

BUILDING (FIELD 17) CODES AND DESCRIPTIONS

<u>CODE</u>	<u>MEANING</u>	<u>CONDITION AND INSTRUCTIONS FOR USE</u>
Abbreviations of specific building on inventory (APPENDICES B & C)	Abbreviation of actual building on or off campus carried in the Physical Space Inventory (PSI)	When a course is held in a building carried on the PSI, you must use exact abbreviations as shown in the PSI. Field 23 (SPACE REQUIREMENT) must be filled in when the room accompanying the building is not instructional.
Abbreviation of Specific Building not on PSI	Six character abbreviation representing any building not on inventory.	When a campus wishes to retain the building used for instruction but it is not on the inventory, such as the name of a hospital, the school, or other identification. When this type of entry is used, the CASA coordinator must submit a list of abbreviations to the inventory coordinator. A room number (field 18) may or may not accompany the entry. Field 23 must be filled in.
HSPTAL	Hospital This code is provided to cover the use of hospitals for practicum such as in nursing and other health related fields for clinical courses in medicine.	Clinical courses requiring use of hospital facilities as part of the instruction can use this code in combination with "those codes reserved for the Health Sciences" in field 23. If a classroom or other facility is required in conjunction with the use of the hospital clinical facilities, then HSPTAL in combination with other codes for field 23 may be used. The name of the hospital may also be used in this manner. However, it must be carried in the Dummy File if not on the inventory. Field 23 must be filled in. (see definition of building abbreviation not on inventory for further instructions.)
HOME	Home Place of residence	Any course that is essentially home based whether it is "credited by exam" or "independent study" should use this code. Always use "Z" in field 23 with this code.
CAMP	Campus	Those courses taught in facilities that do not fit into the categories provided could use this code. Field 23 must be filled in.

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OFC	Off Campus Any course taught off campus that does not fit into the categories listed previously.	Off campus courses taught in facilities that do not fit into categories provided can use this code. Any space required code could be used.
RESID	Residence Hall	Course must be held on campus and not have a definite location except that it will be held in a residence hall. Can be used with any space type.
LBRY	Library	Those courses that will require dedication of library space to the student for the duration of the course or those courses that are primarily library courses, or those courses to be held in a library regardless of the space used and the campus does not wish to record the actual building name.
FIELD	Physical Education Outdoor Field Facilities	A Physical Education course using field facilities scheduled to meet outdoors. Use this code in combination with "Y" in field 23 only. If the course uses outdoor facilities, but is scheduled to meet indoors, you do not need to change the meeting place as long as field 23 reads "Y". If field 23 is blank, "Y" will be used.
TRIP	Field Trips	Can be used as an A-line, B-line, or C-line entry. The Weekly Student Contact Hours should always be prorated across the semester.
URBAN	Urban Center	Only those courses originating on campus but assigned to the Urban Centers should use this code. (Urban Centers generate their own space and are used only as practicum or observation by campus based courses.)

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ABROAD	Study Abroad	Only those courses taught abroad under the auspices of the campus shall use this code. Programming will automatically insert "Z" in field 23.
SCHOOL	Public School This code is provided for courses using public schools for practicum experience and for extension courses, or for courses permanently based there.	There are several conditions under which this code might be used: 1. When courses listed are for student teaching (use "N" in field 23) 2. When courses listed are for student observation and participation ("N" in field 23.) 3. When the public school facilities are being used to teach campus courses. (Use "Z" in field 23.) NOTE: If a campus wishes to retain the name of the school for condition 1 and 2, it can use an abbreviation even if it is not on the inventory. Condition 3 must always have school and "Z" when the facilities are loaned for use.