

#### Office of the University Registrar

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# **Policies & Procedures** Recording USIP classes and workshops on Student Records **Effective Winter/Spring 2012**

MEMORANDUM October 21, 2011

TO: College Registrars

FROM: Annamarie Bianco, University Registrat

RE: Recording USIP classes and workshops on Student Records in SIMS and

**CUNYfirst Effective Winter/Spring 2012** 

Immersion programs at CUNY represent an extremely important resource for the growing number of CUNY students with remedial needs. Last year Immersion programs served almost 21,000 students and colleges reported spending a total of \$4,730,000 on these programs.

Across the University USIP offerings are not always recorded consistently. As a result of inconsistent recording practices it is difficult for CUNY's Office of Academic Affairs to efficiently evaluate Immersion programs, or to insure that data is reported accurately and consistently for all campuses. There are a number of challenges among which includes the definition of Immersion which varies across campuses. Some colleges offer credited coursework as Immersion. Some remedial Immersion offerings lead to testing, while others do not.

In an effort to standardize the recording of all Immersion classes and workshops the following documentation clarifies the University wide coding scheme for Immersion offerings. All colleges are required to record Immersion in CUNY First. Colleges that currently use SIMS to record Immersion should follow the SIMS coding scheme outlined below. Colleges that use an in-house database to record Immersion will not be required to use the main student records system until CUNY First is implemented on their campus.

All Immersion classes and workshops are to be recorded on student records in the Student Information System (SIMS and CUNYfirst).

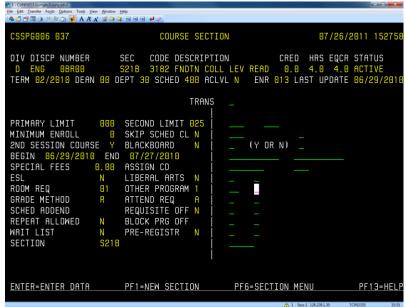
• At the community and comprehensive colleges:



- Non-credit Immersion offerings that qualify as a "course" will print on the transcript.
- Non-credit Immersion offerings that qualify as a "workshop" will be coded as message courses and not print on the transcript.
  - Upon successful completion of the USIP workshop, the student either takes the CUNY assessment test which enables them to place in the first college level course OR the message course can be configured within the pre-requisite rules to satisfy the prerequisite for the next sequenced course.
- At the senior colleges all noncredit Immersion offerings, although recorded in the student record, will not print on the transcript.
- Credited Immersion offerings should always appear on the transcript.

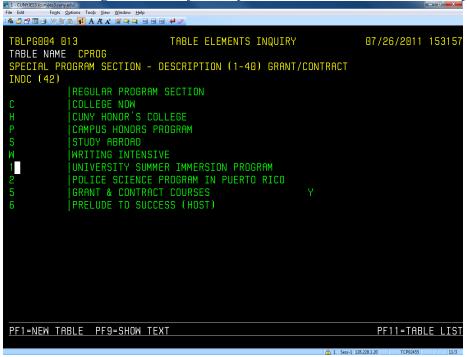
#### In SIMS:

USIP classes and workshops must be coded with an Other Program code = 1 in the CRU/CSU/CSR screen.





The "OtherProgram" code of 1 is defined in the CPROG table in SIMS for USIP.



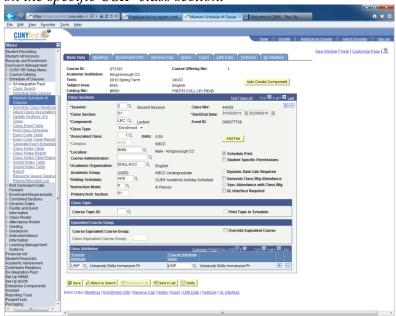
For workshops at the community and comprehensive colleges and all non-credit Immersion offerings at the senior colleges, in addition to using the other program code 1, message courses must be created with an academic level M.

```
CRSPG005 018
                              COURSE MASTER
                                                                   07/26/2011 155419
    DISCP NUMBER
                                                 FIRST TERM LAST TERM LAST UPDATE
\mathsf{CR}
DE
SC
                    ACADEMIC LEVEL is a code that further classifies
                    the course.
DE
                    Regular undergraduate course
SP
                    Remedial course
                    Developmental course
ВН
                    Compensatory course
ES
RO
                    Laboratory
VA
VA
GR
RE
WA
LA
                                                PF12=RETURN
ENTER=ENTER DATA
                       PF1=NEW COURSE
                                              PF6=COURSE MENU
```

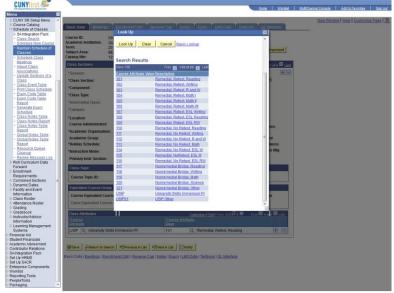


### In CUNY First:

USIP classes must be coded with class attribute code of USIP and the appropriate attribute value code on the basic data tab of the maintain schedule of classes component on the specific USIP class section.

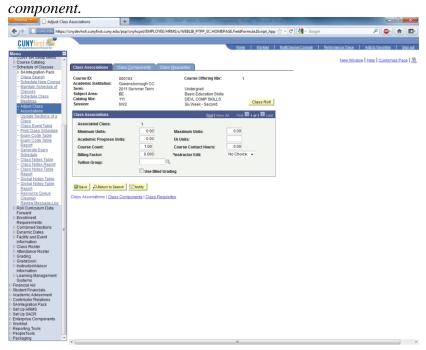


USIP course attribute value compliments the class attribute code to identify the University wide category subject area and detailed information specific to the Immersion offering. Immersion directors must provide this detail to the scheduling staff.

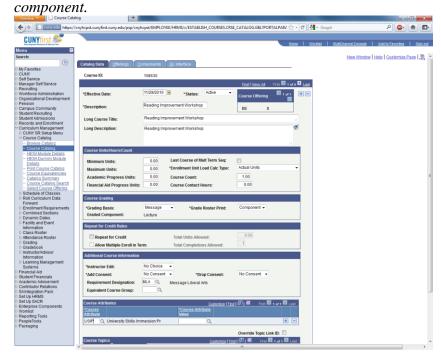




All Immersion offerings should be identified to carry no FA units and a Billing Factor of zero. This is done on the Class Associations tab of the Adjust Class Associations



For workshops offered at the community and comprehensive colleges and all Immersion offerings at the senior colleges, the offerings are to be set up as message courses as detailed in the figure below. This is done on the Catalog Data tab of the Course Catalog component.





## Please Note:

If both USIP sections and non-USIP sections of the same course are offered in the same semester then the non-USIP sections must have a different class association number than the USIP sections. For example all the non-USIP sections would have a class association number of 1 and all the USIP sections of the same course would have a class association of 2 with the USIP specific coding detailed above.

Please contact the Office of the University Registrar at <u>our@mail.cuny.edu</u> if you have any questions.

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**Campus Immersion Directors** 

