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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 Registrar

RE: **Recording USIP classes and workshops on Student Records in SIMS and CUNYfirst Effective Winter/Spring 2012**

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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 pre-requisite 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.*

CSSP6886 037 COURSE SECTION 07/26/2011 152758

DIV	DISC	NUMBER	SEC	CODE	DESCRIPTION	CRED	HRS	EQCR	STATUS
0	ENG	08R00	S21B	3102	FNDTN COLL LEV READ	0.0	4.0	4.0	ACTIVE
TERM 02/2010 DEAN 00 DEPT 30 SCHED 400 ACLVL N ENR 013 LAST UPDATE 06/29/2010									

TRANS -

PRIMARY LIMIT	000	SECOND LIMIT	025
MINIMUM ENROLL	0	SKIP SCHED CL	N
2ND SESSION COURSE	Y	BLACKBOARD	N
BEGIN	06/29/2010	END	07/27/2010
SPECIAL FEES	0.00	ASSIGN CD	
ESL	N	LIBERAL ARTS	N
ROOM REQ	01	OTHER PROGRAM	1
GRADE METHOD	R	ATTEND REQ	A
SCHED ADDEND		REQUISITE OFF	N
REPEAT ALLOWED	N	BLOCK PRG OFF	
WAIT LIST	N	PRE-REGISTR	N
SECTION	S21B		

ENTER=ENTER DATA PF1=NEW SECTION PF6=SECTION MENU PF13=HELP

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

```

1 - CUNYIES3 (cunyies3.cuny.edu)
File Edit Fcgs Options Tools View Window Help
TBLPG004 013          TABLE ELEMENTS INQUIRY          07/26/2011 153157
TABLE NAME  CPROG
SPECIAL PROGRAM SECTION - DESCRIPTION (1-40) GRANT/CONTRACT
INDC (42)
C          |REGULAR PROGRAM SECTION
H          |COLLEGE NOW
P          |CUNY HONOR'S COLLEGE
S          |CAMPUS HONORS PROGRAM
W          |STUDY ABROAD
1          |WRITING INTENSIVE
2          |UNIVERSITY SUMMER IMMERSION PROGRAM
5          |POLICE SCIENCE PROGRAM IN PUERTO RICO
6          |GRANT & CONTRACT COURSES          Y
          |PRELUDE TO SUCCESS (HOST)

PF1=NEW TABLE  PF9=SHOW TEXT          PF11=TABLE LIST
1 - CUNYIES3 (cunyies3.cuny.edu)
1 - Sess-1 128.228.1.20          TCP02455          11/3

```

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.

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1 - CUNYIES3 (cunyies3.cuny.edu)
File Edit Transfer Fcgs Options Tools View Window Help
CRSPG005 018          COURSE MASTER          07/26/2011 155419
DIV DISCP NUMBER          FIRST TERM LAST TERM LAST UPDATE
U +-----+-----+-----+-----+-----+-----+
HLPG001 004          * * * SIMS ON LINE HELP * * *
CR |-----+-----+-----+-----+-----+-----+
DE |          ACADEMIC LEVEL is a code that further classifies
SC |          the course.
DE |  _ R          Regular undergraduate course
SP |  _ N          Remedial course
AC |  _ D          Developmental course
BH |  _ C          Compensatory course
ES |  _ G          Graduate course
RO |  _ L          Laboratory
VA |  _ M          Message
VA |
GR |
RE |
WA |
LA |
+-----+-----+-----+-----+-----+-----+
PF7=PRIOR PAGE  PF8=NEXT PAGE          PF12=RETURN
+-----+-----+-----+-----+-----+-----+
ENTER=ENTER DATA  PF1=NEW COURSE          PF6=COURSE MENU          PF13=HELP
1 - CUNYIES3 (cunyies3.cuny.edu)
1 - Sess-1 128.228.1.20          TCP02871          9/8

```

*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.*

The screenshot shows the 'Maintain Schedule of Classes' form in CUNY First. The 'Basic Data' tab is selected, displaying the following information:

- Course ID: 073191
- Course Offering Nbr: 1
- Academic Institution: Kingsborough CC
- Term: 2010 Spring Term
- Select Area: ENG
- Catalog Nbr: BR00
- Class Sections: 2 (Second Session), Class Nbr: 44059, \*Start Date: 01/02/2010, Event ID: 00077768
- Class Attributes: Course Attribute Value: USIP, University Skills Immersion Pr: JGP

*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.*

The screenshot shows the 'Maintain Schedule of Classes' form with the 'Look Up' dialog box open. The dialog displays search results for 'Remedial, Retest, Reading' and 'Remedial, Retest, Writing'. The 'Class Attributes' section shows the 'Course Attribute Value' as 'USIP' and the 'University Skills Immersion Pr' as 'JGP'.

*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 component.*

The screenshot shows the 'Adjust Class Associations' component in the CUNYfirst system. The 'Class Associations' tab is active. The form displays the following information:

- Course ID:** 000163
- Course Offering Nbr:** 1
- Academic Institution:** Queensborough CC
- Term:** 2011 Summer Term
- Subject Area:** BE
- Catalog Nbr:** 111
- Session:** 0102
- Undergrad:** Undergrad
- Basic Education Skills:** BEVL COMP SKILLS
- Six Week - Second:** Six Week - Second

The 'Class Associations' section shows:

- Associated Class:** 1
- Minimum Units:** 0.00
- Maximum Units:** 0.00
- Academic Progress Units:** 0.00
- FA Units:** 0.00
- Course Count:** 1.00
- Course Contact Hours:** 5.00
- Billing Factor:** 0.000
- \*Instructor Edit:** No Choice
- Tuition Group:** [Empty]
- Use Blended Grading:** ☐

Buttons at the bottom include 'Save', 'Return to Search', and 'Notify'.

*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.*

The screenshot shows the 'Course Catalog' component in the CUNYfirst system. The 'Catalog Data' tab is active. The form displays the following information:

- Course ID:** 108830
- \*Effective Date:** 11/29/2010
- \*Status:** Active
- \*Description:** Reading Improvement Workshop
- Long Course Title:** Reading Improvement Workshop
- Long Description:** Reading Improvement Workshop

The 'Course Units/Hours/Count' section shows:

- Minimum Units:** 0.00
- Maximum Units:** 0.00
- Academic Progress Units:** 0.00
- Financial Aid Progress Units:** 0.00
- Last Course of Multi Term Seq:** [Empty]
- \*Enrollment Unit Load Calc Type:** Actual Units
- Course Count:** 1.00
- Course Contact Hours:** 0.00

The 'Course Grading' section shows:

- \*Grading Basis:** Message
- Graded Component:** Lecture
- \*Grade Roster Print:** Component

The 'Repeat for Credit Rules' section shows:

- Repeat for Credit:** ☐
- Allow Multiple Enroll in Term:** ☐
- Total Units Allowed:** 0.00
- Total Completions Allowed:** 1

The 'Additional Course Information' section shows:

- \*Instructor Edit:** No Choice
- \*Drop Consent:** No Consent
- Requirement Designation:** M.L.A.
- Equivalent Course Group:** [Empty]

The 'Course Attributes' section shows:

- Course Attribute:** U.S.P. University Skills Immersion Pr
- Course Attribute Value:** [Empty]

Buttons at the bottom include 'Customize', 'Page', 'First', 'Previous', 'Next', 'Last', and 'Override Topic Link ID'.

**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 [our@mail.cuny.edu](mailto:our@mail.cuny.edu) if you have any questions.

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