APPENDICES

to the

REPORTING and PROCEDURES MANUALS

for

Texas Universities, Health-Related Institutions, Community, Technical, and State Colleges, and Career Schools and Colleges

Fall 2018

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center

TEXAS HIGHER EDUCATION COORDINATING BOARD

APPENDICES

TEXAS UNIVERSITIES, HEALTH-RELATED INSTITUTIONS, COMMUNITY, TECHNICAL, AND STATE COLLEGES, AND CAREER SCHOOLS

Revised Fall 2018

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INST. CODE	TEXAS PUBLIC UNIVERSITIES
003541	Angelo State University
003581	Lamar University
003592	Midwestern State University
003630	Prairie View A&M University
003606	Sam Houston State University
003624	Stephen F. Austin State University
003625	Sul Ross State University
000020*	Sul Ross State University Rio Grande College
003631	Tarleton State University
009651	Texas A&M International University
003632	Texas A&M University
010298	Texas A&M University at Galveston
042295	Texas A&M University-Central Texas
003565	Texas A&M University-Commerce
011161	Texas A&M University-Corpus Christi
003639	Texas A&M University-Kingsville
103639*	Texas A&M University-San Antonio
029269	Texas A&M University-Texarkana
003629	Texas A&M University System
003642	Texas Southern University
003615	Texas State University
000110*	Texas State University System
003644	Texas Tech University
439154	Texas Tech University System
003646	Texas Woman's University
003656	The University of Texas at Arlington
003658	The University of Texas at Austin
030646	The University of Texas at Brownsville (Merged with UT-Rio Grande Valley – Fall 2015)
009741	The University of Texas at Dallas
003661	The University of Texas at El Paso
010115	The University of Texas at San Antonio
011163	The University of Texas at Tyler
009930	The University of Texas of the Permian Basin
003599	The University of Texas-Rio Grande Valley (formerly Pan American)
003655	The University of Texas System
003652	University of Houston
011711	University of Houston-Clear Lake
012826	University of Houston-Downtown
013231	University of Houston-Victoria
011721	University of Houston System
003594	University of North Texas
042421	University of North Texas at Dallas
123594*	University of North Texas at Dallas College of Law
103594*	University of North Texas System
003665	West Texas A&M University

Asterisks indicate temporary identification code numbers assigned by Coordinating Board staff.

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INST. CODE	TEXAS INDEPENDENT SENIOR COLLEGES AND UNIVERSITIES
003537	Abilene Christian University
022594	Amberton University
003543	Austin College
003545	Baylor University
003557	Concordia University Texas
003560	Dallas Baptist University
003564	East Texas Baptist University
003571	Hardin-Simmons University
003576	Houston Baptist University
003575	Howard Payne University
003577	Huston-Tillotson University
003637	Jarvis Christian College
003584	LeTourneau University
003586	Lubbock Christian University
003591	McMurry University
003598	Our Lady of the Lake University, San Antonio
003602	Paul Quinn College
003610	Schreiner University
004977	South Texas College of Law
003613	Southern Methodist University
003619	Southwestern Adventist University
003616	Southwestern Assemblies of God University
003618	Southwestern Christian College
003620	Southwestern University
003621	St. Edward's University
003623	St. Mary's University
003636	Texas Christian University
003638	Texas College
003641	Texas Lutheran University
003645	Texas Wesleyan University
420352*	The College of St. Thomas More
003647	Trinity University
003651	University of Dallas
003588	University of Mary Hardin-Baylor
003654	University of St. Thomas
003578	University of the Incarnate Word
003663	Wayland Baptist University
003669	Wiley College
003604	William Marsh Rice University

Asterisks indicate temporary identification code numbers assigned by Coordinating Board staff.

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INST. CODE	TEXAS COMMUNITY, TECHNICAL, AND STATE COLLEGES
003607	Alamo Community College District
003539	Alvin Community College
003540	Amarillo College
006661	Angelina College
012015	Austin Community College
003549	Blinn College
007857	Brazosport College
021002	Brookhaven College (Dallas CCCD)
003561	Cedar Valley College (Dallas CCCD)
004003	Central Texas College
003553	Cisco College
003554	Clarendon College
003546	Coastal Bend College
007096	College of the Mainland Community College District
023614	Collin County Community College District
009331	Dallas County Community College District
003563	Del Mar College
008510	Eastfield College (Dallas CCCD)
004453	El Centro College (Dallas CCCD)
010387	El Paso Community College District
003568	Frank Phillips College
006662	Galveston College
003570	Grayson County College
003573	Hill College
010633	Houston Community College
003574	Howard College
103574*	Howard County Junior College District
003580	Kilgore College
036273	Lamar Institute of Technology
023582	Lamar State College - Orange
023485	Lamar State College - Port Arthur
003582	Laredo Community College
003583	Lee College
000717	Lone Star College – Cy Fair (Lone Star CSD)
000719*	Lone Star College – Kingwood (Lone Star CSD)
000721*	Lone Star College – Montgomery (Lone Star CSD)
000722*	Lone Star College – North Harris (Lone Star CSD)
000720*	Lone Star College – Tomball (Lone Star CSD)
000821*	Lone Star College – University Park (Lone Star CSD)
011145	Lone Star College System District
003590	McLennan Community College
009797	Midland College
008503	Mountain View College (Dallas CCCD)
003593	Navarro College
003558	North Central Texas College
020774	North Lake College (Dallas CCCD)

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INST. CODE	TEXAS COMMUNITY, TECHNICAL, AND STATE COLLEGES
000309*	Northeast Lakeview College (Alamo CCD)
023154	Northeast Texas Community College
000307*	Northwest Vista College (Alamo CCD)
003596	Odessa College
023413	Palo Alto College (Alamo CCD)
003600	Panola College
003601	Paris Junior College
003603	Ranger College
008504	Richland College (Dallas CCCD)
009163	San Antonio College (Alamo CCD)
003609	San Jacinto College Central Campus
012713	San Jacinto College North Campus
000090*	San Jacinto College South Campus
029137	San Jacinto Community College
003611	South Plains College
031034	South Texas College
000574*	Southwest Collegiate Institute for the Deaf
003614	Southwest Texas Junior College
003608	St. Philip's College (Alamo CCD)
003626	Tarrant County College District
008897*	Tarrant County College Connect Campus
008899	Tarrant County College Northeast Campus
010964	Tarrant County College Northwest Campus
008900	Tarrant County College South Campus
000326*	Tarrant County College Southeast Campus
008901*	Tarrant County College Trinity River Campus
003627	Temple College
003628	Texarkana College
003643	Texas Southmost College
009642	Texas State Technical College Central Office
009225	Texas State Technical College, Harlingen
033965	Texas State Technical College, Marshall
003634	Texas State Technical College, Waco
009932	Texas State Technical College, West Texas
003572	Trinity Valley Community College
003648	Tyler Junior College
010060	Vernon College
003662	Victoria College
003664	Weatherford College
009549	Western Texas College
003668	Wharton County Junior College

Asterisks indicate temporary identification code numbers assigned by Coordinating Board staff.

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INST. CODE	TEXAS INDEPENDENT JUNIOR COLLEGES
003579	Jacksonville College
003585	Lon Morris College

	TEXAS A&M UNIVERSITY SYSTEM SERVICE AGENCIES*
000555	Texas AgriLife Extension Service
000556	Texas AgriLife Research
000712	Texas Engineering Experiment Station
000716	Texas Engineering Extension Service
000576	Texas Forest Service
000727	Texas Transportation Institute
000557	Texas Veterinary Medical Diagnostic Laboratory

*These institutions report the CBM011 and CBM014 only. The other institutions listed in this appendix do not report transfer students from these agencies.

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INST. CODE	TEXAS HEALTH-RELATED INSTITUTIONS
000041*	Baylor College of Medicine
000407*	Baylor College of Medicine Graduate School of Biomedical Sciences
004949	Baylor College of Medicine Medical School
104949*	Baylor College of Medicine Medical School/Academics
023053	Parker University
000081*	Texas A&M University College of Veterinary Medicine
000082*	Texas A&M University College of Veterinary Medicine/Academics
003635	Texas Chiropractic College
009768	Texas College of Osteopathic Medicine
000412*	Texas Tech University Health Sciences Center
000420*	Texas Tech University Health Sciences Center Gayle Greve Hunt School of Nursing
210674*	Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences
000418*	Texas Tech University Health Sciences Center Paul L. Foster School of Medicine
000413*	Texas Tech University Health Sciences Center School of Allied Health
010674	Texas Tech University Health Sciences Center School of Medicine
110674*	Texas Tech University Health Sciences Center School of Nursing
000416*	Texas Tech University Health Sciences Center School of Pharmacy
000415*	Texas Tech University Health Sciences Center School of Pharmacy/Academics
000862*	Texas Tech University Health Sciences Center – El Paso
000089*	The Texas A&M University System Health Science Center
000180*	The Texas A&M University System Health Science Center, College of Medicine Academic
104948*	The Texas A&M University System Health Science Center-Baylor College of Dentistry
000406*	The Texas A&M University System Health Science Center-Baylor College of Dentistry Advanced Education
004948	The Texas A&M University System Health Science Center-Baylor College of Dentistry Dental School
000405*	The Texas A&M University System Health Science Center-Baylor College of Dentistry School of Dental Hygiene
000080*	The Texas A&M University System Health Science Center College of Medicine
000079*	The Texas A&M University System Health Science Center College of Nursing
000088*	The Texas A&M University System Health Science Center College of Pharmacy
000084*	The Texas A&M University System Health Science Center College of Pharmacy/Academics
000083*	The Texas A&M University System Health Science Center School of Graduate Studies
000086*	The Texas A&M University System Health Science Center Institute of Biosciences and Technology
000087*	The Texas A&M University System Health Science Center School of Rural Public Health
000411*	The University of Texas Dental Branch/Academics at Houston
004951	The University of Texas Dental School at Houston

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INST. CODE	TEXAS HEALTH-RELATED INSTITUTIONS
009799	The University of Texas Dental School at San Antonio
000304*	The University of Texas Dental School/Academics at San Antonio
000401*	The University of Texas Graduate School of Biomedical Sciences at Galveston
004954	The University of Texas Graduate School of Biomedical Sciences at Houston
000301*	The University of Texas Graduate School of Biomedical Sciences at San Antonio
011618	The University of Texas Health Science Center at Houston
000040*	The University of Texas Health Science Center at San Antonio
000305*	The University of Texas Medical School (Academics), San Antonio
000404	The University of Texas Health Science Center at Tyler
104952*	The University of Texas Medical Branch at Galveston
004952	The University of Texas Medical School at Galveston
009348	The University of Texas Medical School at Houston
003659	The University of Texas Medical School at San Antonio
000305*	The University of Texas Medical School/Academics at San Antonio
109348	The University of Texas Medical School/Academics at Houston
025554	The University of Texas M.D. Anderson Cancer Center
000403*	The University of Texas School of Health Professions at Galveston
000425*	The University of Texas School of Public Health, Galveston
000303*	The University of Texas School of Health Professions at San Antonio
000203*	The University of Texas School of Biomedical Informatics at Houston
000402*	The University of Texas School of Nursing at Galveston
000201*	The University of Texas School of Nursing at Houston
000302*	The University of Texas School of Nursing at San Antonio
006956	The University of Texas School of Public Health at Houston
000101*	The University of Texas Southwestern Graduate School of Biomedical Sciences
000030*	The University of Texas Southwestern Medical Center
003660	The University of Texas Southwestern Medical School
010019	The University of Texas Southwestern School of Health Professions
000130*	University of North Texas Health Science Center at Fort Worth
000131*	University of North Texas Health Science Center Graduate School of Biomedical Sciences
000133*	University of North Texas Health Science Center School of Health Professions
000134*	University of North Texas Health Science Center School of Public Health
000136*	University of North Texas School of Pharmacy

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INST. CODE	TEXAS INDEPENDENT ORGANIZATIONS
000451*	Baylor University Medical Center (Dallas)
000450*	Bexar County Medical Examiner
000454*	Christus Santa Rosa (San Antonio)
000456*	Conroe Medical Foundation
000486*	Covenant School of Nursing (Lubbock)
000458*	Driscoll Children's Hospital
000460*	Harris County Medical Examiner
000462*	John Peter Smith Hospital (Fort Worth)
000463*	McLennan County Medical Education and Research Foundation (Waco)
000464*	Memorial Hermann Hospital System
000452*	Methodist Hospital (Houston) (formerly Christus St. Joseph Hospital)
000466*	Methodist Hospitals of Dallas
000467*	North Central Texas Medical Foundation (Wichita Falls)
000469*	Plano Orthopedic and Sports Medicine Center
000468*	Presbyterian Hospital (Dallas)
000470*	San Jacinto Methodist Hospital
000472*	Spohn Memorial Hospital (Corpus Christi)
000474*	Southwestern Institute of Forensic Sciences
000479*	Tarrant County Medical Examiner's Office
000488*	Texas Back Institute Research Foundation
000476*	Texas Department of Health
000478*	Texas Heart Institute
000480*	Valley Baptist Medical Center
000482*	World Craniofacial Foundation (Dallas)

**These organizations report the CBM00R only. The other institutions listed in this appendix do not report transfer students from these agencies.

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TEXAS MULTI-INSTITUTION TEACHING CENTERS AND UNIVERSITY SYSTEM CENTERS

INST. CODE	
000844*	Alamo University Center (MITC)
000842*	Collin Higher Education Center (MITC)
000811*	East Williamson County Multi-Institution Teaching Center (MITC)
000820*	Lone Star College – University Center
000802*	Round Rock Higher Education Center (MITC)
000840*	The University of Texas at Arlington Fort Worth Center
000818*	Universities Center at Dallas (MITC)
000800*	University of Houston System at Sugar Land
000826*	University of Houston System Center at Cinco Ranch

OTHER SPECIFIC SITES

000804*	Prairie View A&M University College of Nursing, Houston Center
000806*	Sul Ross State University – Rio Grande Campus at Del Rio
000808*	Sul Ross State University – Rio Grande Campus at Eagle Pass
000812*	Texas A&M University-Commerce Metroplex Center, Mesquite
000830*	Texas Tech University Abilene Engineering Center
000838*	Texas Tech University Center at Junction
000833*	Texas Tech University Higher Education Teaching Site at El Paso
000834*	Texas Tech University Higher Education Teaching Site at Fredericksburg
000836*	Texas Tech University Higher Education Teaching Site at Highland Lakes
000814*	Texas Woman's University College of Nursing, Houston Center
000816*	Texas Woman's University College of Nursing, Dallas Educational Activities
000822*	The University of Texas at San Antonio, Downtown

TEXAS STATE TECHNICAL COLLEGE EXTENSION CENTERS

109932*	TSTC Extension Center Abilene (79603)
209932*	TSTC Extension Center Breckenridge (76024)
309932*	TSTC Extension Center Brownwood (76801)

Asterisks indicate temporary identification code numbers assigned by Coordinating Board staff.

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INST. CODE	REMOTE TEACHING SITES
The Texas A&M University System Health Science Center	
000850*	Dallas Campus
000851*	Austin
000852*	Houston Campus
000856*	Kingsville Campus
000857*	McAllen Campus
000853*	Round Rock Campus
000854*	Temple Campus
Texas Tech University Health Sciences Center	
000861*	Abilene
000860*	Amarillo
000866*	Dallas
000422*	El Paso
000863*	Midland
000864*	Odessa
The University of Texas Health Science Center at Houston	
000871*	Austin
000872*	Brownsville RAHC
000874*	Dallas
000876*	El Paso
000878*	San Antonio
The University of Texas Health Science Center at San Antonio	
000880*	Edinburg Research Division
000882*	Harlingen Research Division
000884*	Laredo Research Division
000886*	McAllen Research Division
The University of Texas M.D. Anderson Cancer Center	
000896*	Department of Veterinary Science, Bastrop
000898*	Science Park Operations, Smithville
The University of Texas Medical Branch at Galveston	
000870*	Austin

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
001005	Alabama State University
002057	Allegany College of Maryland
030691	Allen College
041359	Allied Health Institute
429085	American College of Acupuncture and Oriental Medicine - Houston
449889	American College of Education
021136	American InterContinental University - Houston
041277	American Sentinel University
442222	Argosy University - Dallas
001081	Arizona State University
001090	Arkansas State University
001089	Arkansas Tech University
222877	Arlington Baptist College - Arlington
040573	Asher College - Dallas
444556	Auguste Escoffier School of Culinary Arts - Austin
031108	Bakke Graduate University
223083	Baptist Health System School of Health Professions - San Antonio
900070	Baptist Hospitals of Southeast Texas School of Radiologic Technology - Beaumont
444398	Baptist University of the Americas
022425	Bastyr University
002397	Belhaven University
009743	Bellevue University
001767	Benedictine University
003480	Bethel University
032943	Blue Cliff College
002130	Boston University
041618	Brandman University
439127	Brightwood College - Friendswood
229036	Brightwood College - Houston North
445160	Brown Mackie College - Dallas/Fort Worth
460613	Brown Mackie College - San Antonio
001133	California Lutheran University
900104	California Southern University
001153	California State University - Northridge
003316	California University of Pennsylvania
032673	Capella University
458034	Cardiotech Ultrasound School
224439	Career Point College - San Antonio
468574	Carrington College - Mesquite
003024	Case Western Reserve University

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
001437	Catholic University of America
379782	Center for Advanced Legal Studies - Houston
006385	Chamberlain College of Nursing - Texas
004743	Clovis Community College
002540	College of Saint Mary
009401	Colorado Christian University
002456	Columbia College, Eastfield College - Mesquite, Texas
003556	Commonwealth Institute of Funeral Service - Houston
460181	Concorde Career College - Dallas
441742	Concorde Career College - Grand Prairie
460206	Concorde Career College - San Antonio
002541	Concordia University Nebraska
003842	Concordia University Wisconsin
002711	Cornell University
022209	Cossatot Community College of the University of Arkansas
224183	Court Reporting Institute of Dallas
226675	Covenant School of Nursing and Allied Health - Lubbock
002542	Creighton University
475608	Criswell College - Dallas
444565	Culinary Institute Lenotre - Houston
007304	Culinary Institute of America - Hyde Park, NY
006941	Dallas Christian College
010761	Dallas Institute of Funeral Service
437732	Dallas Nursing Institute
224402	DeVry University - Texas
002920	Duke University
003258	Duquesne University
003154	East Central University
002259	Eastern Michigan University
003775	Eastern Washington University
002927	Elon University
001479	Embry-Riddle Aeronautical University - Houston
443854	Everest College - Arlington
442790	Everest College - Dallas
445197	Everest College - Fort Worth
460358	Everest College - Forth Worth South
002260	Ferris State University
032553	Florida Gulf Coast University
001915	Fort Hays State University
458478	Fortis College - Grand Prairie
392415	Fortis College - Houston South
459958	Fortis Institute - Houston

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
030070	Frontier Nursing University
406033	Galen College of Nursing - San Antonio
001443	Gallaudet University
476337	Golf Academy of America - Dallas
003778	Gonzaga University
001866	Graceland University
900053	Graduate Institute of Applied Linguistics - Dallas
001074	Grand Canyon University
041223	Grantham University
010509	Hallmark University - San Antonio
246345	Houston Graduate School of Theology
001923	Hutchinson Community College
001620	Idaho State University
001692	Illinois State University
003674	Independence University
001807	Indiana State University
367361	Interactive College of Technology - Hillcroft Houston
443696	Interactive College of Technology - North Houston
440776	Interactive College of Technology - Pasadena
225788	International Business College - El Paso (East)
225779	International Business College - El Paso (West)
225849	ITT Technical Institute - Arlington
366678	ITT Technical Institute - Austin
459657	ITT Technical Institute - De Soto
366696	ITT Technical Institute - Houston North (Blue Ash)
225858	ITT Technical Institute - Houston West (Gessner)
434052	ITT Technical Institute - Richardson
481623	ITT Technical Institute - San Antonio East
377069	ITT Technical Institute - San Antonio West
470898	ITT Technical Institute - Waco
427663	ITT Technical Institute - Webster
006622	Jefferson College of Health Sciences
035343	Jones International University
458690	Kaplan College - Arlington
440323	Kaplan College - Beaumont
443827	Kaplan College - Brownsville
443836	Kaplan College - Corpus Christi
382896	Kaplan College - Dallas
246266	Kaplan College - El Paso
445328	Kaplan College - Fort Worth
440332	Kaplan College - Laredo
445346	Kaplan College - Lubbock

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
227836	Kaplan College - McAllen
431886	Kaplan College - San Antonio
364955	Kaplan College - San Antonio (San Pedro)
004586	Kaplan University
225991	KD Conservatory College of Film and Dramatic Arts
001703	Kendall College
003282	Kings College
030908	Lake Erie College of Osteopathic Medicine
023192	Lake Forest Graduate School of Management
459514	Lawyers Assistant School of Dallas
364973	Le Cordon Bleu College of Culinary Arts - Austin
446899	Le Cordon Bleu College of Culinary Arts - Dallas
376950	Lighthouse College - Dallas
226277	Lincoln College of Technology - Grand Prairie
003323	Lock Haven University
001218	Loma Linda University
003068	Lorain County Community College
002007	Louisiana College
002016	Loyola University New Orleans
002482	Maryville University
003296	Marywood University
002017	McNeese State University
455336	MediaTech Institute - Dallas
001580	Mercer University
417752	Messenger College
003298	Messiah College
900102	MIAT College OF Technology - Houston
002290	Michigan State University
006942	Mid-America Christian University
001657	Midwestern University - Downers Grove, IL
423643	Midwestern University - Glendale, AZ
002367	Minnesota State University Moorhead
002994	Minot State University
003247	Misericordia University
011864	Mohave Community College
451875	National American University - Austin
035043	National Graduate School of Quality Management
011460	National University
188003	New Mexico State University - Carlsbad
187620	New Mexico State University - Dona Ana Community College
002657	New Mexico State University - Las Cruces
041795	North American University - Houston
038133	Northcentral University

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
001082	Northern Arizona University
009275	Northern Kentucky University
002021	Northwestern State University
001739	Northwestern University
227243	Northwood University - Cedar Hill
001509	Nova Southeastern University
003100	Ohio University
003985	Oral Roberts University
003211	Oregon Institute of Technology
003210	Oregon State University
003212	Pacific University
012300	Palmer College of Chiropractic
002498	Park University
460136	Pima Medical Institute - Houston
010814	Pittsburgh Institute of Mortuary Science
001401	Post University
002957	Queens University of Charlotte
439507	Quest College - San Antonio
001402	Quinnipiac University
005447	Randolph Community College
001363	Regis University
042086	Relay Graduate School of Education
223463	Remington College - Dallas Campus
377111	Remington College - Fort Worth Campus
445203	Remington College - Houston (North)
445223	Remington College - Houston (Southeast)
380094	Remington college - Houston (West)
002335	Riverland Community College
040653	Roseman University of Health Sciences
009800	Rush University
003366	Saint Francis University
002051	Saint Josephs College of Maine
001526	Saint Leo University
002506	Saint Louis University
001036	Samford University
404514	Sanford-Brown College - Dallas
404499	Sanford-Brown College - Houston
450465	Sanford-Brown College - San Antonio (IADT)
021206	Saybrook University
377218	School of Automotive Machinists - Houston
224712	Seminary of the Southwest
008228	Seward County Community College/ATS

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
003737	Shenandoah University
002208	Simmons College
003327	Slippery Rock University
004938	South College
003471	South Dakota State University
013039	South University
003179	Southeastern Oklahoma State University
001107	Southern Arkansas University
001758	Southern Illinois University - Carbondale
002580	Southern New Hampshire University
002502	Southwest Baptist University
900105	Southwest School of Art - San Antonio
451556	Southwest University - El Paso
002318	Spring Arbor University
002211	Springfield College
002107	Stevenson University
002838	Stony Brook University
001459	Strayer University - Texas
003941	SUAGM - Universidad del Este
025875	SUAGM - Universidad del Metropolitana
011719	SUAGM - Universidad del Turabo
002840	SUNY Upstate Medical University
002882	Syracuse University
003522	Tennessee State University
031795	Texas Health and Science University
429094	The Academy of Oriental Medicine at Austin
451820	The Art Institute of Austin
224776	The Art Institute of Dallas
468015	The Art Institute of Fort Worth
222938	The Art Institute of Houston
458982	The Art Institute of San Antonio
437635	The College of Health Care Professions - Austin
480824	The College of Health Care Professions - Dallas
480833	The College of Health Care Professions - Fort Worth
392257	The College of Health Care Professions - Houston Northwest
447591	The College of Health Care Professions - Houston Southwest
449250	The College of Health Care Professions - San Antonio
439701	The Kings University
001051	The University of Alabama
001052	The University of Alabama at Birmingham
001070	Thunderbird School of Global Management
002099	Towson University

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
003526	Trevecca Nazarene University
001047	Troy University
002029	Tulane University
900101	UEI College - Houston
001083	University of Arizona
001108	University of Arkansas - Fayetteville
001109	University of Arkansas for Medical Sciences - Little Rock
001319	University of California - San Francisco
003125	University of Cincinnati
004509	University of Colorado - Colorado Springs
001535	University of Florida
002031	University of Louisiana at Lafayette
002020	University of Louisiana at Monroe
001999	University of Louisville
006760	University of Maine at Augusta
002104	University of Maryland - Baltimore
011644	University of Maryland - University College
002221	University of Massachusetts Amherst
002222	University of Massachusetts Boston
002327	University of Michigan - Flint
002440	University of Mississippi
002516	University of Missouri
002518	University of Missouri - Kansas City
006895	University of Nebraska Medical Center
002050	University of New England
002371	University of Northwestern - St. Paul
003184	University of Oklahoma
003378	University of Pennsylvania
446747	University of Phoenix - Austin
440439	University of Phoenix - Dallas
440448	University of Phoenix - Houston
479770	University of Phoenix - McAllen
372213	University of Phoenix - Online
446738	University of Phoenix - San Antonio
001832	University of Saint Francis - Fort Wayne
001943	University of Saint Mary
001325	University of San Francisco
001057	University of South Alabama
003448	University of South Carolina - Columbia
001328	University of Southern California
001808	University of Southern Indiana
002054	University of Southern Maine

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INST. CODE	TEXAS CAREER SCHOOLS AND COLLEGES AND PRIVATE AND OUT-OF-STATE PUBLIC POSTSECONDARY INSTITUTIONS
031713	University of St. Augustine for Health Sciences
003353	University of the Sciences - Philadelphia College of Pharmacy
003675	University of Utah
003955	University of West Florida
001601	University of West Georgia
003917	University of Wisconsin - Eau Claire
003919	University of Wisconsin - La Crosse
003896	University of Wisconsin - Milwaukee
003932	University of Wyoming
003677	Utah State University
003535	Vanderbilt University
476577	Vantage College
223472	Vet Tech Institute of Houston
441928	Virginia College - Austin
420307	Virginia College - Birmingham AL
483319	Virginia College - Lubbock
039823	Visible Music College
365204	Vista College
377342	Vista College - Richardson
226879	Wade College - Dallas
002978	Wake Forest University
025042	Walden University
003135	Walsh University
003680	Weber State University
002521	Webster University
036983	West Coast University - Dallas
003827	West Virginia University
033394	Western Governors University Texas
002002	Western Kentucky University
002330	Western Michigan University
003146	Western Oklahoma State College
224660	Western Technical College - El Paso (Diana Campus)
224679	Western Technical College - El Paso (Main Campus)
024827	Western University of Health Sciences
002525	Wiliam Woods University
003394	Wilkes University
002567	York College

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
000020*	Sul Ross State University Rio Grande College
000030*	The University of Texas Southwestern Medical Center
000040*	The University of Texas Health Science Center at San Antonio
000041*	Baylor College of Medicine
000079*	The Texas A&M University System Health Science Center College of Nursing
000080*	The Texas A&M University System Health Science Center College of Medicine
000081*	Texas A&M University College of Veterinary Medicine
000082*	Texas A&M University College of Veterinary Medicine/Academics
000083*	The Texas A&M University System Health Science Center School of Graduate Studies
000084*	The Texas A&M University System Health Science Center College of Pharmacy/Academics
000086*	The Texas A&M University System Health Science Center Institute of Biosciences and Technology
000087*	The Texas A&M University System Health Science Center School of Rural Public Health
000088*	The Texas A&M University System Health Science Center College of Pharmacy
000089*	The Texas A&M University System Health Science Center
000090*	San Jacinto College South Campus
000101*	The University of Texas Southwestern Graduate School of Biomedical Sciences
000110*	Texas State University System
000130*	University of North Texas Health Science Center at Fort Worth
000131*	University of North Texas Health Science Center Graduate School of Biomedical Sciences
000133*	University of North Texas Health Science Center School of Health Professions
000134*	University of North Texas Health Science Center School of Public Health
000136*	University of North Texas School of Pharmacy
000180*	The Texas A&M University System Health Science Center, College of Medicine Academic
000201*	The University of Texas School of Nursing at Houston
000203*	The University of Texas School of Biomedical Informatics at Houston
000301*	The University of Texas Graduate School of Biomedical Sciences at San Antonio
000302*	The University of Texas School of Nursing at San Antonio
000303*	The University of Texas School of Health Professions at San Antonio
000304*	The University of Texas Dental School/Academics at San Antonio
000305*	The University of Texas Medical School/Academics at San Antonio
000305*	The University of Texas Medical School (Academics), San Antonio
000307*	Northwest Vista College (Alamo CCD)
000309*	Northeast Lakeview College (Alamo CCD)
000326*	Tarrant County College Southeast Campus
000401*	The University of Texas Graduate School of Biomedical Sciences at Galveston
000402*	The University of Texas School of Nursing at Galveston

APPENDIX A

INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
000403*	The University of Texas School of Health Professions at Galveston
000404	The University of Texas Health Science Center at Tyler
000405*	The Texas A&M University System Health Science Center-Baylor College of Dentistry School of Dental Hygiene
000406*	The Texas A&M University System Health Science Center-Baylor College of Dentistry Advanced Education
000407*	Baylor College of Medicine Graduate School of Biomedical Sciences
000411*	The University of Texas Dental Branch/Academics at Houston
000412*	Texas Tech University Health Sciences Center
000413*	Texas Tech University Health Sciences Center School of Allied Health
000415*	Texas Tech University Health Sciences Center School of Pharmacy/Academics
000416*	Texas Tech University Health Sciences Center School of Pharmacy
000418*	Texas Tech University Health Sciences Center Paul L. Foster School of Medicine
000420*	Texas Tech University Health Sciences Center Gayle Greve Hunt School of Nursing
000422*	Texas Tech University Health Sciences Center, Biomedical Sciences - El Paso
000425*	The University of Texas School of Public Health, Galveston
000555	Texas AgriLife Extension Service
000556	Texas AgriLife Research
000557	Texas Veterinary Medical Diagnostic Laboratory
000574*	Southwest Collegiate Institute for the Deaf
000576	Texas Forest Service
000712	Texas Engineering Experiment Station
000716	Texas Engineering Extension Service
000717	Lone Star College - Cy Fair (Lone Star CSD)
000719*	Lone Star College - Kingwood (Lone Star CSD)
000720*	Lone Star College - Tomball (Lone Star CSD)
000721*	Lone Star College - Montgomery (Lone Star CSD)
000722*	Lone Star College - North Harris (Lone Star CSD)
000727	Texas Transportation Institute
000800*	University of Houston System at Sugar Land
000802*	Round Rock Higher Education Center (MITC)
000804*	Prairie View A&M University College of Nursing, Houston Center
000806*	Sul Ross State University - Rio Grande Campus at Del Rio
000808*	Sul Ross State University - Rio Grande Campus at Eagle Pass
000811*	East Williamson County Multi-Institution Teaching Center (MITC)
000812*	Texas A&M University-Commerce Metroplex Center, Mesquite
000814*	Texas Woman's University College of Nursing, Houston Center
000816*	Texas Woman's University College of Nursing, Dallas Educational Activities
000818*	Universities Center at Dallas (MITC)
000820*	Lone Star College - University Center
000821*	Lone Star College - University Park (Lone Star CSD)
000822*	The University of Texas at San Antonio, Downtown
000826*	University of Houston System Center at Cinco Ranch

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
000830*	Texas Tech University Abilene Engineering Center
000833*	Texas Tech University Higher Education Teaching Site at El Paso
000834*	Texas Tech University Higher Education Teaching Site at Fredericksburg
000836*	Texas Tech University Higher Education Teaching Site at Highland Lakes
000838*	Texas Tech University Center at Junction
000840*	The University of Texas at Arlington Fort Worth Center
000842*	Collin Higher Education Center (MITC)
000844*	Alamo University Center (MITC)
000850*	The Texas A&M University System Health Science Center - Dallas Campus
000851*	The Texas A&M University System Health Science Center - Austin
000852*	The Texas A&M University System Health Science Center - Houston Campus
000853*	The Texas A&M University System Health Science Center - Round Rock Campus
000854*	The Texas A&M University System Health Science Center - Temple Campus
000856*	The Texas A&M University System Health Science Center - Kingsville Campus
000857*	The Texas A&M University System Health Science Center - McAllen Campus
000860*	Texas Tech University Health Sciences Center - Amarillo
000861*	Texas Tech University Health Sciences Center, School of Pharmacy Abilene
000862*	Texas Tech University Health Sciences Center - El Paso
000863*	Texas Tech University Health Sciences Center - Midland
000864*	Texas Tech University Health Sciences Center - Odessa
000866*	Texas Tech University Health Sciences Center, School of Pharmacy - Dallas
000870*	The University of Texas Medical Branch at Galveston - Austin
000871*	The University of Texas Health Science Center at Houston - Austin
000872*	The University of Texas Health Science Center at Houston - Brownsville RAHC
000874*	The University of Texas Health Science Center at Houston - Dallas
000876*	The University of Texas Health Science Center at Houston - El Paso
000878*	The University of Texas Health Science Center at Houston - San Antonio
000880*	The University of Texas Health Science Center at San Antonio, Edinburg Research Division
000882*	The University of Texas Health Science Center at San Antonio, Harlingen Research Division
000884*	The University of Texas Health Science Center at San Antonio, Laredo Research Division
000886*	The University of Texas Health Science Center at San Antonio, McAllen Research Division
000896*	The University of Texas M.D. Anderson Cancer Center - Department of Veterinary Science, Bastrop
000898*	The University of Texas M.D. Anderson Cancer Center - Science Park Operations, Smithville
003537	Abilene Christian University
003539	Alvin Community College
003540	Amarillo College
003541	Angelo State University

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
003543	Austin College
003545	Baylor University
003546	Coastal Bend College
003549	Blinn College
003553	Cisco College
003554	Clarendon College
003557	Concordia University Texas
003558	North Central Texas College
003560	Dallas Baptist University
003561	Cedar Valley College (Dallas CCCD)
003563	Del Mar College
003564	East Texas Baptist University
003565	Texas A&M University-Commerce
003568	Frank Phillips College
003570	Grayson County College
003571	Hardin-Simmons University
003572	Trinity Valley Community College
003573	Hill College
003574	Howard College
003575	Howard Payne University
003576	Houston Baptist University
003577	Huston-Tillotson University
003578	University of the Incarnate Word
003579	Jacksonville College
003580	Kilgore College
003581	Lamar University
003582	Laredo Community College
003583	Lee College
003584	LeTourneau University
003585	Lon Morris College
003586	Lubbock Christian University
003588	University of Mary Hardin-Baylor
003590	McLennan Community College
003591	McMurry University
003592	Midwestern State University
003593	Navarro College
003594	University of North Texas
003596	Odessa College
003598	Our Lady of the Lake University, San Antonio
003599	The University of Texas-Rio Grande Valley (formerly Pan American)
003600	Panola College
003601	Paris Junior College
003602	Paul Quinn College

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
003603	Ranger College
003604	William Marsh Rice University
003606	Sam Houston State University
003607	Alamo Community College District
003608	St. Philip's College (Alamo CCD)
003609	San Jacinto College Central Campus
003610	Schreiner University
003611	South Plains College
003613	Southern Methodist University
003614	Southwest Texas Junior College
003615	Texas State University
003616	Southwestern Assemblies of God University
003618	Southwestern Christian College
003619	Southwestern Adventist University
003620	Southwestern University
003621	St. Edward's University
003623	St. Mary's University
003624	Stephen F. Austin State University
003625	Sul Ross State University
003626	Tarrant County College District
003627	Temple College
003628	Texarkana College
003629	Texas A&M University System
003630	Prairie View A&M University
003631	Tarleton State University
003632	Texas A&M University
003634	Texas State Technical College, Waco
003635	Texas Chiropractic College
003636	Texas Christian University
003637	Jarvis Christian College
003638	Texas College
003639	Texas A&M University-Kingsville
003641	Texas Lutheran University
003642	Texas Southern University
003643	Texas Southmost College
003644	Texas Tech University
003645	Texas Wesleyan University
003646	Texas Woman's University
003647	Trinity University
003648	Tyler Junior College
003651	University of Dallas
003652	University of Houston
003654	University of St. Thomas

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
003655	The University of Texas System
003656	The University of Texas at Arlington
003658	The University of Texas at Austin
003659	The University of Texas Medical School at San Antonio
003660	The University of Texas Southwestern Medical School
003661	The University of Texas at El Paso
003662	Victoria College
003663	Wayland Baptist University
003664	Weatherford College
003665	West Texas A&M University
003668	Wharton County Junior College
003669	Wiley College
004003	Central Texas College
004453	El Centro College (Dallas CCCD)
004948	The Texas A&M University System Health Science Center-Baylor College of Dentistry Dental School
004949	Baylor College of Medicine Medical School
004951	The University of Texas Dental School at Houston
004952	The University of Texas Medical School at Galveston
004954	The University of Texas Graduate School of Biomedical Sciences at Houston
004977	South Texas College of Law
006661	Angelina College
006662	Galveston College
006956	The University of Texas School of Public Health at Houston
007096	College of the Mainland Community College District
007857	Brazosport College
008503	Mountain View College (Dallas CCCD)
008504	Richland College (Dallas CCCD)
008510	Eastfield College (Dallas CCCD)
008897*	Tarrant County College Connect Campus
008899	Tarrant County College Northeast Campus
008900	Tarrant County College South Campus
008901*	Tarrant County College Trinity River Campus
009163	San Antonio College (Alamo CCD)
009225	Texas State Technical College, Harlingen
009331	Dallas County Community College District
009348	The University of Texas Medical School at Houston
009549	Western Texas College
009642	Texas State Technical College Central Office
009651	Texas A&M International University
009741	The University of Texas at Dallas
009768	Texas College of Osteopathic Medicine
009797	Midland College

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
009799	The University of Texas Dental School at San Antonio
009930	The University of Texas of the Permian Basin
009932	Texas State Technical College, West Texas
010019	The University of Texas Southwestern School of Health Professions
010060	Vernon College
010115	The University of Texas at San Antonio
010298	Texas A&M University at Galveston
010387	El Paso Community College District
010633	Houston Community College
010674	Texas Tech University Health Sciences Center School of Medicine
010964	Tarrant County College Northwest Campus
011145	Lone Star College System District
011161	Texas A&M University-Corpus Christi
011163	The University of Texas at Tyler
011618	The University of Texas Health Science Center at Houston
011711	University of Houston-Clear Lake
011721	University of Houston System
012015	Austin Community College
012713	San Jacinto College North Campus
012826	University of Houston-Downtown
013231	University of Houston-Victoria
020774	North Lake College (Dallas CCCD)
021002	Brookhaven College (Dallas CCCD)
022594	Amberton University
023053	Parker University
023154	Northeast Texas Community College
023413	Palo Alto College (Alamo CCD)
023485	Lamar State College - Port Arthur
023582	Lamar State College - Orange
023614	Collin County Community College District
025554	The University of Texas M.D. Anderson Cancer Center
029137	San Jacinto Community College
029269	Texas A&M University-Texarkana
030646	The University of Texas at Brownsville (Merged with UT-Rio Grande Valley – Fall 2015)
031034	South Texas College
033965	Texas State Technical College, Marshall
036273	Lamar Institute of Technology
042295	Texas A&M University-Central Texas
042421	University of North Texas at Dallas
103574*	Howard County Junior College District
103594*	University of North Texas System
103639*	Texas A&M University-San Antonio

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INST. CODE	TEXAS INSTITUTIONS IN NUMERIC ORDER
104948*	The Texas A&M University System Health Science Center-Baylor College of Dentistry
104949*	Baylor College of Medicine Medical School/Academics
104952*	The University of Texas Medical Branch at Galveston
109348	The University of Texas Medical School/Academics at Houston
110674*	Texas Tech University Health Sciences Center School of Nursing
123594*	University of North Texas at Dallas College of Law
210674*	Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences
420352*	The College of St. Thomas More
439154	Texas Tech University System

Asterisks indicate temporary identification code numbers assigned by Coordinating Board staff.

APPENDIX B

TEXAS COUNTY CODES

Code	Name	Code	Name
001	Anderson	045	Colorado
002	Andrews	046	Comal
003	Angelina	047	Comanche
004	Aransas	048	Concho
005	Archer	049	Cooke
006	Armstrong	050	Coryell
007	Atascosa	051	Cottle
008	Austin	052	Crane
009	Bailey	053	Crockett
010	Bandera	054	Crosby
011	Bastrop	055	Culberson
012	Baylor	056	Dallam
013	Bee	057	Dallas
014	Bell	058	Dawson
015	Bexar	059	Deaf Smith
016	Blanco	060	Delta
017	Borden	061	Denton
018	Bosque	062	DeWitt
019	Bowie	063	Dickens
020	Brazoria	064	Dimmit
021	Brazos	065	Donley
022	Brewster	066	Duval
023	Briscoe	067	Eastland
024	Brooks	068	Ector
025	Brown	069	Edwards
026	Burleson	070	Ellis
027	Burnet	071	El Paso
028	Caldwell	072	Erath
029	Calhoun	073	Falls
030	Callahan	074	Fannin
031	Cameron	075	Fayette
032	Camp	076	Fisher
033	Carson	077	Floyd
034	Cass	078	Foard
035	Castro	079	Fort Bend
036	Chambers	080	Franklin
037	Cherokee	081	Freestone
038	Childress	082	Frio
039	Clay	083	Gaines
040	Cochran	084	Galveston
041	Coke	085	Garza
042	Coleman	086	Gillespie
043	Collin	087	Glasscock
044	Collingsworth	088	Goliad

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TEXAS COUNTY CODES

Code	Name	Code	Name
089	Gonzales	133	Kerr
090	Gray	134	Kimble
091	Grayson	135	King
092	Gregg	136	Kinney
093	Grimes	137	Kleberg
094	Guadalupe	138	Knox
095	Hale	139	Lamar
096	Hall	140	Lamb
097	Hamilton	141	Lampasas
098	Hansford	142	La Salle
099	Hardeman	143	Lavaca
100	Hardin	144	Lee
101	Harris	145	Leon
102	Harrison	146	Liberty
103	Hartley	147	Limestone
104	Haskell	148	Lipscomb
105	Hays	149	Live Oak
106	Hemphill	150	Llano
107	Henderson	151	Loving
108	Hidalgo	152	Lubbock
109	Hill	153	Lynn
110	Hockley	154	Madison
111	Hood	155	Marion
112	Hopkins	156	Martin
113	Houston	157	Mason
114	Howard	158	Matagorda
115	Hudspeth	159	Maverick
116	Hunt	160	McCulloch
117	Hutchinson	161	McLennan
118	Irion	162	McMullen
119	Jack	163	Medina
120	Jackson	164	Menard
121	Jasper	165	Midland
122	Jeff Davis	166	Milam
123	Jefferson	167	Mills
124	Jim Hogg	168	Mitchell
125	Jim Wells	169	Montague
126	Johnson	170	Montgomery
127	Jones	171	Moore
128	Karnes	172	Morris
129	Kaufman	173	Motley
130	Kendall	174	Nacogdoches
131	Kenedy	175	Navarro
132	Kent	176	Newton

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TEXAS COUNTY CODES

Code	Name	Code	Name
177	Nolan	218	Sutton
178	Nueces	219	Swisher
179	Ochiltree	220	Tarrant
180	Oldham	221	Taylor
181	Orange	222	Terrell
182	Palo Pinto	223	Terry
183	Panola	224	Throckmorton
184	Parker	225	Titus
185	Parmer	226	Tom Green
186	Pecos	227	Travis
187	Polk	228	Trinity
188	Potter	229	Tyler
189	Presidio	230	Upshur
190	Rains	231	Upton
191	Randall	232	Uvalde
192	Reagan	233	Val Verde
193	Real	234	Van Zandt
194	Red River	235	Victoria
195	Reeves	236	Walker
196	Refugio	237	Waller
197	Roberts	238	Ward
198	Robertson	239	Washington
199	Rockwall	240	Webb
200	Runnels	241	Wharton
201	Rusk	242	Wheeler
202	Sabine	243	Wichita
203	San Augustine	244	Wilbarger
204	San Jacinto	245	Willacy
205	San Patricio	246	Williamson
206	San Saba	247	Wilson
207	Schleicher	248	Winkler
208	Scurry	249	Wise
209	Shackelford	250	Wood
210	Shelby	251	Yoakum
211	Sherman	252	Young
212	Smith	253	Zapata
213	Somervell	254	Zavala
214	Starr		
215	Stephens		
216	Sterling		
217	Stonewall		

APPENDIX B

STATE CODES

Code	Name
310	Alabama
311	Alaska
312	Arizona
313	Arkansas
314	California
315	Colorado
316	Connecticut
317	Delaware
318	District of Columbia
319	Florida
320	Georgia
321	Hawaii
322	Idaho
323	Illinois
324	Indiana
325	Iowa
326	Kansas
327	Kentucky
328	Louisiana
329	Maine
330	Maryland
331	Massachusetts
332	Michigan
333	Minnesota
334	Mississippi
335	Missouri
336	Montana
337	Nebraska
338	Nevada
339	New Hampshire
340	New Jersey
341	New Mexico
342	New York
343	North Carolina
344	North Dakota
345	Ohio
346	Oklahoma
347	Oregon
348	Pennsylvania
349	Rhode Island
350	South Carolina
351	South Dakota
352	Tennessee
354	Utah
355	Vermont
356	Virginia
357	Washington
358	West Virginia
359	Wisconsin
360	Wyoming
362	Canal Zone
363	Guam
361	Federated States of Micronesia
365	Pacific Trust Territory
364	Puerto Rico
367	Republic of the Marshall Islands
368	U.S. Dependencies (Islands)
366	Virgin Islands

NOTE: U.S. Dependencies includes American Samoa, Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Northern Mariana Islands, Palmyra Atoll, Wake Island.

The Federated States of Micronesia and the Republic of the Marshall Islands separated from the Pacific Trust Territory. Micronesia includes Chuuk (Truk), Fais, Gaferut, Kosrae, Kusaie, Mortlock, Hall, Pohnpei (Ponape), Pulusak, and Yap islands. Marshall Islands includes Kili, the Ralik Chain, and the Ratak Chain. Trust Territory of Pacific Islands contains the islands of Angaur, Babelthuap, Caroline, Helen, Kayangel, Koror, Merir, Peleliu, Pulo Anna, Sonsorol, and Tobi.

APPENDIX B

FOREIGN COUNTRY CODES

Code	Name
402	Afghanistan
403	Albania
404	Algeria
409	Andorra
406	Angola
411	Anguilla
412	Antarctica
407	Antigua and Barbuda
405	Argentina
408	Armenia
413	Aruba
780	Ashmore and Cartier Islands
410	Australia
415	Austria
414	Azerbaijan
419	Bahamas, The
418	Bahrain
416	Bangladesh
421	Barbados
428	Belarus
420	Belgium
431	Belize
672	Benin
417	Bermuda
422	Bhutan
425	Bolivia
424	Bosnia and Herzegovina
426	Botswana
783	Bouvet Island
430	Brazil
784	British Indian Ocean Territory
785	British Virgin Islands
432	British West Indies
427	Brunei
433	Bulgaria
739	Burkina Faso
435	Burma (Myanmar)
434	Burundi
436	Cambodia (Kampuchea)
437	Cameroon
440	Canada
441	Cape Verde
438	Cayman Islands
447	Central African Republic
444	Chad
445	Chile
450	China, People's Rep of
452	Christmas Island
453	Clipperton Island
454	Cocos (Keeling) Islands
455	Colombia
456	Comoros
770	Congo, Democratic Republic of (Zaire)
457	Congo, Republic of
458	Cook Islands
459	Coral Sea Islands
460	Costa Rica
561	Cote d’Ivoire (Ivory Coast)
462	Croatia
465	Cuba
470	Cyprus
476	Czech Republic
472	Denmark
473	Djibouti
474	Dominica
475	Dominican Republic
480	Ecuador
481	Egypt (A.R.E.)
485	El Salvador
490	England
482	Equatorial Guinea
484	Eritrea
491	Estonia
492	Ethiopia
486	Falkland Islands
487	Faroe Islands
493	Fiji
494	Finland
495	France
496	French Polynesia
517	French Southern and Antarctic Lands
497	Gabon (Republic)
498	Gambia, The
503	Georgia (C.I.S.)
500	Germany
502	Ghana
504	Gibraltar
505	Greece

APPENDIX B

FOREIGN COUNTRY CODES

Code	Name	Code	Name
506	Greenland	618	Madagascar
507	Grenada	602	Malawi (Central Africa)
510	Guatemala	605	Malaysia
512	Guernsey	763	Maldives
671	Guinea	609	Mali
669	Guinea-Bissau	608	Malta
511	Guyana	603	Mauritania
513	Haiti	604	Mauritius
514	Heard Island and McDonald Islands	765	Mayotte
515	Honduras	610	Mexico
520	Hong Kong	612	Moldova
525	Hungary	614	Monaco
528	Iceland	611	Mongolia
530	India	622	Montenegro
535	Indonesia	766	Montserrat
540	Iran	613	Morocco
545	Iraq	617	Mozambique
550	Ireland	616	Namibia
764	Isle of Man	623	Nauru
555	Israel	615	Nepal
560	Italy	620	Netherlands
562	Jamaica	621	Netherlands Antilles
563	Jan Mayen	624	New Caledonia
565	Japan	625	New Zealand
567	Jersey	630	Nicaragua
570	Jordan	636	Niger
572	Kazakhstan	635	Nigeria
575	Kenya	637	Niue
577	Kiribati	638	Norfolk Island
579	Korea, North (Democratic Rep. of)	641	Northern Ireland
580	Korea, South (Republic of)	640	Norway
585	Kuwait	643	Oman
578	Kyrgyzstan	645	Pakistan
590	Laos	646	Palau
592	Latvia	650	Panama
595	Lebanon	651	Papua New Guinea
596	Lesotho	653	Paracel Islands
598	Liberia	655	Paraguay
600	Libya	660	Peru
597	Liechtenstein	665	Philippines
593	Lithuania	664	Pitcairn Islands
599	Luxembourg	666	Poland
601	Macau	667	Portugal
619	Macedonia	668	Portuguese E. Africa

APPENDIX B

FOREIGN COUNTRY CODES

Code	Name
670	Qatar
677	Romania
676	Russia
678	Rwanda
680	Ryukyu Islands
682	Saint Helena
681	Saint Kitts and Nevis
683	Saint Lucia
684	Saint Pierre and Miquelon
687	Saint Vincent and the Grenadines
754	Samoa
688	San Marino
689	Sao Tome and Principe
685	Saudi Arabia
690	Scotland
692	Senegal
697	Serbia
691	Seychelles
686	Sierra Leone
693	Singapore
707	Slovakia
698	Slovenia
696	Solomon Islands
694	Somalia
700	South Africa
702	South Georgia & South Sandwich Is
695	Spain
699	Spratly Islands
443	Sri Lanka (Ceylon)
703	Sudan
704	Suriname
708	Svalbard
706	Swaziland
705	Sweden
710	Switzerland
715	Syria
451	Taiwan
717	Tajikistan
718	Tanzania
720	Thailand
479	Timor-Leste (East Timor)
722	Togo
719	Tokelau
723	Tonga
724	Transkei
725	Trinidad and Tobago
728	Tunisia
730	Turkey
731	Turkmenistan
729	Turks and Caicos Islands
716	Tuvalu
732	Uganda
733	Ukraine
734	United Arab Emirates
736	United Kingdom
740	Uruguay
743	Uzbekistan
744	Vanuatu
745	Venezuela
750	Viet Nam (Socialist Republic)
752	Wales
756	Wallis and Futuna
758	Western Sahara
755	Yemen
771	Zambia
675	Zimbabwe
799	Other foreign country

Inactive Codes (Do not Report):

401	Abu-Dhabi
782	Bassas Da India (Madagascar)
423	Benin
471	Czechoslovakia
478	East Africa
483	Europa Island (Madagascar)
489	French Guiana (France)
721	Gambia, The
501	Gaza Strip (Israel)
499	Germany (East)
508	Glorioso Islands (Madagascar)
509	Guadeloupe (France)
571	Juan De Nova Island (Madagascar)
606	Malagasy Republic
607	Martinique (France)
673	Reunion Islands (France)
727	Tromelin Island (Madagascar)

APPENDIX B

FOREIGN COUNTRY CODES

Code	Name	Code	Name
735	United Arab Republic	726	
738	U.S.S.R	751	
749	Viet Nam, North		
753	West Africa		
757	West Bank (Israel)		
701	Yemen South		
760	Yugoslavia		
772	Zimbabwe		

APPENDIX C

SUBJECT MATTER CONTENT (Texas CIP) CODES Code Explanation

The list of 2010 Subject Matter Content (Texas CIP) Codes is provided on our website at http://www.txhighereddata.org/Interactive/CIP/. A list of the two-digit CIP program codes is provided on page C.2.

The ten-digit Subject Matter Content (Texas CIP) Codes are for use in identifying Degrees Awarded, Declared Majors, Semester Credit Hours, and Courses on the Course Inventory. The first six digits of each code are identical to those in the taxonomy A Classification of Instructional Programs, the seventh and eighth digits are the Texas Suffixes which identify subdivisions of the CIP Codes necessary within Texas, and the ninth and tenth digits identify the Funding Formulas for the Coordinating Board Course Inventory computer files.

EXAMPLE1. 01.0302.0105 Subject Matter Content (Texas CIP) Code

01.1401. CIP Code
01 Texas Suffix
05 Funding Formula

Where no Texas Suffix is necessary, the field should be zero-filled. EXAMPLE 2. 01.0101.0005

Subject Matter Content (Texas CIP) Code

01.0101. CIP Code
00 Texas Suffix
05 Funding Formula

Questions regarding the Subject Matter Content (Texas CIP) Codes, additional code assignments of coding of courses and programs should be directed to Dr. Kevin Lemoine, Division of Academic Affairs and Research, P.O. Box 12788, Austin, Texas 78711, Telephone (512) 427-6200 (STS 256-6200), e-mail Kevin.Lemoine@thecb.state.tx.us.

FOR FACILITIES REPORTS (CBM011 AND CBM014)

In addition to the ten-digit Subject Matter Content (Texas CIP) Codes that are used in identifying degrees, declared majors, semester credit hours, and courses on the Course Inventory, the Coordinating Board has assigned unique six-digit CIP codes to identify administrative and support functions at Texas higher education institutions and the Texas A&M University System Service Agencies. These Coordinating Board CIP codes include non-degree functions (i.e., management operations, intercollegiate athletics, and general service functions for students) and are appended to Appendix C under “Additional Six-digit Specialized Codes for Facilities Use Only” (see page C.3).

Questions regarding six-digit CIP codes for facilities should be directed to the Division of Planning and Accountability, P. O. Box 12788, Austin, Texas 78711, Telephone (512) 427-6130.

APPENDIX C

2010 TWO-DIGIT CIP PROGRAM CODES

01 Agriculture, Agriculture Operations, and Related Sciences
03 Natural Resources and Conservation
04 Architecture and Related Services
05 Area, Ethnic, Cultural, Gender, and Group Studies
09 Communication, Journalism, and Related Programs
10 Communications Technologies/Technicians and Support Services
11 Computer and Information Sciences and Support Services
12 Personal and Culinary Services
13 Education
14 Engineering
15 Engineering Technologies and Engineering-Related Fields
16 Foreign Languages, Literatures, and Linguistics
19 Family and Consumer Sciences/Human Sciences
22 Legal Professions and Studies
23 English Language and Literature/Letters
24 Liberal Arts and Sciences, General Studies, and Humanities
25 Library Science
26 Biological and Biomedical Sciences
27 Mathematics and Statistics
28 Military Science, Leadership, and Operational Art
29 Military Technologies and Applied Sciences
30 Multi/Interdisciplinary Studies
31 Parks, Recreation, Leisure, and Fitness Studies
32 Basic Skills and Developmental/Remedial Education
33 Citizenship Activities
34 Health-Related Knowledge and Skills
35 Interpersonal and Social Skills
36 Leisure and Recreational Activities
37 Personal Awareness and Self-Improvement
38 Philosophy and Religious Studies
39 Theology and Religious Vocations
40 Physical Sciences
41 Science Technologies/Technicians
42 Psychology
43 Homeland Security, Law Enforcement, Firefighting, and Related Protective Services
44 Public Administration and Social Service Professions
45 Social Sciences
46 Construction Trades
47 Mechanic and Repair Technologies/Technicians
48 Precision Production
49 Transportation and Materials Moving
50 Visual and Performing Arts
51 Health Professions and Related Programs
52 Business, Management, Marketing, and Related Support Services
53 High School/Secondary Diplomas and Certificates
54 History
60 Residency Programs

APPENDIX C

ADDITIONAL SIX-DIGIT SPECIALIZED CODES FOR FACILITIES USE ONLY

00	**General Use**
000000	Instructional Classroom (Space Use 110-115)
71	**Student Development**
711000	Student Activities
712000	Cultural Events
713000	Student Organizations
714000	Recreation
715000	Intramural Athletics
719000	Placement Service
719100	Student Financial Aid
719200	General Student Services
72	**Intercollegiate Athletics**
720000	Intercollegiate Athletics, General
720100	Baseball
720200	Basketball
720600	Football
720700	Golf
720800	Gymnastics
720900	Ice Hockey
721400	Soccer
721500	Swimming
721600	Tennis
721700	Track and Field
727000	Volleyball
729999	Intercollegiate Athletics, Other
73	**Supporting Facilities**
731000	Food Service
732000	Health Service
733000	Housing Service
734000	Retail Service - Concessions, i.e., Bookstore
737000	Child Care Service
739900	Administrative Supporting Facility, Other
739999	Supporting Facility, Other
74	**Special Student Services**
741000	Veterans
742000	Foreign Students
743000	Economically Disadvantaged
744000	People with Disabilities
745000	Student Services, Other
81	**Central Operations**
811000	Executive Director, General
811100	Office, Board of Regents or Directors
811200	Office, President, or Chancellor
811300	Office, Executive Vice President, or Vice Chancellor
811400	Office, Vice President Academic Affairs
811500	Office, Vice President Student Affairs
812000	Planning and Programming
813000	Legal Services
814000	Fiscal Control
815000	Investments
816000	Administrative Support
816500	Space Management
817000	Environmental Health and Safety
817500	Alumni Relations
818000	Community Relations
818500	Development
818600	Office, Vice President Personnel, and Administration
818700	Office, Vice President Graduate Studies
818800	Office, Vice President Health Affairs
818900	Office, Vice President Research
819000	Office, Vice President University Relations
819900	Central Operations, General
82	**Functional Operations**
821000	Fiscal Operations
822000	Student Admissions and Records
823000	Employee Personnel and Records
824000	Purchasing and Materials

APPENDIX C

ADDITIONAL SIX-DIGIT SPECIALIZED CODES FOR FACILITIES USE ONLY

825000	Communication and Services
826000	Transportation Services
827000	Measurement and Evaluation
827100	Computer Services, Administrative
829900	Functional Operations, Other
83	**Maintenance Operations**
831000	Utility Plants
832000	Building Maintenance
833000	Grounds Maintenance
834000	Custodial Services
839100	Traffic and Security
839200	Fire Protection
839300	Construction and Maintenance, General
839400	Furnishings Maintenance and Equipment Inventory
839500	Physical Plant Operations
839900	Maintenance Operations, Other
84	**General Health**
841000	General Health Science Centers
999999	**Unknown Us**

APPENDIX D

ADMINISTRATIVE UNIT CODES

0002	Academic Affairs
0007	Academic Enhancement
0003	Academic Programs
0005	Academic Studies
0055	Accountancy & Taxation
0010	Accounting
0011	Accounting & Administrative Science
0020	Accounting & Business Data Systems
0025	Accounting & Business Law
0029	Accounting & Computer Info Systems
0030	Accounting & Computer Science
0039	Accounting & Economics
0040	Accounting & Electron Data Process
0041	Accounting & Finance
0050	Accounting & Information Systems
0051	Accounting & Quantitative Science
0053	Accounting, Economics, & Finance
0052	Accounting, Fin & Adm Info Systs
0048	Acctng, Fin & Mgmt Info Systs
0054	Acctng, Financ, & Gnrl Busi
0049	Acctng, Finance, & Economics
0056	Acute Nursing Care
0058	Administration
0059	Administration & Higher Ed
0060	Administration & Supervision
0062	Administration of Justice
0071	Administrative Disciplines
0065	Administrative Management Systems
0070	Administrative Sciences & Marketing
0080	Administrative Services
0093	Adult & Continuing Education
0094	Adult Health
0095	Adult Training
0090	Advertising
0092	Advisement
0100	Aerospace Engineering
0110	Aerospace Engr/Engr Mechanics
0117	Aerospace Sciences
0120	Aerospace Studies
0125	African & African American Stds
0129	Agri Educ, Communctns, & Systs Mgmt
0128	Agribus, Agron, Hortclt & Range Mgt
0132	Agricultrl & Nat Res Scis
0131	Agricultura & Applied Econ
0130	Agricultural Business & Economics
0140	Agricultural Economics

APPENDIX D

ADMINISTRATIVE UNIT CODES

0156	Agricultural Educ & Cmnctns
0150	Agricultural Education
0155	Agricultural Educatn & Mechanizatn
0160	Agricultural Engineering
0170	Agricultural Engr & Technology
0180	Agricultural Mechanization
0185	Agricultural Sciences
0186	Agricultural Scis & Natrl Resrcs
0183	Agricultural Scis & Voc Educ
0182	Agricultural Services & Development
0190	Agriculture
0200	Agriculture & Agriculture Education
0202	Agriculture & Business
0203	Agriculture & Home Economics
0199	Agriculture & Human Sciences
0204	Agriculture & Life Sciences
0207	Agriculture & Technology
0208	Agriculture, Nurs, & Natrl Sciences
0198	Agriculture, Nutrition & Human Eco
0201	Agronomy & Resource Sciences
0209	Agronomy, Horticltr, & Ent
0206	Agronomy, Horticulture, & Agri Eco
0210	Air Force Science
0220	Air Science
0230	Allied Health
0240	Allied Health & Life Science
0231	Allied Health Education
0232	Allied Health Education & Media
0234	Allied Health Instructional Dvlpmnt
0237	Allied Health Professions
0250	Allied Health Science
0253	Allied Health Sciences
0251	Allied Health Services
0260	American Studies
0263	Anatomical Sciences
0265	Anatomy
0267	Anatomy & Cell Biology
0268	Anatomy & Neurosciences
0266	Anesthesiology
0264	Anesthesiology & Pain Mgmt
0271	Animal & Wildlife Sciences
0270	Animal Science
0272	Animal Science & Food Tech
0280	Anthropology
0279	Anthropology & Behavioral Science
0281	Anthropology & Sociology

APPENDIX D

ADMINISTRATIVE UNIT CODES

0283	Applied Arts
0285	Applied Arts & Sciences
0289	Applied Arts & Technology
0288	Applied Economics
0277	Applied Gerontology
0282	Applied Mathematical Sciences
0286	Applied Music
0284	Applied Science
0274	Applied Sciences
0276	Applied Sciences & Engr Technology
0278	Applied Social Sciences
0287	Applied Theology
0295	Archeology
0290	Architecture
0291	Architecture & Environment
0292	Architecture & Environmental Design
0293	Architecture & Interior Dsgn
0300	Army
0211	AROTC
0310	Art
0312	Art & Architecture
0311	Art & Art History
0320	Art & Design
0330	Art & Music
0334	Art History
0332	Art, Communication, & Theatre
0333	Art, Music, & Drama
0313	Arts
0321	Arts & Education
0325	Arts & Humanities
0335	Arts & Sciences
0337	Arts & Sciences & Graduate School
0338	Arts & Sciences & Teaching Profssns
0317	Arts & Sciences/Education
0315	Arts, Humanities, & Social Sciences
0316	Arts, Sciences, & Education
0340	Asian Studies
0341	Associated Health Occupations
0350	Astronomy
0351	Atmospheric Sciences
0355	Ballet/Modern Dance
0360	Basic Health Sciences
0362	Basic Sciences
0363	Basic Studies
0364	Behavior Analysis

APPENDIX D

ADMINISTRATIVE UNIT CODES

0366	Behavioral & Brain Sciences
0371	Behavioral & Cultural Sciences
0365	Behavioral & Social Sciences
0370	Behavioral Science
0373	Behavioral Science & Kinesiology
0374	Behavioral Science & Physical Educ
0376	Behavioral Sciences
0379	Behavioral Sciences & Business Adm
0380	Behavioral Sciences & Business Educ
0383	Behavioral Sciences & Criminal Just
0384	Behavioral, Appld Scis & Crmnl Just
0385	Benjamin Banneker
0390	Bible
0393	Bible & Philosophy
0396	Bible & Related Subjects
0391	Biblical Languages
0394	Biblical Literature
0392	Biblical Studies
0400	Bicultural-Bilingual Studies
0410	Bilingual Education
0422	Biochemical & Biophysical Sciences
0421	Biochemistry
0420	Biochemistry & Biophysics
0423	Biochemistry & Cell Biology
0425	Biochemistry & Molecular Biology
0433	Biological & Agricultural Enginrng
0432	Biological & Environmental Science
0446	Biological & Health Sciences
0428	Biological Chemistry
0431	Biological Sci & Earth Sci
0430	Biological Sciences
0440	Biology
0444	Biology & Allied Health Sciences
0443	Biology & Biochemistry
0445	Biology & Chemistry
0442	Biology & Geosciences
0455	Biology & Home Economics
0439	Biology, Earth & Environmental Sci
0448	Biomaterials Science
0447	Biomedical Communications
0450	Biomedical Engineering
0452	Biomedical Sciences
0460	Biophysical Sciences
0461	Biophysics & Molecular Genetics
0462	Biosciences & Technology
0464	Biostatistics

APPENDIX D

ADMINISTRATIVE UNIT CODES

0463	Biotechnology
0465	Border Eco & Enterprise Dvlpmnt
0470	Botany
0475	Broadcast Film Arts
0480	Building Construction
0488	Busi Admn & Gr Sch Itnl Trd&Ba
0489	Busi, Acct, Fnanc, & Sectrl Sciencs
0490	Business
0495	Business & Administration
0497	Business & Administrative Studies
0519	Business & Behavioral Scis
0565	Business & Commerce
0520	Business & Economics
0523	Business & Finance
0526	Business & Fine Arts
0529	Business & Industrial Management
0530	Business & Industry
0535	Business & Management
0545	Business & Office Education
0544	Business & Professional Studies
0547	Business & Public Administration
0546	Business & Science
0555	Business & Social Science
0548	Business & Technology
0507	Business Admin & Grad Sch of Busi
0503	Business Admin & Mgmt Info Systms
0500	Business Administration
0501	Business Administration & Economics
0505	Business Administration & Economics
0506	Business Administration & Marketing
0504	Business Administration & Mgmt
0511	Business Analysis
0512	Business Analysis & Info Systems
0510	Business Analysis & Research
0531	Business Broadcasting
0536	Business Communication
0538	Business Computer Information Systs
0560	Business Educ & Secretarial Admin
0540	Business Education
0550	Business Education & Office Admin
0561	Business Law
0563	Business Management & Admin Servics
0567	Business Procedure
0573	Business Research
0575	Business Services
0576	Business Systems

APPENDIX D

ADMINISTRATIVE UNIT CODES

0570	Business Technology
0566	Business, Mathematics,& Engineering
0578	Cardiovascular & Thoracic Surgery
0579	Cardiovascular Perfusion
0582	Career Arts
0581	Career Aviation
0584	Career Education
0589	Cell & Molecular Biology
0585	Cell Biology
0586	Cell Biology & Anatomy
0591	Cell Biology & Genetics
0588	Cell Biology & Neuroscience
0587	Cellular & Structural Biology
0605	Chem, Physics, Geol, & Geophysics
0580	Chemical & Natural Gas Engineering
0590	Chemical Engineering
0600	Chemistry
0603	Chemistry & Biochemistry
0606	Chemistry & Environmental Science
0602	Chemistry & Geosciences
0601	Chemistry & Physics
0599	Chemistry, Geosci & Envrnmntl Sci
0604	Chemistry, Physics, & Engineering
0616	Child Care Work
0615	Child Care/Child Development
0610	Child Development & Family Living
0611	Chiropractic
0612	Christian Communication Arts
0618	Christian Education
0614	Christian Faith & Living
0607	Christian Leadership
0613	Christian Ministries
0608	Christian Studies
0619	Christianity
0624	Chronic Nursing Care
0617	Church Careers
0609	Church Ministries
0622	Civil & Environmental Engineering
0620	Civil & Mechanical Engineering
0630	Civil Engineering
0640	Civil Technology
0623	Civil, Mechanical, & Related Tchns
0621	Civil-Mechanical
0651	Classical & Modern Langs & Lits
0650	Classical & Romance Languages

APPENDIX D

ADMINISTRATIVE UNIT CODES

0655	Classical Studies
0660	Classics
0657	Clinical & Primary Care
0665	Clinical Dietetics
0670	Clinical Education
0662	Clinical Laboratory Sciences
0664	Clinical Nutrition
0671	Clinical Pharmacy & Administration
0659	Clinical Scis & Admn
0672	Clinical Studies
0680	Clothing & Textiles
0669	Clothing, Textiles, & Merchandising
0722	Cmp Info Systms & Admn Scis
0746	Cnslng, Ed Psyc, & Adlt & Highr Ed
0676	College
0663	College I
0658	Commnctn Disorders & Deaf Ed
0684	Communication
0703	Communication & Drama
0673	Communication & Fine Arts
0689	Communication & Languages
0702	Communication & Public Address
0686	Communication & Theatre
0687	Communication & Theatre Arts
0699	Communication Arts
0685	Communication Disorders
0675	Communication Sciences
0705	Communication Sciences & Disorders
0674	Communication Studies
0690	Communications
0691	Communications & Arts
0692	Communications & Drama
0693	Communications & Fine Arts
0694	Communications & Letters
0696	Communications & Modern Languages
0697	Communications & Theatre
0698	Communications Arts
0707	Communications Disorders
0688	Communications Studies
0661	Communictn, Drama, & Jrnlism
0668	Community & Prvntv Dntstry
0683	Community Dentistry
0681	Community Health
0679	Community Health Programs
0667	Community Health/Gerontology
0666	Community Hlth & Prevntve Dentistry

APPENDIX D

ADMINISTRATIVE UNIT CODES

0682	Community Medicine
0677	Community Programs
0678	Community Services
0708	Comp Info Sys, Adm Srvc, & Engr Tch
0732	Comp Info Systms & Quantv Mthds
0695	Comparative Literature
0701	Comparative Medicine
0700	Comparative Studies
0704	Computer & Engineering Sciences
0715	Computer & Information Sciences
0711	Computer & Mathematical Sciences
0706	Computer Educ & Cognitive Systems
0724	Computer Info Syst & Admstrve Srvcs
0709	Computer Info Systems & Engr Tchn
0723	Computer Info Systems & Management
0710	Computer Information Systems
0720	Computer Science
0721	Computer Science & Engineering
0714	Computer Science & Info Systems
0712	Computer Science & Mathematics
0727	Computer Science & Physics
0713	Computer Science Engineering
0718	Computer Sciences
0716	Computing & Information Sciences
0743	Computing & Math Sciences
0717	Construction Science
0728	Consumer Services, Fashion, & Desgn
0729	Cont Educ & Off-Campus Instrctn
0719	Continuing Education
0725	Cooperative Education
0726	Cooperative Programs
0735	Counseling
0748	Counseling & Educ Psychology
0738	Counseling & Guidance
0736	Counseling & Human Development
0733	Counseling & Human Services
0737	Counseling & Special Ed Programs
0730	Counselor Educ & Personnel Services
0731	Counselor Education
0734	Counslng, Dvlpmnt, & Higher Educ
0741	Craniofacial Growth & Dvlpmnt
0739	Creative Arts
0742	Crim Just, History, & Poli Sci
0740	Criminal Justice
0744	Criminology & Criminal Justice
0745	Cultural Studies

APPENDIX D

ADMINISTRATIVE UNIT CODES

0753	Curr & Inst-Elmtry & Scndry
0747	Curriculum & Foundations
0750	Curriculum & Instruction
0751	Curriculum & Instruction-Elem
0752	Curriculum & Instruction-Sec
0755	Czech
0760	Dance
0772	Dance & Drama
0776	Dance & Theatre Arts
0771	Dance,Drama,Radio/TV/Film&Spch Comm
0759	Decision & Information Sciences
0768	Decision Science
0757	Dental
0761	Dental Anatomy
0766	Dental Diagnostic Sciences
0762	Dental Diagnostic Services
0765	Dental Hygiene
0756	Dental Hygiene & Dental Assisting
0754	Dental Laboratory Technology
0758	Dental Materials
0763	Dental Oncology
0777	Dental Pub Health & Dnt Hyg
0774	Dental Public Health
0769	Dentistry
0764	Dermatology
0775	Design & Fashion
0767	Developmental Studies
0784	Diagnostic & Primary Care
0782	Diagnostic Sciences
0773	Divinity
0770	Drama
0778	Drama & Communication
0779	Drama & Dance
0780	Drama & Speech
0781	Dramatic Arts
0786	Early Child Development Ctr
0785	Early Childhood & Special Education
0787	Early Childhood, Rdng & Spec Educ
0783	Early Childhood-Elementary Educatn
0803	Earth & Environmental Sciences
0790	Earth & Physical Sciences
0804	Earth & Space Sciences
0800	Earth Science
0801	Earth Sciences

APPENDIX D

ADMINISTRATIVE UNIT CODES

0805	Ecology & Evolutionary Biology
0821	Econ, Finance & Decsn Sci
0809	Economcs, Finance, & Gnrl Busi
0810	Economics
0812	Economics & Accounting
0814	Economics & Business
0811	Economics & Business Administration
0820	Economics & Finance
0830	Economics & Geography
0825	Economics & Internat Bus
0835	Economics & Political Science
0840	Economics & Sociology
0928	Ed Psyc, Spec Ed, & Technology
0851	Educ, Nutrtn, & Rstrnt/Hotl Mgmt
0850	Education
0853	Education & Applied Science
0854	Education & Behavioral Sciences
0852	Education & Behavioral Studies
0857	Education & Clinical Studies
0861	Education & Counseling
0862	Education & Counseling Psychology
0866	Education & Fine Arts
0856	Education & Health & Physical Educ
0863	Education & Human Development
0859	Education & Human Ecology
0868	Education & Human Services
0858	Education & Learning Resources
0860	Education & Psychology
0864	Education & Social Science
0865	Education & Social Sciences
0869	Education & Teacher Training
0867	Education, Curriculum, & Inst
0855	Education, Early Childhood
0875	Educational Admin & Psychlgcl Srvcs
0877	Educational Admin & Research
0880	Educational Admin & Supervision
0870	Educational Administration
0890	Educational Curriculum & Instructn
0902	Educational Fndtns, Rsch, & Spcl Ed
0900	Educational Foundations
0899	Educational Foundations & Admin
0898	Educational Human Resource Devlpmnt
0904	Educational Leadership
0901	Educational Leadershp & Culturl Stu
0905	Educational Leadershp & Secondry Ed
0910	Educational Media & Technology

APPENDIX D

ADMINISTRATIVE UNIT CODES

0920	Educational Psychology
0925	Educational Psychology & Counseling
0930	Educational Psychology & Guidance
0931	Educational Services
0933	Educational Specializations
0876	Educationl Admin & Human Res Dvlp
0903	Educationl Leadrshp & Counslng
0871	Educationl Leadrshp & Foundtns
0906	Educationl Leadrshp & Support
0872	Educationl Psych & Specl Srvcs
0932	Educationl Psychology & Leadrshp
0907	Educatnl Leadrshp & Policy Stds
0874	Eductnl Adm, Cnslng & Psych
0936	Electrical & Computer Engr
0940	Electrical Engineering
0950	Electrical-Electronics Technology
0956	Elem, Bilingual, & Reading Educatn
0958	Elem, Early Childhood, & Readng Edu
0961	Elementary & Secondary Education
0960	Elementary Education
0967	Emergency Medical Technology
0963	Emergency Medicine
0962	Emergency, Criticl Care, & Trnsplnt
0964	Endodontics
0959	Endodontics & Periodontics
1043	Eng, Clsscs, Phly & Comms
0965	Engineering
0968	Engineering & Applied Science
0969	Engineering & Architecture
0972	Engineering & Computer Science
0973	Engineering & Engineering Technolgy
0974	Engineering & Industrial Tech
0975	Engineering & Mathematics
0985	Engineering & Physics
0970	Engineering Design Graphics
0966	Engineering Science
0982	Engineering Tech & Indus Distrbn
0981	Engineering Technologies
0980	Engineering Technology
0990	English
0995	English & Foreign Languages
1045	English & Journalism
1000	English & Languages
1020	English & Mass Communication
0997	English & Modern Languages
1030	English & Philosophy

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ADMINISTRATIVE UNIT CODES

1035	English & Speech
1005	English as a Second Language
1041	English Language & Literature
1040	English, Classics, & Philosophy
1042	English, Fine Arts, & Spanish
1049	English, Foreign Lang, & Reading
1046	English, Journalism, & Modern Lang
1023	English, Spch, & Foreign Languages
1024	English, Speech, & Foreign Language
1025	English, Speech, & Journalism
1022	English-Communication
1021	English-Communications
1050	Entomology
1055	Entrepreneurship
1056	Environmental & Civil Engr
1057	Environmental & Occup Health
1060	Environmental Design
1065	Environmental Design & Consumer Eco
1067	Environmental Engineering
1069	Environmental Science
1071	Environmental Science & Engineering
1070	Environmental Studies
1073	Environmental Toxicology
1075	Epidemiology
1076	Epidemiology & Biostatistics
1085	Ethnic Studies
1080	Ethnic Studies (African/Afro-Amer)
1090	Ethnic Studies (Mexican-American)
1093	Exercise, Sport, & Health Studies
1100	Family & Community Medicine
1097	Family & Consumer Sciences
1098	Family & Consumer Studies
1095	Family Arts & Sciences
1101	Family Medicine
1105	Family Mgmt, Housing,& Consumer Sci
1109	Family Nursing Care
1103	Family Pract & Community Dentistry
1102	Family Practice
1104	Family Practice & Community Medicine
1107	Family Sciences
1108	Family Studies & Home Economics
1106	Fashion & Textiles
1110	Finance
1120	Finance & Economics
1135	Finance & Real Estate

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ADMINISTRATIVE UNIT CODES

1133	Finance, Accountng, & Comp Info Sys
1132	Finance, Econ & Decsn Scis
1134	Finance, Insurance, & Real Estate
1137	Finance, Mrktng, & Gnrl Busi
1131	Finance/Decision Science
1130	Finance/Insurance/Real Estate,& Law
1115	Financial Administration
1136	Financial Management
1117	Financl Insts,Acct,& Comp Info Syst
1145	Fine & Applied Arts
1155	Fine & Language Arts
1146	Fine & Performing Arts
1140	Fine Arts
1142	Fine Arts & Communication
1143	Fine Arts & Humanities
1141	Fine Arts & Speech
1147	Fixed Prosthodontics
1150	Food & Nutrition
1156	Foreign Language Education
1160	Foreign Languages
1170	Foreign Languages & Literatures
1175	Forensic Medicine
1180	Forest Science
1190	Forestry
1201	Foundations & Higher Education
1200	Foundations of Education
1204	Foundations, Educ Admn,& Suprvision
1210	French
1211	French & Italian
1220	French/Italian Language & Litrture
1231	General & Family Practice
1230	General Academics
1240	General Business
1243	General Business & Economics
1244	General Business & Marketing
1245	General Business & Systems Mgmt
1241	General Business Administration
1247	General College
1249	General Dentistry
1232	General Practice
1235	General Studies
1251	Geographic Area Studies
1250	Geography
1255	Geography & Anthropology
1257	Geography & Environment

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ADMINISTRATIVE UNIT CODES

1260	Geography & Geology
1270	Geography & Planning
1280	Geological Sciences
1290	Geology
1300	Geology & Anthropology
1302	Geology & Chemistry
1305	Geology & Geophysics
1310	Geophysics
1320	Geosciences
1321	Geosciences & Maritime Studies
1330	German
1331	German & Russian
1333	German & Slavic Studies
1340	Germanic & Slavic Languages
1350	Germanic Languages
1351	Germanic Studies
1355	Gerontology
1358	Gerontology & Geriatric Services
1359	Gerontology & Long Term Care
1356	Gerontology Services Admin
1360	Government
1365	Government & Economics
1364	Government & Public Service
1368	Graduate
1367	Graduate Studies
1363	Graduate Studies & Research
1366	Graphic Arts
1369	Gross Anatomy
1374	Gross Anatomy-Neuro Anatomy
1370	Guidance & Counseling
1372	Guidance, Counslng, & Psych
1386	Health
1389	Health & Behavioral Sciences
1395	Health & Human Performance
1402	Health & Kinesiology
1390	Health & Physical Education
1400	Health & Physical Education for Men
1410	Health & Physical Educatn for Women
1380	Health Administration
1379	Health Care & Info Adm
1381	Health Care Administration
1382	Health Care Instruction
1384	Health Care Sciences
1383	Health Care Services
1378	Health Communications

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ADMINISTRATIVE UNIT CODES

1420	Health Education
1422	Health Informatics
1423	Health Information Management
1424	Health Information Sciences
1435	Health Organization Management
1431	Health Policy & Management
1436	Health Professions
1438	Health Promotion & Behavioral Scis
1434	Health Promotion & Gerontology
1385	Health Related Professions
1388	Health Related Studies
1387	Health Sciences
1391	Health Sciences & Human Srvcs
1392	Health Services & Research
1393	Health Services Administration
1394	Health Services Research
1437	Health Studies
1429	Health, Exercise & Sport Sciences
1432	Health, Kineslgy & Sports Stds
1430	Health, Phys Ed, & Recreatn
1425	Health, Physical Educ, & Athletics
1433	Health, Physical Educ, Recr, & Dnce
1427	Health, Physical Education, & Dance
1439	Higher & Adult Education
1441	Higher Educ & Educ Management
1440	Higher Education
1445	Hispanic & Classical Languages
1484	Histology
1487	Histology-General & Oral
1450	History
1452	History & American Studies
1455	History & Anthropology
1460	History & Geography
1470	History & Government
1451	History & International Relations
1480	History & Philosophy
1483	History & Political Science
1486	History, Geography, & Economics
1485	History, Government, & Geography
1482	History, Poli Sci & Crmnl Justice
1488	Hlth Promotion & Dntl Care Dlvry
1490	Home & Family Life
1491	Home Building
1500	Home Economics
1515	Home Economics & Consumer Sciences
1517	Home Economics & Vocational Educatn

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ADMINISTRATIVE UNIT CODES

1510	Home Economics Education
1518	Honors
1520	Horticultural Sciences
1530	Horticulture
1535	Hotel & Restaurant Management
1537	Houston Ctr for Bone Research
1540	Human Anatomy
1542	Human Anatomy & Medical Neurobiolgy
1541	Human Biological Chem & Genetics
1545	Human Development
1546	Human Devlp & Consumer Sciences
1547	Human Devlp & Family Studies
1549	Human Ecology
1548	Human Fitness
1544	Human Infections & Immunity
1550	Human Pathology & Lab Medicine
1553	Human Performance & Health Sciences
1561	Human Relations
1558	Human Resource Management
1560	Human Sciences
1565	Human Sciences & Humanities
1562	Human Services
1564	Human Services & Consumer Science
1563	Human Srvcs, Foundtns, & Mlticlt Ed
1570	Humanities
1575	Humanities & Basic Sciences
1571	Humanities & Communications
1580	Humanities & Fine Arts
1585	Humanities & Medicine
1582	Humanities & Social Science
1581	Humanities & Social Sciences
1583	Humanities & The Arts
1584	Humanities In Medicine
1587	Humanities, Fine Arts, & Communictn
1588	Humanities, Fine Arts, & Social Sci
1586	Humanities, Languages, & Literature
1589	IC2 Institute
1595	Industrial
1590	Industrial Arts
1592	Industrial Arts Education
1600	Industrial Education
1610	Industrial Education & Technology
1620	Industrial Engineering
1621	Industrial Engineering & Technology
1631	Industrial Technologies

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ADMINISTRATIVE UNIT CODES

1630	Industrial Technology
1635	Industrial, Vocatnl, & Techncl Educ
1636	Industrl & Engineering Technlgy
1637	Industrl & Manfctng Systms Engr
1640	Industry & Technology
1641	Infectious Deseases & Clin Microbio
1628	Information
1646	Information & Decision Sciences
1629	Information & Logistics Technology
1634	Information & Operations Mgt
1643	Information Systems
1633	Information Systems & Analysis
1638	Information Systems & Mgmt Sciences
1632	Information Systems & Oper Mgmt
1642	Information Systems & Quant Science
1627	Informatn Technlgy & Decision Scis
1644	Instructional Specialties
1645	Insurance
1648	Integrative Biology
1639	Integrative Biology & Pharmacology
1647	Integrative Physiology
1649	Inter-Amer Affairs & Intrnatnl Educ
1650	Interdepartmental
1651	Interdepartmental I
1652	Interdepartmental II
1654	Interdepartmental IV
1667	Interdisc Studies & Curr & Instrct
1655	Interdisciplinary
1653	Interdisciplinary Education
1657	Interdisciplinary Graduate Studies
1656	Interdisciplinary Studies I
1658	Interdisciplinary Studies III
1659	Interdisciplinary Studies IV
1666	Interior Design
1660	Internal Medicine
1665	International Management
1664	International Relations
1663	International Studies
1661	International Trade
1662	International Trade & Busi Admn
1668	Interpersonal & Public Communicatn
1670	Journalism
1675	Journalism & Broadcasting
1680	Journalism & Graphic Arts
1678	Journalism & Mass Communctn

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ADMINISTRATIVE UNIT CODES

1676	Journalism & Printing
1681	Journalism, Broadcasting, & Film
1683	Journalism, Radio, & Television
1686	Journalism, Spch Comm,& Theatr Arts
1672	Justice Studies
1674	Juvenile Justice
1673	Juvenile Justice & Psychology
1687	Kinesiological Studies
1677	Kinesiology
1684	Kinesiology & Health Education
1679	Kinesiology & Health Science
1682	Kinesiology, Hlth Promotion, & Recr
1695	Labor & Industrial Relations
1692	Laboratory Animal Resources
1698	Laboratory Sciences & Primary Care
1694	Landscape Arch & Urban Planning
1690	Landscape Architecture
1772	Lang, Literacy, & Spec Populations
1691	Language
1693	Language & Literature
1685	Language Arts
1696	Language, Literature & Arts
1771	Language, Literature, & Journalism
1697	Languages & Communications
1689	Languages & Linguistics
1688	Languages & Literature
1700	Latin American Studies
1710	Law
1720	Law Enforcement
1711	Legal Studies
1721	Letters
1733	Liberal & Fine Arts
1734	Liberal & Performing Arts
1735	Liberal Arts
1738	Liberal Arts & Behavioral Sciences
1737	Liberal Arts & Social Sciences
1736	Liberal Studies
1724	Library & Information Science
1725	Library & Information Sciences
1728	Library & Information Studies
1730	Library Science
1740	Library Service Education
1750	Life Sciences
1753	Life Sciences, Geology, & Geography

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ADMINISTRATIVE UNIT CODES

1745	Life, Earth, & Envmntl Scis
1760	Linguistics
1765	Linguistics & Semiotics
1766	Linguistics & Tesol
1770	Literature & Languages
1780	Management
1785	Management & Administration
1787	Management & Business
1788	Management & Free Enterprise
1790	Management & Marketing
1798	Management Science & Info Systems
1799	Management Science & Statistics
1796	Management Systems & Strategy
1793	Management, Marketing, & Busi Admn
1795	Management, Marketing, & Finance
1792	Management, Marketng, & Admn Systms
1784	Management, Policy & Community Hlth
1797	Manipulative Medicine
1781	Manpower & Industrial Relations
1783	Manufacturing Engineering
1805	Marine Biology
1807	Marine Biomedical
1800	Marine Engineering
1801	Marine Engineering Technology
1809	Marine Science
1810	Marine Sciences
1811	Marine Studies
1818	Marine Technology
1825	Marine Transportation
1820	Marine Transportation/Nautical Sci
1813	Maritime
1814	Maritime Administration
1815	Maritime Systems Engineering
1830	Marketing
1849	Marketing & Business Education
1847	Marketing & Design
1848	Marketing & Entrpnrshp
1846	Marketing & Internat Bus
1845	Marketing & Logistics
1850	Marketing & Management
1840	Marketing Administration
1851	Marketing Management
1853	Marriage & Family
1855	Mass Communication
1860	Mass Communications

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ADMINISTRATIVE UNIT CODES

1862	Mass Media, Communication & Theatre
1866	Materials Research & Technology
1864	Materials Sci & Engineering
1863	Materials Science
1865	Maternal-Child
1901	Math, Engineering, & Naturl Sciencs
1877	Mathematical & Info Sciences
1870	Mathematical Sciences
1871	Mathematical Sciences, Applied
1875	Mathematics
1873	Mathematics & Computer Science
1876	Mathematics & Computer Scis
1880	Mathematics & Engineering Drawing
1885	Mathematics & Physical Sciences
1890	Mathematics & Physics
1878	Mathematics & Science
1892	Mathematics & Sciences
1895	Mathematics & Statistics
1879	Mathematics for Business Admin
1900	Mathmtcs, Comp Sci, & Statscs
1905	Mathmtcs, Phys Scns, & Engineering
1903	Mathmtcs, Phys Scns, & Engr Techlgy
1904	Mathmtcs, Physics, & Engineering
1921	Mech Engineering & Materials Sci
1908	Mechanical & Aerospace Engineering
1910	Mechanical & Industrial Engineering
1920	Mechanical Engineering
1919	Mechanical Engr & Biomechanics
1930	Mechanical Technology
1932	Media Communication Arts
1938	Medical
1939	Medical & Surgical Neurology
1940	Medical Biochmstry & Medical Gentcs
1976	Medical Chmstry & Phrmcgnsy
1941	Medical Computer Science
1944	Medical Education
1955	Medical Educational Resources
1942	Medical Humanities
1943	Medical Imaging
1945	Medical Informatics
1946	Medical Laboratory Sciences
1950	Medical Microbiology & Immunology
1960	Medical Pharmacology & Toxicology
1970	Medical Physiology
1964	Medical Record Administration
1965	Medical Records

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ADMINISTRATIVE UNIT CODES

1975	Medical Technology
1935	Medicine
1978	Mental Health/Management
1979	Merchandising & Hospitality Mgmt
1983	Metallurgical & Materials Engr
1980	Metallurgical Engineering
1990	Meteorology
1995	Mexican-American Cultural Studies
1996	Mexican-American Studies
1786	Mgmt & Computer Info Systs
1789	Mgmt Info Sys & Decision Sci
1794	Mgmt, Marketing, & Gnrl Busi
1791	Mgmt, Marketing, & Intntl Busi
2000	Microbiology
2001	Microbiology & Immunology
2003	Microbiology & Molecular Genetics
2011	Middle Eastern Lang & Cultures
2010	Middle Eastern Studies
2020	Military Science
2030	Military Science & Tactics
2031	Military Sciences
2041	Modern & Classical Languages
2040	Modern Foreign Languages
2050	Modern Languages
2052	Modern Languages & Lit
2054	Modern Languages & Literatures
2049	Molecular & Cell Biology
2051	Molecular & Cellular Biology
2059	Molecular Bio & Immunology
2048	Molecular Biology
2056	Molecular Biology & Oncology
2057	Molecular Biomedical Scis
2058	Molecular Medicine
2053	Mrchndsng, Envrdsgn, & Cnsmrecon
2055	Museum Science
2060	Music
2070	Music & Art
2063	Music & Dance
2065	Music & Drama
2067	Music & Theatre
2071	Music Education
2072	Music Education & Church Music
2073	Music History & Literature
2068	Music, Drama, & Art
2064	Music, Theatre & Dance

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ADMINISTRATIVE UNIT CODES

2078	Native America Studies
2074	Native American Studies
2076	Natural & Applied Science
2087	Natural & Applied Sciences
2079	Natural & Social Sciences
2062	Natural Resources Mgt
2093	Natural Science
2086	Natural Science & Agriculture
2088	Natural Science, Math, & Comptr Sci
2077	Natural Sciences
2075	Natural Sciences & Mathematics
2069	Natural Sciences & Physical Educ
2080	Naval Science
2084	Neurobiology & Anatomy
2081	Neurology
2082	Neurology & Anatomy
2094	Neuroscience
2096	Neuroscience & Cell Biology
2089	Neurosurgery
2085	New College
3333	Non-Instructional Area
2083	NROTC
2090	Nuclear Engineering
2091	Nuclear Medicine
2092	Nuclear Medicine Science
2095	Nurse Anesthesia
2100	Nursing
2103	Nursing & Allied Health
2102	Nursing & Allied Health Sciences
2110	Nursing & Health Professions
2109	Nursing & Health Sciences
2101	Nursing Education
2111	Nursing for Acute & Continuing Care
2112	Nursing for Target Populations
2113	Nursing Systems & Technology
2115	Nutrition
2116	Nutrition & Dietetics
2120	Nutrition & Food Sciences
2125	Nutrition, Textiles,& Human Dvlpmnt
2128	Obstet, Gyn, & Reproductve Sciences
2130	Obstetrics & Gynecology
2132	Occlusion & Fxd Prsthdntcs
2133	Occupational & Vocational Educatn
2134	Occupational Med & Personal Health
2135	Occupational Therapy

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ADMINISTRATIVE UNIT CODES

2140	Oceanography
2151	Office Admin & Business Education
2150	Office Administration
2149	Office Occupations
2152	Oncology
2164	Operations Management
2161	Operations Research
2155	Operations Research & Engr Mgmt
2156	Operative Dentistry
2159	Ophthalmology
2157	Ophthalmology & Visual Sciences
2160	Optometry
2166	Oral & Maxillofacial Srgry
2172	Oral & Maxof Sgry & Ansthlgy
2171	Oral & Maxof Sgry & Pharm Scis
2163	Oral Biomaterals
2165	Oral Communication
2169	Oral Diagnosis/Oral Radiology
2168	Oral Diagnostic Sciences
2162	Oral Pathology
2167	Oral Surgery
2170	Organizational Behavior/Management
2180	Oriental/African Lang & Lit
2185	Orientation/Student Development
2173	Orlmxfclsrg,Anthlgy,&Orlphmcgy
2186	Orthodontics
2183	Orthopaedic Surgery
2178	Orthopaedic Surgery & Rehabltn
2179	Orthopedics
2182	Osteopathic Medicine
2181	Osteopathic Phil, Prin, & Practice
2177	Osteopathic Research & Education
2187	Otolaryngology
2184	Otolaryngology-Head & Neck Surgery
2188	Otology
2189	Otorhinolaryngology
2190	Park Administratn & Landscape Arch
2191	Pathology
2192	Pathology & Anatomy
2193	Pathology & Laboratory Medicine
2195	Pedagogical Studies
2203	Pediatric Dentistry
2200	Pediatrics
2199	Pedodontics
2196	Performance Studies

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ADMINISTRATIVE UNIT CODES

2197	Performing Arts
2204	Perinatal & Parent/Child Care
2205	Periodontics
2202	Periodontology
2201	Personnel Management
2212	Petroleum & Geosystems Engr
2210	Petroleum Engineering
2217	Pharmaceutical Sciences
2221	Pharmaceutics
2222	Pharmacology
2226	Pharmacology & Neuroscience
2223	Pharmacology & Toxicology
2220	Pharmacy
2218	Pharmacy & Health Sciences
2224	Pharmacy Practice
2230	Philosophy
2235	Philosophy & Art
2240	Philosophy & Humanities
2241	Philosophy & Religion
2243	Philosophy & Religion Studies
2225	Photography
2219	Phrmaclgcl & Phrmactcl Scis
2291	Physical & Biological Sciences
2248	Physical & Environmental Scis
2250	Physical & Health Education
2292	Physical & Life Sciences
2293	Physical & Mathematical Sciences
2267	Physical Ed, Health, & Recreation
2266	Physical Ed, Hlth,& Rec Biokinetics
2260	Physical Education
2262	Physical Education & Athletics
2261	Physical Education & Health
2265	Physical Education & Recreation
2270	Physical Education for Men
2280	Physical Education for Women
2286	Physical Medicine
2284	Physical Medicine & Rehab
2285	Physical Medicine-Rehabilitation
2290	Physical Sciences
2295	Physical Therapy
2296	Physician Assistants
2297	Physician's Assistant Studies
2300	Physics
2304	Physics & Astronomy
2301	Physics & Engineering
2298	Physics & Geology

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ADMINISTRATIVE UNIT CODES

2299	Physics & Geosciences
2302	Physics-Dental Materials
2303	Physics/Geology
2305	Physiology
2307	Physiology & Cell Biology
2310	Plant & Soil Science
2313	Plant & Soil Sciences
2317	Plant Pathology
2318	Plant Pathology & Microbiology
2320	Plant Science
2321	Plant Sciences
2323	Plastic Surgery
2330	Police Administration
2331	Policy & Economic Dvlpmnt
2332	Policy & Environment
2335	Political Economy
2340	Political Science
2343	Political Science & Geography
2342	Political Science & History
2338	Political Science & Public Admin
2341	Political Science, Economics, & Law
2339	Politicl Sci, Geogrphy & Pblc Admn
2344	Politics
2350	Poultry Science
2356	Practical Ministries
2355	Practical Theology
2357	Practice Relations & Mgmt
2358	Preventive Dentistry
2359	Preventive Med Community Health
2354	Professional & Continuing Educ
2360	Professional Education
2362	Professional Education Ministries
2363	Professional Pedagogy
2368	Professional Programs
2364	Professional Roles
2365	Professional Studies
2361	Professnl Development & Grad Stud
2366	Prosthodontics
2367	Prosthodontics (Graduate)
2376	Psychiatric & Mental Health
2369	Psychiatry
2370	Psychiatry & Behavioral Science
2375	Psychiatry & Human Behavior
2380	Psychology
2385	Psychology & Anthropology
2390	Psychology & Philosophy

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ADMINISTRATIVE UNIT CODES

2400	Psychology & Sociology
2405	Psychology & Special Education
2411	Psychology, Sociology, & Social Wrk
2410	Psychology/Sociology/Anthropology
2421	Public Administration
2420	Public Affairs
2423	Public Affairs/Services
2424	Public Communication
2425	Public Health
2324	Public Health & Preventive Medicine
2426	Public Health Sciences
2422	Public Justice
2427	Public Policy
2428	Public School Admin & Supervision
2429	Public Service
2431	Quantitative Analysis
2432	Quantitative Business Analysis
2430	Quantitative Management Science
2433	Quanttv Mthds & Info Systms
2449	Radiation Oncology
2452	Radiation Therapy
2440	Radio-Television-Film
2434	Radiologic Sciences
2435	Radiologic Technology
2451	Radiological Science
2450	Radiology
2461	Ranch Management
2460	Range & Wildlife Management
2470	Range Animal Science
2480	Range Science
2462	Range, Wldlf, & Fisheries Mgmt
2465	Rangeland Ecology & Management
2482	Reading
2479	Reading & Bilingual Education
2486	Reading & Education
2487	Reading & Foreign Language
2488	Real Estate
2489	Real Estate & Regional Science
2490	Recreation
2493	Recreation & Leisure Studies
2500	Recreation & Parks
2502	Recreation, Park, & Tourism Sci
2491	Regional & Urban Studies
2472	Rehab, Soc Wk & Addctns

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ADMINISTRATIVE UNIT CODES

2459	Rehabilitation
2464	Rehabilitation & Occup Therapy
2466	Rehabilitation Counseling
2473	Rehabilitation Medicine
2476	Rehabilitation Science
2469	Rehabilitation Services
2477	Rehabilitation Sports Medicine
2475	Rehabilitation Studies
2495	Related Arts
2485	Religion
2496	Religion & Philosophy
2481	Religion Studies
2478	Religious & Pastoral Studies
2483	Religious Education
2484	Religious Studies
2494	Removable Prosthodontics
2497	Reproductive Medicine
2499	Reproductive Medicine & Biology
2463	Research
2492	Respiratory Care
2504	Respiratory Therapy
2498	Restorative Dentistry
2467	Restorative Dntstry & Biomat
2471	Restorative Sciences
2474	Rhetoric & Composition
2468	Rural Public Health
2501	Russian
2511	School & Community Functions
2509	School Admnstrn & Supervsn
2512	School Management
2510	School Services
2513	School Services & Counseling
2529	School Specialties
2514	Science
2532	Science & Computer Engineering
2517	Science & Engineering
2521	Science & Health Professions
2523	Science & Humanities
2531	Science & Math Educ
2518	Science & Mathematics
2506	Science & Physical Education
2516	Science & Technology
2505	Science Education
2520	Science for Society
2503	Science, Engineering,& Technology

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ADMINISTRATIVE UNIT CODES

2508	Science, Math, & Pre-Engineering
2507	Science, Mathematics, & Agriculture
2528	Science, Mathmtcs, & Technology
2525	Science, Museum
2515	Sciences
2526	Sciences & Engineering
2522	Sciences & Mathematics
2519	Sciences & Technologies
2527	Sciences & Technology
2524	Sciences, Mathematics, & Engineerng
2530	Secondary & Higher Education
2541	Secondary Educ & Eductnl Ldrshp
2540	Secondary Education
2550	Secretarial Administration
2551	Secretarial Science
2555	Self Directed Dental Education
2558	Slavic & Eurasian Studies
2560	Slavic Languages
2561	Slavic Languages & Literatures
2563	Small Business Development
2564	Social & Behavioral Health
2565	Social & Behavioral Sciences
2567	Social & Policy Sciences
2568	Social Science
2570	Social Sciences
2569	Social Sciences,Bus Adm,& Mlti Disc
2571	Social Sciencs, Srvcs, & Mod Langs
2575	Social Studies
2580	Social Work
2584	Social Work, Beh & Pol Scis
2583	Social Work, Sociology, & Crim Just
2582	Social Work, Sociology, & Gerontlgy
2602	Sociol, Social Wrk, & Crim Justice
2590	Sociology
2592	Sociology & Criminal Justice
2595	Sociology & Education
2601	Sociology & Social Welfare
2600	Sociology & Social Work
2612	Sociology, Anthropology, & Socl Wrk
2610	Sociology-Anthropology
2620	Soil & Crop Sciences
2629	Space Physics & Astronomy
2630	Spanish
2640	Spanish & Other Languages
2650	Spanish & Portuguese
2651	Spanish, Portuguese, & Classics

APPENDIX D

ADMINISTRATIVE UNIT CODES

2660	Special Education
2666	Special Populations
2680	Special Program & Services
2670	Special Programs
2682	Special Services
2681	Special Studies
2690	Speech
2695	Speech & Communications
2700	Speech & Drama
2705	Speech & Hearing Sciences
2710	Speech & Theatre
2720	Speech & Theatre Arts
2691	Speech Communication
2730	Speech Communication & Drama
2732	Speech Communication & Theatre
2731	Speech Communication & Theatre Arts
2733	Speech Pathology
2735	Speech Pathology & Audiology
2715	Speech, Drama, & Community Theatre
2725	Speech, Drama, & Journalism
2727	Speech, Language & Hearing Sciences
2734	Speech-Language Path & Audiology
2716	Speech/Drama/Art
2737	Sports & Exercise Sciences
2736	Sports/Rehbilitation Medicine
2738	Stage Design
2740	Statistics
2745	Stomatology
2747	Student Life
2750	Student Personnel & Guidance
2755	Studies In Aging
2757	Study Center
2760	Surgery
2765	Sw Brdrlnds Cltrl Stds & Rsrch Cntr
2766	Sw Brdrlnds Research Center
2770	Systems
2780	Systems & Operations Management
2775	Systems Analysis
2786	Teacher Education
2789	Teacher Education & Admin
2787	Teacher Education & Home Economics
2788	Teacher Education & Psychology
2806	Teaching & Learning
2807	Teaching Professions
2804	Teaching, Learning, & Culture

APPENDIX D

ADMINISTRATIVE UNIT CODES

2785	Technical
2791	Technical Arts
2790	Technical Education
2792	Technical Service
9999	Technical/Vocational
2802	Technological & Career Development
2803	Technological Studies
2800	Technologies
2801	Technology
2797	Technology & Cognition
2799	Technology & Photography
2798	Technology Development & Assessment
2805	Telecommunications
2809	Texas A&M Univ-Galveston
2808	Texas Juvenile Crime Prev
2810	Textile Engineering
2820	Textile Science & Clothing
2830	Theatre
2832	Theatre & Communication
2833	Theatre & Dance
2831	Theatre & Speech Communication
2840	Theatre Arts
2844	Theatre Arts & Film
2843	Theatre Arts/Speech
2846	Theology
2845	Theology & Philosophy
2847	Theory & Composition
2848	Theory & Research
2849	Therapeutic Programs
2853	Transportation Studies
2851	University
2855	University College
2852	University General Divisions
2854	University Scholars Program
2859	Urban & Professional Programs
2858	Urban & Public Affairs
2850	Urban & Regional Planning
2861	Urban Affairs
2862	Urban Education
2860	Urban Planning
2864	Urban Planning & Envrnmntl Policy
2863	Urban Resources
2865	Urban Studies
2867	Urology

APPENDIX D

ADMINISTRATIVE UNIT CODES

2872	Veterinary & Zoological Medicine
2870	Veterinary Anatomy
2871	Veterinary Anatomy & Public Health
2874	Veterinary Interdepartmental
2885	Veterinary Large Animal Med & Surg
2887	Veterinary Medicine
2890	Veterinary Microbiology-Parasitolgy
2907	Veterinary Pathobiology
2910	Veterinary Pathology
2920	Veterinary Physiology/Pharmacology
2930	Veterinary Public Health
2880	Veterinary Small Animal Med & Surg
2931	Virology & Epidemiology
2936	Visual & Performing Arts
2935	Visual Arts
2940	Vocational Education
2945	Vocational Technical
2950	Wildlife & Fisheries Science
2951	Wildlife & Fisheries Sciences
2955	Women's Health Care
2957	Women's Studies
2959	World Hunger & Peace
2960	Zoology

APPENDIX E

CIP FUNDING CATEGORIES
FOR COMMUNITY, TECHNICAL, AND STATE COLLEGES

Agriculture	01, 03	1
Architecture & Precision Production Trades	04, 47.04, 48	2
Biology, Physical Sciences, & Science Technologies	26, 40, 41	3
Business Management, Marketing & Administrative Services	11.0202, 11.05, 11.09, 22.03, 51.07, 52	4
Career Pilot	49.0102	5
Communications	09, 10, 13.05	6
Computer and Information Sciences	11*	7
Construction Trades	46	8
Consumer and Homemaking Education	12, 13*, 19	9
Engineering	14	10
Engineering-Related	15	11
English Language, Literature, Philosophy, Humanities & Interdisciplinary	23, 24, 25, 30, 32*, 38	12
Foreign Languages	16	13
Health Occupations – Dental Assisting, Medical Lab., & Associate Degree Nursing	51.0601, 51.0802, 51.1000, 51.3801	14
Health Occupations – Dental Hygiene	51.0602	15
Health Occupations – Other (Excludes Dental Hygiene, Dental Assisting, Medical Lab., Associate Degree Nursing, Vocational Nursing, & Respiratory Therapy	51*	16
Health Occupations – Respiratory Therapy	51.0908	17

APPENDIX E

CIP FUNDING CATEGORIES FOR COMMUNITY, TECHNICAL, AND STATE COLLEGES

Health Occupations – Vocational Nursing	51.3901	18
Mathematics	27, 32.0104	19
Mechanics and Repairers – Automotive	47*	20
Mechanics and Repairers – Diesel, Aviation Mechanics & Transportation Workers	47.0605, 47.0607, 47.0608, 47.0609, 49	21
Mechanics and Repairers – Electronics	47.01, 47.02	22
Physical Education and Fitness	31*, 36.0108, 36.0114	23
Protective Services & Public Administration	22*, 43, 44	24
Psychology, Social Sciences & History	42, 45, 54	25
Visual and Performing Arts	50	26
Non-State Funded	28, 29, 33, 34, 35, 36*, 37, 39	99

* The four and six-digit CIP codes, when listed separately, are not included in their corresponding two-digit CIP code funding area.

APPENDIX F

SPACE USE CODES

This appendix includes a complete list of Space Use Codes and descriptions. The 11 major categories of Space Use Codes encompass all spaces found in campus buildings. Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine the space's Space Use Code.

Categorizing a space use (Space Use Code) is separate from classifying a room's function (Functional Category Code) or its academic discipline (CIP). Placing the focus on a room's relationship may help clarify its definition and code description. Each room has one best Space Use Code based on its exclusive or predominant design/use. The information needed to code a room's type of space may best be obtained by visual inspection, but may also be obtained from as-built drawings. Space Use Codes can change when its predominant use or physical characteristics are changed or remodeled.

A Space Use Code indicates either a primary activity area or a service area. Primary activity areas always end with a "0". It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. If a room is significantly dependent on the existence of another room, a service code is appropriate. Service areas always end with a "5", which represent support space for a corresponding primary activity area ending with "0".

Space Use Codes cannot be prorated. Only Functional Category Codes and Classification of Instructional Program Codes can be prorated. If a room is used as an Office (310) and as a Research/Non-Class Laboratory (250), a single determination must be made according to its primary use. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space.

Classroom Facilities

110 Classroom[2,3]
115 Classroom Service[2]

Laboratory Facilities

210 Class Laboratory[3]
215 Class Laboratory Service
220 Special Class Open Laboratory[3]
225 Special Class Open Laboratory Service
230 Individual Study Laboratory
235 Individual Study Laboratory Service
250 Research/Non-Class Laboratory
255 Research/Non-Class Laboratory Service

Office Facilities

310 Office
315 Office Service
350 Conference Room[3]
355 Conference Room Service

Study Facilities

410 Study Space[3]
420 Stack

430 Open-Stack Study Room[3]
440 Processing Room
455 Study Service

Special Use Facilities

510 Armory
515 Armory Service
520 Athletic or Physical Education
523 Athletic Facilities Spectator Seating[1]
525 Athletic or Physical Education Service
530 Media Production
535 Media Production Service
540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)
550 Demonstration
555 Demonstration Service
560 Field Building

APPENDIX F

SPACE USE CODES

570 Animal Facilities
575 Animal Facilities Service
580 Greenhouse
585 Greenhouse Service
590 Other (All Purpose)

General Use Facilities

610 Assembly[3]
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facility[1]
635 Food Facility Service[1]
640 Day Care
645 Day Care Service
650 Lounge
655 Lounge Service
660 Merchandising[1]
665 Merchandising Service[1]
670 Recreation
675 Recreation Service
680 Meeting Room[3]
685 Meeting Room Service
690 Locker Room

Supporting Facilities

710 Central Computer/Tele-communication
715 Central Computer/Tele-communication Service
720 Shop
725 Shop Service
730 Central Storage
735 Central Storage Service
740 Vehicle Storage Facility
745 Vehicle Storage Facility Service
750 Central Service
755 Central Service Support
760 Hazardous Materials Storage
770 Hazardous Waste Storage
775 Hazardous Waste Service

Health Care Facilities[1]

810 Patient Bedroom
815 Patient Bedroom Service
820 Patient Bath
830 Nurse Station
835 Nurse Station Service
840 Surgery
845 Surgery Service
850 Treatment/Examination Clinic
855 Treatment/Examination Clinic Service
860 Diagnostic Service Laboratory
865 Diagnostic Service Laboratory Support
870 Health Care Central Supplies
880 Public Waiting
890 Staff On-Call Facility
895 Staff On-Call Facility Service

Residential Facilities[1]

910 Sleep/Study without Toilet/Bath
919 Toilet/Bath
920 Sleep/Study with Toilet/Bath
935 Sleep/Study Service
950 Apartment
955 Apartment Service
970 House

Unclassified Areas (Use only with Non-assigned Functional Category Codes)[1]

050 Inactive Area
060 Alteration or Conversion Area
070 Unfinished Area

Non-Assignable Areas (Use with Non-assigned Functional Category Codes)[1]

M10 Men's Public Rest Rooms
U10 Unisex Restroom
W10 Women's Public Rest Rooms
WWW Circulation Area
W01 Bridge/Tunnel
W02 Elevator
W03 Escalator
W04 Loading Dock
W05 Lobby
W06 Public Corridor
W07 Stairway
XXX Building Service Area
X01 Custodial Supply Closet
X02 Janitor Room
X03 Public Rest Room
X04 Trash Room
YYY Mechanical Area

APPENDIX F

SPACE USE CODES

Y01	Central Utility Plant	Y04	Utility/Mechanical Space
Y02	Fuel Room	ZZZ	Structural Area
Y03	Shaft		

[1] *Non-E&G space*
[2] *CIP Code 000000 required*
[3] *Student Station Capacity required*

Note: It is a best practice that new buildings coming online should use the specific codes in the letter series when identifying the space (i.e., if you have a new building with an elevator, use W02, rather than WWW)

100 Classroom Facilities

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for regularly scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunication equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series).

110 Classroom

Definition: A room or space used primarily for regularly scheduled instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

Description: Includes rooms or spaces generally used for regularly scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunication equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Note: Student Station Capacity is required. The CIP Code for all Classrooms is General Use (000000).

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Assembly (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoriums are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an

auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series).

115 Classroom Service

Definition: A space that directly serves one or more classrooms as an extension of the activities in that space.

Description: Includes projection rooms, telecommunication control booths, preparation rooms, coatrooms, closets, storage areas, etc., if they serve classrooms.

Note: The CIP Code for all Classroom Service rooms is General Use (000000).

Limitations: Does not include projection rooms, coatrooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

200 Laboratory Facilities

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old “wet lab” experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space. Laboratory facilities can be subdivided into three categories: class, special class, and research/non-class laboratory. A class laboratory is used for regularly scheduled instruction. A special class laboratory supports instruction but is informally scheduled, or unscheduled (open). A research/non-class laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge.

210 Class Laboratory

Definition: A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space’s use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health

laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Note: Student Station Capacity is required.

Limitations: Does not include Classrooms (110) and informally scheduled or unscheduled laboratories (see Special Class Laboratory - 220). This category does not include spaces generally defined as Research/Non-class Laboratories (250). It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (Code 500 series). Computer rooms in libraries or used primarily for study should be classified as Study Space (410).

215 Class Laboratory Service

Definition: A space that directly serves one or more class laboratories as an extension of the activities in those spaces.

Description: Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunication control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

Limitations: Does not include service spaces that support a Classroom (see 115), Special Class Laboratory (see 225), or a Research/Non-class Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

220 Special Class Laboratory

Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

Description: A special class laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health- related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as a special class laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Space (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

Note: Student Station Capacity is required.

Limitations: Laboratories with formally or regularly scheduled classes are classified as a Class

Laboratory (210). This category also does not include spaces defined as Research/Non-class Laboratory (250). A space that contains equipment (e.g., microcomputers), which does not restrict use to a specific discipline or discipline group and which is typically used at a student's convenience, should be classified as Study Space (410).

225 Special Class Laboratory Service

Definition: A space that directly serves one or more open laboratories as an extension of the activities in those spaces.

Description: Includes only those spaces that directly serve a special class laboratory. Included are projection rooms, telecommunication control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve special class laboratories.

Limitations: Does not include service spaces that support a Classroom (see 115), Class Laboratory (see 215), or Research/Non-class Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

230 Individual Study Laboratory

Definition: This primarily is for individual student experimentation, observation, or practice. Included are special student study laboratories, individual music practice rooms, individual study laboratories, some language laboratories, and similar rooms that serve a particular subject matter area. Stations may be groups or individualized, but the primary purpose must be individual study that depends on special equipment and/or room designs.

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific discipline are Study Space (410).

235 Individual Study Laboratory Service

Definition: This directly serves one or more Individual Study Laboratories. Included are equipment storage rooms, stockrooms, tape/record storage rooms, and similar rooms.

Limitations: Not included are Animal Facilities (570) and Greenhouses (580).

250 Research/Non-class Laboratory

Definition: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

Description: A research/non-class laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication).

This category includes laboratories that are used for experiments, testing, or “dry runs” in support of instructional, research, or public service activities. Non-class public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

Limitations: Student practice activity rooms should be classified under Special Class Laboratory (220) or Individual Study Laboratory (230). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single space use code can be applied. Determination also should be made whether the “studio” or “research lab” component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Testing or monitoring facilities (e.g., seed sampling, water, or environmental testing rooms) that are part of an institution’s Central Service (750) system are excluded. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled (practice), Special Class Laboratories (220). Such performing arts (and other science and non-science) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Non-class Laboratory (250) category.

255 Research/Non-class Laboratory Service

Definition: A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

Description: Includes only those spaces that directly serve a research/non-class laboratory. Included are projection rooms, telecommunication control booths, coat rooms, preparation rooms, closets, material storage, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/non-class laboratories.

Limitations: Does not include service spaces that support a Classrooms (see 115), Class Laboratory (see 215), or Special Class Laboratory (see 225). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

300 Office Facilities

Office facilities are individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

310 Office

Definition: A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

Description: An office is typically assigned to one or more persons as a station or work area. It

may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate, and teaching assistant, and student offices.

Limitations: Any other spaces, such as art studios, printing shops, study rooms, classrooms, research/non-class laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a space with a computer intermittently used by one or more people having a separately assigned office should be coded as Office Service (315). A combination office, studio, or research/non-class laboratory should be coded according to its primary use if multiple space use codes with pro-rations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

315 Office Service

Definition: A space that directly serves an office or group of offices as an extension of the activities in those spaces.

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (assessment, non-health, non-discipline-related) rooms, and open and private (restricted/nonpublic) circulation areas.

Limitations: Waiting, interview, and testing spaces are included as Office Service if they serve a specific office or office area and not a classroom laboratory or clinic. A student counseling (non-health) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges that serve specific office areas and that are not generally available to the public should be coded as Office Service (315).
Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

350 Conference Room

Definition: A space serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This

category includes teleconference spaces.

Note: Student Station Capacity is required.

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see Classrooms-110), auditoria (see Assembly-610), departmental lounges (see Office Service-315), open lounges (see Lounge-650), and Meeting Rooms (680).

355 Conference Room Service

Definition: A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

Description: Includes kitchenettes, storage spaces, telecommunication control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.

Limitations: Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

400 Study Facilities

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, records, and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas Study Space (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

410 Study Space

Definition: A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Note: Student Station Capacity is required.

Limitations: Does not include Special Class Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

APPENDIX F

SPACE USE CODES

420 Stack

Definition: A space used to house arranged collections of educational materials for use as a study resource.

Description: Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Special Class Laboratory Service-225), book storage rooms for classrooms (see Classroom Service- 115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

430 Open-Stack Study Room

Definition: A combination study space and stack, generally without physical boundaries between the stack and study areas.

Description: Seating areas include those types of station and seating arrangements described under Study Space (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).

Note: Student Station Capacity is required.

Limitations: Does not include Study Space (410) that has no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420).

440 Processing Room

Definition: A room or area devoted to processes and operations in support of library functions.

Description: A processing room is intended for specific library operations that support the overall library mission. Included are card and microfiche areas, reference desk and circulation desk areas, bookbinding rooms, multimedia materials processing areas, interlibrary loan processing areas, and other areas with a specific process or operation in support of library functions.

Limitations: Areas that serve as both office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see Codes 410, 420, and 430). Does not include typical support spaces that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service type spaces (see Code 455). Acquisitions work areas with a primary office use should be classified as Office (310).

455 Study Service

Definition: A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.

APPENDIX F

SPACE USE CODES

Description: Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominate use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.

Limitations: Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

500 Special Use Facilities

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use, or configuration dictates that these areas not be coded as service spaces.

510 Armory (Military Support)

Definition: A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

Description: Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations: Conventional space use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Space (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

515 Armory Service

Definition: A space that directly serves an armory facility as an extension of the activities in that facility.

Description: This category includes supply rooms, weapons rooms, and military equipment storage rooms.

Limitations: Spaces directly serving conventional primary activity areas are classified with the appropriate corresponding service code, e.g., Classroom Service (115), Class Laboratory Service (215), Office Service (315), and Study Service (455).

520 Athletic or Physical Education

Definition: A room or area used by students, staff, or the public for athletic or physical education activities.

Description: Includes gymnasia, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting

areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.

Limitations: This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas.

Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

523 Athletic Facilities Spectator Seating

Definition: The covered seating area used by students, staff, or the public to watch athletic events.

Description: Includes covered permanent or fixed seating areas in gymnasia, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

Note: This is non-Educational and General Space.

Limitations: Does not include temporary or movable seating areas (e.g., movable bleachers). Uncovered permanent seating is not assignable space although space below it may contain assignable areas (e.g., locker rooms, offices, etc.).

525 Athletic or Physical Education Service

Definition: A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

Description: Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.

Limitations: Does not include public rest rooms, which should be classified as non-assignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

530 Media Production

Definition: A space used for the production or distribution of multimedia materials or signals.

Description: Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette/CD/DVD, and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the

production of media rather than a student-focused learning experience.

Limitations: Does not include spaces that merely store media materials and equipment. Such spaces would be coded as Media Production Service (535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for teaching broadcasting to students should be coded as laboratories (see Class Laboratory-210, or Special Class Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunication equipment facilities (see Central Computer or Telecommunication-710).

535 Media Production Service

Definition: A space that directly serves a media production or distribution space as an extension of the activities in that facility.

Description: The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette/CD/DVD libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).

Limitations: Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

540 Clinic

Definition: A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

Description: Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.

Note: This is Non-Health Professions space.

Limitations: Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in non-health or non-discipline-related programs (see Office Service- 315), or Health Care Facilities (see Code 800 series).

545 Clinic Service

Definition: A space that directly serves a clinic as an extension of the activities in that space.

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces.

Note: This is Non-Health Professions space.

Limitations: Does not include spaces that serve health care facilities (see Code 800 series). Also does not include first aid treatment rooms that serve other primary activity areas, e.g.,

Athletic or Physical Education Service (525), Day Care Service (645).

550 Demonstration

Definition: A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and family and consumer science.

Description: The key criterion here is practice activity within an instructional program that closely simulates a real world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and family and consumer science houses when these facilities are used for practice as a part of postsecondary training or instruction.

Limitations: Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Non-class Laboratories (250).

555 Demonstration Service

Definition: A space that directly serves a demonstration facility as an extension of the activities in that facility.

Description: Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.

Limitations: Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school)— should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

560 Field Building

Definition: A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

Description: Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

Note: Also included are such facilities as meteorological field test stations.

Limitations: Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

570 Animal Facilities

Definition: A space that houses laboratory animals used for research and/or instructional purposes.

Description: Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

Limitations: Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

575 Animal Facilities Service

Definition: A space that directly serves an animal quarters facility as an extension of the activities in that facility.

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

Limitations: Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

580 Greenhouse

Definition: A building or space, usually enclosed chiefly by glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

Limitations: Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

585 Greenhouse Service

Definition: A space that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes equipment or materials storage areas and rooms generally called

Hothouses and head-houses.

Limitations: Excludes storage areas that do not directly serve greenhouses.

590 Other (All Purpose)

Definition: A category of last resort.

Description: Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: Should have very limited use, if used at all.

600 General Use Facilities

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, and day care) for the institutional and participant community populations.

610 Assembly

Definition: A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

Note: Student station capacity is required.

Limitations: Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

615 Assembly Service

Definition: A room or area that directly serves an assembly facility as an extension of the activities in that facility.

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunication control rooms, etc.

Limitations: Entrance lobbies and other circulation areas outside of the primary assembly room are classified as non-assignable Lobby (WWW or W05). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 Exhibition

Definition: A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

Description: Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use.

625 Exhibition Service

Definition: A space that directly serves an exhibition facility as an extension of the activities in that facility.

Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).

Limitations: Research areas in museums are classified as Research/Non-class Laboratory (250) or Research/Non-class Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).

630 Food Facility

Definition: A space used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit-down lunch or vending spaces that serve a shop facility are included in this category.

Note: This is non-Educational and General Space.

Limitations: Vending areas not provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall).

Limitations: Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service

(655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Day Care Service-645).

635 Food Facility Service

Definition: A space that directly serves a food facility as an extension of the activities in that facility.

Description: Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food-serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

Note: This is non-Educational and General Space.

Limitations: Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas for those facilities (see Demonstration Service-555 and Day Care Service-645).

640 Day Care

Definition: A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

Description: Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations: Does not include those support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

Definition: A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

Description: Includes storage rooms, closets, kitchens or food preparation areas, pantries,

private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.

Limitations: Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).

650 Lounge

Definition: A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.

Limitations: A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as non-assignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a non-assignable lobby in placement, use, and intent. A Lobby (WWW or W05) is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

655 Lounge Service

Definition: A space that directly serves a general use lounge facility.

Description: Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).

Limitations: This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).

660 Merchandising

Definition: A space used to sell products or services.

Description: Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.

Note: This is non-Educational and General Space.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

665 Merchandising Service

Definition: A space that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.

Note: This is non-Educational and General Space.

Limitations: Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.

670 Recreation

Definition: A space used by students, staff, or the public for recreational purposes.

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

Note: This is non-Educational and General Space.

Limitations: Does not include gymnasia, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other non-enclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other

activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

675 Recreation Service

Definition: A space that directly serves a recreation facility as an extension of the activities in that facility.

Description: Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.

Note: This is non-Educational and General Space.

Limitations: Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

680 Meeting Room

Definition: A room that is used by the institution or the public for a variety of non-class meetings.

Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for non-class meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental non-class activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category.

Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations: Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

685 Meeting Room Service

Definition: A space that serves a meeting space as an extension of the activities in that space.

Description: Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.

Limitations: Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.

690 Locker Room – This is for changing clothes or storing personal materials.

Limitations: Not included are Athletic or Physical Education Service (525) locker rooms, custodial locker rooms (XXX Building Service Area), and locker rooms in Health Care Facilities (800 series).

700 Support Facilities

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunication, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

710 Central Computer or Telecommunication

Definition: A space used as a data or telecommunication center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

Description: A Central Computer or Telecommunication room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunication services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunication equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

Limitations: Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Special Class Laboratory-220, Study Space-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal workspaces and printer rooms that serve an office area should be coded Office Service (315). Small closet area housing telecommunication equipment and

wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as *non-assignable* mechanical space (see Utility/Mechanical Space-YYY or Y04).

715 Central Computer or Telecommunication Service

Definition: A space that directly serves a central computer or telecommunication facility as an extension of the activities in that facility.

Description: Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunication facility.

Limitations: Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunication-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general-purpose terminal room in a dormitory should be classified as Study Service (455).

720 Shop

Definition: A space used for the manufacture, repair, or maintenance of products or equipment.

Description: Includes carpenter, plumbing, HVAC, electrical, painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category.

Limitations: Does not include instructional shops (i.e., industrial arts or vocational -technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service-535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 Shop Service

Definition: A space that directly serves a shop facility as an extension of the activities in that facility.

Description: Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

Limitations: Does not include service areas for Class Laboratories (210) or Research/Non-Class Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).

730 Central Storage

Definition: A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.

Description: The concept of central or general is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. This code can usually be used for all assignable storage areas that do not qualify as service spaces.

Limitations: Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the non-assignable Custodial Supply Closet (XXX or X01) used to store small quantities of janitorial supplies, or any other category codes within the non-assignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

735 Central Storage Service

Definition: A space that directly serves a central storage facility as an extension of the activities in that facility.

Description: Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.

Limitations: Only those spaces directly supporting the (usually) larger Central Storage (730)

area should be classified with this code.

740 Vehicle Storage

Definition: A space or structure that is used to house or store vehicles.

Description: Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

Limitations: This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560).

745 Vehicle Storage Service

Definition: A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

Description: Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

Limitations: Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (310).

750 Central Service

Definition: A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

Limitations: Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunication equipment centers are coded separately as Central Computer or Telecommunication (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

755 Central Service Support

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SPACE USE CODES

Definition: A space that directly serves a central service facility as an extension of the activities in that facility.

Description: Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or non-active equipment, and adjacent, directly supporting repair and maintenance areas.

Limitations: Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

760 Hazardous Materials Storage

Definition: A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

Description: Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are "new" in nature, in that they had been acquired for specific planned use and are not remnants or "leftovers" from other work activities. This category of space is separate from hazardous waste storage (770).

Limitations: Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 225, 255, 770, 775).

770 Hazardous Waste Storage

Definition: A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

Description: This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 775).

775 Hazardous Waste Service

Definition: Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

Description: Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or

until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770) (see Codes 215, 225, 255, 760, 770).

800 Health Care Facilities[1]

This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

810 Patient Bedroom

Definition: A room equipped with one or more beds and used for patient care.

Description: This category includes general nursing care, acute care, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815). Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Limitations: Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890). Does not include non-patient animal shelters used for farm animals (see Field Building-560) or non-veterinary school laboratory animals (see Animal Facilities-570).

815 Patient Bedroom Service

Definition: A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.

Description: Included are linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space. Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication

preparation, and other workrooms that serve a nurse station (see Nurse Station Service-835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Animal Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service-845).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

830 Nurse Station

Definition: A room or area used by nurses or other patient care staff that are supervising or administering health care services.

Description. This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations: Spaces used as Offices (310) should be so classified.

835 Nurse Station Service

Definition: A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other workrooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation, and feed storage rooms, are also included in this category.

Limitations: Spaces used as Offices (310) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

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840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

Limitations: Does not include the various surgery support spaces that are used as a direct extension of surgery activities (see Surgery Service-845). Also does not include spaces used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Examination Clinic-850).

845 Surgery Service

Definition: A space that directly serves a surgery room as an extension of the activities in that facility.

Description: Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility. Animal holding rooms are also included here if they directly serve a veterinary surgery room.

Limitations: Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

850 Treatment/Examination Clinic

Definition: A space used for examinations, diagnosis, consultation, or treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, and ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

Limitations: Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 Treatment/Examination Clinic Service

Definition: A space that directly serves a Treatment/Examination Clinic room as an extension of

the activities in those spaces.

Description: Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

Limitations: Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory-860, Diagnostic Service Laboratory Support-865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination Clinic (850). Treatment, examination, or clinic waiting rooms are classified as Public Waiting (880) facilities.

860 Diagnostic Service Laboratory

Definition: A space used to provide diagnostic support services to an entire health care facility.

Description: Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism. Also includes areas commonly termed “animal necropsy rooms” in veterinary institutions.

Limitations: Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (Code 200 series). Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination Clinic (850) facilities.

865 Diagnostic Service Laboratory Support

Definition: A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, lockers, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

Limitations: Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.

870 Central Supplies

Definition: A room used centrally to store health care supplies in a health care facility.

Description: This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

Limitations: Does not include central storage areas for materials or equipment that are not

directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

880 Public Waiting

Definition: A space used by the public to await admission, treatment, or information within a health care facility.

Description: Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.

Limitations: Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.

890 Staff On-Call Facility

Definition: A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.

Description: Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on call to specific duties within the facility.

Limitations: Staff on-call rooms or quarters differ from open and service area lounges (see Lounge-650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

895 Staff On-Call Facility Service

Definition: A space, which directly serves as a staff on-call room as an extension of the activities in that facility.

Description: Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Note: This is non-Educational and General Space.

Limitations: Does not include storage and other support spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).

900 Residential Facilities[1]

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment). Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific

areas. Included are Offices (310), Lounges (650), Study Space (410), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

910 Sleep/Study Without Toilet or Bath

Definition: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

Note: This is non-Educational and General Space.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

919 Toilet or Bath

Definition: A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

Description: Includes common or shared bathroom facilities that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Note: This is non-Educational and General Space.

Limitations: Does not include public rest rooms. Bathrooms internal to a Sleep/Study With Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

920 Sleep/Study With Toilet or Bath

Definition: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.

Note: This is non-Educational and General Space.

Limitations: Study spaces for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

935 Sleep/Study Service

Definition: A room that directly serves the occupants of sleep/study rooms.

Description: This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mailrooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

Note: This is non-Educational and General Space.

Limitations: Does not include Offices (310), Lounges (650), Study Space (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 Apartment

Definition: A complete living unit, with private cooking facilities, that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.

Note: This is non-Educational and General Space.

Limitations: Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920).

955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: Includes laundry rooms, mailrooms, linen closets, maintenance, housekeeping, or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

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Note: This is non-Educational and General Space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) or Sleep/Study With Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternity and sorority houses only if owned by the institution.

Note: This is non-Educational and General Space.

Limitations: Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see Apartment-950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

000 Unclassified Areas[1]

Unclassified areas include assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

050 Inactive Area

Definition: Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

Limitations: Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

060 Alteration or Conversion Area

Definition: Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

Limitations: Spaces inactive or not completed at the time of the inventory are classified as Inactive Area (050) and Unfinished Area (070), respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

Limitations: Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.

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Non-Assignable Areas[1]

The following non-assignable categories are included to complete the list of space use categories. When the total area of the assignable space use categories is added to the total area of the non-assignable space use categories, they provide the net usable area of a building. It is recommended that institutions include these areas in their space inventories, under Space Use Category Structure. Definitions of the three categories of non-assignable space are provided in Appendix I. As with all other space use classifications, institutions also may wish to track non-assignable areas with special physical characteristics, functions, or equipment (e.g., elevators for freight, passengers, and dumb waiters; public rest rooms for female, male, or unisex use, as well as handicapped accessibility, etc.) through the development and application of additional subcategory codes. Physical assets (e.g., site improvements, major site utility distribution, etc.) that do not fall within the limits of a building are considered *infrastructure.*

M10 Men's Public Rest Room – The CIP Code for Public Rest Rooms is General Use (000000) and the Functional Category code is Public Rest Room (05).

Limitations: Private restrooms are considered service areas.

U10 Unisex Restroom (Non-E&G) – The CIP Code for Public Rest Rooms is General Use (000000) and the Functional Category code is Public Rest Room (05).

Limitations: Private rest rooms are considered service areas.

W10 Women's Public Rest Room – The CIP Code for Public Rest Rooms is General Use (000000) and the Functional Category code is Public Rest Room (05).

Limitations: Private rest rooms are considered service areas.

WWW Circulation Areas[1]

Non-assignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.

Note: Institutions may elect to use the generic code WWW for all circulation areas. Alternatively, the more detailed codes may be used to support internal management activities. It is a best practice that as new facilities are added, the more detailed codes be used.

W01 Bridge/Tunnel

Definition: A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.

Limitations: Ground level covered passageways, walled, or not, are coded as Public Corridors (W06). Any portion of the floor area of covered and walled bridges or tunnels used exclusively for housing utility services such as gas, steam, or water lines, should not be included in a space inventory as they are considered *infrastructure* and should be dealt with accordingly.

W02 Elevator

Definition: The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.

Limitations: Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

W03 Escalator

Definition: A moving passageway that carries passengers from one floor level to another or along a level path over some distance. For a ramped escalator, the floor area taken by the entire length of each escalator at the lowest level is recorded at that floor level. The area of each floor penetrated by that escalator is inventoried on each of those floors.

Limitations: The escalator equipment itself is considered as fixed equipment and may be inventoried as a fixed asset. The overall dimensions of that equipment may be smaller than the floor area penetration inventoried for a space inventory.

W04 Loading Dock

Definition: A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory.

Limitations: Any part of the platform area not covered is excluded from the building's *gross*, assignable, and *non-assignable* areas. Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (730).

W05 Lobby

Definition: A circulation area used to transition from the floor's external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a Lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.

Limitations: A Lobby differs from an assignable Lounge (650) in furniture placement, use, and intent.

W06 Public Corridor

Definition: A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor, or differing maintenance needs, e.g., terrazzo flooring versus carpeted flooring.

Limitations: Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those space use categories, or earn a separate service subcategory of "Private Circulation," for example (see *Description* under 315 Office Service).

W07 Stairway

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Definition: The covered internal or external space dedicated to provide non-mechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.

Limitations: In stairways that pass through floor openings larger than themselves, the **open** area around the stairway's floor penetration is not counted as either gross area or usable area. In an unenclosed stairway, that area beneath the stairway structure that is accessible and has a 3- foot ceiling height or greater should be included as both *gross area* and usable area in the inventory.

XXX Building Service Area[1]

Non-assignable spaces used to support a building's cleaning and public hygiene functions.

X01 Custodial Supply Closet

Definition: A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.

Limitations: Similar areas in health care facilities should be coded as Treatment/ Examination Clinic Service (855).

X02 Janitor Room

Definition: A space dedicated for use by janitorial staff. It may include a clothes-changing area, clothes lockers, shower facility, a small eating, and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.

Limitations: Similar areas in health care facilities should be coded as Treatment/ Examination Clinic Service (855).

X03 Public Rest Room

Definition: Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area. For planning purposes, some may wish to provide subcategories of this space use that identifies gender- or non-gender-specific rest rooms, handicapped accessibility, etc.

Limitations: Similar areas that by nature of their location or their door locks are reserved staff within the building should be coded as Office Service (315). The use of the subcategory Private Rest Room within the Office Service code is an option to further delineate these types of spaces.

X04 Trash Room

Definition: A space used for the temporary storage of nonhazardous waste awaiting disposal or removal.

Limitations: Rooms or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (770) or Hazardous Waste Services (775).

APPENDIX F

SPACE USE CODES

YYY Mechanical Area

Non-assignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.

Note: Institutions may elect to use the generic code WWW for all mechanical areas. Alternatively, the more detailed codes may be used to support internal management activities. It is a best practice that as new facilities are added, the more detailed codes be used.

Y01 Central Utility Plant

Definition: A facility that primarily houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, cogeneration facilities, and electrical distribution facilities.

Limitations: Conventional space use types such as Offices (310), Office Service (315), Conference Rooms (350), and the like are designated as such, even though they are located in a central utility plant.

Y02 Fuel Room

Definition: A room or area within a building in which fuel for the heating/cooling of the building is stored.

Limitations: Underground tanks adjacent to the building that do not fulfill the definition of a building should be treated as infrastructure.

Y03 Shaft

Definition: Included are accessible or non-accessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.

Limitations: Shafts that house elevator cabs are to be coded as Elevator (W02).

Y04 Utility/Mechanical Space

Definition: Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a “mechanical” floor or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.

Limitations: Air inflow or outflow shafts within or immediately adjacent to the building, with a minimum ceiling height of 3 feet, fall under the non-assignable space use Shaft (Y03) and must be included in both gross area and non-assignable area calculations.

ZZZ Structural Area

The remaining area within the gross square footage of a building is structural or “construction” area, which cannot be occupied or put to use.

APPENDIX F

SPACE USE CODES

Definition: The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features. This area is the algebraic difference between Gross Area and Net Usable Area. Examples of building features normally classified as structural areas include exterior walls, firewalls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas

Limitations: This area is not measurable but can be calculated by the formula: *Structural Area = Gross Area − Net Usable Area*

APPENDIX G

FUNCTIONAL CATEGORY CODES

The Functional Category Code is a program-oriented code that profiles the actual function of a room and helps determine its type of space. Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note - this code may be prorated to reflect more than one function. Functional Category Codes are listed below and defined on the following pages.

Instructional

11 General Academic Instructions[2]
12 Vocational/Technical Instruction[2]
13 Requisite Preparatory/Remedial Instruction
14 General Studies[3]
15 Occupation-Related Instruction[3]
16 Social Roles/Interaction Instruction[3]
17 Home and Family Life Instruction[3]
18 Personal Interest/Leisure Instruction[3]

Research

21 Institutes and Research Centers
22 Individual or Project Research

Public Service[1]

31 Direct Patient Care
32 Health Care Supportive Services
33 Community Services
34 Cooperative Services
35 Public Broadcasting Services

Academic Support

41 Library Services
42 Museums and Galleries[1]
43 Educational Media Services
44 Academic Computing Support
45 Ancillary Support
46 Academic Administration
47 Course and Curriculum Development
48 Academic Personnel Development

Student Services

51 Student Service Administration
52 Social and Cultural Development[1]
53 Placement and Career Guidance
54 Financial Aid Administration
55 Student Auxiliary Services[1]
56 Intercollegiate Athletics[1]
57 Student Health/Medical Services[1]

Institutional Support

61 Executive Management
62 Financial Management and Operations
63 General Administration/Logistical Services
64 Administrative Computing and Telecommunication Support
65 Faculty and Staff Auxiliary Services[1]
66 Alumni Records[1]
67 Student Recruitment and Admissions
68 Student Records
69 Public Relations

Physical Plant Operations

71 Physical Plant Administration
72 Building Maintenance
73 Custodial Services
74 Utilities
75 Landscape and Grounds Maintenance
76 Construction Project Management

Independent Operations[1]

91 Independent Operations/Institutional
92 Independent Operations/External Agencies

Non-assigned Space[1]

02 Custodial Areas
03 Mechanical Areas
04 Mothballed/Permanently Incapable of Use
05 Public Rest Rooms
06 Shell Space
07 Circulation Areas

[1] Non-E&G Space
[2] Degree Related
[3] Non-Degree Related

APPENDIX G

FUNCTIONAL CATEGORY CODES

Comparison Crosswalk Between THECB And NCES Categories

	NCES	A-21
11-18	1.0	Instruction
21-22	2.0	Instruction
31-32	11.0	Other Institutional Activities
33-35	3.0	N/A
41	4.1	Academic Service
42	4.3	Academic Service
43	4.1	Academic Service
44-48	4.2	Academic Service
51-54	5.0	Student Services
55	9.0	N/A
56-57	5.0	Student Services
61-64	6.1	Institutional Support/General Administration
65	9.0	N/A
66-67	6.2	Institutional Support/PR/Development/Alumni Affairs
68	6.1	Institutional Support/General Administration
69	6.2	Institutional Support/PR/Development/Alumni Affairs
71-76	7.0	Operation and Maintenance of Plant
91	12.0	N/A
92	N/A	N/A
02-07	13.0	N/A

Instruction

This category includes all activities that are part of an institution's instructional program. Included are rooms for credit and non-credit courses; for academic, vocational, and technical instruction; for remedial and tutorial instruction, and for continuing education. Examples of space that may be coded as instructional are classrooms (100 series), Laboratories (200 series), Offices (300 series), Lounges (650), etc.

11 General Academic Instruction – This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in *Appendix C*, CIP codes, are classified in this category.

Examples are liberal arts programs at a college or university and academic associate degree programs at a community college.

12 Vocational/Technical Instruction – This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution's formal degree or certificate programs and associated with academic disciplines listed in the Technical and Occupational Specialties CIP codes. If instruction is occupation- related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (15) or Public Service (33 or 34).

Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.

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FUNCTIONAL CATEGORY CODES

13 Requisite Preparatory/Remedial Instruction – This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases, credit is given and the credit requirement for the degree or certificate is increased accordingly.

Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.

14 General Studies – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and aptitudes typically associated with a liberal arts discipline, such as literature, mathematics, or philosophy.

Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.

15 Occupation-Related Instruction – This space typically is administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker.

Examples are continuing education classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.

16 Social Roles/Interaction Instruction – A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes instruction that deals with the person as a member of a particular social organization or institution. Such social institutions include, but are not limited to, the church, the community, and organizations associated with the various levels of government.

Examples are continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.

17 Home and Family Life Instruction – A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home to a person's responsibilities as a member of the family unit.

Examples are child development, gardening, do-it-yourself repair, and household budgeting.

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FUNCTIONAL CATEGORY CODES

18 Personal Interest and Leisure Instruction – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Activities support an individual's recreational or vocational pursuits or improve day-to-day living skills. The focus is on the individual as a user of leisure time.

Examples are speed-reading, leadership development, folk dancing, and personality development.

Research Programs

This category includes activities specifically organized to produce research results. Included are research funded by institutional state funds and research funded by another state agency. Research areas funded by auxiliary funds is Auxiliary Enterprise (55 or 65), and federally and privately funded research areas are Independent Operations/External Agencies (92). Functional Category Code may be prorated to reflect a joint research effort. Note that laboratory space for this research is Non-Class Laboratory (250).

21 Institutes and Research Centers – Included are spaces for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers.

Excluded from this category are federally funded research centers (for example, Argonne National Laboratories, which would be Independent Operations/External Agencies 92).

Examples of Institutes and Research Centers are Agricultural Experiment Stations, Center for Behavioral Science, Center for Study of the Aging, and Institute for Behavioral Science.

22 Individual or Project Research – This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).

Public Service

This includes programs established to make available to the public various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. Institutions provide facilities and personnel outside the context of the institution's regular instructional, research, and support programs. These programs often are initiated and funded by an external group or agency. Activities generally are restricted to benefit a target group and would not be available unless funding is provided specifically for them.

An example of Public Service is consulting which involves the application or skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary

objective is the solution of a problem, with education being either a secondary motive or a tool for accomplishing the primary objective. Instruction may use a problem solving approach, but its primary objective is the transmission of knowledge rather than the solution of problems.

Programs making institutional resources, services, and expertise available to the community-at-large are Public Service. A campus radio station can serve as a laboratory for broadcast students, but it also is Public Service when it receives funding from national public broadcasting agencies and listener support grants.

Many Public Service programs are part of the institution's instructional program, and Functional Category Code data is to be prorated to reflect Public Service and other usage when appropriate.

31 Direct Patient Care (Non-E&G) – This includes space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). The care may be for humans or animals (veterinary care). In the postsecondary setting, these services typically are provided by a teaching hospital, health science center, or clinic and are for the benefit of the community-at-large rather than for the institution's student body or faculty and staff. Patient care for the institution's students is Student Health/Medical Services (57). Patient care for faculty and staff is Faculty and Staff Auxiliary Services (65). Instruction, research, and administrative areas in teaching hospitals are not Direct Patient Care and are coded accordingly.

Examples of Direct Patient Care space include patient rooms, ambulatory rooms, emergency rooms, treatment rooms, and diagnostic rooms. Examples of care provided in these rooms include medical/surgical, psychological, rehabilitative, patient educational, and dental.

32 Health Care Supportive Services (Non-E&G) – Included are areas that directly support teaching hospitals, health science centers, or clinics.

Examples are blood banks, pharmacies, optical services, medical records, inpatient reception desks, admitting offices, and credit offices.

33 Community Services (Non-E&G) – Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

Examples are consulting services, summer camps for public school students, community meetings, cultural and recreational programs that are not part of the Student Service program, psychological counseling centers that are not part of a health science center, and speech and hearing clinics.

34 Cooperative Services (Non-E&G) – Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

Examples are consulting services, soil testing, and special institutes or seminars for companies or businesses.

35 Public Broadcasting Services (Non-E&G) – Included is space provided for the operation

and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs.

Excluded are broadcast services, which are student laboratories (General Academic Instruction 11), student broadcasting clubs (Social and Cultural Development 52), and independent operations (Independent Operations/Institutional 91). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. Staffed by professionals, they can provide music, news, weather, sports, and special programming.

Academic Support

This category provides support services for an institution's primary mission for instruction, research, and/or public service.

41 Library Services – This is centrally operated, staffed, and controlled library space for the collection, cataloging, storage, and distribution of published materials. Library Services are separately funded and do not include departmental libraries furnished by departmental operating funds. The CIP code for central library space is General Use (000000). Branch libraries serving specific disciplines are coded with the appropriate CIP (law, art, etc.).

Examples of Library Services are materials acquisition, information desks, indexes, reference services, stack areas, reading/stack areas, study areas, inter-library loan offices, binding areas, and repairing areas.

42 Museums and Galleries (Non-E&G) – This includes space for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. The CIP code for central Museum and Gallery space is General Use (000000). Branch museums serving specific disciplines are coded with the appropriate CIP (pharmacy, medicine, etc.) Research associated with a museum is individual or Project Research (22).

Examples of Museum and Gallery space include cataloging, repairing, specimen photography, specimen identification, exhibits, and reference services.

43 Educational Media Services – This includes space for audio, visual, and other media services that support instruction, research, and public service. Typically, Educational Media Services provide equipment (VCRs, projectors, tape recorders), prerecorded materials (video tapes, films), and media production (graphics designs, video production) for instruction, research, and public service. Areas that provide media production for institutional information, news, or public relations offices are Public Relations and Alumni Records (66).

44 Academic Computing Support – This space includes mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. This is often part of a central mainframe computer center that additionally provides Administrative Computing or Telecommunication Support (64) and, in these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment.

Examples of Academic Computing Support space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

45 Ancillary Support – This is space unique to a particular academic program or department,

and descriptions are so numerous that categories were not created for them.

Examples are demonstration schools, planetariums, animal quarters, kilns, glassblowing shops, nuclear reactors, university presses, and Vivarium.

46 Academic Administration – This includes space for academic deans, department heads, and their administrative staffs. The category also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Space assigned to administrative officers (vice presidents, vice chancellors, etc.) is Executive Management (61). Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11).

47 Course and Curriculum Development – This space is for the formal planning and development of the institution's curriculum. Generally, these responsibilities are assigned to the academic vice president's area. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.

48 Academic Personnel Development – This space provides the faculty with opportunities for academic growth and development. Included are departmental research areas when the research is for the professional development of academic personnel not separately budgeted.

Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.

Student Service

This category includes space for programs that contribute to the emotional and physical well being of students as well as their intellectual, cultural, and social development. These programs are outside the context of the institution's formal instructional and research missions.

51 Student Service Administration – This is space for the administration of student service activities. Excluded are chief administrative offices (vice-president or vice-chancellor for student affairs) and offices for specific programs (placement, financial aid, etc.)

Examples of Student Service Administration titles are dean of students, dean of student personnel services, and dean of women. Also included is international student advising when it is supported by state funds.

52 Social and Cultural Developments (Non-E&G) – This space is assigned to programs that provide social and cultural development outside the formal academic program. Activities typically are supported by student fees and controlled by the student body. Excluded from this category is Intercollegiate Athletics (56).

Examples of Social and Cultural Development are areas for orientation, students' legal advising, inter-cultural services, student organizations, student newspapers, student government, intramural athletics, art exhibitions, concerts, drama productions (including green rooms), and recreation. Typical Space Use Codes associated with Social and Cultural Developments are Special Class Laboratory (220), Office (310), Assembly (610), Exhibition (620), Recreation (670), and Meeting Room (680). In some disciplines, such as journalism and art, student newspapers and exhibitions also are instructional laboratories. Data for these are to be prorated to reflect dual usage.

APPENDIX G

FUNCTIONAL CATEGORY CODES

53 Placement and Career Guidance – Activities in these areas are provided to assist students in obtaining employment upon leaving the institution. Offices that assist students obtain part-time employment as a means of defraying educational expense and are Financial Aid Administration (54).

Examples of Placement and Career Guidance are career placement offices, career counseling and guidance offices, and vocational testing services.

54 Financial Aid Administration – Activities in these areas provide financial aid counseling and evaluation, financial aid records maintenance and reporting, and student employment services. Also included are student loan offices.

55 Student Auxiliary Services (Non-E&G) – Provided in these areas are housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65).

Examples of Student Auxiliary Services are bookstores, cafeterias, snack bars, vending areas; photocopy areas where a fee is charged, duplicating areas where fees are charged, billiards rooms, childcare centers for children of students, and telephone switch rooms where service is provided to students in dormitories.

56 Intercollegiate Athletics (Non-E&G) – This includes all areas involving intercollegiate athletics: athletic directors' offices, coaches' offices, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fund raising areas, and sports information offices. Some athletic departments provide tutors and academic study rooms with computers and libraries. The usage type remains General Academic Instruction (11) as with the academic departmental study rooms and access may be restricted. Data on offices of athletic staff members who also serve on the faculty is prorated to reflect General Academic Instruction (11).

57 Student Health/Medical Services (Non-E&G) – This is space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care, and patient education. These programs typically are supported by student fees and/or income from fees charged for services rendered.

Examples are infirmaries, student health services, counseling centers, and wellness programs.

Institutional Administration

This category includes space for operations that provides planning and executive direction, public relations, employee services, and student recruiting and admissions.

61 Executive Management – This is space assigned to boards of regents, chancellors, provosts, presidents, vice-chancellors, vice-presidents, vice-provosts, and emeritus executive management administrators. Also included here are offices that report directly to the chief executive officer: internal audits, risk management, affirmative action, institutional attorney, institutional planning, human resource management, and assistant to the president.

62 Financial Management and Operations – This space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer.

Examples are comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if the internal auditor does not report directly to the chief executive officer.

63 General Administration and Logistical Services – This space is used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.

Examples are personnel administration, faculty/staff insurance administration, faculty/staff records, room scheduling, facilities management and reporting, room scheduling, campus police, trash collection, purchasing, shipping and receiving, inventory control, central storage, motor pool, campus mail, and printing and duplicating services. The category also is General Administration and Logistical Services for space assigned to affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer.

64 Administrative Computing or Telecommunication Support – This space includes mainframe computer rooms, computer maintenance areas, telecommunication switch rooms, and telecommunication maintenance rooms that provide administrative support. This often is part of a central mainframe computer center that also provides Academic Computing Support (44). In these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment. Telephone switch areas that provide service to dormitories are Student Auxiliary Services (55). Data for switch areas that provide both institutional and residential service is prorated Administrative Computing or Telecommunication Support and Student Auxiliary Services (55). Telephone closets are Non-Assignable Mechanical Areas (03).

Examples of this space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

65 Faculty and Staff Auxiliary Services (Non-E&G) – These areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Student Auxiliary Services (55).

Examples of Faculty and Staff Auxiliary Services are faculty/staff clubs, faculty/staff coffee shops, vending areas in faculty lounges, wellness programs where fees are charged, and childcare centers provided only for children of faculty and staff. Governmental relations activities other than those assigned to the institution’s legal office are also Faculty and Staff Auxiliary Services.

66 Alumni Records (Non-E&G) – This is space for operations that maintain relations with the alumni.

Examples are maintaining mailing lists and other data on the institution’s former students. Alumni offices also maintain data on funds raised. Sports information offices are Intercollegiate Athletics (56).

67 Student Recruitment and Admissions – Activities in these areas include the identification and recruitment of prospective students and the processing of admissions applications.

APPENDIX G

FUNCTIONAL CATEGORY CODES

68 Student Records – Activities in these areas include maintaining, handling, and updating records for current and former students.

Examples are registrars' offices and transcript offices.

69 Public Relations/Development – This space is for operations that maintain relations with the local community and general public about the institution.

Examples are news and information offices that provide news releases, internal newsletters, institutional brochures, and other news publications.

Physical Plant Operations

This category includes space for operations providing maintenance of buildings, grounds, and utilities and for planning and designing future plant expansions and modifications.

71 Physical Plant Administration – This includes space assigned to the physical plant director, campus architects, and construction engineers.

72 Building Maintenance – This space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.

73 Custodial Services – This space includes Offices (310) and other assignable areas required for custodial service. Custodial closets are Non-Assignable Custodial Areas (02) if reported on the facilities inventory.

74 Utilities – This space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Mechanical rooms are Non-Assignable Mechanical Areas (03) if reported on the facilities inventory.

75 Landscape and Grounds Maintenance – This includes Offices (310), Shops (720), Field Service (560) buildings, and other areas required for grounds maintenance and landscape.

76 Construction Project Management – This includes institutional staff that manages and/or oversees construction projects.

Independent Operations

This category includes space for operations owned or controlled by the institution as an investment or space owned by the institution but leased and/or controlled by an outside agency. This space is Non-E&G since it is unrelated to or independent of the institution's mission.

91 Independent Operations/Institutional (Non-E&G) – This space, usually designed to generate income, services activities unrelated to the institution's mission and is not intended to provide services to students, faculty, and staff. The institution controls the space.

Examples are commercial rental property, conference centers, hotels, and restaurants, independent public school districts within the institution, and development or fund-raising offices.

92 Independent Operations/External Agencies (Non-E&G) – This is space controlled and/or leased to outside agencies, including state agencies.

Examples are facilities provided to a community college to teach nursing, federally funded

research centers and other operations. When one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/External Agencies (91), and the institution controlling the space should report its actual usage.

Non-assigned Space

This space is not assigned directly to support programs but may be necessary for the general operation of a building. This space is considered un-assignable space.

02 Custodial Areas (Non-E&G) – This is space used for the protection, care, and maintenance of a building. Examples are trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms.

03 Mechanical Areas (Non-E&G) – This includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical service shafts, telephone closets, air ducts, and others. Elevator space also may be included in this category.

04 Mothballed and/or Incapable of Use (Non-E&G) – This space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.

05 Public Rest Rooms (Non-E&G) – These rest rooms are accessible to the public. Private rest rooms are service areas.

06 Shell Space/Space Under Renovation (Non-E&G) – This is unfinished space designed to be converted into usable space.

07 Circulation Areas (Non-E&G) – This space includes those areas of common access, transit, or general use that are accessible to the public and are not used for instructional purposes. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas, and waiting rooms.

APPENDIX H

BUILDING CODES

This section includes a complete list of building codes and data field definitions. Data fields include building identifiers, building condition, building ownership, building location, building type/purpose, and building construction. Each field is required and right-justified, except for the Building Name field. A majority of these fields are based on definitions and standards established by the U. S. Department of Education and the National Center for Education Statistics. However, some are unique to Texas higher education institutions.

Identifiers

FICE Code – This is a unique field to an institution that is assigned by the U. S. Office of Education, Federal Interagency Committee on Education (FICE). See Appendix A.

Building Number – This is a unique 6-digit identification (alpha and/or numeric) field to an institution. Building numbers of less than six characters must be right justified with leading zeros. Character symbols are not acceptable.

Building Name – This is a unique field to an institution that can be no longer than 50 characters in length (alpha and/or numeric).

Abbreviate as necessary and leave a blank space between words. Character symbols are not acceptable.

Building Condition

This data field refers to the physical status and quality of a building at the time of the inventory, based on the judgment of those responsible for campus planning and development.

Code 1 Satisfactory – The facility is suitable for continued use with normal maintenance.

Code 2 Remodeling A – The facility requires restoration to acceptable standards without major room changes, alterations, or modernizations. The approximate cost of Remodeling A is less than 25 percent of the estimated replacement cost of the building.

Code 3 Remodeling B – The facility requires major physical updating and/or modernization. The approximate cost of Remodeling B is greater than 25 percent and less than 50 percent of the estimated replacement cost of the building.

Code 4 Remodeling C – The facility requires major remodeling. The approximate cost of Remodeling C is greater than 50 percent of the estimated replacement cost of the building.

Code 5 Demolition – The facility should be demolished or abandoned because it is unsafe or structurally unsound regardless of the need for space or the availability of funds for its replacement. This code takes precedence over codes 1, 2, 3, and 4. If a building is scheduled for demolition, its building condition is Demolition, regardless of its actual physical condition.

Code 6 Termination – Termination or relinquishment of occupancy of the building is planned for reasons other than safety or structural unsoundness, such as abandonment of temporary units or vacating leased space. This code takes precedence over codes 1, 2, 3, and 4. If a building is scheduled for termination, its building condition is Termination, regardless of its actual physical condition.

Code 7 Mothballed – The facility is not currently in use nor has it been scheduled for demolition or termination. A mothballed facility is excluded from routine operation

and maintenance expense; therefore, this code excludes any NASF in the building from the E&G algorithm.

Building Ownership

This refers to the agency with which the title of the building rests. *Note:* The word "shared" in Codes 2, 6, 7, and 8 refer to any significant degree of "sharing" that effects ownership according to the definitions of these codes.

Code 1 – The facility is owned in fee simple by the institution (institution has full, debt-free title).

Code 2 – The title is vested in the institution and is being paid out on an amortization schedule, regardless of whether the building is shared with another institution or organization.

Code 3 – The title is vested in a holding company or building corporation to which payments are made by the institution. The title ultimately will pass to the institution (includes lease-purchase agreements).

Code 4 – The facility is not owned by the institution but leased or rented by the institution at a typical local rate.

Code 5 – The facility is not owned by the institution but made available to the institution either at no cost or at a nominal rate.

Code 6 – The facility is not owned by the institution but is shared with an educational organization that is not a postsecondary institution.

Code 7 – The facility is not owned by the institution but is shared with another postsecondary institution.

Code 8 – Other (i.e., not owned by the institution but shared with a non-educational institution).

Building Location

This refers to the physical location of a building in relation to the institution's main campus. Codes 2 and 3 are for buildings that are used by students whose semester credit hours are included in the institution's primary *SCH Enrollment Report* to the THECB. If a campus has its own enrollment separate from the main campus, it must have its own facilities inventory.

Code 1 On-Campus – The facility is located on a lot contiguous to the main campus.

Code 2 Off-Campus – The facility is located on a noncontiguous lot less than 20 miles from the main campus.

Code 3 Remote Location – The facility is located on a noncontiguous lot more than 20 miles from the main campus.

Building Type

This refers to a specific code that best describes the building's predominant purpose and function. Building Type codes 8 and 9 are automatically excluded from the E&G NASF algorithm.

Code 1 General Purpose Buildings – Includes classroom, laboratory, office, and research buildings, and any buildings related to administration of these functions.

APPENDIX H

BUILDING CODES

Code 2 Academic/Residence Buildings – This includes buildings that are a combination of academic, administrative, or residential space. Residential space need not be reported.

Code 3 Auxiliary Services – This includes student unions, infirmaries, bookstores, intercollegiate athletics buildings, parking garages, etc.

Code 4 Physical Plant Buildings – This includes power plants, maintenance facilities, and all buildings related to the physical plant.

Code 5 Agricultural Services Buildings – This includes chicken houses, hog pens, barns, silos, etc.

Code 6 Residence, Single – This includes dorms, fraternity houses, etc. This does not pertain to Code 9, Rental Property. Assignable space in this type facility is automatically calculated at 60 percent and residential rooms need not be reported.

Code 7 Residence, Family – This includes apartments, family houses, etc. This does not pertain to Code 9, Rental Property. Assignable space in this type facility is automatically calculated at 60 percent and residential rooms need not be reported.

Code 8 Non-Institutional Agency Buildings – This includes institution-owned buildings that are leased or otherwise provided to another public agency as a service.

Code 9 Rental Property – This includes buildings that are institution-owned and rented for profit.

Code H Hospitals/Clinics – This includes hospitals and/or clinic facilities.

Code R Renovations – This includes a building taken out of service temporarily because of major renovations.

APPENDIX I

GLOSSARY OF FACILITIES TERMS

Actual Capital Investment – This is the total budget required to occupy a new facility, including:

Building and Acquisition Costs – This includes costs of construction within five feet of the building line, all items required by codes (fire extinguisher cabinets, fire alarm systems, etc.), and other items normally found in buildings, regardless of type (drinking fountains, sinks, etc.) If a building is purchased, the actual capital investment is the total purchase price minus items such as associated parking lots that are not within five feet of the building. In the case of a lease or gift/donated facility, the capital investment may be reported as $1.

Fixed Equipment – This includes equipment installed before building completion that is part of the construction contract (lockers, food service equipment, fixed seating, fixed medical equipment, security equipment, stage equipment, stage lighting, etc.).

Site Development – This includes work within the site boundary and five feet from the edge of the building (grading and fill, fencing, electronic perimeter system, roads and parking, utilities, landscape development, athletic fields, walks, site lighting, street furniture, site graphics, onsite sewage treatment plant, unusual foundation conditions, etc.).

Site Acquisition and/or Demolition – This includes purchasing the project site and/or demolition of existing structures.

Movable Equipment – This includes all movable equipment and furniture items but not equipment purchased from operating funds (computers, microscopes, library books, etc.).

Fees – These are costs for architectural and engineering services.

Contingency – This is a percentage of the total construction cost that is included to serve as a planning contingency, bidding contingency, and construction reserve (change orders, etc.).

Administrative Costs – This includes items required during the planning process (legal fees, site survey, soil testing, insurance, material testing, etc.).

Addition – Expansion or extension of an existing facility that increases its size or capacity.

Assignable Area – This is the sum of all areas within the institution's walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned space. This is also referred to as net assignable square feet (NASF). All rooms not specifically excluded (see *Non-Assignable and Unassignable Areas*) are assignable and must be measured and coded according to academic discipline or administrative assignment (CIP), Room Type, and Room Usage.

Assignable E&G – Educational and general space by room type as reported on an institution's facilities inventory.

Assignable Square Feet (ASF) – Amount of space that may be used for programs within interior walls of a room. Major room use categories are classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.

Athletic Facilities – Facilities used for athletic programs, including intercollegiate athletics, intramural athletics, and athletically-oriented academic programs.

Auditorium or Assembly – A room, hall, or building designed and equipped for the assembly of large groups for such events as dramatic and musical productions, devotional activities, livestock judging,

faculty/staff meetings, or commencement. Included are theaters, concert halls, arenas, chapels, and livestock judging pavilions. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Auxiliary Enterprise Buildings or Space – Income-generating structures and space such as dormitories, cafeterias, student union buildings, stadiums, athletic facilities, housing or boarding facilities used by a fraternity, sorority, or private club, and alumni centers used solely for those purposes. Auxiliary space is not supported by state appropriations.

Branch or Specialized Campus – This is a facility or group of facilities located at a site remote from the main campus and serving a specialized function (e.g., a marine biology adjunct of a main campus located at a distant gulf coast location). When such a campus has its own enrollment separate from the main campus, it must have its own facilities inventory and FICE code and be designated as a Main Campus.

Building – The THECB defines a building as a roofed structure with at least two walls for permanent or temporary shelter for persons, animals, plants, equipment, or supplies. It is attached to a foundation, roofed, serviced by a utility (exclusive of lighting), and is a source of maintenance and repair activities.

CIP Code – The classification of instructional program codes based on the National Center for Educational Statistics used to track, assess, and report fields of study and programmatic activity. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs.

Class Laboratory – A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studios. Laboratories that serve as individual or independent study rooms are not included.

Classroom – A room used for scheduled classes. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, or general purpose classrooms. A classroom may contain multimedia or telecommunications equipment, such as those used for distance learning. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study. A classroom does not include conference rooms, meeting rooms, auditoriums, or class laboratories.

Clinical Facility – A facility often associated with a hospital or medical school that is devoted to the diagnosis and care of patients in the instruction of health professions and allied health professions; medical instruction may be conducted, and patients may be examined and discussed. Clinical facilities include, but are not limited to, patient examination rooms, testing rooms, and consultation rooms.

Diagnostic Support Laboratory – The central diagnostic service area for a health care facility. Included are pathology laboratories, pharmacy laboratories, autopsy rooms, isotope rooms, etc., providing such services as hematology, tissue chemistry, bacteriology, serology, blood banks, and basal metabolism. In

veterinary facilities, this includes necropsy rooms.

Dormitories – These are single or family residences. Only building data is required to be reported to the THECB and reporting residential rooms data is optional. The THECB database automatically estimates the interior assignable space at 60 percent for dormitories. Dining halls, lounges, offices, and TV rooms in dormitories are considered residential. However, nonresidential space in mixed-use Academic/Residence buildings shall be reported.

Educational and General Net Assignable Square Feet (E&G NASF) – This is net assignable space used to carry out institutional missions of instruction, research, and support. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.

Facilities – In the context of the facilities inventory, "facilities" is synonymous with "buildings" or "rooms" in a building, but does not include outdoor areas.

Facilities Inventory – A uniform coding structure to identify physical facilities' building and room records. It includes data fields for space type, condition, size, how it is used, and program department codes.

Gross Area – This is the sum of the floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces, including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are areas with six-foot-six clear headroom or areas with lower ceilings that are usable for storage or other purposes. Gross Area does not include cornices, pilasters, buttresses, etc. that extent beyond wall surfaces. Do not include open, unroofed courts even if surrounded by the building. The air space or open space above auditoriums and other similar rooms that extends through two or more floor levels is not included in the gross square footage.

Gross Square Feet (GSF) – Sum of all square feet of floor areas within the outside faces of a building's exterior walls.

Housing Facility – A single- or multi-family residence used exclusively for housing or boarding students, faculty, or staff members.

Intercollegiate Athletic Facility – Any facility used primarily to support intercollegiate athletics, including stadiums, arenas, multi-purpose centers, playing fields, locker rooms, coaches' offices, and similar facilities.

Lease – A contract by which real estate, equipment, or facilities are conveyed for a specified term and for a specified rent. Includes the transfer of the right to possession and use of goods for a term in return for consideration. Unless the context clearly indicates otherwise, the term includes a sublease.

Lease-Purchase – A lease project that includes the acquisition of real property by sale, mortgage, security interest, pledge, gift, or any other voluntary transaction for a specified period at a specified cost. During the term of the lease, the lessee builds equity at a specified rate so that, at the end of the lease period, the lessee has the option of purchasing the property at a specified amount. Title to the property remains with the lessor until the lessee

exercises the option to purchase.

Lounge, Public Waiting, and Lobby Room Types – Lounges and Public Waiting areas are Assignable Areas, and a lobby is Non-Assignable.

Lounge – This is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. See *Appendix F*, Room Type Codes, Lounge (650).

Public Waiting – This is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. See *Appendix F*, Room Type Codes, Public Waiting (880).

Lobby – This is circulation area, like stairs or hallways. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper Room Type Code should be chosen and the room inventoried. The judgment here is based on primary function or predominant use.

Net Assignable Square Feet (NASF) – This is the sum of floor space within interior walls of rooms that is assigned to, or available for assignment to, occupants for use. NASF is determined by room type and room use data fields. (See also Assignable Area.)

Net Usable Area – The sum of assignable area and non-assignable area.

Non-Assignable Areas – The reporting of this room space is optional for the institution. See *Appendix F*, Room Type Codes and *Appendix G*, Room Usage Codes.

Circulation Areas – This is space that provides physical access to assignable rooms. Included are corridors, lobbies, public stairways, elevators, escalators, loading platforms (unless provided with a secure enclosure), tunnels, bridges, fire towers, etc. Walls do not always bound circulation areas. Libraries often have large open areas containing functional sub-areas, such as circulation desks, open stack reading rooms, and study areas, but have no walls separating these areas. In these cases, a reasonable allocation of space for general access corridors is deducted from the total Assignable Area. These circulation areas are apparent when the sub-areas are assigned room numbers and inventoried separately. Exceptions are halls in office suites and similar settings that are used to circulate from room to room and are not general access space. This space is part of the Assignable Area.

Building Service Areas – This includes rooms used for building protection, care, and maintenance, such as custodial closets, trash rooms, guardrooms, custodial locker rooms, and custodial storage/supply rooms. Central physical plant shop areas, warehouses, vehicle storage areas, and equipment storage areas are Assignable Areas.

Mothballed/Permanently Incapable of Use Areas – This is space that once was assignable but is no longer in use.

Mechanical Areas – This includes areas that house mechanical equipment such as air conditioning and utility services. Examples are mechanical areas in central utility plants, boiler rooms, air handlers, mechanical service shafts, air ducts, service chutes, telephone closets, switchgear rooms, fuel rooms, etc.

Public Toilets – These are accessible to the public. Rest rooms within office suites and other non-public areas are service rooms: Class Laboratory Service (215), Office Service (315), Shop Service (725), etc.

Shell Space – This is unfinished space

designed to convert into usable space at a later date.

Structural Areas – This area cannot be occupied or used because of certain structural features. Examples are exterior walls, firewalls, attics, basements, stairwells, and rooms with less than six-foot-six clear headroom that cannot be used for storage or other purposes.

Unfinished Area – This is potentially assignable area in new buildings or additions to existing buildings that are not completely finished at the time of inventory.

Parking Structure -- A facility or garage used for housing or storing vehicles. Included are garages, boathouses, airport hangars, and similar buildings. Barns or similar field buildings that house farm implements and surface parking lots are not included.

Perimeter – Only the perimeter of the ground floor is reported to the THECB. It is measured where the walls meet the ground and does not include porches, sidewalks, and cosmetic structures.

Research Facility -- A facility used primarily for experimentation, investigation, or training in research methods, professional research and observation, or a structured creative activity within a specific program. Included are laboratories used for experiments or testing in support of instructional, research, or public service activities.

Room – A space normally enclosed on all sides, including alcoves and recesses. A room must have a least a six-foot, six inch clear ceiling height. Covered play areas and covered walkways are not considered rooms.

Room Information Codes – The Classification of Instructional Programs, Room Type, and Room Use codes are used to profile rooms in the THECB facilities inventory.

Classification of Instructional Program (CIP) Codes – These identify academic discipline, instructional program, or department. CIP Codes are listed in *Appendix C* as eight-digit numbers. For facilities purposes, the first-six digits will be used. CIP data may be prorated to reflect usage by more than one discipline or department.

Room Type Code – Each room has one "best" room type based upon its design and use. Room Type Codes, descriptions, definitions, and examples are listed in *Appendix F.* If an exact Room Type cannot be determined, use the most accurate code available. Room Type coding cannot be prorated. Note that rooms designed as laboratories with "built-in" laboratory equipment such as laboratory benches, specialized scientific equipment, or special utilities (gas, water, steam, etc.) are always coded as Laboratory Facilities (200 series).

Room Usage Code – This indicates the room's actual use (General Academic Instruction, Social and Cultural Development, etc.). Usage Codes, descriptions, definitions, and examples are listed in *Appendix G.* As with other room coding, use the code that closest describes the usage of the particular room. Usage may be prorated.

Room Measurements – Room dimensions should be physically measured and not taken from plans or blueprints. The dimensions of each room, including alcoves, are used to calculate the square footage. All measurements are reported to the nearest 10th of a foot. Columns, chases, and other projections are to be ignored.

Converting inches to 10ths of a foot:

APPENDIX I

GLOSSARY OF FACILITIES TERMS

1 Inch	1/10 Foot
2 Inches	2/10 Foot
3 Inches	3/10 Foot
4 Inches	3/10 Foot
5 Inches	4/10 Foot
6 Inches	5/10 Foot
7 Inches	6/10 Foot
8 Inches	7/10 Foot
9 Inches	8/10 Foot
10 Inches	8/10 Foot
11 Inches	9/10 Foot

Secure File Transfer Protocol (SFTP) – This allows institutions to transfer facilities data from their mainframes or PCs to an SFTP server at the THECB. See *General Reporting Issues* of the reporting manual.

Shell Space – An area within a building with an unfinished interior designed to be converted into usable space at a later date.

Student Station Capacity – This is the number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room at the beginning of a semester by actual count. Since the inventory is changed continuously by institutional reporting, Room Capacity must be changed when the number of stations in a room is altered.

Technical Research Building – Space used for research, testing, and training in a mechanical or scientific field. Special equipment is required for staff and/or student experimentation or observation. Included are specialized laboratories for new technologies that have stringent environmental controls on air quality, temperature, vibration, and humidity. Facilities generally include space for specialized technologies, semiconductors, biotechnology, advanced materials, quantum computing and advanced manufacturing quantum computing technology, nanoscale measurement tools, integrated microchip-level technologies for measuring individual biological molecules, and experiments in nanoscale disciplines.

APPENDIX I

GLOSSARY OF FACILITIES TERMS

Unassigned Space – This is the sum of building custodial service and mechanical areas, all of which are not assigned directly to support programs. Public restrooms, shell space, or space mothballed/ permanently incapable of use is also unassigned space. Unassigned space is determined by room type and room use data fields.

Building Service Area – Space used for the protection, care, and maintenance of a building.

Circulation Area – Non-assignable hallway or stairwell space.

Inactive Area – Space in a building that once was assignable but is permanently no longer in use.

Mechanical Area – A portion of the facility's space that is designed to house mechanical equipment, utility services, and shaft areas.

Public Restrooms – Restrooms that are accessible to the public. Private restrooms are service areas.

Shell Space – Unfinished space designed to be converted into usable space at a later date.

APPENDIX J

GME FORMULA FUNDING AND SPACE MODEL/INFRASTRUCTURE FUNDING

Health-Related Institutions

N/A = Discipline not available for this institution/organization ; ok = Entry allowable - Institution offers discipline

All Data is Headcount Data	Residents			Postdoctoral/Research Fellows				
	Medical	Dental	Pharmacy	Biomed Sci	Allied Health	Public Health	Nursing	Totals
Data Collection Source	CBM 00R	CBM 00R	CBM 00R	CBM 00R	CBM 00R	CBM 00R	CBM 00R	
Public Institutions								
UT Southwestern Med Center	ok	N/A	ok	ok	ok	ok	N/A	**0**
UT Medical Branch at Galveston	ok	N/A	N/A	ok	ok	ok	ok	**0**
UT Health Sci. Center at Houston	ok	ok	N/A	ok	ok	ok	ok	**0**
UT Health Sci. Center San Antonio	ok	ok	N/A	ok	ok	ok	ok	**0**
UT M.D. Anderson Cancer Center	ok	ok	ok	ok	ok	ok	N/A	**0**
UT Health Science Center at Tyler	ok	N/A	ok	ok	ok	N/A	N/A	**0**
TAMU System Health Sci. Center	ok	ok	N/A	ok	ok	ok	N/A	**0**
UNT Health Sci. Center Fort Worth	ok	N/A	ok	ok	ok	ok	N/A	**0**
TTU System Health Sci. Center	ok	N/A	ok	ok	ok	ok	N/A	**0**
Totals for Space Model Data Input	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Baylor College of Medicine	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total for Bill Pattern GME	**0**							
Other GME Programs								
Bexar County Medical Examiner	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Methodist Hospital (Houston) (frmly Christus St Joseph Hospital)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Christus Santa Rosa (San Antonio)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Conroe Medical Foundation	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Driscoll Children's Hospital (rep. with TAMUHSC)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Harris County Medical Examiner	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
John Peter Smith Hospital (Fort Worth)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Memorial Hermann Hospital System	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Methodist Hospitals of Dallas (rep. with UTSWMC)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Presbyterian Hospital (Dallas)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
San Jacinto Methodist Hospital	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Spohn Memorial Hospital (Corpus Christi)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Southwestern Institute of Forensic Sciences	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Texas Department of Health	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Texas Heart Institute	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Valley Baptist Medical Center	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
W orld Craniofacial Foundation (Dallas)	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Texas Back Institute Research Foundation	ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total of Public & Indep. for GME Formula	**0**	N/A	N/A	N/A	N/A	N/A	N/A	N/A

APPENDIX K

ACGME AND AOA RESIDENCY PROGRAMS IN TEXAS

Appendix K, the ACGME and AOA Residency Programs in Texas, is provided on our website at http://www.txhighereddata.org under Appendices to the CBM Reporting Manuals.

APPENDIX L

MEDICAL SCHOOLS

Appendix L, Medical Schools, is provided on our website at http://www.txhighereddata.org under Appendices to the CBM Reporting Manuals.

APPENDIX M

COLLEGE BOARD (CEEB) HIGH SCHOOL CODES

Appendix M, College Board (CEEB) High School Codes, is provided on our website at http://www.txhighereddata.org under Appendices to the CBM Reporting Manuals.

APPENDIX N

FACILITIES FREQUENTLY ASKED QUESTIONS

1. Alumni offices and associations – *How is this space treated?*

   Institutions must maintain some form of alumni offices to keep records of graduates as required by accrediting agencies. This Functional Category Code is Alumni Records (66). When alumni offices also coordinate activities of an alumni association and direct fundraising campaigns, the Functional Category Code is prorated Independent Operations/Institutional (91) and CIP is Alumni Relations (817500).

2. Chapels – *How are they coded?*

   A chapel is a devotional facility, and the Space Use Code is Assembly (610). Associated rooms are coded according to their actual use, usually Office (310), Conference Room (350), etc. The Functional Category Code is Social and Cultural Development (52) if under the institution's control. If the chapel is not under the institution's control nor housed by the institution, it is not inventoried.

3. Clinics: non-health care and health care – *How are they coded?*

   A Clinic (540) Non-Health Professions room may be assigned many appropriate CIP and Functional Category Codes. For example, a Clinic (540) Non-Health Professions may be to diagnose learning disabilities in pre-school children and assigned Learning and Language Disabilities (131011) and General Academic Instruction (11) if it is part of an instructional program in the college of education. Health care facilities may be in student health care centers, medical centers, teaching hospitals, or veterinary facilities. Clinics are non-E&G unless used for General Instruction (11), Vocational Technical Instruction (12), Occupation-related Instruction (15), Institutes and Research Centers (21), or Individual or Project Research (22).

4. Classrooms that serve several disciplines – *How are they coded?*

   All Classrooms (110), regardless of use, are General Use (000000) with Instruction Functional Category Codes (11-18). Classrooms may be coded with one or more of these codes depending on the proportionate functions of the room. Listed below are Space Use Codes that may need to be considered if the space is part of a particular instructional program:

   - Media Production (530) becomes Laboratory (210, 220, or 230)
   - Assembly (610) becomes Classroom (110)
   - Central Computer or Telecommunication Service (710) becomes Laboratory (210, 220, or 230)
   - Shop (720) becomes Laboratory Service (215, 225, 235, or 255)
   - Central Storage (730) becomes Classroom or Laboratory Service (115, 215, 225, etc.)

5. Columns, chases, and other architectural features in a room – *How are these measured?*

   Measure the room's dimensions from wall surface to opposite wall surface and do nothing about such features. (Ignore--do not add or subtract these dimensions.)

6. Conference Rooms, Meeting Rooms, Classrooms, Demonstration Rooms, and Assembly

APPENDIX N

FACILITIES FREQUENTLY ASKED QUESTIONS

Rooms – *What is the difference?*

Conference Rooms (350) are office-related that serve an office complex and are primarily for staff meetings and other non-instructional uses.

Meeting Rooms (680) are non-office and not classroom related. They serve a variety of purposes, such as for student organizational meetings.

Classroom (110) is used for regularly scheduled instruction that requires no special equipment. The traditional Classroom was a room with a chalkboard at the front and rows of chairs or desks for students. Modern classrooms often are amphitheaters with fixed seating and special multimedia or telecommunication equipment. Lecture rooms, seminar rooms, and lecture/demonstration rooms are considered Classrooms for inventory purposes even if they have a lab table at the front for demonstrations.

Demonstration (550) is designed for the practice of certain disciplines, such as teaching, nursing, and home economics.

Assembly (610) is designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, non-instructional lectures, etc., including limited use for scheduled instruction. While some lecture halls are designed like auditoriums, they are Classrooms (110) if they are regularly scheduled for instruction.

7. Day care centers – *How is this space coded?*

   The Space Use Codes are Day Care (640) and Day Care Service (645). If a Day Care facility is institutionally controlled or housed, the Functional Category Code is Auxiliary Services (55) or Faculty and Staff Auxiliary Services (65). If the Day Care facility is part of the instructional program, the Space Use Code is Demonstration (550) and the Functional Category Code is Instruction (11 or 12).

8. Dean's offices – How are they coded?

   Most deans' areas of authority can be matched with a CIP listed in Appendix C. Space for a dean of education is assigned Education, General (130101). The Multi/Interdisciplinary Studies listing provides several CIPs for deans. For instance, the dean of a graduate school may be assigned Deans-Interdisciplinary (497600). The Functional Category Code for all academic deans is Academic Administration (46).

   Note that some institutions use the title "dean" for vice-presidential classified positions, and the CIP Central Operations (810000 series) must be assigned.

9. Departmental libraries – *How are they coded?*

   Departmental libraries are not designated. They are assigned the appropriate CIP and Functional Category Codes. If staffing and administration is under the control of the main library and/or its major branches, the space is Library Service (41).

10. Departmental research – *How are these areas coded?*

    Departmental research space is Functional Category Code Individual or Project Research (22) in most cases. The CIP is determined by its academic discipline.

11. Dividing one room into two or more rooms – *How is the inventory updated?*

If the old room number is retained for one of the new spaces, changes to the dimensions, as well as any other new data for the original record, must be reported. The new rooms within the divided room are separately numbered (perhaps with letter suffix) and added to the inventory as new rooms. If the original room number is dropped, that room is deleted from the inventory and the subdivided spaces are added as new room records.

12. Faculty assigned to library study rooms – *How are faculty study rooms treated?*

    Faculty study rooms in libraries are Library Service (41), although they are restricted to faculty use. However, if a faculty member is assigned such a room as a main office, the Space Use Code is Office (310), and it is assigned the appropriate CIP and Functional Category Code.

13. Fraternity/sorority houses and dormitories – *How are these treated?*

    Rooms in fraternity and sorority houses that are university facilities are Functional Category Code Student Auxiliary Services (55) and CIP (733000), and the appropriate Space Use Code Residential Facilities (900 series). University owned dormitories only need to be included in the building inventory since their assignable room space is automatically calculated at 60 percent. If the facility is not budgeted through or controlled by the university, it is not included in the inventory.

14. HVAC Plants – *How are they coded?*

    Only assignable space in these type facilities should be coded with the appropriate Space Use Code such as Office (310), Locker Room (690), etc. All rooms that are part of plant operations are Functional Category Code Utilities (74). Note that a major portion of the space in these types of facilities house machinery and may be classified by Space Use Code Mechanical Area (YYY) and Functional Category Code Mechanical Areas (03), which is non-assignable space.

15. Improvements and infrastructure – *How are open parking lots, tennis courts, playing fields, outdoor swimming pools, and tracks treated?*

    This manual deals only with procedures for describing buildings and rooms. The authors recognize that a building and room inventory may not constitute the full range of institutional facilities and recommends that when such additional information is desired, the institution develop its own codification scheme for its purpose.

16. Interview rooms – *How are these treated?*

    Interview rooms are considered Space Use Code Office Service (315). Functional Category Code is determined by activity in the room. Examples of Functional Category Codes are Placement and Career Guidance (53), Financial Aid Administration (54), and General Administrative and Logistical Service (63).

17. Lounges, circulation/lobby areas, and public waiting – *How are these Space Use Codes distinguished?*

    Lounge space for faculty, students, and staff are assignable space. Public Waiting for care in a health care facility is assignable space. Circulation Areas are non-assignable hallway space. A Lounge (650) is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. Public Waiting (880)

is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. Circulation/Lobby Area (WWW), such as stairs or hallways, are considered non-assignable space and are optional to report. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper Space Use Code should be chosen and inventoried. The judgment here is based on primary function or predominant use.

18. Offices that serve many clients – *How are they coded?*

    The distinction among its type of clients and activities are by CIP and Functional Category Codes that may be prorated.

19. Police or campus security space – *What are the Space Use Codes for holding cells, interview rooms, and armories associated with this type of space?*

    Holding cells, interview rooms, and armories are considered to be Space Use Code Office Service (315) or Conference Room Service (355).

20. Publication space – *How is its Functional Category coded?*

    If the control and/or direct supervision of a campus publication is with institutional administration, i.e., university press, public relations office, etc., the Functional Category Code is General Administration and Logistical Services (63). However, if the activities are under the auspices of a journalism department, the publication is likely a result of laboratory assignments and the appropriate academic CIP, Space Use Code, and Functional Category Codes are assigned. If the space is neither, Functional Category Code is Social and Cultural Development (52).

21. Registrar's Office, Student Recruitment and Admissions, and Student Records – *At some institutions, Student Recruitment and Admissions (67) and Student Records (68) are functions of the registrar's office. In these cases, how is the space coded?*

    If the registrar's suite of offices has separate offices for separate functions, the Functional Category Code may be determined by the function. If these functions are not separate, either code may be used or it may be prorated.

22. Space Use Code for a room with a combination of purposes – *How is this coded?*

    The Space Use Code is determined by design and predominant use combined, but primarily by design. Once the Space Use Code is selected, it does not change because of occasional atypical use. It changes only if its whole character is changed by redesign or if its primary use changes. A room with a basic design that is regularly scheduled for instructional use would be identified with Space Use Code Classroom (110). On the other hand, a room with a lab may be coded as a Class Lab (210), a Special Class Lab (220), or a Non-Class Lab (250), but only one code may be used at a time as determined by its primary use (the predominant portion of the time used). The CIP and Functional Category Code may be prorated but not the Space Use Code.

23. Functional Category Code proration – *What is the best method to determine proration of use?*

    To determine proration, determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates, such as 60-40, 55-45, 30-

70, etc. These estimates are satisfactory in describing split use of CIP and Functional Category Code as primary, secondary, and remaining use.

24. Shipping and receiving – *How are loading platforms treated?*

    Generally, a receiving area is considered Space Use Code Circulation Areas (WWW), which is non-assignable space and optional to report. If the receiving area is also used for storage and part of a central warehouse, it is Space Use Code Central Storage (730). A departmental receiving area used for storage is considered a service room, such as Office Service (315), Class Lab Service (215), etc.

25. Student unions and other student activity centers – *How is space in these type facilities reported?*

    In general, Space Use Codes for student activities are Office (300 series) and General Use (600 series). Social and Cultural Development (52) is the appropriate Functional Category Code for student organizations, recreational activities, and cultural activity areas.

26. Toilets: public and private – *What is the difference?*

    Public toilets are accessible to all persons using a building and considered non-assigned space. If reported on the inventory, they are assigned CIP General Use (000000), Space Use Codes (M10, W10, or U10), and Functional Category Code Public Rest Room (05). If the use of a toilet is restricted to a certain group or individual, it is a private toilet and considered a service area, such as Office Service (315) or Class Lab Service (215), and is considered assignable space. If a bath/toilet adjoins a patient bedroom in a health care facility, it is Space Use Code Patient Bath (820), assignable space.

27. A room is designed as a science lab and it is assigned to the chemistry department. Its Space Use Code is in the 200 series and its CIP is 400501. If the chemistry department determines that the laboratory is regularly scheduled for classes, the specific Space Use Code Class Laboratory (210) and the Functional Category Code General Academic Instruction (11) are used.

28. Parking garages – *Are institutions that code parking garages as Vehicle Storage Facility (740) being unfairly credited with assignable area as opposed to institutions with open parking lots?*

    Only garages, bays, or multi-level structures for storage of institutional vehicles are E&G NASF space. These areas are coded Functional Operations (CIP 820000 series) or Maintenance Operations (CIP 830000 series), Vehicle Storage Facility (740); and General Administration and Logistical Services (63) or Physical Plant Operations (70 series). Structures that serve students, faculty, staff, and the general public for their private vehicles should be coded as above, except the Functional Category Code is Independent Operations/Institutional (91), non-E&G NASF.

29. Renovations – *How is the inventory updated when assignable space becomes unusable due to a renovation project?*

    Either building or room records may be modified to indicate renovations. If the entire building is unusable due to a current major renovation, Building Type Renovations (R) will temporarily exclude it from assignable space. Space Use Code Alteration/Conversion Area

(060) will exclude a room record from assignable space on a temporary basis for conversions or renovations. When the conversion is complete and the space is ready to be occupied, the record(s) must be updated to reflect its current information.

30. Indoor Spectator seating – *How is this treated?*

    If building space has non-movable spectator seating for intercollegiate athletics, it is coded Intercollegiate Athletics (CIP 720000 series), Athletic Facilities Spectator Seating (523), and Intercollegiate Athletics (56). If the seating is for recreational or intramural events, it is coded Recreation (714000) or Intramural Athletics (715000), and Social and Cultural Development (52). If spectator seating is the fold-up type, such space within a room is not inventoried separately. Outdoor spectator seating is not inventoried.

31. Interior Corridors – *How are they coded?*

    If they are private circulation areas (restricted, nonpublic access), they are generally classified as assignable Office Service (315), Laboratory Service (215, 225, 255), Animal Facilities Service (575), etc.

APPENDIX O

CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) FUNDING CATEGORIES FOR GENERAL ACADEMIC INSTITUTIONS

The Texas Higher Education Coordinating Board uses funding codes to group educational disciplines in an effort to weigh semester credit hours for the proportional funding of courses. Institutions report course offerings on the Course Inventory (CBM003) report with associated Texas CIP codes.

As early as 1980, the Board staff and institution representatives appended the National Center of Educational Statistics (NCES) 6-digit CIP codes with 2-digit Texas codes and 2-digit funding codes. These extensions group codes of similar anticipated expense per credit hour together. Disciplines with little or no requirements beyond a facility and instructor are grouped separately from courses with incrementally increasing complexities.

Institutions report semester credit hours and faculty salaries by course number, which serves as an index to the Course Inventory. Hours and salaries grouped by funding codes create relative weights in the General Academic Expenditure Study for use in appropriating Formula Funds.

01-Liberal Arts: Includes all codes in CIP series (05) Area, Ethnic, Cultural, Gender, and Group Studies; (16) Foreign Languages, Literatures, and Linguistics; (23) English Language and Literature/Letters; (24) Liberal Arts and Sciences, General Studies, and Humanities; (38) Philosophy and Religious Studies; and (54) History. Includes most of the codes in CIP series (09) Communication, Journalism, and Related Programs; (27) Mathematics and Statistics; (30) Multi/Interdisciplinary Studies; (42) Psychology; (43) Homeland Security, Law Enforcement, Firefighting, and Related Protective Services; (44) Public Administration and Social Service Professions; (45) Social Sciences; and other select CIP codes listed below.

CIPCode	Description
01.0802	Agricultural Communication/Journalism
05	Area, Ethnic, Cultural, Gender, and Group Studies
09*	Communication, Journalism, and Related Programs
10.0302	Printing Management
13.1305	English/Language Arts Teacher Education
13.1306	Foreign Language Teacher Education
13.1317	Social Science Teacher Education
13.1318	Social Studies Teacher Education
13.1325	French Language Teacher Education
13.1326	German Language Teacher Education
13.1328	History Teacher Education
13.1330	Spanish Language Teacher Education
13.1331	Speech Teacher Education
13.1332	Geography Teacher Education
13.1333	Latin Teacher Education
13.1334	School Librarian/School Library Media Specialist
13.1335	Psychology Teacher Education
13.14	Teaching English Or French As A Second Or Foreign Language
13.1502	Adult Literacy Tutor/Instructor
16	Foreign Languages, Literatures, and Linguistics
22.0001	Pre-Law Studies

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22.03	Legal Support Services
23	English Language and Literature/Letters
24	Liberal Arts and Sciences, General Studies and Humanities
27*	Mathematics and Statistics
30*	Multi/Interdisciplinary Studies
31.01	Parks, Recreation and Leisure Studies
31.03	Parks, Recreation and Leisure Facilities Management
38	Philosophy and Religious Studies
42*	Psychology
43*	Homeland Security, Law Enforcement, Firefighting, and Rel. Protective Services
44*	Public Administration and Social Service Professions
45*	Social Sciences
51.0000	Health Services/Allied Health/Health Sciences, General
51.11	Health/Medical Preparatory Programs
51.32	Bioethics/Medical Ethics
54	History

02-Science: Includes all codes in CIP series (26) Biological and Biomedical Sciences; and (40) Physical Sciences. Includes most codes in CIP series (31) Parks, Recreation, Leisure, and Fitness Studies and other select CIP codes listed below.

CIPCode	Description
03.0103	Environmental Studies
03.0104	Environmental Science
03.0201	Natural Resources Management and Policy
11.0101	Computer and Information Sciences, General
11.04	Information Science/Studies
13.1311	Mathematics Teacher Education
13.1316	Science Teacher Education/General Science Teacher Education
13.1321	Computer Teacher Education
13.1322	Biology Teacher Education
13.1323	Chemistry Teacher Education
13.1329	Physics Teacher Education
26	Biological and Biomedical Sciences
30.01	Biological and Physical Sciences
30.19	Nutrition Sciences
30.9999.04	Engineering & Other Disciplines
31*	Parks, Recreation, Leisure, and Fitness Studies
40	Physical Sciences
41.01	Biology Technician/Biotechnology Laboratory Technician
43.0106	Forensic Science and Technology
51.0913	Athletic Training/Trainer
51.25	Veterinary Biomedical and Clinical Sciences

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03-Fine Arts: Includes most codes in CIP series (50) Visual and Performing Arts and other select CIP codes listed below.

CIPCode	Description
04.05	Interior Architecture
09.0701	Radio and Television
10.0304	Animation, Interactive Technology, Video Graphics and Special Effects
13.1302	Art Teacher Education
13.1312	Music Teacher Education
13.1324	Drama and Dance Teacher Education
50*	Visual and Performing Arts

04-Teacher Education: Includes most codes in CIP series (13) Education and codes included in CIP subgroup (42.2806) Educational Psychology.

CIPCode	Description
13*	Education
42.2806	Educational Psychology

05-Agriculture: Includes most codes in CIP series (01) Agriculture, Agriculture Operations, and Related Sciences; (03) Natural Resources and Conservation; and CIP code (13.1301) Agricultural Teacher Education.

CIPCode	Description
01*	Agriculture, Agriculture Operations, and Related Sciences
03*	Natural Resources and Conservation
13.1301	Agricultural Teacher Education

06-Engineering: Includes all codes in CIP series (14) Engineering and most codes in CIP series (04) Architecture and Related Services and (11) Computer and Information Sciences and Support Services. Additionally, the funding code includes other select CIP codes listed below.

CIPCode	Description
04*	Architecture and Related Services
11*	Computer and Information Sciences and Support Services
14	Engineering
30.08	Mathematics and Computer Science
30.16	Accounting and Computer Science
30.9999.04	Engineering & Other Disciplines
45.0702	Geographic Information Science and Cartography
51.0709	Medical Office Computer Specialist/Assistant

07-Home Economics: Includes most codes in CIP series (19) Family and Consumer Sciences/Human Sciences and other select CIP codes listed below.

CIPCode	Description
12.0501	Baking and Pastry Arts/Baker/Pastry Chef

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CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) FUNDING CATEGORIES FOR GENERAL ACADEMIC INSTITUTIONS

12.0503	Culinary Arts/Chef Training
13.1308	Family and Consumer Sciences/Home Economics Teacher Education
19*	Family and Consumer Sciences/Human Sciences
51.1505	Marriage and Family Therapy/Counseling

08-Law: Includes most codes in CIP series (22) Legal Professional and Studies.	
CIPCode	Description
22*	Legal Professions and Studies

09-Social Service: Includes all codes in CIP subgroup (44.07) Social Work.	
CIPCode	Description
44.07	Social Work

10-Library Science: Includes all codes in CIP series (25) and CIP subgroup (30.14) Museology/Museum Studies.	
CIPCode	Description
25	Library Science
30.14	Museology/Museum Studies

11-Veterinary Medicine: Includes CIP code (51.2401) Veterinary Medicine (DVM), which defines the special professional courses associated with veterinary medicine. The codes associated with the other levels are classified under liberal arts.	
CIPCode	Description
51.2401	Veterinary Medicine

12-Vocational Training: Includes all codes in CIP series (46) Construction Trades; (47) Mechanic and Repair Technologies/Technicians; (48) Precision Production; and some codes in CIP series (12) Personal and Culinary services. Additionally, the funding code includes other select CIP codes listed below.	
CIPCode	Description
10.0301	Graphic Communications, General
11.06	Data Entry/Microcomputer Applications
12*	Personal and Culinary Services
46	Construction Trades
47	Mechanic and Repair Technologies/Technicians
48	Precision Production
49.0309.00	Marine Science/Merchant Marine Officer

13-Physical Training: Includes most codes in CIP series (36) Leisure and Recreational Activities.	
CIPCode	Description
36*	Leisure and Recreational Activities

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14-Health Services: Includes all codes in CIP series (60) Residency Programs and most codes in CIP series (51) Health Professions and Related Programs. Additionally, the funding code includes other select CIP codes listed below.

CIPCode	Description
13.1327	Health Occupations Teacher Education
31.0505	Kinesiology and Exercise Science
51*	Health Professions and Related Programs
60	Residency Programs

15-Pharmacy: Includes all codes in CIP subgroup (51.20) Pharmacy, Pharmaceutical Sciences, and Administration.

CIPCode	Description
51.20	Pharmacy, Pharmaceutical Sciences, and Administration

16-Business Administration: Includes all codes in CIP series (52) Business, Management, Marketing, and Related Support Services and other select CIP codes listed below related to the business management of other disciplines.

CIPCode	Description
12.0504	Restaurant, Culinary, and Catering Management/Manager
13.1303	Business Teacher Education
13.1310	Sales and Marketing Operations/Marketing and Distribution Teacher Education
15.15	Engineering-Related Fields
19.0505	Foodservice Systems Administration/Management
19.0604	Facilities Planning and Management
31.0504	Sport and Fitness Administration/Management
49.0104	Aviation/Airway Management and Operations
49.0309.01	Marine Administration
52	Business, Management, Marketing, and Related Support Services

17-Optometry: Includes all codes in CIP subgroup (51.17) Optometry.

CIPCode	Description
51.17	Optometry

18-Teacher Education-Practical: Includes a series of CIP codes developed by the Board.

CIPCode	Description
13.99	Education, Other

19-Technology: Includes most codes in CIP series (10) Communications Technologies/ Technicians and Support Services; (15) Engineering Technologies/Technicians; (41) Science Technologies/Technicians; (49) Transportation and Materials Moving; and other select CIP codes listed below relating to the technology subject in other disciplines.

CIPCode	Description

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CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) FUNDING CATEGORIES FOR GENERAL ACADEMIC INSTITUTIONS

01.0106	Agricultural Business Technology
01.02	Agricultural Mechanization
04.09	Architectural Technology/Technician
10*	Communications Technologies/Technicians and Support Services
11.03	Data Processing
11.08	Computer Software and Media Applications
13.1319	Technical Teacher Education
15*	Engineering Technologies and Engineering-Related Fields
36.0119	Aircraft Pilot (Private)
41*	Science Technologies/Technicians
43.02	Fire Protection
43.99	Homeland Security, Law Enforcement, Firefighting, and Rel. Protective Services
49*	Transportation and Materials Moving
50.0406	Commercial Photography

20-Nursing: Includes all codes in CIP subgroup (51.38) and (51.39) Nursing.	
CIPCode	Description
51.38	Nursing
51.39	Nursing

21-Developmental Education: Includes all codes in CIP series (32) Basic Skills and Developmental/Remedial Education.	
CIPCode	Description
32	Basic Skills and Developmental/Remedial Education

99-Unfunded: Some subjects are not funded by the legislature. Includes all codes in CIP series (21) Technology Education/Industrial Arts; (28) Military Science, Leadership, and Operational Art; (29) Military Technologies and Applied Sciences; (33) Citizenship Activities; (34) Health-Related Knowledge and Skills; (35) Interpersonal and Social Skills; (37) Personal Awareness and Self-Improvement; and (39) Theology and Religious Vocations.	
CIPCode	Description
21	Technology Education/Industrial Arts
28	Military Science, Leadership, and Operational Art
29	Military Technologies and Applied Sciences
33	Citizenship Activities
34	Health-Related Knowledge and Skills
35	Interpersonal and Social Skills
37	Personal Awareness and Self-Improvement
39	Theology and Religious Vocations

Note: An asterisk following a CIP group indicates that the majority of courses using that CIP group are funded with the associated funding code with the exception of select items, which can be found in other funding code(s).

APPENDIX P

REFERENCE TABLES

FLEXIBLE ENTRY

Public Universities

Example**	CBM001	CBM002	CBM004	CBM00S	CBM01E	CBM008
Item Numbers	**Item #16**	**Item #13**	**Item #5**	**Item #25**	**Item #16**	**Item #17**
Fall course that starts after census and ends in the current term	Spring flex entry '1'	Fall regular entry (flex entry = blank)	Spring 'FE' in section code	Fall flex entry '1'	Fall flex entry '1'	Fall flex entry '1'
Fall course that starts after census and ends in the following spring term	Spring flex entry '1'	Spring flex entry '6'	Spring 'FE' in section code	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry '6'
Fall course that starts at the beginning of the fall term and ends in the following spring term	Fall regular entry (flex entry = blank)	Spring flex entry '6'	Fall regular entry (flex entry not applicable)	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry '6'
Course that occurs between fall and spring terms ("minimester")	Spring flex entry '1'	Spring flex entry '6'	Spring 'FE' in section code	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry '6'

Community and Technical Colleges

Example**	CBM001	CBM002	CBM004	CBM00S	CBM01E	CBM008
Item Numbers	**Item #20**	**Item #13**	**Item #5**	**Item #28**	**Item #20**	**Item #17**
Fall course that starts after census and ends in the current term	Spring flex entry '1'	Fall regular entry (flex entry = blank)	Spring 'FE' in section code	Fall flex entry '1'	Fall flex entry '1'	Fall flex entry option '3'
Fall course that starts after census and ends in the following spring term	Spring flex entry '1'	Spring flex entry '6'	Spring 'FE' in section code	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry option '3'
Fall course that starts at the beginning of the fall term and ends in the following spring term	Fall regular entry (flex entry = blank)	Spring flex entry '6'	Fall regular entry (flex entry not applicable)	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry option '3'
Course that occurs between fall and spring terms ("minimester")	Spring flex entry '1'	Spring flex entry '6'	Spring 'FE' in section code	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry option '3'

*If your institution offers developmental education interventions, use the instructions above to report flex entry for these interventions.

**These are examples of courses that start in fall; apply this methodology to other semesters.

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REFERENCE TABLES

EXCESS HOURS

Public Universities

Example for student in 120-hour program who is enrolled in courses in the current semester	CBM001	CBM0E1	CBM004	CBM00S	Notes
High school student with 30 SCH taking an academic course for dual credit	SCH funded Item #24/Item #27 = '2'	SCH funded Item #24/Item #27 = '2'	Lower-level enrollment not affected by UG limit Item #13A	SCH funded Item #11/Item #18 HS Status = '1'	Dual credit student
Student who was FTIC in fall 2006 with 50 SCH (no dual credit) taking academic college-level course	SCH funded Item #24/Item #27 = '2'	SCH funded Item #24/Item #27 = '2'	Lower-level enrollment affected by UG limit Item #18	SCH funded Item #11	Student subject to 30-hour statutory limitation on funded hours; hours enrolled not in excess of 30 hours + degree
Student with 150 SCH, including 18 hours of dual credit SCH completed in 2004; student enrolled FTIC in fall 2006	SCH funded Item #24/Item #27 = '1'	SCH funded Item #24/Item #27 = '1'	Upper-level enrollment affected by UG limit Item #19	SCH funded Item #11	Student subject to 30-hour statutory limitation on funded hours; hours enrolled not in excess of 30 hours + degree
Student with 175 SCH who was FTIC in fall 2004	SCH not funded Item #21/Item #27 = '1'	SCH not funded Item #21/Item #27 = '1'	Enrollment exceeds funding limit Item #16	SCH not funded Item #12/Item #17 = '3'	Student subject to 45-hour statutory limitation on funded hours; hours enrolled in excess of 45 hours + degree
Student with 6 hours of dual credit for a total of 160 hours of college credit (including dual) and FTIC in fall 2007	SCH not funded Item #21/Item #27 = '2'	SCH not funded Item #21/Item #27 = '2'	Enrollment exceeds funding limit Item #16	SCH not funded Item #12/Item #17 = '3'	Student subject to 30-hour statutory limitation on funded hours; hours enrolled in excess of 30 hours + degree

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REFERENCE TABLES

EXCESS HOURS

Example for student in 120-hour program who is enrolled in courses in the current semester	**CBM001**	**CBM0E1**	**CBM004**	**CBM00S**	**Notes**
Student with 50 SCH of college credit who was FTIC in fall 2008 taking 3 SCH course for the third time	SCH not funded Item #21/Item #27 = '2'	SCH not funded Item #21/Item #27 = '2'	Enrollment exceeds funding limit Item #16	SCH not funded Item #12/Item #17 = '2'	Student subject to 30-hour statutory limitation on funded hours; hours enrolled not in excess of 30 hours + degree, but taking course for third time

NOTES:

45-hour rule – limitation on undergraduate semester credit hours that applies to students enrolled fall 1999 to summer 2006:
CBM001 Item #27 = '1'; CBM004 degree program + 45 hours
30-hour rule – limitation on undergraduate semester credit hours that applies to students enrolled fall 2006 or later:
CBM001 Item #27 = '2"; CBM004 degree program + 30 hours
Dual credit hours are not subject to the undergraduate excess hours limit as of fall 2009 (CB Rule 13.104).
There is a limitation on formula funding for repeated hours for attempted courses at the same institution (CB Rule 13.105).

APPENDIX P

REFERENCE TABLES

EXCESS HOURS

Community and Technical Colleges

Example for student in 120-hour program (SCH)	CBM001	CBM0E1	CBM004	CBM00S	Notes
High school student with 15 SCH taking 3 SCH academic course for dual credit	SCH not affected by limit Item #13/Item #26	SCH not affected by limit Item #13/Item #26	Enrollment not affected by UG limit Item #16	SCH funded Item #11/Item #21, HS Status = '1'	Dual credit student
Student with 50 SCH of college credit who was FTIC in fall 2008 taking 6 SCH	SCH affected by limit Item #27	SCH affected by limit Item #27	Enrollment affected by UG limit Item #20	SCH funded Item #11	Student subject to 30-hour statutory limitation on funded hours; hours enrolled not in excess of 30 hours + degree
Baccalaureate graduate enrolled in 9 SCH technical course for job skills development	SCH not affected by limit Item #13	SCH not affected by limit Item #13	Enrollment not affected by UG limit Item #16	SCH funded Item #11	Student not subject to limitation on funded hours
Student with 50 SCH of college credit who was FTIC in fall 2008 taking 3 SCH course for the third time	SCH not funded Item #36	SCH not funded Item #36	Enrollment not eligible for funding Item #21	SCH not funded Item #12/Item #20 = '2'	Student subject to 30-hour statutory limitation on funded hours; hours enrolled not in excess of 30 hours + degree, but taking course for third time

NOTES:

Semester credit hours affected by the undergraduate funding limitation applies only to students who initially enroll as undergraduates in an institution of higher education in the fall 1999 semester or subsequent term