RC Registration File Layout & Codes
USM's Regional Center Enrollment Files
RC courses in Registration file must match to course in RC Course file (like SRS & CIS)

Field Header	Field Length	Data Type	DD#	Description/Definition
Collection_Term	1	digits	DD2	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
Collection_Year	4	digits	DD1	Collection Year (4 digits).
OPEID	8	digits	DD3	Institution Identifier using OPEID codes
Course_Assignment_Location*	2	digits		Use the following Regional Center Codes -- 01 Main Campus, 11=USG; 12=USMH; 13=HEAT; 14=SMHEC; 15=Waldorf; 16=Arundel Mills; 17=Laurel; 18=Eastern Shore, 30=Towson Building, 31 Other Off-campus
Identification_Number_SSN	9	digits	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (blank not valid)
Identification_Number_Type	1	digits	DD6	1 = SSN; 2=Institution Assigned Identifier; 3=ITIN
Local_Campus_Student_Identifier	10	alpha/numeric	DD8	Campus Assigned Student ID
SASID	10	digits	DD9	MSDE assigned Student identifier
Course_Subject	6	alpha/numeric	DD119	Institution's preferred code.
Course_Number	6	alpha/numeric	DD120	Institution's preferred code.
Section_Number	6	alpha/numeric	DD121	Institution's preferred code.
Course_Title		alphabetic	N/A	Institution's preferred code.
Course_Hours	5	decimal	DD127	Number of hours attempted for this course. *NOTE: Format change to include decimals ex. 12.00*
Term_Attendance	1	digits	DD111	Full or part-time status of student for term reported.
Term_Student_Level	2	digits	DD35	Student's level based on credits
Program_Taxonomy	6	digits	DD31	MHEC's academic program code - HEGIS
Degree_Sought	2	digits	DD30	Degree code associated with program taxonomy that student is seeking or non-degree.
First_Name	35	alphabetic	DD11	
Last_Name	35	alphabetic	DD10	
RC_Program_Flag*	2	digits	DD126	Enrolled in a Regional Center Based Program* -- 11=USG; 12=USMH; 13=HEAT; 14=SMHEC; 15=Waldorf; 16=Arundel Mills; 17=Laurel; 18=Eastern Shore

* Flags students enrolled in Regional Center Based Programs which offer all of their courses at one regional center - do not flag students supplementing their home campus program with one or two courses at a regional center.

Meant to distinguish between, for example, a "visiting" Shady Grove student who is taking a few courses at SG but is in a program based at UMCP, and a Shady Grove student who is in a program based at SG and takes the majority of courses at SG.

** Towson should used Instructional Location code = 30 for the Towson Building on Harford CC Campus

DD126 - Instructional Location Codes
01=main campus
02=branch campus
11=RHEC: The Universities at Shady Grove (Rockville)
12=RHEC: University System of Maryland Hagerstown (Washington Co.)
13=RHEC: Higher Education & Applied Technology Center (HEAT), Aberdeen
14=RHEC: Southern Maryland Higher Education Center, California
15=RHEC: Waldorf Center for Higher Education (Charles Co.)
16=RHEC: Anne Arundel Community College at Arundel Mills
17=RHEC: Laurel College Center (Prince George's Co.)
18=RHEC: Eastern Shore Higher Education Center, Wye Mills
31=other off-campus site
51=fully online

Layout Updated 6/05/15 --Revised to Allign with MAC2 Files. To be implemented for Summer/Fall '15 Data.
Document Updated 7/15/16 -- Added headers

RC Course File Layout & Codes
USM's Regional Center Enrollment Files
RC courses in Course file must match to courses in RC Registration file (like SRS & CIS)

Field Header	Field Length	Data Type	DD#	Description/Definition
Collection_Term	1	digits	DD2	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
Collection_Year	4	digits	DD1	Collection Year (4 digits).
OPEID	8	digits	DD3	Institution Identifier using OPEID codes
Course_Assignment_Location	2	digits		Use the following Regional Center Codes -- 01 Main Campus, 11=USG; 12=USMH; 13=HEAT; 14=SMHEC; 15=Waldorf; 16=Arundel Mills; 17=Laurel; 18=Eastern Shore, 30=Towson Building, 31 Other Off-campus
Home_Institution_Term		digits	N/A	
Course_Subject	6	alpha/numeric	DD119	Institution's preferred code.
Course_Number	6	alpha/numeric	DD120	Institution's preferred code.
Section_Number	6	alpha/numeric	DD121	Institution's preferred code.
Course_Title		alphabetic	N/A	Institution's preferred code.
Course_Hours	5	decimal	DD127	Number of hours attempted for this course. *NOTE: Format decimals ex. 12.00*
Class_Room_Type	1	digits	N/A	Type of classroom needed for instruction; 1 - classroom; 2 - computer lab; 3 - special use lab; 4 - conference room; 5 - multipurpose room; 6 - online or other -- *Must be code 1-6*
Days	7	alphabetic	N/A	Days that the course is schedule (MTWRFSU) -- *include spaces (Ex. M W F), null if unknown*
Max_Enrollment		digits	N/A	Maximum enrollment for the course
Begin_Time		digits	N/A	Class begin time -- *time format HHMM in military time (ex. 1300), null if unknown*
End_Time		digits	N/A	Class end time -- *time format HHMM in military time (ex. 1300), null if unknown*
Start_Date		date	N/A	Start date of course - *date format YYYYMMDD, null if unknown*
End_Date		date	N/A	End date of course - *date format YYYYMMDD, null if unknown*
Building		alpha/numeric	N/A	RC Building code
Room		alpha/numeric	N/A	RC Room code
Faculty_First_Name		alphabetic	N/A	Faculty First Name
Faculty_Last_Name		alphabetic	N/A	Faculty Last Name
Faculty_Phone_Number		alpha/numeric	N/A	Faculty telephone number
Faculty_Email_Address		alpha/numeric	N/A	Faculty email address
Current_Course_Enrollment		digits	N/A	Current Course enrollment
Course_Status_Flag		alpha/numeric	N/A	Course Status (Active, Cancelled, Pending)
Instructional_Location*	2	digits	DD126	Use the following Regional Center Codes -- 01 Main Campus, 11=USG; 12=USMH; 13=HEAT; 14=SMHEC; 15=Waldorf; 16=Arundel Mills; 17=Laurel; 18=Eastern Shore, 30=Towson Building, 31 Other Off-campus; **51 'Online'**
Faculty_Assignment	2	digits		Use the following Regional Center Codes -- 01 Main Campus, 11=USG; 12=USMH; 13=HEAT; 14=SMHEC; 15=Waldorf; 16=Arundel Mills; 17=Laurel; 18=Eastern Shore, 30=Towson Building, 31 Other Off-campus

* Towson should used Instructional Location code = 30 for the Towson Building on Harford CC Campus

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Document Updated 7/15/16 -- Added headers and format instructions for Days, Times & Dates