Curriculum 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 Curriculum Data System being developed in the CCP Rewrite Project. Implementation planned for 2025. All previous manual versions relate to the former Curriculum Data System.

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Curriculum Data System

The Wisconsin Technical College System (WTCS) Curriculum Data System houses the current curricula of WTCS Board approved programs. Each of the sixteen Wisconsin Technical Colleges (collectively "districts") is required to upload a curriculum file to the WTCS Curriculum Data System that contains information for all courses that comprise the curriculum for each program. The uploaded electronic files are reviewed for approval by WTCS Education Directors to ensure they meet WTCS Office business rules. Colleges are required to submit a curriculum for all programs having Aid Code 10* (Associate of Applied Arts or Associate of Applied Science), Aid Code 11 (Advanced Technical Certificate), Aid Codes 30, 31, or 32 (Technical Diplomas), Aid Code 50 (Apprenticeship) and Aid Code 61 (WTCS Pathway Certificate). No curriculum file is permitted for programs having Aid Code 20 (Associate of Arts or Associate of Science).

*Curriculum submission is not required for select Aid Code 10 programs:

10-499-5 Technical Studies – Journey Worker

Individualized Technical Studies:

10-825-1 Undefined Individual Technical Studies
10-825-18 Agriculture, Food and Natural Resources
10-825-2 Architecture and Construction
10-825-3 Arts, Audio-Visual Technology, and Communications
10-825-4 Business, Management and Administration
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10-825-6 Finance
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10-825-13 Manufacturing
10-825-14 Marketing, Sales and Service
10-825-15 Science, Technology, Engineering and Mathematics
10-825-16 Transportation, Distribution and Logistics

Submissions to the WTCS Curriculum 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.

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 curricula.

Portal Access

Districts have access to curriculum files through the web-based WTCS Portal. Districts are encouraged to use this resource when they have questions about the curricula and transactions submitted in the Curriculum Data System. The Portal allows for viewing of individual curriculum. The information accessed by the web-based inquiry function is the same information reviewed by the Education Directors for approval. For additional information on accessing the Portal, contact your College Information Officer or the WTCS Office staff identified at the beginning of this manual.

Directions for getting access to the Portal:
   https://mywtcs.wtcsystem.edu/data-systems-grp/data-access

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

Curriculum Compliance

Curriculum must comply with WTCS policies and business rules. Files submitted to the Curriculum 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 with WTCS policies, which can be found in the Educational Services Manual (ESM) at https://mywtcs.wtcsystem.edu/.

All records in error or that cause a warning will be displayed on the Curriculum 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 WTCS 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 and posted in the WTCS Portal. All error/warning reports will include the error/warning number and the record(s) and position(s) with the error.

Insert description of out of compliance engine.

Add statement - these Curriculum edit rules also apply to out of compliance

File Upload Error #	File Upload Error Title	Short Description
7	INV Program Number	The program number must be a WTCS program in approved or suspended status at the submitting district. Curriculum will not be accepted for programs in discontinued status.
9	INV Dist Crs Credits	The course credit(s) must match the credit(s) on file in the Course Approval data system.
20	Curr Crs has CEC	A curriculum course cannot have a course exception code.
24	Crs Not on ASGEC	For courses with *Course Function in Program Code* 06, 15, 16, 17, 18, or 19 (General Studies), the *Course Number* must be an approved *Course Number* found on the list of Aligned Systemwide General Education courses.
32	INV Aligned Curr Course	Aligned Curriculum course does not match a course in the assigned aligned curriculum.
41	INV ETD Crs	Embedded Technical Diploma (*Program Aid Code* 30, 31, 32) curriculum must contain parent program primary courses only.
43	ETD Parent Program Curr Not Approved	For Embedded Technical Diploma (Program *Aid Code* 30, 31, 32) curriculum, the parent program's curriculum must be in approved status.
45	INV Path Crs	WTCS Pathway Certificate (Program *Aid Code* 61) curriculum must be developed from parent program primary courses only. No parent program alternate courses are allowed.
46	INV Path Crs Term	WTCS Pathway Certificate (Program *Aid Code* 61) curriculum must be developed from the two first *Term*s (*Term* 01 or 02) of parent program primary courses only. No courses from other *Term*s are permitted.
48	Path Curr - Parent Program Curr Not Approved	Pathway Certificate (Program *Aid Code* 61) curriculum must be developed from parent program's curriculum in approved status.
50	SP – Pri College Curr Not Approved	If a primary college's curriculum has not been approved, the cooperating college(s) curriculum file will be rejected until the primary college's curriculum is approved.

58	Inv Dist Crs	The curriculum course must exist in the Course Approval data system.

There are additional checks for out of compliance

Curriculum Out of Compliance No. 001
OCC Title: Disapproved Course in Curriculum

Short Description: Curriculum is out of compliance if it contains a disapproved course.

Curriculum Out of Compliance No. 002
Error Title: Discontinued Program's Curriculum Must be in Disapproved Status

Short Description: When a program is discontinued, the curriculum is out of compliance if it is not in disapproved status.

Curriculum Out of Compliance No. 003
Error Title: Course Credit Value Change

Short Description: Curriculum is out of compliance if a curriculum's course credits do not match the credits in the Course Approval data system. Has the course value changed

Curriculum Out of Compliance No. 004
Error Title: Primary Curriculum is not in Approved Status

Short Description: When a Shared Primary's curriculum is disapproved, the Cooperating District's curriculum is out of compliance.

Curriculum Out of Compliance No. 007
Error Title: Shared Agreement Added

Short Description: When a shared agreement is added, the Cooperating District's curriculum is out of compliance until it is resubmitted according to the shared agreement.

Curriculum Out of Compliance No. 008

OCC Title: Course Not in Parent Program's Curriculum

Short Description: If a course in an Embedded Technical Diploma or Pathway Certificate's curriculum is removed from the parent program's curriculum, the Embedded Technical Diploma or Pathway Certificate's curriculum is out of compliance.

Curriculum Out of Compliance No. 009
OCC Title: PWC Course not in First Two Terms of Parent

Short Description: If a course in a Pathway Certificate's curriculum is not in the first or second term of the parent program, the curriculum is out of compliance.

Curriculum Out of Compliance No. 010
OCC Title: Parent Curriculum not in Approved Status

Short Description: When a parent program's curriculum is disapproved, the Embedded Technical Diploma or Pathway Certificate's curriculum is out of compliance.

Prior Curriculum Records

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

Curriculum Changes

To ensure the Curriculum Data System accurately reflects the current curriculum of a program, any time there is a change in the curriculum of the program, the revised curriculum must be submitted. Please see the ESM for more information on changes to a curriculum.

Curriculum Courses

The WTCS Office approves all courses via the Course Approval Data System. 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, and can be in any status, including "pending." 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).

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

Course Approval System. See the Course Approval Data System Manual for additional information on Curriculum Exception Codes.

The cooperating college in a shared program agreement only submits the courses that are shared as part of the agreement.

Impact of Course Records on Curriculum

Uploading a new course to the Course Approval Data System does not have an automatic impact to a curriculum file. In order to pick-up the change in the corresponding curriculum, a new curriculum file must be submitted to the Curriculum Data System. Courses are always submitted before curriculum so new curriculum files must be submitted after all courses have been submitted.

When to submit a curriculum file:

1. When a new program is added.
2. When a curriculum course has been added or deleted.
3. When a curriculum course has been revised.
4. Anytime there is a change to the curriculum.
5. After all curriculum courses have been submitted.

Multiple Year Curriculum Processing

For half of the year, there will be two open fiscal years colleges can submit records to. In January of each year the upcoming fiscal year is opened. The Fiscal Year is included in positions 20-23 of all curriculum submission records. Multi-year processing allows districts to submit curriculum for approval for the current and upcoming fiscal year.

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

Aligned Curriculum

Changes to, or the addition of, an aligned program curriculum will be made once annually. After the close of the previous fiscal year file August 31, the Curriculum data system will freeze the first week of September when no curriculum records will be accepted from the colleges. During this time, WTCS Education Directors will create and/or revise aligned program curriculum templates (see ESM – Chapter 17 for more details on Aligned Programs).

For all curriculum impacted by changes, the previous curriculum will be removed from the system. Colleges are required to submit a new curriculum file to align with the new/revised aligned program curriculum configuration.

Rollover

Course and Curriculum rollover is an automated process completed in 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 replicating of courses and curriculum saves districts from having to resubmit courses and curriculum that have not changed and continue to meet WTCS Office 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 districts along with what happens to certain curricula 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
Curriculum that contains a course in 1-year approval status	Roll to disapproved	Work with Education Director and re-upload course if full approval is appropriate. If course is given full approval, re-upload curriculum to capture change.	The course with 1-year approval will roll to disapproved status. And, curriculum cannot contain a disapproved course(s). Consequently, the curriculum will also roll to disapproved status.
Curriculum in 1-year approval status	Roll to disapproved	Work with Education Director and re-upload curriculum if full approval appropriate.	
Curriculum in disapproved status	Roll to disapproved	Work with Education Director and re-upload curriculum if approval is appropriate.	
Curriculum in inactive instructional area(s)	Do not roll	Work with Education Director to shift the program 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.

In addition, any program discontinued in a given fiscal year will be placed in discontinued status after rollover into the new fiscal year in January. Since program suspension and discontinuance are effective for the entire fiscal year not a point in time forward, this will ensure that any student

who may have been enrolled in a program course during the final fiscal year of suspension will be able to be reported in the Client Reporting Data System (Client).

Fiscal Year Close

The Course and Curriculum Data Systems freeze district uploading on July 1. Education Directors have until July 15 to approve changes or work with the Colleges on modifying their requests. On July 31, the Course and Curriculum Data Systems close for the fiscal year, meaning no additional changes can be made.

Aligned Systemwide General Education Courses

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

Program and Curriculum Status Impact on Client Reporting
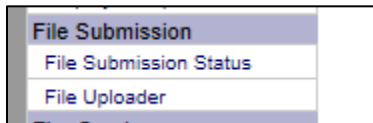
Client will only accept records for programs in Approved or Suspended status with curricula in Approved or 1-Year Approved status. Client records will not be accepted for curricula in Pending or Disapproved status or for programs in Discontinued status.

Chapter 2: Record Submission Format

Curriculum records are the individual lines of code submitted by the district where each line of code represents a single course within a curriculum. Example:

```
A15101502 01101501142026 70200
A15101502 01101501852026 70300
A15101502 01101541002026 70300
A15101502 01101541022026 70300
A15101502 01108041332026 60300
A15101502 02101501212026 70300
A15101502 02101501222026 70300
A15101502 02101501862026 70300
A15101502 02108011952026 6030010801136
A15101502 02108011962026 6030010801198
A15101502 03101501812026 70300
A15101502 03101501872026 70300
A15101502 03101505032026 70100
A15101502 03101505072026 70300
A15101502 03108011972026 60300
A15101502 03101561022026 70100
A15101502 03101511172026 70100
A15101502 03108091032026 60300
A15101502 04101501242026 70300
A15101502 04101505022026 70300
A15101502 04101505062026 70300
A15101502 04101523982026 7010010152399
A15101502 04108091992026 6030010809198
```

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

File Submission
- File Submission Status
- File Uploader

Upon submission, curriculum record files are identified with the prefix "CUR":

Job Id	File Name	Environment	Date Submitted	Status	Lines in File	Errors	Alerts	Warnings
29031	cur08full2021prod072420voc4.txt	PROD	07/24/2020 02:57:11 PM	Complete	16	0	0	0

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

For full curriculum file uploads: CURXXFULLZZZZ (XX=District Number / ZZ = Fiscal Year)

 Example: CUR01FULL2020

For partial curriculum file uploads: CURXXPARTZZZZ (XX=District Number / ZZ = Fiscal Year)

 Example: CUR04PART2021

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

```
A15101502 04101523982026 7010010152399
A15101502 04108091992026 6030010809198

Ln 23, Col 9    1,863 characters
```

In the visual above, the cursor is in position 9 (see "Col 9" in gray box) that corresponds to the second to last digit of the Program Number (positions 4 -10 = Program Number).

Curriculum Data Record ("A" Record)

Position	Data Element and Description

1   *Record Identifier "A"*

The *Record Identifier* specifies the type of record submitted.

2-3   *District Number*

The *District Number* must identify your district.

Submissions with incorrect *District Numbers* will be returned. There is an error message associated with an invalid *District Number*.

4-10   *Program Number*

The *Program Number* must be an approved program for your district for an associate in applied science degree (*Aid Code* 10), advanced technical diploma (*Aid Code* 11), short-term technical diploma (*Aid Code* 30), one-year technical diploma (*Aid Code* 31), two-year technical diploma (*Aid Code* 32), WTCS Pathway Certificate (*Aid Code* 61), or apprenticeship (*Aid Code* 50) program. Curriculum will not be accepted for suspended or discontinued programs.

  4-5   Program Aid Code
  6-8   Program Instructional Area Number
  9-10   Program Sequential Number

Zero ("0") will not be accepted as the first digit of a *Program Sequential Number*.

11-12   *Term*

The term is the session in which students enrolled in the program are expected to take the course as specified by the program curriculum. The standard definition of a term is an 18-week semester.

01 = First term
02 = Second term

03 = Third term, includes summer session
04 = Fourth term
05 = Fifth term
06 = Sixth term, includes summer session
07 = Seventh term for five-year programs
08 = Eighth term for five-year programs
09 = Ninth term for five-year programs including apprenticeship
10 = Tenth term for five-year programs including apprenticeship
99 = Required Special Provision (for apprenticeship only)

13- 20   Primary *Course Number*

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

13-14 *Course Aid Code*

15-17 *Course Instructional Area Number*

18-20 *Course Sequence Number*

The *Course Sequence Number* must be numeric.

Elective courses should have the course number of 10-899-XXX, where xxx = a number designated by the district, and use Function in Program Code of 4. For example, 10-899-101 will be accepted as an elective course with a valid term and a *Function in Program Code* of **4**.

21- 24   *Fiscal Year*

The four-digit *Fiscal Year* of the record being submitted. For example, the 2020-21 *Fiscal Year* will be 2021.

Format = 9999

Only two *Fiscal Years* will be open at any one time. Immediately after rollover, these years will be the current and forthcoming *Fiscal Year*. After August 15 of each year, the previous *Fiscal Year* will be closed.

25-26   *Course Function in Program Code*

The *Function in Program Code* specifies the course function within the program.

a) Associate of Applied Science/Arts programs (*Aid Code* 10)

04 = Elective
06 = General Studies
07 = Technical Studies

15 = General Studies Communications
16 = General Studies Social Science
17 = General Studies Behavioral Science
18 = General Studies Quantitative Reasoning
19 = General Studies Natural Sciences

b) Technical Diploma programs (*Aid Codes* 30, 31, and 32)
01 = Occupational specific
02 = Occupational supportive

c) Apprenticeship programs (*Aid Code* 50)
04 = Elective
10 = **Apprenticeship System-wide Curriculum Standard (ASCS)**
   Utilized when district utilizes exact curriculum documented in WIDS. (These documents are the foundation for the 5-year cyclical review of all apprenticeship programs. 95% of all apprenticeship programs have a documented ASCS in the WIDS Repository.)
11 = **ASCS – District Variant**
   Utilized when district assigns their own course titles/numbers in lieu of those contained in WIDS. If opting to do so, District must maintain crosswalk of local course title/number to ASCS course title/number. If credit loading between courses differs as well, District must maintain competency level crosswalk across all courses.
12 = **Apprenticeship Concurrent Degree Aligned**
   Utilized when aid 50 program is aligned as a "degree apprenticeship" to a TD or AAS credential award program
13 = **Apprenticeship No ASCS - District Curriculum Only**
   No ASCS exists for program even if program offered at more than one college. Consequence is district must maintain local documentation of course competencies, hours, etc. This includes when industry opts out of allowing documentation of what they perceive as proprietary curriculum.
14 = **Apprenticeship District Level BAS Contract Provision**
   Utilized when an RA program is offered at more than one college, but BAS develops customized local contracts at request of industry that typically exceed the minimum standard i.e. local employers want more courses and hours of related instruction.

d) WTCS Pathway Certificates (*Aid Code* 61)
01 = Occupational specific
02 = Occupational supportive

e) Advanced Technical Certificate (*Aid Code* 11)

01 = Occupational specific (non advanced-technical)
02 = Occupational supportive
08 = Advanced technical

27-30   *Credits*

The number of *Credits* of the course used in this curriculum. The number of *Credits* in the curriculum file must match the Credits in the course file.

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

This must be numeric.

See Edit No. 40 for the table of curriculum credit distribution compliance rules later in this document (maximum, minimum and total credit counts) for different types of programs based on *Program Aid Code*.

31-46   *Alternate Course Number*

The *Alternate Course Number* is a course that may be substituted for the primary course in the curriculum pursuant to the ESM guidelines for use of alternate courses.

Courses with *Aid Code* 20 can only be used as alternate courses in a curriculum.

The alternate courses must be numeric.

There is a limit of two alternate courses for a single primary course.

Leave *Alternate Course Number* blank if there is no alternate course.

31-38 Alternate Course Number 1

31-32   *Course Aid Code (of the Alternate Course 1)*
33-35   *Instructional Area Number (of the Alternate Course 1)*
36-38   *Course Sequence Number (of the Alternate Course 1)*

39-46 Alternate Course Number 2

39-40   *Course Aid Code (Alternate Course Number 2)*
41-43   *Instructional Area Number (of the Alternate Course 2)*
44-46   *Course Sequence Number (of the Alternate Course 2)*

47-80   Blank

Chapter 3: Curriculum Upload Edit Errors and Warnings

Curriculum Data System records will be edited before being accepted for the WTCS Office's file in accordance with the edits in this section. The editing process ensures district data meets with WTCS Office business rules. WTCS Office business rules 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 Curriculum 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 WTCS Portal.

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 Curriculum 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.

Abbreviation Key:

AC	Aid Code(s)
Alt	Alternate
ASCS	Apprenticeship System-wide Curriculum Standard
ASGEC	List of Aligned System-wide General Education Courses
CEC	Curriculum Exception Code
Coop	Cooperating
Conf	Configuration
Crs	Course
Curr	Curriculum
Dist	District
ETD	Embedded Technical Diploma
FPC	Function in Program Code
IA	Instructional Area
INC	Incompatible
INV	Invalid
Path	WTCS Pathways Certificate
Pri	Primary
SP	Shared Program

Edit Errors

Error No. 01
Error Title: INV Record Code

Short Error Description: The only permitted Record Identifier for curriculum uploads is "A".
Corresponding Data Position Number(s):   01 *Record Identifier*
Corrective Action Required: Reupload file with *Record Identifier* "A".
Supplemental Information:

Error No. 02
Error Title: INV District Number

Short Error Description: Districts can only submit curriculum files for their own district
Corresponding Data Position Number(s):   ‖ 2-3 *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:

Number	Name
01	Chippewa Valley
02	Western
03	Southwest
04	Madison
05	Blackhawk
06	Gateway
08	Waukesha
09	Milwaukee
10	Moraine Park
11	Lakeshore
12	Fox Valley
13	Northeast
14	Mid-State
15	Northcentral
16	Nicolet
17	Northwood

Error No. 03
Error Title: INV Term

Short Error Description: The *Term* submitted is not an approved *Term*:
Approved *Term*s:
01 - 98
99 = Required Special Provision (for apprenticeship only).

| Corresponding Data Position Number(s): | 11-12 *Term* |
| | 04-05 *Aid Code* |

Corrective Action Required: Resubmit with valid *Term*.

Supplemental Information:

Error No. 04
Error Title: INV Fiscal Year

Short Error Description: The *Fiscal Year* in the submission file name must match the *Fiscal Year* on each "A" record and be an open *Fiscal Year*.

Corresponding Data Position Number(s):   21-24 *Fiscal Year*

Corrective Action Required: Correct the *Fiscal Year* and resubmit.

Supplemental Information:

Error No. 05
Error Title: Blank or Non-Numeric Fiscal Year

Short Error Description: The *Fiscal Year* must be numeric and cannot be left blank.

Corresponding Data Position Number(s):   21-24 *Fiscal Year*

Corrective Action Required: Correct the *Fiscal Year* and resubmit the file.

Supplemental Information:

Error No. 06
Error Title: No Curr Allowed

Short Error Description: The program number submitted does not permit a curriculum upload. The following programs do not permit a curriculum:

    20-XXX-XX
    10-499-5 Technical Studies – Journey Worker
    10-825-XX

Corresponding Data Position Number(s):

04-10 *Program Number*
Program status (discontinued)

Corrective Action Required: Delete the curriculum and resubmit the file.

Supplemental Information: 20-XXX-XX, 10-499-5 Technical Studies – Journey Worker, and 10-825-XX Individualized Technical Studies AAS are all credentials that have curricula designed specifically for each individual student's needs. Thus, colleges are not required to submit these curricula to the portal. These programs must still follow the credential rules and credit configuration rules in the ESM.

Error No. 07
Error Title: INV Program Number

Short Error Description: The program number must be a WTCS program in approved or suspended status at the submitting district. Curriculum will not be accepted for programs in discontinued status.

Corresponding Data Position Number(s):	04-10 Program Number
	04-05 Aid Code
	06-08 Instructional Area Number
	09-10 Program Sequential Number
	Program Status

Corrective Action Required: Verify the correct program number and resubmit.

Supplemental Information:

Error No. 08
Error Title: Crs Number Not Numeric

Short Error Description: The *Course Number* must be numeric.

Corresponding Data Position Number(s):	13-20 *Course Number*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*

Corrective Action Required: Verify the correct *Course Number* and resubmit.

Supplemental Information:

Error No. 09
Error Title: INV Dist Crs Credits

Short Error Description: The course credit(s) must match the credit(s) on file in the Course Approval data system.

Corresponding Data Position Number(s):	02-03 *District Number*
	13-20 *Course Number*
	21-24 *Fiscal Year*
	27-30 *Credits*

Corrective Action Required: Resubmit with approved credit value.

Supplemental Information: A course is only allowed to be offered at a single credit value in a district in a fiscal year. Since curriculum data file includes information on course credits (position 27-30), this error ensures that submitted credit values match the course of record.

Error No. 10
Error Title: INV Crs AC

Short Error Description: The *Aid Code* of the course number must be 10, 20, 30, 31, 32, 50, or 47.

| Corresponding Data Position Number(s): | 13-14 *Course Aid Code* |

Corrective Action Required: Verify the correct *Aid Code* and resubmit.

Supplemental Information:

Error No. 11
Error Title: INV Crs AC – AC 20 Crs

Short Error Description: *Aid Code* 20 courses are only valid as alternate courses in programs.

| Corresponding Data Position Number(s): | 13-14 *Course Aid Code* |

Corrective Action Required: Verify the correct *Aid Code* and resubmit.

Supplemental Information:

Error No. 12
Error Title: INV Program – AC 47 Crs

Short Error Description: *Aid Code* 47 courses can only be used in programs starting with *Aid Code* 50 as a primary course.

| Corresponding Data Position Number(s): | 04-05 *Aid Code* |
| | 13-14 *Course Aid Code* |

Corrective Action Required: Verify the correct *Aid Code* and resubmit.

Supplemental Information:

Error No. 13
Error Title: INV Apprenticeship Crs FPC

Short Error Description: If an apprenticeship program has an *Aid Code* 47 course, that course must be used with the *Course Function in Program Code* 10, 11, 13, or 14.	
Corresponding Data Position Number(s): 04-05 *Aid Code Program Number* 13-14 Course *Number Aid Code* 25-26 *Function in Program Code* 31-38 *Alternate Course 1* 39-46 *Alternate Course 2*	
Corrective Action Required: Verify the correct *Course Function in Program Code*.	
Supplemental Information:	

Error No. 15
Error Title: INV Crs FPC

Short Error Description: The *Course Function in Program Code* must be used as follows:
  a) For applied associate degree programs (*Aid Code* 10)
     04 = Elective
     06 = General Studies
     07 = Technical Studies
     15 = General Studies Communications
     16 = General Studies Social Science
     17 = General Studies Behavioral Science
     18 = General Studies Quantitative Reasoning
     19 = General Studies Natural Sciences

  b) Advanced Technical Certificate (*Aid Code* 11)
     01 = Occupational specific
     02 = Occupational supportive
     08 = Advanced Technical

  c) For technical diploma programs (*Aid Codes* 30, 31, and 32)
     01 = Occupational specific
     02 = Occupational supportive

  d) For apprenticeship (*Aid Code* 50)
     04 = Elective
     10 = Apprenticeship System-wide Curriculum Standard (ASCS) Aligned
     11 = ASCS – District Variant
     12 = Apprenticeship Concurrent Degree Aligned
     13 = Apprenticeship No ASCS - District Curriculum Only

14 = District Level BAS Contract Provision

e) For Pathway Certificates (*Aid Code* 61)
   01 = Occupational specific
   02 = Occupational supportive

Corresponding Data Position Number(s):	04-05 *Aid Code* (Program Number)
	25- 26 *Function in Program Code*
Corrective Action Required: Resubmit with valid *Function in Program Code*.	
Supplemental Information:	

Error No. 16
Error Title: INV Alt Crs AC

Short Error Description: Valid alternate course *Aid Code*s are:

Program Aid Code	Alternate Course *Aid Code*
10 – Associate Degree	Alternate Course *Aid Code*s: 10, 20, 30, 31, 32,
11 – Advanced Technical Certificate	Alternate Course *Aid Code*s: 10, 20, 30, 31, 32,
30 – Technical Diploma	Alternate Course *Aid Code*s: 10, 20, 30, 31, 32,
31 – Technical Diploma	Alternate Course *Aid Code*s: 10, 20, 30, 31, 32,
32 – Technical Diploma	Alternate Course *Aid Code*s: 10, 20, 30, 31, 32,
50 – Apprenticeship	Alternate Course *Aid Code*s: 10, 20, 30, 31, 32, 47, 50

Corresponding Data Position Number(s):	04-05 *Aid Code* (Program Number)
	31-32 *Alternate Course 1* Aid Code
	39-40 *Alternate Course 2 Aid Code*
Corrective Action Required: Resubmit with valid *Alternate Courses*.	

Supplemental Information: WTCS Pathway Certificates (*Aid Code* 61) are required to use the same courses as the approved related program curriculum and thus do not need to be considered in this edit.

Error No. 17
Error Title: INV Program Crs

Short Error Description: Valid course *Aid Code*s are:

Program *Aid Code*	Course *Aid Code*
10 – Associate Degree	Course *Aid Code*s: 10, 30, 31, 32
11 – Advanced Technical	Course *Aid Code*s: 10, 30, 31, 32
30 – Technical Diploma	Course *Aid Code*s: 10, 30, 31, 32
31 – Technical Diploma	Course *Aid Code*s: 10, 30, 31, 32
32 – Technical Diploma	Course *Aid Code*s: 10, 30, 31, 32
50 – Apprenticeship	Course *Aid Code*s: 10, 30, 31, 32, 47, 50

Corresponding Data Position Number(s):	04-05 *Aid Code* (Program Number)
	13-14 *Aid Code* (Course Number)

Corrective Action Required: Verify the correct *Aid Code* and resubmit.

Supplemental Information: Aid Code 20 courses are permitted as alternate courses in any program offered at colleges.

Error No. 18
Error Title: INV Aligned Crs Credit

Short Error Description: Credit value must match exactly to the credits associated with the corresponding aligned course number.

Corresponding Data Position Number(s):	13-20 *Course Number*
	21-24 *Fiscal Year*
	27-30 *Credits*

Corrective Action Required: Required: Review aligned course specifications and submit with proper credit(s).

Supplemental Information:

Error No. 20
Error Title: Curr Crs has CEC

Short Error Description: A curriculum course cannot have a course exception code.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*
	88-89 *Curriculum Exception Code (*Course Approval File*)*

Corrective Action Required: Examine district use of course. If course is used in a curriculum, resubmit the course without an exception code in Course Approval Data System and then resubmit the curriculum record.

Supplemental Information: This error will compare the curriculum course to a pending course if one exists and the director has not taken action on the course.

Error No. 21
Error Title: Curr Contains General College Crs

Short Error Description: Curriculum cannot contain general college course(s). General College courses begin with "83" in the three-digit *Instructional Area* sequence (example, 834, 831, etc.).

Corresponding Data Position Number(s):	15-17 *Instructional Area (Course Number)*
31-38 *Alternate Course 1*	
39-46 *Alternate Course 2*	

Corrective Action Required: Delete general college course and resubmit valid curriculum.

Supplemental Information:

Error No. 22
Error Title: INC IA and Alt Crs

Short Error Description: Courses with *Instructional Area* 899 cannot have an alternate course(s).

Corresponding Data Position Number(s):	15-17 *Instructional Area (Course Number)*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*

Corrective Action Required: Delete alternate course(s) and resubmit.

Supplemental Information: Instructional area 899 is reserved for electives

Error No. 23
Error Title: Duplicate Curr or Duplicate Crs

Short Error Description: A course and curriculum should only be submitted once in a single file upload. Either a course was submitted more than once in the same curriculum or the same curriculum was submitted more than once in the same file upload.

Corresponding Data Position Number(s):	01-23 *All Curriculum Data through primary course number*

Corrective Action Required: Remove the duplicate record and resubmit.

Supplemental Information:

Error No. 24
Error Title: Crs Not on ASGEC

Short Error Description: For courses with *Course Function in Program Code* 06, 15, 16, 17, 18, or 19 (General Studies), the *Course Number* must be an approved *Course Number* found on the list of Aligned Systemwide General Education courses.

Corresponding Data Position Number(s):	13-20 *Course Number*
	25- 26 *Function in Program Code*

Corrective Action Required: Delete the curriculum and resubmit the file.

Supplemental Information: Course title, number and credit value must match exactly the course on the approved list. Any deviation will cause an error in the Course Approval system.

Error No. 25
Error Title: Alt Crs Limit Exceeded

Short Error Description:

Primary courses that have an associated Alternate Course(s) and have a Function in Program Code of Occupational Specific (*Function in Program Code* 01), Technical Studies (*Function in Program Code* 07), and Advanced Technical Studies (*Function in Program Code* 08) cannot exceed 30 percent of the total of Occupational Specific (*Function in Program Code* 01), Technical Studies (*Function in Program Code* 07), and Advanced Technical Studies (*Function in Program Code* 08) curriculum course credits for Program Aid Codes 10, 11, 30, 31 and 32.

Corresponding Data Position Number(s):	04-05 *Aid Code Program*
	25- 26 *Function in Program Code*
	31-38 *Alternate Course 1*
	27-30 *Credits*

Corrective Action Required: Curriculum revision necessary. Correct and resubmit.

Supplemental Information:
To calculate, take the sum of Primary Course Credits that contain an Alternate Course1 with Function in Program code 01+07+08 and divide by the sum Primary Course Credits with Function in Program Aid code 01+07+08.

Error No. 26
Error Title: INV Use of Elective Crs FPC

Short Error Description: Function in Program Code 4 (elective courses) are not allowed in Program *Aid Code*s 11, 30, 31, 32, or 61.

Corresponding Data Position Number(s):	04-05 *Aid Code Program Number*
	25- 26 *Function in Program Code*

Corrective Action Required: Revise course *Function in Program Code* and resubmit.

Supplemental Information: Elective courses are allowed in Program *Aid Code*s 10, and 50.

Error No. 27
Error Title: INV Elective Crs Number

Short Error Description: Elective courses must use the course number of 10-899-XXX

Corresponding Data Position Number(s):	13-20 *Aid Code* (Course Number)
	15-17 Course *Instruction Area*
	18-20 *Course Sequence Number*

Corrective Action Required: Verify the correct *Course Number* is being used and resubmit.

Supplemental Information:

Elective Crs by AC

Short Error Description: Elective courses are only permitted in *Aid Code* 10 program curricula (Associate of Applied Arts/Associate of Applied Science).

Corresponding Data Position Number(s):	04-05 *Aid Code Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*

Corrective Action Required: Revise curriculum without use of elective credits and resubmit.

Supplemental Information:

Error No. 28
Error Title: Elective Crs - INV FPC

Short Error Description: Elective courses (10-899-XXX) must have *Course Function in Program Code* 4

Corresponding Data Position Number(s):	13-20 *Aid Code* (Course Number)
	15-17 Course *Instruction Area*
	18-20 *Course Sequence Number*
	25- 26 *Function in Program Code*

Corrective Action Required: Verify the correct *Function in Program Code* and resubmit.

Supplemental Information:

Error No. 29
Error Title: INV FPC - Elective Crs

Short Error Description: *Course Function in Program Code* 4 can only be used for elective courses (10-899-XXX)

Corresponding Data Position Number(s):	13-20 *Aid Code* (Course Number)
	15-17 *Course Instruction Area*
	18-20 *Course Sequence Number*
	25- 26 *Function in Program Code*

Corrective Action Required: Verify the correct *course number* and resubmit.

Supplemental Information:

Error No. 30
Error Title: INV General Studies Alt Crs

Short Error Description: For alternate courses with a primary course having *Function in Program Code* 6, 15, 16, 17, 18, 19 (General Studies), the alternate *Course Number* must also be an approved course found on the list of Aligned General Education courses. WTCS Systemwide Aligned General Education System Courses.

Corresponding Data Position Number(s):	13-20 *Course Number*
	25- 26 *Function in Program Code*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*

Edit is bypassed for alternate courses that are in Aid Code 20.

Corrective Action Required: Correct the alternate *Course Number* and resubmit.

Supplemental Information:

Error No. 31
Error Title: INV General Studies Alt Crs (IA)

Short Error Description: A General Studies alternate course must have the same instructional area as the primary course *except* instructional areas 804 and 806 that can be used as alternates to each other.

Corresponding Data Position Number(s):	15-17 *Instructional Area number* (Course Number)
	25- 26 *Function in Program Code*
	33-35 *Alternate Course 1 Instructional Area Number*
	41-43 *Alternate Course 2 Instructional Area Number*

Corrective Action Required: Correct the *Alternate Course* number and resubmit.

Supplemental Information: General Studies courses are courses with a Function in Program Code 6, 15, 16, 17, 18, or 19.

Error No. 32
Error Title: INV Aligned Curr Course

Short Error Description: Aligned Curriculum course does not match a course in the assigned aligned curriculum.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	21-24 *Fiscal Year*
	25-26 *Course Function in Program Code*
	27-30 *Course credits*

Corrective Action Required: Review aligned curriculum requirements and submit with proper course(s).

Supplemental Information:

Error No. 33
Error Title: Aligned Curr – No Alt to Aligned Core

Short Error Description: Alternate courses are not permitted for a course in the Aligned Core of a curriculum.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	21-24 *Fiscal Year*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*

Corrective Action Required: Required: Review aligned course specifications, remove alternate course and resubmit.

Supplemental Information:

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	21-24 *Fiscal Year*

Corrective Action Required: Review the aligned curriculum and resubmit.

Supplemental Information: The district must notify the Course and Curriculum Coordinator which aligned curriculum the district plans to use during the transitional period.

Error No. 36
Error Title: INV Curr Conf - Program AC 10

Short Error Description: Program *Credits*, Course *Function in Program Code*, and course *Aid Code*s must comply with parameters below:

Total Program Credit Range: minimum of 60, maximum of 70
Function in Program of Total Program Credits:
- General Studies (6) minimum of 15 credits, maximum of 30 credits (see below for Instructional Area credit distribution requirements for General Studies:
  o Function in Program Code 15 – 6 credits required
  o Function in Program Code 16 – 3 credits required

o Function in Program Code 17 – 3 credits required
o Function in Program Code 18 and/or Function in Program Code 19 – 3 total credits required, either from both Function in Program Code, or from one or the other Function in Program Code*Instructional Area*
- Electives (4) minimum of 0 credits, maximum of 6 credits (as needed)
- Technical Studies (7) as needed to reach total range of 60-70 credits

Edit is bypassed for cooperating college in a shared program agreement.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*
	27-30 *Credits*

Corrective Action Required: Resubmit curriculum with corrected credit distribution.

Supplemental Information:

Error No. 37
Error Title: INV Curr Conf - Program AC 11

Short Error Description: Program *Credits*, Course *Function in Program Code*, and course *Aid Code*s must comply with parameters below:

Total Program Credit Range: minimum of 9, maximum of 25
Function in Program Percentage of Total Program Credits:
- Advanced Technical (8) minimum of 70% of credits, maximum of 100% of credits
- Occupational Specific (1) minimum of 0% of credits, maximum of 30% of credits
- Occupational Supportive (2) minimum of 0% of credits, maximum of 30% of credits
- Electives (4) 0% of credits

Edit is bypassed for cooperating college in a shared program agreement.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*
	27-30 *Credits*

Corrective Action Required: Resubmit curriculum with corrected credit distribution.

Supplemental Information:

Error No. 38
Error Title: INV Curr Conf - Program AC 30

Short Error Description: Program *Credits*, Course *Function in Program Code*, and course *Aid Code*s must comply with parameters below:

Total Program Credit Range: minimum of 2, maximum of 25
Function in Program Percentage of Total Program Credits:
- Occupational Specific (1) minimum of 70% of credits, maximum of 100% of credits
- Occupational Supportive (2) minimum of 0% of credits, maximum of 30% of credits
- Electives (4) 0% of credits

Edit is bypassed for cooperating college in a shared program agreement.	
Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*
	27-30 *Credits*
Corrective Action Required: Resubmit curriculum with corrected credit distribution.	
Supplemental Information:	

Error No. 39
Error Title: INV Curr Conf - Program AC 31

Short Error Description: Program *Credits*, Course *Function in Program Code*, and course *Aid Code*s must comply with parameters below:

Total Program Credit Range: minimum of 26, maximum of 53
Function in Program Percentage of Total Program Credits:
- Occupational Specific (1) minimum of 70% of credits, maximum of 100% of credits
- Occupational Supportive (2) minimum of 0% of credits, maximum of 30% of credits
- Electives (4) 0% of credits

Edit is bypassed for cooperating college in a shared program agreement.	
Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*
	27-30 *Credits*
Corrective Action Required: Resubmit curriculum with corrected credit distribution.	
Supplemental Information:	

Error No. 40
Error Title: INV Curr Conf - Program AC 32

Short Error Description: Program *Credits*, Course *Function in Program Code*, and course *Aid Code*s must comply with parameters below:

Total Program Credit Range: minimum of 54, maximum of 70
Function in Program Percentage of Total Program Credits:
- Occupational Specific (1) minimum of 70% of credits, maximum of 100% of credits
- Occupational Supportive (2) minimum of 0% of credits, maximum of 30% of credits
- Electives (4) 0% of credits

Edit is bypassed for cooperating college in a shared program agreement.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*
	27-30 *Credits*
Corrective Action Required: Resubmit curriculum with corrected credit distribution.	
Supplemental Information:	

Error No. 41
Error Title: INV ETD Crs

Short Error Description: Embedded Technical Diploma (*Program Aid Code* 30, 31, 32) curriculum must contain parent program primary courses only. No parent program alternate courses are permitted. No additional courses are permitted.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
Corrective Action Required: Curriculum revision necessary. Resubmit curriculum with parent program primary courses only.	
Supplemental Information:	

Error No. 42
Error Title: ETD Contains Alt Crs

Short Error Description: Embedded Technical Diploma (Program *Aid Code* 30, 31, 32) curriculum cannot contain any alternate courses.

Corresponding Data Position Number(s):	04-10 *Program Number*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*

Corrective Action Required: Curriculum revision necessary. Delete alternate courses and resubmit.

Supplemental Information:

Error No. 43
Error Title: ETD Parent Program Curr Not Approved

Short Error Description: For Embedded Technical Diploma (Program *Aid Code* 30, 31, 32) curriculum, the parent program's curriculum must be in approved status.

| Corresponding Data Position Number(s): | 04-10 *Program Number* |
| | 13-20 *Course Number* |

Corrective Action Required: Resubmit curriculum once parent program's curriculum status is approved.

Supplemental Information:

Error No. 44
Error Title: ETD Curr - Elective Crs not Allowed

Short Error Description: Embedded Technical Diploma (Program *Aid Code* 30, 31, 32) curriculum cannot contain elective courses.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*
	25- 26 *Function in Program Code*

Corrective Action Required: Curriculum revision necessary. Resubmit curriculum without elective course number "10-899-XXX" and without *Function in Program Code* "4 – Elective"

Supplemental Information:

Error No. 45
Error Title: INV Path Crs

Short Error Description: WTCS Pathway Certificate (Program *Aid Code* 61) curriculum must be developed from parent program primary courses only. No parent program alternate courses are allowed.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*

Corrective Action Required: Curriculum revision necessary. Resubmit curriculum with parent program primary courses only.

Supplemental Information:

Error No. 46
Error Title: INV Path Crs Term

Short Error Description: WTCS Pathway Certificate (Program *Aid Code* 61) curriculum must be developed from the two first *Term*s (*Term* 01 or 02) of parent program primary courses only. No courses from other *Term*s are permitted.

Corresponding Data Position Number(s):	04-10 *Program Number*
	11-12 *Term*
	13-20 *Course Number*

Corrective Action Required: Curriculum revision necessary. Resubmit curriculum with courses from *Term* 01 and/or 02 only.

Supplemental Information:

Error No. 47
Error Title: Path Contains Alt Crs

Short Error Description: WTCS Pathway Certificate (Program *Aid Code* 61) curriculum cannot contain any alternate courses.

Corresponding Data Position Number(s):	04-10 *Program Number*
	31-38 *Alternate Course 1*
	39-46 *Alternate Course 2*

Corrective Action Required: Curriculum revision necessary. Delete alternate courses and resubmit.

Supplemental Information:

Error No. 48
Error Title: Path Curr - Parent Program Curr Not Approved

Short Error Description: Pathway Certificate (Program *Aid Code* 61) curriculum must be developed from parent program's curriculum in approved status.

Corresponding Data Position Number(s):	04-10 *Program Number*
	13-20 *Course Number*

Corrective Action Required: Resubmit curriculum once parent program's curriculum status is approved.

Supplemental Information:

Error No. 49
Error Title: Path Curr - Elective Course not Allowed

Short Error Description: Pathway Certificate (Program *Aid Code* 61) curriculum cannot contain elective courses.

Corresponding Data Position Number(s):	04-10 *Program Number* 13-20 *Course Number* 25- 26 *Function in Program Code*
Corrective Action Required: Curriculum revision necessary. Resubmit curriculum without elective course number "10-899-XXX" and without *Function in Program Code* "4 – Elective"	
Supplemental Information:	

Error No. 50
Error: SP – Pri College Curr Not Approved

Short Error Description: If a primary college's curriculum has not been approved, the cooperating college(s) curriculum file will be rejected until the primary college's curriculum is approved.

Corresponding Data Position Number(s):	Primary College Curriculum Status
Corrective Action Required:	
Supplemental Information: (Vendor needs to ensure shared cooperating attribute is indicated on the database table.)	

Error No. 51
Error: SP – Coop College Curriculum Exceeds 75% Rule

Short Error Description: A shared program cooperating college curriculum cannot have more than 75% of the total program credits of the primary college program's curriculum.

Corresponding Data Position Number(s):	Compare Cooperating college and Primary college 04-10 *Program Number* 04-05 *Aid Code Program* 13-20 *Course Number* 21-24 *Fiscal Year* 27-30 *Credits*
Corrective Action Required: Contact Education Director.	
Supplemental Information: The WTCS colleges accrediting body (Higher Learning Commission) requires that a student complete no less than twenty-five percent (25%) of the degree credits at the degree granting institution (Primary College). This error indicates that the	

curriculum submitted by the Cooperating College constitutes more than seventy-five percent (75+%) of the total degree credits in the Primary College's curriculum.

Error No. 52
Error Title: Appren Alt Crs Limit Exceeded

Short Error Description: Total alternate course credits in aid code 50 programs can be no more than 30% of total course credits. Total alternate course credits in function codes 10, 11, 12, 13, and 14 can be no more than 30% of total course credits.

Corresponding Data Position Number(s):	04-05 *Aid Code Program*
	25- 26 *Function in Program Code*
	31-38 *Alternate Course 1*
	27-30 *Credits*

Corrective Action Required: Curriculum revision necessary. Correct and resubmit.

Supplemental Information:

The primary courses that have alternates cannot exceed 30% of the curriculum. N is credits

To calculate, divide the sum of total course credits in function codes 10, 11, 12, 13, and 14 by the sum of all alternate course credits in the *Alternate Course Number 1* element for those courses in function codes 10, 11, 12, 13, and 14. Ignore credits listed in *Alternate Course* 2 slot for this calculation. A course can only exist in the *Alternate Course 2* element if a course exists in the associated *Alternate Course 1* element.

Error No. 53
Error Title: INV Program Elective Crs

Short Error Description: Elective courses (10-899-XXX) can only be used in Aid Code 10 programs.

Corresponding Data Position Number(s):	04-05 Aid Code Program Number
	13-20 *Aid Code* (Course Number)
	15-17 Course *Instruction Area*
	18-20 *Course Sequence Number*

Corrective Action Required: Verify the correct *Course Number* is being used and resubmit.

Supplemental Information:

Error No. 54
Error Title: Submission Matches Approved

Short Error Description: Uploaded curriculum is identical to the approved curriculum.

Corresponding Data Position Number(s):	01-46 *All Curriculum Data*

Corrective Action Required: None.

Supplemental Information:

Error No. 55
Error Title: Submission Matches Pending

Short Error Description: Uploaded curriculum is identical to the pending curriculum.	
Corresponding Data Position Number(s):	01-46 *All Curriculum Data*
Corrective Action Required: None.	
Supplemental Information:	

Error No. 56
Error Title: INV Curr Record Format

Short Error Description: The record is missing data elements and cannot be checked for other errors.
Corrective Action Required: Verify the curriculum record has data in the correct positions and resubmit.
Supplemental Information:

Error No. 57
Error Title: INV Program Sequential Number

Short Error Description: Zero ("0") will not be accepted as the first digit of a *Program Sequential Number*	
Corresponding Data Position Number(s):	09-10 *Program Number Sequential Number*
Corrective Action Required: Verify the correct *Program Number Sequential Number* is being used and resubmit.	
Supplemental Information:	

Error No. 58
Error Title: INV Dist Crs

Short Error Description: The curriculum course must exist in the Course Approval data system.	
Corresponding Data Position Number(s):	02-03 District Number
	13-20 Course Number
	21-24 Fiscal Year
Corrective Action Required: Resubmit after the course has been submitted.	
Supplemental Information: Prior to the submission of a curriculum file, all curriculum courses must be uploaded to the course approval data system.	

Edit Warnings

Warning No. 01
Warning Title: SP – Coop College Crs ≠ Pri College Crs

Short Error Description: Cooperating college curriculum course is not found in primary college curriculum.	
Corresponding Data Position Number(s):	Compare cooperating College and Primary College 04-10 *Program Number* 04-05 *Aid Code Program* 13-20 *Course Number* 21-24 *Fiscal Year* 27-30 *Credits*
Corrective Action Required: Review course data and resubmit.	
Supplemental Information: This warning addresses two potential situations. First, the cooperating college must offer the exact course(s) as the Primary district, unless substitutions are approved by Primary college and the WTCS Education Director and reflected on the shared program agreement. Course is defined by matching course title, number, and credit value. While substitution courses may be allowed, a cooperating college cannot offer additional courses to augment the primary college's curriculum.	