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SREB Instructions for reporting Credit Hours

Part 3: Estimated Full Year Credit/Contact Hours and
Full-Time-Equivalent Enrollment

Report all credit/contact hours which could count toward a degree or other award, regardless of whether or not the student is enrolled in a formal program, including credit/contact hours offered through extension centers so long as they meet the above condition. Law school credit hours are to be included in the graduate credit hour count. Also include all credit/contact hours in remedial education, developmental education or continuing education (correspondence, short-course and non-credit study CEU's, etc.), if supported primarily by state/local funding combined with tuition and fees. Credit/contact hours should reflect enrollment at the close of the drop/add period or the state's official reporting date for each of the terms in calendar year 2003. (Please note your census dates in a comment cells.)

Exclude those hours supported by state operating appropriations for health professions education as defined in Part 4. Specifically, Part 3 excludes: (a) credit hours of Specialized institutions; (b) credit hours of medical schools and all other health professions education, including dentistry, optometry, nursing, pharmacy, and allied health professions at all non-Specialized institutions that have medical schools; and (c) credit hours for schools of veterinary medicine.

FTE enrollment will be calculated for the credit/contact hour data. Estimated annual undergraduate credit hours for semester systems will be divided by 30 to derive undergraduate credit-hour FTE; for quarter systems they will be divided by 45. Estimated annual graduate credit hours for semester systems will be divided by 24 to derive graduate credit-hour FTE; for quarter systems they will be divided by 36.

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State	Institution	IPEDS ID #	Institution Category	Undergraduate Credit Hours				Calculated	
				Winter 2003	Spring 2003	Summer 2003	Fall 2003	Total hours 2003	FTE 2003
SC	Clemson University	217882	1		188,010	31,411	201,969	421,390	14,046
SC	University of South Carolina-Columbia	218663	1		215,112	32,176	241,672	488,960	16,299
SC	Winthrop University	218964	3		66,214	7,582	73,181	146,977	4,899
SC	College of Charleston	217819	4		133,052	20,217	138,717	291,986	9,733
SC	The Citadel, the Military College of South Carolina	217864	4		34,255	5,509	36,997	76,761	2,559
SC	Francis Marion University	218061	5		37,970	6,622	43,230	87,822	2,927
SC	Lander University	218229	5		32,396	5,199	35,404	72,999	2,433
SC	South Carolina State University	218733	5		47,688	6,468	52,433	106,589	3,553
SC	Coastal Carolina University	218724	6		68,336	9,181	80,653	158,170	5,272
SC	University of South Carolina-Aiken	218645	6		35,819	5,837	40,383	82,039	2,735
SC	University of South Carolina-Spartanburg	218742	6		51,565	9,551	57,297	118,413	3,947
SC	Greenville Technical College	218113	8		109,582	53,435	125,348	288,365	9,612
SC	Midlands Technical College	218353	8		101,029	40,941	111,154	253,124	8,437
SC	Trident Technical College	218894	8		108,748	52,273	119,577	280,598	9,353
SC	Central Carolina Technical College	218858	9		28,969	13,211	36,104	78,284	2,609
SC	Florence-Darlington Technical College	218025	9		42,321	21,280	44,925	108,525	3,618
SC	Horry-Georgetown Technical College	218140	9		53,465	21,783	57,425	132,673	4,422
SC	Piedmont Technical College	218520	9		47,482	24,083	51,583	123,147	4,105
SC	Spartanburg Technical College	218830	9		43,883	15,942	46,819	106,643	3,555
SC	Tri-County Technical College	218885	9		43,977	18,555	51,294	113,826	3,794
SC	York Technical College	218991	9		37,868	15,004	43,862	96,733	3,224
SC	Aiken Technical College	217615	10		24,394	10,810	26,341	61,544	2,051
SC	Denmark Technical College	217989	10		16,784	4,736	18,630	40,150	1,338
SC	Northeastern Technical College	217837	10		12,095	5,869	12,540	30,504	1,017
SC	Orangeburg-Calhoun Technical College	218487	10		25,330	12,354	28,370	66,055	2,202
SC	Technical College of the Low Country	217712	10		15,519	7,324	17,863	40,705	1,357
SC	University of South Carolina-Beaufort	218654	10		9,605	2,264	10,819	22,688	756

SC	University of South Carolina-Lancaster	218672	10	8,508	1,631	9,113	19,252	642
SC	University of South Carolina-Salkehatchie	218681	10	6,326	906	6,866	14,098	470
SC	University of South Carolina-Sumter	218690	10	10,920	2,559	11,284	24,763	825
SC	University of South Carolina-Union	218706	10	2,671	344	2,679	5,694	190
SC	Willamsburg Technical College	218955	10	5,841	3,602	5,720	15,163	505

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State	Institution	IPEDS ID #	Category	Graduate Credit Hours				Calculated	
				Winter 2003	Spring 2003	Summer 2003	Fall 2003	Total hours 2003	FTE 2003
SC	Clemson University	217882	1		22,976	10,252	24,489	57,717	2,405
SC	University of South Carolina-Columbia	218663	1		48,649	23,528	51,469	123,646	5,152
SC	Winthrop University	218964	3		5,601	4,963	6,702	17,266	719
SC	College of Charleston	217819	4		5,469	4,411	7,080	16,960	707
SC	The Citadel, the Military College of South Carolina	217864	4		9,131	7,308	7,019	23,458	977
SC	Francis Marion University	218061	5		2,134	1,601	2,090	5,825	243
SC	Lander University	218229	5		1,257	1,461	1,096	3,814	159
SC	South Carolina State University	218733	5		5,304	5,045	5,148	15,497	646
SC	Coastal Carolina University	218724	6		3,277	3,798	4,837	11,912	496
SC	University of South Carolina-Aiken	218645	6		525	485	490	1,500	63
SC	University of South Carolina-Spartanburg	218742	6		234	585	341	1,160	48

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TAPE.COURSE REQUIREMENTS

Date Last Revised: 2/08/94

The following information will describe in detail which courses should be included in the TAPE.COURSE file.

Reporting Period. Institutions are to report Course data for the Fall, Spring, and Summer (Summer I and Summer II) semesters. The Course data included in the TAPE.COURSE file is as of the reporting institution's matriculation date and is due at the Commission on October 31, March 25, and August 15, respectively.

Definition of "Course". A "course" is defined as an organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter/semester) and for which credit is usually given.

Definition of "Section". A "section" is defined as a group of students who are scheduled to meet together for instruction as a regularly scheduled, organized class with one or more instructors; OR a group of students assigned to one or more instructors for independent or supervised study (including clinical work, student teaching, thesis supervision, etc.) under a specified course number OR a single student assigned to an instructor for independent study under a specified course number.

Courses to be Included. The TAPE.COURSE file should include courses creditable toward a diploma, certificate, degree, or other formal award. Include courses that are part of a vocational or occupational programs, including courses taught at off-campus centers. Also, include remedial courses such as English 100, Math 100, etc.

Courses to be Excluded. The following types of courses should not be included in the TAPE.COURSE file.

1. Continuing Education courses AND/OR courses providing for Continuing Education Units (CEU's).

Note: Students auditing a course/section should be excluded from the COUR_ENROLL field (which contains the total number of students enrolled for a specified course/section). Refer to page 13.1 of the Data Dictionary.

Note: Students taking a course/section under the South Carolina statute 59-111-15, "Tuition assistance for permanent faculty and staff", should be included in the COUR_ENROLL field. In addition to being reported in the CHEMIS, institutions will continue to report these credit hours (relative to this statute) to the Commission manually on paper. This will enable the Commission to subtract these credit hours, as specified by the statute, prior to computing the Formula. Refer to page 13.1 of the Data Dictionary.

Note: Remedial courses such as English 100, Math 100, etc. should be reported at full credit. Any additional calculations needed for the Formula, concerning Remedial courses, will be performed by the Commission from the full credit hours reported. Refer to page 14.1 of the Data Dictionary.

TAPE.COURSE REQUIREMENTS (cont'd)

Date Last Revised: 11/17/93

Note: The following clarification for Joint Programs specifies which institution receives the headcount enrollment and which institution receives the course credit hours:

Headcount Enrollment (TAPE.STUDENTE)

1. The institution where the student applied for and was accepted into a specific degree seeking program will report the student to the CHEMIS. In other words, the student's home institution where he/she is seeking a degree will report the headcount enrollment unless otherwise specified in a prior agreement, previously approved by CHE, between the participating institutions.

Course Credit Hours (TAPE.COURSE)

1. The institution that sponsors the course (pays the faculty) "owns" the course and will report the credit hours to the CHEMIS unless otherwise specified in a prior agreement, previously approved by CHE, between the participating institutions.

These instructions apply to all existing Joint Programs as well as any new ones approved after November 1, 1993.

Course Update Transactions

Date Last Revised: 4/15/94

FILE NAME	FIELD NAME	TITLE	ATTRIB	START POS	END POS	DATA DICT. PAGE #
TAPE.COURSE (Course Static Data Record)	REC_TYPE	Record Type	1A	1	1	66.1
	DATA_TYPE	Data Type	1A	2	2	21.1
	INST_CODE	Institution Code	6N	0 3	8	41.1
	COURSE_SYMBL	Course Symbol	5A	9	13	16.1
	COURSE_NBR	Course Number	5A	14	18	15.1
	SECT_IDENT	Section Identifier	3A	19	21	78.1
	REPORT_YEAR	Report Year	4N	0 22	25	71.1
	REPORT_SEM	Report Semester	2N	0 26	27	70.1
	ORGAN_UNIT	Organizational Unit				
	PROG_CODE	Program Code	6N	0 34	39	62.1
	PROG_SUFFIX	Program Suffix	3N	0 40	42	63.1
	COUR_LEVEL	Course Teaching Level Identifier	1A	43	43	14.1
	CONT_HOURS	Contact Hours per Week				
	START_DATE	Starting Date	8N	0 48	55	81.1
	END_DATE	Ending Date	8N	0 56	63	26.1
	METH_INSTR	Method of Instruction	2N	0 64	65	49.1
	DIST_LEARN	Distance Learning Code	1A	66	66	25.1
	FILL_1	Filler Field	24A	67	90	34.1

ATTRIBUTE LEDGER

- A = Alphanumeric Format
- N = Numeric Format (Unpacked, Unsigned)

Course Update Transactions (cont'd)

Date Last Revised: 4/15/94

FILE NAME	FIELD NAME	TITLE	ATTRIB	START POS	END POS	DATA DICT. PAGE#
(Enrollment Data Record)	REC_TYPE	Record Type	1A	1	1	66.1
	DATA_TYPE	Data Type	1A	2	2	21.1
	INST_CODE	Institution Code	6N	0 3	8	41.1
	COURSE_SYMBL	Course Symbol	5A	9	13	16.1
	COURSE_NBR	Course Number	5A	14	18	15.1
	SECT_IDENT	Section Identifier	3A	19	21	78.1
	REPORT_YEAR	Report Year	4N	0 22	25	71.1
	REPORT_SEM	Report Semester	2N	0 26	27	70.1
	ENROLL_TYPE	Enrollment Type	1A	28	28	29.1
	COUR_CREDIT	Course Credit Hours	4N	2 29	32	12.1
	COUR_ENROLL	Course Enrollment	4N	0 33	36	13.1
	START_DATE	Starting Date	8N	0 37	44	81.1
	END_DATE	Ending Date	8N	0 45	52	26.1
	FILL_1	Filler Field	38A	53	90	34.1
(Instructor Data Record)	REC_TYPE	Record Type	1A	1	1	66.1
	DATA_TYPE	Data Type	1A	2	2	21.1
	INST_CODE	Institution Code	6N	0 3	8	41.1
	COURSE_SYMBL	Course Symbol	5A	9	13	16.1
	COURSE_NBR	Course Number	5A	14	18	15.1
	SECT_IDENT	Section Identifier	3A	19	21	78.1
	REPORT_YEAR	Report Year	4N	0 22	25	71.1
	REPORT_SEM	Report Semester	2N	0 26	27	70.1
	INSTRUCT_NO	Instructor Number	9N	0 28	36	42.1
	INSTRUCT_PC	Instructor Teaching Percentage	3N	0 37	39	43.1
	START_DATE	Starting Date	8N	0 40	47	81.1
	END_DATE	Ending Date	8N	0 48	55	26.1
	FILL_1	Filler Field	35A	56	90	34.1

Course Update Transactions (cont'd)

Date Last Revised: 4/15/94

FILE NAME	FIELD NAME	TITLE	ATTRIB	START POS	END POS	DATA DICT. PAGE#
(Day/Time Mtg Data Record)	REC_TYPE	Record Type	1A	1	1	66.1
	DATA_TYPE	Data Type	1A	2	2	21.1
	INST_CODE	Institution Code	6N	0 3	8	41.1
	COURSE_SYMBL	Course Symbol	5A	9	13	16.1
	COURSE_NBR	Course Number	5A	14	18	15.1
	SECT_IDENT	Section Identifier	3A	19	21	78.1
	REPORT_YEAR	Report Year	4N	0 22	25	71.1
	REPORT_SEM	Report Semester	2N	0 26	27	70.1
	DAY_WEEK	Days of the Week	7A	28	34	22.1
	START_TIME	Start Time	4N	0 35	38	82.1
	END_TIME	End Time	4N	0 39	42	27.1
	SITE_IDENT	Site Identifier	5N	0 43	47	79.1
	BLDG_IDENT	Building Identifier	6A	48	53	6.1
	ROOM_IDENT	Room Identifier	8A	54	61	74.1
	START_DATE	Starting Date	8N	0 62	69	81.1
	END_DATE	Ending Date	8N	0 70	77	26.1
	FILL_1	Filler Field	13A	78	90	34.1

ATTRIBUTE LEDGER

A = Alphanumeric Format

N = Numeric Format (Unpacked, Unsigned)

TAPE.COURSE contains data for all courses for a given year and semester at institutions, prepared for CHEMIS on a 6250 unlabeled ASCII or EBCDIC formatted tape. Consistent with IBM format, fields are delimited by physical position. Four record types are contained in this file and are identified as follows: Course Static Data Record (DATA_TYPE field = "S"), Enrollment Data Record (DATA_TYPE field = "E"), Instructor Data Record (DATA_TYPE field = "I"), and Day/Time Meeting Data Record (DATA_TYPE field = "M"). Each Course Static Data Record will be followed by one or more instances of the other three record types. The order in which the record types will be reported is: One Course Static Data Record followed by one or more Enrollment Data Records followed by one or more Instructor Data Records followed by one or more Day/Time Meeting Data Records. For all records, REC_TYPE is specified with the constant "C" to aid in identifying the record. If "C" is not present, then a discrepancy will be detected during the edit process. Nulls are represented as all nines for both alphanumeric as well as numeric fields. All fields are mandatory.

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CHEMIS DATA DICTIONARY

DATE CREATED: 7/26/91

DATE LAST REVISED: 6/18/96

DIST_LEARN

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Distance Learning Code

SUPPLIED BY: Institution

DEFINITION: A code which indicates whether or not a course/section is transmitted electronically to the receiver site, including video cassettes.

CODES, CATEGORIES, AND COMMENTS:

Y = Yes

N = No

NOTE: Site Identifier 85000 should be used to designate Distance Education Receiver Sites that are Unknown. This code is only valid for Day/Time Meeting Data Records in the TAPE.COURSE file.

If the SITE_IDENT = 85000, then DIST_LEARN must = Y

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Y,N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Y

CHE USE ONLY

WHERE USED (File): COURSE.STATIC

WHERE USED (Table):

WHERE USED (Tape): TAPE.COURSE

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CHEMIS DATA DICTIONARY

SITE_IDENT

DATE CREATED: 5/23/91
DATE LAST REVISED: 06/30/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Site Identifier

SUPPLIED BY: Institution

DEFINITION:

Facilities: A code designated by the institution to identify the unique physical description of the site where the building is located.

Course: A code designated by the institution to identify the unique physical description of the site where the course/section meets.

Completions: A code designated by the institution to identify the unique site where the degree was earned.

CODES, CATEGORIES, AND COMMENTS:

NOTE: Institutions will provide the CHE with an annual update of all off-campus locations. See Appendix I, CHE list of Site Identifiers.

NOTE: Site Identifier 85000 should be used to designate Distance Education Receiver Sites that are Unknown.

If the SITE_IDENT = 85000, then DIST_LEARN must = Y

Site Identifier 86000 should be used to designate Study Abroad Sites (Outside US) that are Unknown. Site Identifier 87000 should be used to designate Sites (Inside US) that are Unknown.

Site Identifier 88000 = Courses Offered through the Internet

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file must contain a valid Site Identifier.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix I, CHE list of Site Identifiers

FIELD LENGTH: 5

FIELD TYPE: Numeric

ENTRY EXAMPLE: 51102 USC-COLUMBIA (Main Campus)

===== CHE USE ONLY =====

WHERE USED (File): BLDG.TRANS, ROOM.TRANS, COURSE.MEETING, STUDENT.COMPL

WHERE USED (Table): TBL.SITE

WHERE USED (Tape): TAPE.FACIL, TAPE.COURSE, TAPE.STUDENTC