 6-7 *District Number*
	D || 8-15 *Course Number*

Corrective Action Required: Verify that this was the intended action

Supplemental Information: