

***Revised Extract of the***  
**Course and Section Analysis**  
**(CASA)**

**Manual of Specifications and**  
**Instructions**

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# INTRODUCTION

This manual sets forth specifications for campus participation in the State University of New York's Course and Section Analysis System. This system contains records for each and every section of every course taught at the participating campuses. The course data, as supplied by each campus, is combined with personnel files, physical space files and accounting files to produce a multitude of reports pertaining to the instructional activity within the system.

# CASA COURSE FILE

## GENERAL INFORMATION

From a campus viewpoint, the course file is a collection of records that describe the campus' activities, which directly produce credit hours or their equivalents. For this purpose, a "snapshot" is taken at a time when the initial flurry of adding and dropping courses has ceased, the registration files have been adjusted, and a stable situation exists within each course and section.

Some required courses such as physical education, music ensembles, and courses in "risk admission" programs (non-credit remedial courses) carry no credit hours, but are nonetheless reported in the CASA system with an assigned equivalent credit. Credit hour producing activities such as study abroad programs, sections taught by administrators or other off-campus contributors are reported on the input document but may require some special treatment. Courses in Continuing Education or General Studies that produce credit hours or their equivalents are reported while non-credit courses that do not receive credit are not reported.

The format of the course file submitted remains similar to what was developed when the system was first put into place in the early 1970's. At that time, some institutions submitted the file on 80 column IBM cards. Now, practically all files are submitted on magnetic tape by the institutions, but the format remains as it was, in that it takes two 80-byte records to fully describe each section meeting. One should note that while much of the data remains the same as when the system was developed, changes over this time period have occurred which have required modifications to the size of some of the elements, additions and deletions. For example, there no longer is an element number "2" in the file at present.

The two records submitted for each section meeting comprise the first 160 bytes of the 1100 byte record created by the CASA system to describe each meeting. The remaining elements in the master file are created through computations, edits performed on the input data, or extraction of pertinent elements from the personnel, physical space inventory, or accounting files. Each time the master file is updated, each and every record on that file is recreated even though in most instances a given record will be the same at the end of the update as it was at the beginning.

## ELEMENT DESCRIPTION

The following pages define the pertinent elements that the Cornell must supply and submit to SUNY. Descriptions and editing rules are supplied for each data element.

CASA COURSE FILE

(As Submitted by the DEPARTMENT to IRP)

DATA ELEMENTS  
NUMERICAL ORDER

Element	NAME	PAGE
3	HEGIS CODE .....	6
5	COURSE NAME .....	7
6	COURSE LEVEL .....	8
7	REQUIRED PAGE .....	9
8	REQUIRED LINE .....	9
9	LINE TYPE .....	10
10	COURSE NUMBER .....	12
11	SECTION NUMBER .....	13
12	INSTRUCTION TYPE .....	14
15	CREDIT HOURS .....	16
17	BUILDING .....	17
18	ROOM .....	18
19	DAYS .....	19
20	BEGIN TIME .....	20
21	END TIME .....	21
23	SPACE REQUIREMENT .....	22
25	CARD CODE .....	23
30	FACULTY CONTACT HOURS .....	24
31	STUDENT CONTACT HRS .....	25
32	ENROLL TOTAL .....	26
33	ENROLL LOWER .....	26
34	ENROLL UPPER .....	26
35	ENROLL PRO .....	26
36	ENROLL G1 .....	26
37	ENROLL G2 .....	26
38	EMPLOYEE IDENTIFICATION NUMBER .....	28
39	INSTRUCTOR NAME .....	29
40	CARD CODE 2 .....	30

CASA COURSE FILE  
(As Submitted by the DEPARTMENT to IRP)

DATA ELEMENTS  
ALPHABETICAL ORDER

Element	NAME	PAGE
20	BEGIN TIME .....	20
17	BUILDING .....	17
25	CARD CODE.....	23
40	CARD CODE 2.....	30
6	COURSE LEVEL.....	8
5	COURSE NAME .....	7
10	COURSE NUMBER.....	12
15	CREDIT HOURS.....	16
19	DAYS .....	19
21	END TIME .....	21
36	ENROLL G1 .....	26
37	ENROLL G2.....	26
33	ENROLL LOWER.....	26
35	ENROLL PRO .....	26
32	ENROLL TOTAL .....	26
34	ENROLL UPPER .....	26
30	FACULTY CONTACT HOURS .....	24
3	HEGIS CODE.....	6
12	INSTRUCTION TYPE .....	14
39	INSTRUCTOR NAME .....	29
9	LINE TYPE.....	10
8	REQUIRED LINE .....	9
7	REQUIRED PAGE .....	9
18	ROOM .....	18
11	SECTION NUMBER.....	13
38	EMPLOYEE IDENTIFICATION NUMBER.....	28
23	SPACE REQUIREMENT .....	22
31	STUDENT CONTACT HRS .....	25

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NAME: HEGIS CODE

FIELD 3

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**Description:**

The 4-digit HEGIS Discipline Code which identifies the content of the course. Only one discipline code may be assigned to a course, and it must indicate the main content of the course. As this entry describes the area of knowledge of the course, it is not necessarily related to the department teaching the course, the degree program that requires it, or the background of the students taking the course.

Discipline division 49 (interdisciplinary) should be used for courses that involve more than one major discipline without primary concentration in any one area. It is not intended as a "catch all" for courses whose students vary in background. Orientation courses are typically classified as interdisciplinary.

Discipline divisions 50-55 are used in technology courses typically offered through the SUNY Colleges of Technology/Agriculture. Discipline divisions 01-49 are used for general studies courses available at all campuses. At the Technology/Agriculture Colleges, some courses may fit into either series of disciplines. When this is the case, choose the series based on the degree program requiring the course. For example, a course in computer programming could be classified as 0704 or 5103. If the course is required for an A.A.S. degree in Aerospace Technology, assign 5103; if required for an A.A. degree in Business Administration, code 0704 should be used. When cases are not as clear-cut, individual judgment should be used based on knowledge of the course content and other information.

**Use:**

Main element used to generate intercampus comparisons.  
To index HEGIS taxonomy file.

**Editing:**

Field must be numeric.  
Field must be filled in.  
Discipline Division and Specialty must match taxonomy.  
Discipline on C-line(s) must be the same as the A- or B- line.  
Discipline must be the same on all A- and B- lines in the course.

**Comments:**

See Appendix A for valid codes.  
Any addition or change to a HEGIS code must be reviewed and approved by the college Dean's Office prior to course file submission to IRP.

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NAME: COURSE NAME

FIELD 5

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**Description:**

When combined with Field 10 (COURSE NUMBER) a 16-character course identifier gives a unique identification to each course. The 16-character combination should contain information similar to the catalog identification of the course, if possible.

This field will be left justified and all blanks removed.

The COURSE NUMBER itself is an up-to-10 character code that identifies the department and college on campus.

Position	Represents
1	College
2	Position 2 remains a zero
3	Position 3 remains a zero
4	Position 4 & 5 signify numeric department
5	Position 4 & 5 signify numeric department
6 – 10	Alpha department

Example: 10023ABEN = CALS, Department 123, Department of Agricultural and Biological Engineering

**Use:**

To uniquely identify each course.

To group all records of the course together for cost and enrollment analysis.

Linkage used when the Student Data File records are matched to CASA records to produce an Induced Course Load Matrix.

**Editing:**

Entry on C-line must be the same as on previous A- or B-line.

**Comments:**

Most reports do not print this field for COURSE-ID-PREFIX (Field 10, COURSE-ID-PRINT is printed) but all programs use all 16 characters to identify a unique course.

The departments will NOT need to edit this field (Cell-protected).

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NAME: COURSE LEVEL

FIELD 6

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**Description:**

An alphabetic code which identifies the level of student at which the course is primarily directed.

It is a function of the course content, not the students actually taking the course. Acceptable levels are:

L	lower division undergraduate
U	upper division undergraduate
G	graduate
M	mixed (combination of above. Used infrequently)

**Use:**

To determine FTE workload.

**Editing:**

Entry must be L, U, G, or M.

Entry on C-line must be same as previous A- or B- line.

Entry for each line of course should be the same.

**Comments:**

The departments will not need to edit this field (Cell-protected).

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NAME: REQUIRED PAGE and REQUIRED LINE

FIELDS 7 & 8

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**Description:**

Combined, these two fields provide a 7-digit sequence number for each pair of records submitted. The seven digits are divided into a 4-digit page number and a 3-digit line number. The page and line numbers as entered should be incremented by 10 so that additional lines and pages may be inserted if necessary during the file maintenance procedures.

The maximum number of lines per page is 999, the maximum number of pages is 9910. Pages 0000 and 9991-9999 are reserved for use by the CASA programs.

**Use:**

To reference each line during update procedures.  
To identify the A- or B-line to which a C-line belongs.  
For sorting, so that data verification reports will be meaningful to the campus.

**Editing:**

Both fields must be numeric; leading zeroes must be used when needed to fill the field so as the fields contain no blanks. When changing a line, the PAGE and LINE must match exactly a PAGE and LINE on the existing old file. An error in these fields will cause the entire record to be rejected.

**Comments:**

The departments will not need to edit these fields (Cell-protected).

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NAME: LINE TYPE

FIELD 9

**Description:**

An alpha-character that represents the first line describing a section (A or B) or subsequent lines that further describe the section (C for continuation). CASA uses the definition of section that is issued by NCHEMS, i.e., "A section is a group of students assembled for instruction in a regularly scheduled meeting of a course. Separate sections are identified for each different type of instruction, even though the same group of students is involved." (CASA does not require a different section identifier for each section of a course but it does require each section to be identified by an A or a B.)

The first line of a section is identified by an A or B. Any additional information that is required to describe a section is entered on subsequent C-lines. C-lines are used to show team teaching, alternate instruction by different instructors, or interdepartmental offered courses.

C-lines are NOT used to show alternate instruction types, and multiple listed courses.

Most lines in the report are identified by B. For B-lines, total course enrollment is obtained by accumulating section enrollment for each instruction type separately. Use A-lines only if course enrollment cannot be determined in this manner; if course enrollment cannot be accumulated from the multiple sections of each instruction type (as with B-lines), then use an A-line to define the first line of the course. By default, A-line enrollment will automatically be used as the total course enrollment.

Example 1. Multi-instructional-type course using B-lines only (For Enrollment definitions, see page 26-27):

Line Type	Instruc Type	Course #	Section #	Total Enroll	Lower	Upper	Prof	G1	G2
B	1	A102	010	100	050	025	000	025	000
B	3	A102	010	050	025	013	000	012	000
B	3	A102	020	050	025	012	000	013	000
B	4	A102	010	075	050	025	000	000	000
B	4	A102	020	025	025	000	000	025	000

1. The accumulation of enrollment for each of the instruction types (3 & 4, respectively) equals the total enrollment from instruction type 1 of the same course (Course A102).
  - a. Instruct Type 3 enroll: 50 (Section 010) + 50 (Section 020) = 100 (Total Enroll from Instruct Type 1)
  - b. Instruct Type 4 enroll: 75 (Section 010) + 25 (Section 020) = 100 (Total Enroll from Instruct Type 1)

Example 2. Multi-instructional type course using A-lines, B-lines & C-lines:

Line Type	Instruc Type	Course #	Section #	Building	Total Enroll	Lower	Upper	Prof	G1	G2
A	1	A123	010	1234	025	025	000	000	000	000
B	4	A123	010	CAMP	013	013	000	000	000	000
B	4	A123	020	CAMP	012	012	000	000	000	000
B	4	A123	030	1234	025	025	000	000	000	000
C	4	A123	030	1234	025	025	000	000	000	000

1. There are two sections of the course lab portion offered off-campus (CAMP).
2. The lab session on campus (Building 1234) is shared equally between two instructors; thus, a C-line is employed (Instructor information not shown in example).
3. Without the A-line to define the first line of the course (Instruc 1), the enrollment in the three lab sessions would be added together to obtain an enrollment of 50 (12+13+25) for the course rather than the actual 25 enrolled.

**Use:**

To define a section.

**Editing:**

Must contain A, B, or C. The first line of the report must contain A or B. An error in this field will cause the entire line to be rejected.

**Comments:**

A C-line must immediately follow the A- or B-line to which it applies.

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NAME: COURSE NUMBER

FIELD 10

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**Description:**

An up-to-6 character identifier for the course. When combined with Field 5 (COURSE NUMBER) the 16 resulting characters must uniquely identify each course on the campus. The six characters entered in this field should provide a quick, human readable identifier of the course related to the catalog.

This field will be left justified and all blanks removed.

For Cornell departments, this field is only a 4-character identifier. The first character signifies the college, and the remaining 3 digits represent the course number (as related to the course catalog).

<u>1<sup>st</sup> Character</u>	<u>College</u>
A	CALS
H	CHE
I	ILR

For example:

A101 = CALS, Course 101

**Use:**

SEE FIELD 5.

**Editing:**

This entry may NOT be left blank.

The entry on a C-line must be the same as the previous A- or B- line.

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NAME: SECTION NUMBER

FIELD 11

---

**Description:**

A 3-character identifier of the section of the course. Each A-line or B-line of the course usually has a different section identifier; however, it is possible, for example, to have a lecture and laboratory section in the same course with the same section identifier.

This field will be left justified and all blanks removed.

**Use:**

To provide control of the report at the campus level.

**Editing:**

This entry must not be blank.

The entry on the C-line must be the same as the previous A- or B-line.

Two A-lines or B-lines may not have the same course ID, section ID, and instruction type.

**Comments:**

Please use leading zeroes when necessary.

The decimal point is assumed within the 3 digits. For example:

010 = Section 1

100 = Section 10

Any additional sections need to be added to the end of your departmental course listing.

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NAME: INSTRUCTION TYPE

FIELD 12

---

**Description:**

A code that describes the primary mode of instruction in the section. Only one instruction type may be reported for a section. The acceptable entries in this field are:

- 1 - Lecture
- 2 - Seminar
- 3 - Recitation
- 4 - Laboratory or activity
- 5 - Tutorial
- 6 - Independent study
- 7 - Programmed
- 8 - Teacher Education
- 9 - Distance Learning

A description of each code follows. If you should have a situation that cannot be resolved by these codes, please contact IRP for assistance.

**Use:**

To determine course enrollment.

To cost different instruction types.

All instruction types employed within a given course, along with the associated student contact hours for each type of instruction and the credit value for the course, are used to determine if the required relationship of contact hours to student credit hours is being met.

**Editing:**

Must be a digit from 1 to 9.

Value on C-line must be the same as the value on the previous A- or B-line.

**Comments:**

Description of codes used:

CODE      INSTRUCTION TYPE

- 1      **Lecture:** The lecture type of instruction can be associated with large or small groups of students. The purpose of the meeting is to have new material presented by the instructor. In any lecture section, it is likely that some discussion will take place and that discussion will more readily occur in the smaller sections; such discussion is not the purpose of the meeting.

**Field #**      **Field Name**  
**12**            **INSTRUCTION TYPE**  
Comments - continued

CODE        INSTRUCTION TYPE

2      **Seminar:** In contrast to lecture, the seminar is associated with relatively small groups of students. It would not usually have sub-sections associated with it. Students are likely to be required to prepare and present material during the meetings.

3      **Recitation:** Recitation usually takes place as small groups meeting in subsections of a large lecture section. The purpose of a recitation section is usually to review material presented in an earlier meeting of the course. The presentation of new material is not the primary purpose of the meeting. Quiz and discussion sections are of this type.

4      **Laboratory or Activity:** Laboratory type instruction describes an aggregate of individual activity under supervision as a group. The meeting place has substantial facilities, instruments or equipment peculiar to the purpose of the meeting and for specific use by the individual student. Example: Science laboratory.

Like laboratory, an activity describes an aggregate of individuals under supervision as a group. In contrast to laboratory, the groups serves in a consultative role to the individual or the group collaborates to produce a specific result. Example: Dramatic Arts.

5      **Tutorial:** Tutorial instruction is individual activity under supervision as individuals. The teacher functions as a consultant or as a tutor for the students, but meets with his/her students strictly on a one to one basis. As a consultant, the teacher meets periodically or sporadically for the purpose of providing criticism, review, or planning. As a tutor, the teacher and the student generally meet at regularly scheduled times although the instruction is not officially scheduled. (This type of instruction is often combined with instruction type 6.) Examples of tutorial instruction are: thesis courses, science research, reading courses, student teaching.

6      **Independent Study:** Independent study instruction is study where the student works with minimal faculty direction. When a student receives advisement with respect to this type of study, the advisement portion is reported as tutorial instruction. Therefore, Independent study sections report no faculty member. Examples include: music practice study, independent research, student teaching.

7      **Programmed Instruction:** is instruction which occurs through programmed materials and includes computer assisted instruction, televised courses, and other instruction where material is presented to students by preplanned automated procedures.

8      **Teacher Education**

9      **Distance Learning:** this instruction type that occurs when a course is either offered on your home campus (Native) OR from an away campus (Non-Native), see Credit Type "Z". This will count the credit hours the same as instruction type 7, programmed instruction. All courses must be offered for credit.

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NAME: CREDIT HOURS

FIELD 15

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**Description:**

The credit hour value for the section, reported to tenths of one credit hour. A decimal point is assumed. Credit hours are usually shown only on the A- or B-line for the section. Credit hours are blank or zero on C-lines except for variable credit courses.

The credit hours for a course are usually shown on one instruction type. For example, a 3-credit-hour course that has a lecture and a laboratory usually reports the lecture as 3.0 credit hours and the laboratory as 0.0 credit hours. Alternatively, the same course could be reported as 2.0 credit hours for the lecture and 1.0 credit hours for the laboratory.

**Use:**

To determine SCHR.  
To determine FTE workload.  
To determine section enrollment.

**Editing:**

A-lines and B-lines must have a non-blank entry (zero acceptable).  
The entry must contain only digits and leading zeroes. For example, 010 = 1.0 credit.  
The credit hour value should not exceed 10 credits/student.  
Courses with the same COURSE NAME and COURSE NUMBER should have the same credit hours.  
Credit hours should be zero on a C-line.

**Comments:**

Variable Credit courses may be reported in two ways:

- 1 - Use more than one line to describe the section. The different credit values are entered on separate lines and fields 32 through 37 indicate the number of students enrolled for the credit listed
- 2 - Enter the sum of the credit hours generated by all registered students at all credit values in the Credit Hours (Field 15) of the A-lines and B-lines only. This method should not be used when G2 or first professional students are present in the course.

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NAME: BUILDING

FIELD 17

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**Description:**

The building abbreviation describes the location of the class reported on this line. The entry must exactly match the physical space inventory (PSI) file for your campus. If the exact building cannot be determined, one of the special abbreviations listed may be used instead: ABROAD, CAMP, FIELD, HOME, HSPTAL, LBRY, RESID, SCHOOL, TRIP, URBAN. ROOM (Field 18) must be blank if a special abbreviation is used.

See: Appendix D, BUILDING CODES, for more details.

**Use:**

Physical space utilization reports.  
Checks for consistency of data.

**Editing:**

Building must match PSI file or be a special abbreviation.  
An entry must be present on an A- or B-line.  
If BUILDING has an entry from the PSI file, and there is no ROOM entry,  
SPACE-REQUIRED must have an entry.  
If BUILDING has an entry of CAMP, SPACE REQUIREMENT must have an entry and  
ROOM must be blank.  
If BUILDING has one of the other remaining special abbreviations, ROOM must be blank.

**Comments:**

See Appendices B and C for Cornell's State Owned Facilities.  
Only Contract College building codes are allowed. If a course takes place in a non-contract building, use CAMP as the code, leave ROOM blank, and enter a code for SPACE REQUIREMENT.

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---

NAME: ROOM

FIELD 18

---

**Description:**

The room designation describes the location of the class reported on this line. The entry **must match exactly** the physical space inventory (PSI) file for your campus. If the exact room cannot be identified, enter the proper building in the BUILDING field, leave this field blank, and place an entry in the SPACE REQUIREMENT field.

**Use:**

Physical space utilization reports.  
Check for consistency of data.

**Editing:**

ROOM must match PSI file.  
ROOM should be instructional space.  
Do not make an entry in ROOM if BUILDING is left blank.  
Do not make an entry in ROOM if a special building abbreviation is specified.

**Comments:**

If a course takes place in a non-statutory building, use CAMP As the code, leave ROOM blank, and enter a code for SPACE REQUIREMENT.

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NAME: DAYS

FIELD 19

---

**Description:**

The abbreviation of the day(s) of the week that the class meets. DAYS must use the abbreviations listed below and list the days in the order in which the days occur as shown below. The abbreviations may be separated by spaces to improve readability or to ease computer programming. The acceptable abbreviations are:

Sunday	N
Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S

If this field is left blank on a C-line, and a BEGIN TIME and END TIME are also blank, the value entered on the previous A- or B-line will be used.

**Use:**

- Check for consistency of data.
- Check for classes meeting at the same time.
- Audit controls of the report.
- Physical space utilization reports.

**Editing:**

- Must contain an acceptable abbreviation.
- Must contain an entry if clock time is entered in BEGIN TIME.

**Comments:**

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---

NAME: BEGIN TIME

FIELD 20

---

**Description:**

A 4-digit, 24-hour clock time which represents the scheduled beginning time of the class reported on the line, e.g., 8:30 A.M. is reported as 0830 and 8:30 P.M. is reported as 2030.

If the instruction is unscheduled or unknown, report DAY for instruction meeting before 6:00 P.M., report EVE for instruction meeting after 6:00 P.M., and report MIX for instruction which is 80 percent DAY and 20 percent EVE.

If this field is blank, MIX is assumed.

This field reports hours and minutes.

**Use:**

Physical space utilization reports.

Check for classes meeting at the same time.

Audit controls of the report.

New York State Education Department survey on credit hours taught by time of day.

**Editing:**

BEGIN-TIME must be less than END-TIME.

BEGIN-TIME must have an entry if DAYS has an entry.

Should have an entry on all A- and B-lines.

BEGIN-TIME should be after 6:00 A.M.

BEGIN-TIME must be between 0000 and 2400.

END-TIME minus BEGIN-TIME greater than four hours should be avoided.

**Comments:**

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---

NAME: END TIME

FIELD 21

---

**Description:**

A 4-digit, 24-hour clock time that represents the scheduled end time of the class reported on the line. If BEGIN-TIME has an entry of DAY, EVE, MIX, or blank, this field must be blank.

The value reported for END-TIME must not include class break time, i.e., an "on-hour" class that meets at 10:00 A.M. must be reported as 1000-1050 not 1000-1100.

If a numeric value is entered in BEGIN-TIME and END-TIME is left blank, a value of BEGIN-TIME plus 50 minutes will be used.

This field reports hours and minutes.

**Use:**

See field 20, BEGIN-TIME.

**Editing:**

END-TIME must be less than 2400.

END-TIME should be less than 2200.

END-TIME minus BEGIN-TIME should be less than four hours.

**Comments:**

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NAME: SPACE REQUIREMENT

FIELD 23

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**Description:**

An entry that specifies the type of space most desirable for instruction. An entry is required whenever "CAMP" is entered in BUILDING. An entry is also required when an actual BUILDING abbreviation is entered and ROOM is not entered.

An entry may be made in this field to indicate the type of facility that is more suitable.

**Use:**

Physical space reports.

**Editing:**

Must be an acceptable code (A through L or 1 through 9).

**Comments:**

See Appendix E, SPACE UTILIZATION for more information on codes.

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NAME: CARD-CODE

FIELD 25

---

**Description:**

A code used to separate the two records that are required to contain the data on each line of the report. Two records are required to create a single line.

During file maintenance, the following codes are used:

X: Will edit the course line in question, causing all fields with data present to replace fields formerly on the master file for this line.

**Use:**

File maintenance bookkeeping.

**Editing:**

CARD CODE must be X and the requested action must be consistent with the data already on the file.

You cannot Add or Delete a course listing.

**Comments:**

See CARD CODE 2.

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NAME: FACULTY CONTACT HOURS

FIELD 30

---

**Description:**

A 4-digit number which specifies the number of hours and hundredths of an hour spent by the faculty member in contact with the students reported on this line. Contact hours are computed as follows:

- 1 - 50 minutes = 1 contact hour
- 2 - 50 is the divisor in calculations
- 3 - Calculate total weekly clock minutes of session
- 4 - Subtract number of minutes "break" time
- 5 - Divide net clock minutes by 50 to get weekly contact hours

Example: A laboratory meets Tuesday from 1:00 P.M. to 4:00 P.M.

- a) 1 to 4 = 3 hours x 60 minutes/hour = 180 clock minutes
- b) 180 - 20 minutes break time = 160 net clock minutes
- c) 160/50 = 3.2 weekly contact hours
- d) Input 3.2 weekly contact hours as 0320 (decimal point assumed).

Preparation time or office hours are NOT to be included in this data.

For classes that meet less than a full semester, this field will contain the weekly contact hours for the time period during which the class meets. No adjustments should be made to prorate the time to a full semester as this is done within the CASA programs. For sections that meet for fewer (or greater) than 15 weeks a semester, contact hours are prorated using 15 weeks as a base.

**Use:**

Workload studies.  
Prorating cost data.  
Unit costing.

**Editing:**

Must be numeric if an entry present in SOCIAL-SECURITY-NUMBER.  
May not have an entry if SOCIAL-SECURITY-NUMBER is blank.  
Use leading zeroes when necessary.

**Comments:**

CASA does not calculate contact hours; they must be calculated by the institution and reported in CASA.

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NAME: STUDENT CONTACT HOURS

FIELD 31

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**Description:**

A 4-digit number which specifies the number of hours and hundredths of an hour spent by each student reported on the line in contact with instruction or facilities. The value entered is usually the same as entered in Field 30 (FACULTY CONTACT HOURS) but may differ in some lines wherein the instructor is not in full supervision of the students.

If this field is blank, and there are no C-lines reported in the section, the value will be taken from Field 30. If zero is entered in this field, the zero will be used.

**Use:**

Physical space utilization reports.  
Prorating of cost data.  
Unit costing.

**Editing:**

Total must not be zero for a section.  
Value must be numeric.

**Comments:**

See Field 30 (FACULTY CONTACT HOURS) for methodology in computing this field.

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NAME: ENROLLMENT (6 fields)

FIELDS 32 - 37

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**Description:**

<u>FIELD</u>	<u>NAME</u>
32	ENROLLMENT-TOTAL
33	ENROLLMENT-LOWER-DIVISION-UNDERGRADUATE
34	ENROLLMENT-UPPER-DIVISION-UNDERGRADUATE
35	ENROLLMENT-FIRST-PROFESSIONAL
36	ENROLLMENT-G1 (Beginning Graduate)
37	ENROLLMENT-G2 (Advanced Graduate)

Field 32 is the sum of Fields 33 through 37

Do NOT report auditors or post-doctoral students.

Enter in each of Fields 33 through 37 the number of students in each category who are enrolled in the section reported on the line according to the following definitions:

Lower Division Students in a program -

- a. In Bachelor's Programs -- a student in a Bachelor's program who has completed less than half of his/her degree requirements. Because credit requirements may vary from program to program, the number of accumulated credits separating lower division undergraduates from upper division students may also vary from program to program.
- b. In programs below the Bachelor's level -- an Undergraduate student in a diploma, certificate or Associate degree program is reported as a lower division student with the exception of the Nurse Midwifery program at the Health Sciences Center at Brooklyn, the Physician's Associate program at Health Sciences Center at Stony Brook, and the Nurse Practitioner program at the Health Sciences Center at Syracuse which are upper division programs.

Not in a program -

- a. Four-year institutions -- if your institution uses a credit hour criterion to separate lower and upper division students in a program, then that same criterion should be used to divide students who are not in a program into lower and upper division. If your institution does not use a credit hour criterion, then a lower division student is an undergraduate student who has completed 56 or less semester hours (or 84 or less quarter hours.)
- b. Two-year Institutions -- all not-in-a-program students are lower division.

**Field #    Field Name**  
32 - 37    ENROLLMENT (CONTINUED)

Upper Division Student --

In a program -- a student in a Bachelor's program who has completed one-half or more of their program's credit requirements.

Beginning Graduate Student -- a student who meets any one (or more) of the following conditions:

- a.    A student in a doctoral degree program or graduate certificate program who has accumulated less than 24 semester credit hours beyond their bachelor's degree and who does not hold a master's degree in any field.
- b.    A student in a first-professional degree program.
- c.    A graduate student in a master's degree program.
- d.    A graduate student not admitted to a formal program.

Advanced Graduate Student -- A student in a doctoral degree program or advanced certificate program who:

- a.    holds a master's degree in any field, or who
- b.    has accumulated 24 or more semester credit hours beyond their bachelor's degree.

**Use:**

Computation of SCHR, WSCOH.  
Unit Costing.  
Prorating of cost data.

**Editing:**

Field must be numeric.  
Total (Field 32) must equal the sum of breakdown values.  
Total must not be zero or blank on A- or B-line.  
First Professional enrollment may not be present in schools that have no First Professional students.  
G2 enrollment may not be present in schools that have no G2 students.  
Obtain TOTAL-ENROLLMENT consistency for instruction types in course.

**Comments:**

All enrollment entries should be 3-digit numbers.  
Use leading zeroes when necessary.

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NAME: EMPLOYEE IDENTIFICATION NUMBER

FIELD 38

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**Description:**

The EMPLOYEE IDENTIFICATION NUMBER of the instructor teaching the line of instruction reported.

**Use:**

To identify the person teaching the course.  
To obtain cost data from the personnel file.

**Editing:**

Must be numeric.  
May not be blank when an entry is made in FACULTY-CONTACT-HOURS.  
Must be blank when FACULTY-CONTACT-HOURS is blank.  
Must not be zero.  
Check for an individual scheduled in two classes at the same time.

**Comments:**

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NAME: INSTRUCTORS NAME

FIELD 39

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**Description:**

The last name and first name initials of the instructor whose employee identification number is reported in Field 38 (EMPLOYEE IDENTIFICATION NUMBER).

**Use:**

Aid to coordinator if EMPLOYEE IDENTIFICATION NUMBER is not found in personnel file.

**Editing:**

None.

**Comments:**

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NAME: CARD CODE 2

FIELD 40

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**Description:**

A code used to identify the second of the two records that are required to contain data for each line of the report.

During file maintenance, the following codes are used:

- X: Will edit the course line in question, causing all fields with data present to replace fields formerly on the master file for this line.

The code used must complement the code used in Field 25 (CARD CODE) on the first record image.

**Use:**

File maintenance bookkeeping.

**Editing:**

Action code must be X.  
You cannot Add or Delete a course listing.

**Comment:**