

# INCLTOP #IU

## IDENTIFYING COURSE INSTRUCTIONAL UNIT: INCLTOP and Encoding Tips

In ISRS when courses are entered into CS1101UG they are assigned a Course Instructional Unit Type code from CS2011UI. Course Instructional Unit Type codes are user defined. As such, any codes shown here are for illustration only.

### CS1101UG

**Term Course Maintenance**  
 CS1101UG | 02.77 | PROD | Anoka-Ramsey Community College | 06/25/2003

Yrtr: 20041 | Campus: 125 Coon Rapids | Site: 0125 Coon Rapids

Cou Id: 000081 | Subj/Nbr: ENGL 1121 | Sect: 01 | Copy Curric Rec-> GKp0  
 Spld Id: 999112101 | Abbr Title: Coll Write/Read | Status: 0 Offered

Session Type: 63 3rd Mod-SS | Session Dt: 06/09/2003-07/31/2003 | Short Trm Oblg Dt:   
 Long Title: College Writing and Critical Reading  
 Sub Title:   
 Credits: CrHr: 4.00 | Var Amts:   
 NCHrs:   
 Type: S SEM | Varbl:   
 Enrollment Info: Size Min: 0 | Min Min:   
 Max: 26 | Max Max: 28  
 Gender Rstr:   
 Nbr Enr: 26  
 Override Nbr Enr: 14  
 Flags: Perm Rqrd:   
 Calc Ddln:   
 Wait List: N  
 CFL Incl: Y 5  
 Xlist: N 6  
 Honors:   
 Aud Reg:   
 Mlt Rgs:   
 Lec/Lab: N  
 Co-req: N

Curriculum-> GKp1 | Meeting Exists: y | Dept Exists: y  
 Details-> GKp2 | Meeting W/ Instr: y | CNCI Partcipnt:   
 Courses-> GKp3 | Meeting W/O Instr:   
 CNCI Ques16:   
 Print Messages Print Special Message  
 9999 Special Msg Y Class meets from   
 Level & Types: Level: L Lower  
 Instr: 01 Lecture  
 Instr Unit: A CR On Campus

### CS2011UI

**MnSCU Integrated Statewide Records System - [CS2011UI]**  
 Window File Record Edit Misc Search Text  
 ES:CS2011UI -- Course Instructional Unit Types

Type	Short Desc	Long Desc
I	ARCC History	ARCC History for Cambridge & Coon Rapids
A	CR On Campus	CR On Campus
B	CC On Campus	CC On Campus
C	CR St Cloud	CR St Cloud Connections Program
D	CC FCI	CC Sandstone Federal Correctional Inst
E	CR Concurrnt	CR High School Concurrent Program
F	CC Concurrnt	CC High School Concurrent Program
G	CR Cust Trn	CR Customized Training
H	CC Cust Trn	CC Customized Training
I	CR Cont Ed	CR Continuing Education

## ALL COURSE INSTRUCTIONAL UNITS

Until now, none of these codes have been identified and brought over to DARwin for processing with the course from a student's ISRS record. However, some institutions have identified instances where such identification would be beneficial. One general instance in which this would be beneficial is:

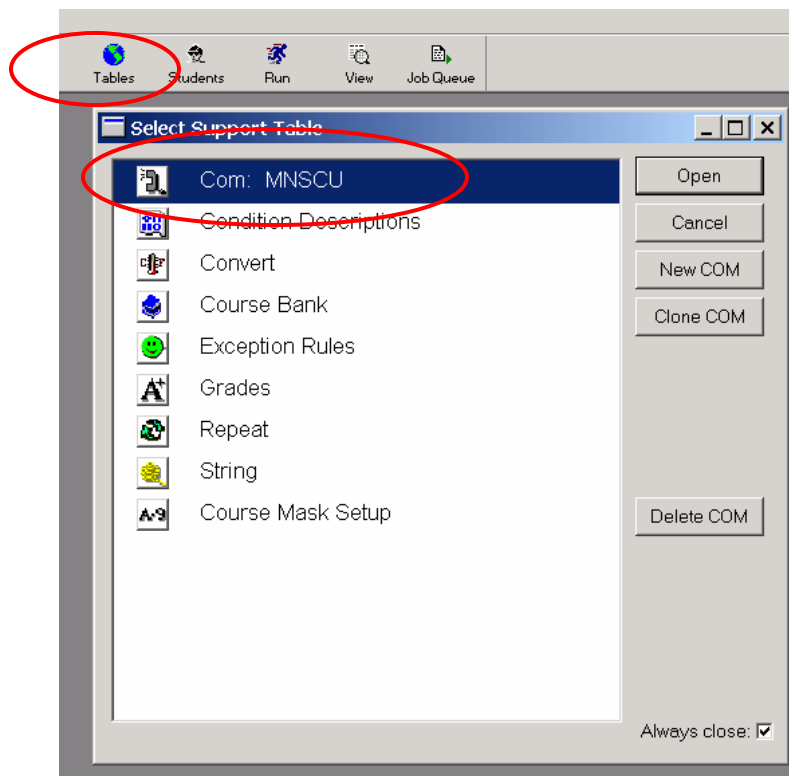
**When courses with a specific instructional unit need to be either accepted or rejected from a specific Requirement(s)/Sub-Requirement(s).** In this case if the Course Instructional Unit code is identified, a Course Condition Code could be assigned to the courses with that code for additional processing in DARwin.

## ENCODING FOR COURSE INSTRUCTIONAL UNIT

In order to set up DARwin to process Course Instructional Unit, two things will need to be done. The first is making sure that the Com Table is properly set up. The second will be to make an entry in INCLTOP.

### Com Table

The entries in your Com Table for Course End (CRSEND) and Course Length (CRSLNG) will need to be checked and changed if you wish to add a user defined code to courses with a specific Course Instructional Unit code.



While some campuses may have only three digit course numbers, the entries for CRSEND and CRSLNG should be the same as the campuses that have four digit course numbers. Those entries are shown below. The entry in the Value column for CRSEND should be (space)0009. CRSLNG should be set at (space)0005. Be sure to have a space before the first zero. Note: Some campuses may have CRSLGN instead of CRSLNG - please be sure to change it to CRSLNG.

Top Tables: Com: MNSCU for 002336

Field	Value	
1	ALLOWSPLIT	Y
2	CKTITLE	F
3	CONDTB-RES	idr (+-pv<) {} &::![]
4	CONDTB-US1	ABCDEFGHIJKLMN O PQRSTU VWXYZ abcdefghijklmnoqstuvwxyz0123456789
5	CRLIM	0000
6	CRSBGN	0005
7	CRSEND	0009
8	CRSLNG	0005
9	CSSCALE	0003
10	DEPTBGN	0001

Memo:

MNSCU : ALLOWSPLIT Last Modified: 4/9/2002 12:47:11 By: UHLIRLA

### INCLTOP

Since this is a non-printing INCLTOP item it can be placed anywhere in INCLTOP. Up to 10 #IU entries can be made. The format of the entry is as follows:

**#IU(ISRS Unit code,User Defined Unit Code,Course Condition Code)**

The actual entry should look like the entry below.

Requirement Name: INCLTOP FYT: 0000 LYT: 9999.99  
 Title:   
 Pseudo Name: Requirement Type: T-Text  
 Last Modified: Aug 07, 2000 7:38:18 AM By: FFORSEMAN

Common Reporting Reference/Other **Text** Limits (X-line) Used By

Header	OK	No
1	#BT	
2	#NAY,This is a test!	
3	#RCRegistration Access Code: #	
4	#IU(A,O,a)	
5	#IT(U3,P,p)	
6	This is INCLTOP	
7	#CO(5002)[S]	
8	#TS(0164,,0,35)[M]	
9	#RP(7,R,&F)	
10	#GM(04,e)	
11	#PT[p]Need to Articulate this transfer campus: #	
12	; This is a comment line and will not show up anywhere on the	

Header Header/OK Title Title/OK

The entry above indicates that for courses with the Course Instructional Unit code of "A," a user defined Unit Code of "O" will be assigned as well as a Course Condition Code of "a." The parameters of each entry are as follows (Note: There are no spaces between any of the characters in this entry.):

**ISRS Unit Code:** A user defined code in ISRS and it is a one character code.

**User Defined Unit Code:** This must be a one character code and is defined by the user. This code will print on the audit after the course number in the ninth position. If a User Defined Unit Code is not wanted on the audit, then this part of the entry can be left blank. When leaving it blank, do not enter a space. Just enter the two commas, #IU(A,,a). **Note: If you are using #IT and the ninth position is occupied by an Instructional Type Code, the Instructional Type Code will remain. The User Defined Unit Code will only display if the Instructional Type Code is left blank in #IT or #IT is not in use.**

**Course Condition Code:** Entering a Course Condition Code is only necessary when you wish to do some specific processing of courses that have a certain Unit Code in a Requirement/Sub-Requirement. This follows the same practice as other Course Condition Codes. That is, all characters listed in CONDTB-US1 in the Com Table can be used. Remember to not reuse codes that have already been used and also to make an entry in the Condition Descriptions table of the Support Tables explaining how the Condition Code is being used. If no Course Condition Code is being assigned, just enter the comma and then the right parenthesis, #IU(A,O,).