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ABSTRACT

The Information Exchange Procedures (IEP) developed by the National Center for Higher Education Management Systems (NCHEMS) are a set of standard definitions and procedures for collecting information about disciplines and student degree programs, outcomes of instructional programs, and general institutional characteristics. These definitions and procedures have been developed to facilitate exchange of information among institutions of postsecondary education, providing institutions with some assurance that data they exchange are useful for purposes of comparison. The procedures and definitions recommended in this manual and other manuals about IEP are "targets" for institutions. While it is anticipated that most institutions will be able to follow these recommendations, some institutions may not have available the required information, and others may not be able to provide it at a reasonable cost. Any effort at exchange of data among institutions involves some compromise in an attempt to accommodate the wide variation among institutions. Consequently, while comparable information for exchange is the goal of IEP, NCHEMS cannot guarantee the absolute comparability of data as the final result of IEP. Hopefully, the implementation of IEP will represent reasonable progress toward that goal. (Author/PG)

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INFORMATION EXCHANGE PROCEDURES

ACTIVITY STRUCTURE

Technical Report No. 63

Edward M. Myers

James R. Topping

1974

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The National Center for Higher Education Management Systems at
Western Interstate Commission for Higher Education

P. O. Drawer P

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- . . . to help universities and colleges improve both their programs and their management.
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The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will.

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

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PREFACE

The Information Exchange Procedures (IEP) developed by the National Center for Higher Education Management Systems (NCHEMS) are a set of standard definitions and procedures for collecting information about disciplines and student degree programs, outcomes of instructional programs, and general institutional characteristics. These definitions and procedures have been developed to facilitate exchange of information among institutions of postsecondary education, providing institutions with some assurance that data they exchange are useful for purposes of comparison.

The procedures and definitions recommended in this manual and other manuals about IEP are "targets" for institutions. While it is anticipated that most institutions will be able to follow these recommendations, some institutions may not have available the required information and others may not be able to provide it at a reasonable cost. Others may find that only after several years of using IEP can data be developed that accurately reflect the characteristics of the institutions. For some institutions the definitions and procedures may be too complex; others may find them too simplistic. Any effort at exchange of data among institutions involves some compromise in an attempt to accommodate the wide variation among institutions. Consequently, while comparable information for exchange is the goal of IEP, NCHEMS cannot guarantee the absolute comparability of data as the final result of IEP. But, hopefully, implementation of IEP will represent reasonable progress toward that goal.

The Information Exchange Procedures initially were developed by the NCHEMS staff with guidance from a task force and steering committee, composed of institutional and state agency representatives. The cost procedures were tested during 1972-73 by a group of about 60 community colleges, private colleges, and state colleges and universities. The full set of exchange procedures was tested during 1973-74 in about the same number and kinds of institutions. Insights gained from these pilot tests served to refine the full range of procedures and definitions.

The Information Exchange Procedures described in this manual, and in others listed below, have been reviewed and approved by the IEP advisory groups and the NCHEMS Board of Directors, and are being released at this time for widescale implementation. While IEP is intended to be a final product, widescale implementation may point to additional information needs of institutions that can be addressed in updates to this manual if necessary. However, NCHEMS feels that IEP is sufficiently refined at this time that it can be released to the full NCHEMS general distribution mailing list and to other institutions interested in implementing IEP.

This publication is one of four implementation manuals for IEP:

Information Exchange Procedures Activity Structure, Technical Report No. 63, specifies the structure to be used in collecting institutional data, including detailed examples of an account crossover. This structure is based on the NCHEMS Program Classification Structure, Technical Report No. 27, as modified in late 1974.

Information Exchange Procedures Data Formats and Definitions, Technical Report No. 64, contains the formats recommended for collection and display of the IEP data set. This document also includes a complete glossary of IEP terminology and definitions.

Information Exchange Procedures Cost Study Procedures, Technical Report No. 65, contains the procedures for implementing the cost study portion of IEP with specific references to the NCHEMS Costing and Data Management System. The costing procedures specified in this document are based on those developed in the Cost Finding Principles project.

Information Exchange Procedures Outcomes Procedures, Technical Report No. 66, contains the procedures for implementing the outcomes portion of IEP. The outcomes measures and procedures specified in this document are based on those developed in the Outcomes project.

These documents replace the following documents:

Information Exchange Procedures Manual (Field Review Edition): A Synopsis, Technical Report No. 46
Information Exchange Procedures Manual (Field Review Edition), Technical Report No. 47
Information Exchange Procedures Cost Study Implementation Guide (Preliminary Edition), Technical Report No. 52

The software system designed to support the Information Exchange Procedures is documented separately. Readers concerned with the NCHEMS Costing and

Data Management System should refer to the following documents:

An Introduction to the NCHEMS Costing and Data Management System,

Technical Report No. 55

NCHEMS Costing and Data Management System--Sample Reports,

Technical Report No. 56

Account Crossover Module Reference Manual, Technical Report No. 57

Faculty Activity Module Reference Manual, Technical Report No. 58

Personnel Data Module Reference Manual, Technical Report No. 59

Student Data Module Reference Manual, Technical Report No. 60

Student Outcomes Module Reference Manual, Technical Report No. 61

Data Management Module Reference Manual, Technical Report No. 62

FOREWORD

The IEP activity structure has been developed by the NCHEMS staff to aid institutions in the implementation of the NCHEMS Information Exchange Procedures. For the most part, the IEP activity structure is based on the first edition of the Program Classification Structure [Gulko, 1972]. However, in the two pilot tests conducted in 1973 and 1974, it became evident that certain modifications to the structure were necessary. Consequently, in June, 1974, NCHEMS solicited advice from a large number of knowledgeable agencies, associations, and individuals regarding possible modifications to the PCS. The proposed modifications were summarized in a paper entitled "Revisions of the Program Classification Structure" [Collier and Young, 1974], which was distributed to the entire NCHEMS mailing list for comment and review. This paper also was the major topic of discussion at the Participant Advisory Assembly held in St. Louis in November, 1974. Based on these review procedures, the staff made its final recommendations to the NCHEMS Board of Directors. The revised Program Classification Structure, as approved by the Board, is displayed in Figure 1. All PCS revisions have been incorporated into the IEP activity structure. A second edition of the Program Classification Structure is planned for publication in mid-1975.

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SECTION I

INTRODUCTION

SECTION I

INTRODUCTION

Information exchange requires a standard structure for classifying and displaying information. Without a standard structure and conventions for classifying data, there could be no assurance that data elements with identical codes and names represented comparable information. For example, the account "executive management" at one institution might include the cost of the president, the comptroller, the vice-president, and the Board of Trustees, while at another institution a similarly titled account might include only the cost of the president's office. Clearly, to compare the costs of "executive management" in these two institutions would be misleading. Only if both institutions used the same definition of "executive management" and used the same conventions for classifying their expenditures would they be able to compare costs.

The revised NCHEMS Program Classification Structure (Figure 1) is the standard structure to be used for data collection and exchange in the Information Exchange Procedures (IEP) project. In Figure 2, "X" is used to indicate where greater levels of detail are recommended. For example, in General Academic Instruction it is recommended that data be aggregated to the discipline and course level, while in Executive Management data are summarized at the two-digit subprogram level. The term "activity center" is used throughout this document to refer to the recommended level of detail within the IEP activity structure. It should be pointed out that institutions implementing IEP always have the option of collecting their data at greater levels of detail than those recommended in Figure 2. However, for exchange purposes, data should be summarized to the recommended level of detail.

FIGURE 1

REVISED
PROGRAM CLASSIFICATION STRUCTURE

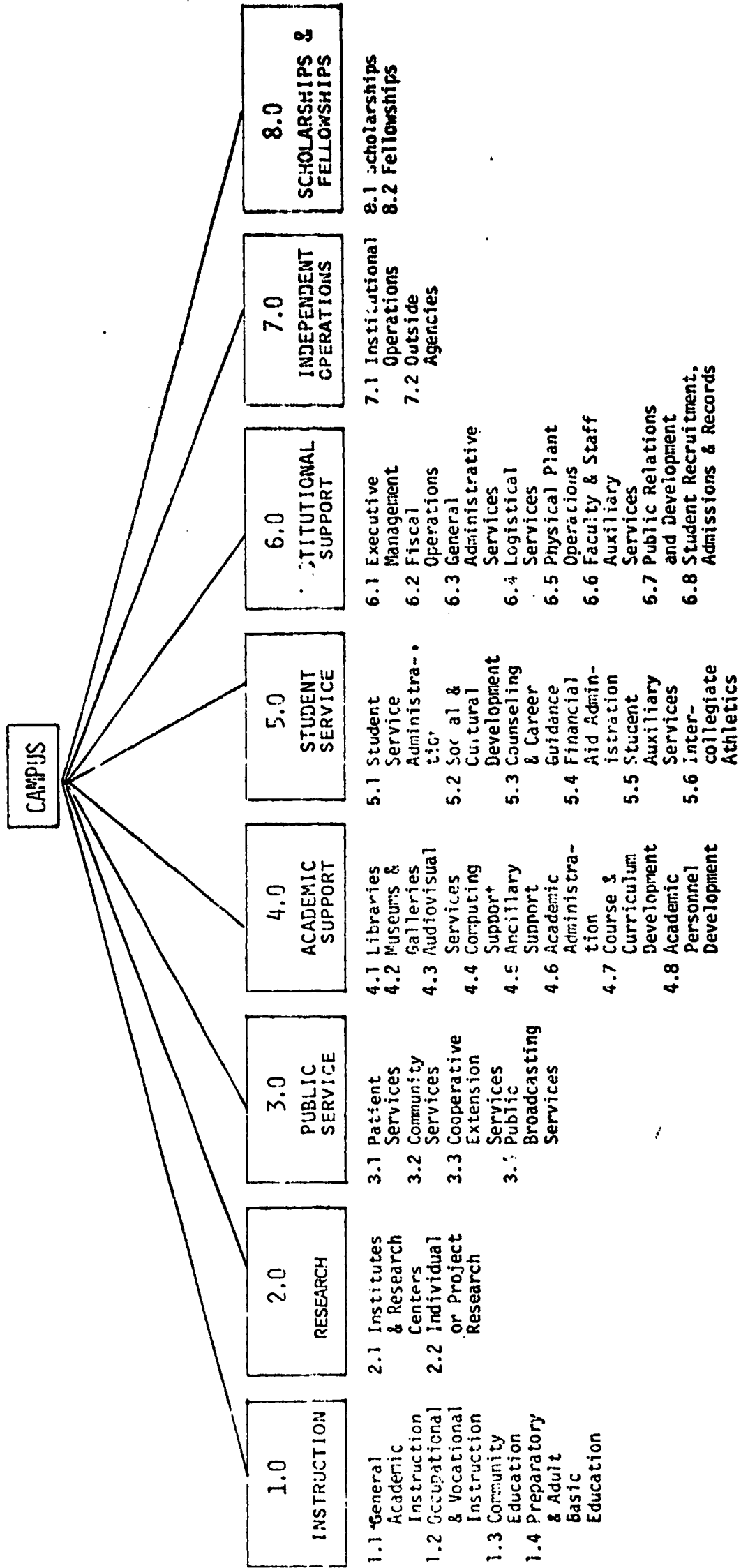


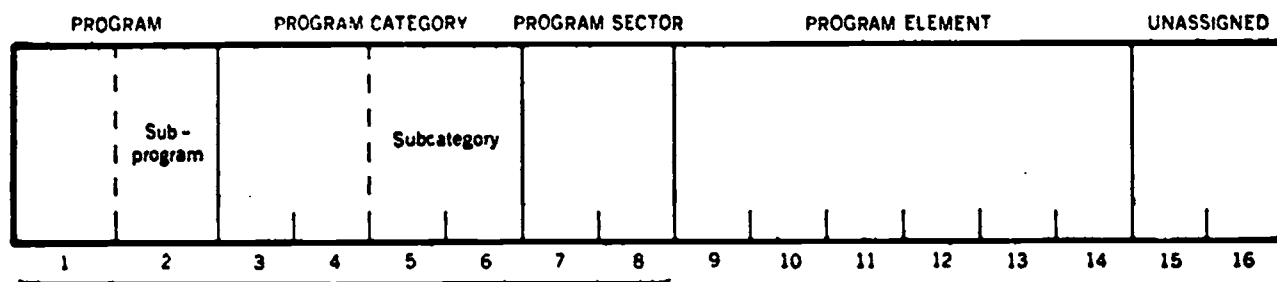
FIGURE 2
IEP ACTIVITY STRUCTURE

CODE	TITLE
1.1.XXXX.XX	General Academic Instruction (delineated to discipline and course level)
1.2.XXXX.XX	Occupational and Vocational Instruction (delineated to discipline and course level)
1.3	Community Education
1.4	Preparatory and Adult Basic Education
2.1	Institutes and Research Centers
2.2.XX00	Individual or Project Research (delineated to program category)
3.1	Patient Services
3.2	Community Services
3.3	Cooperative Extension Services
3.4	Public Broadcasting Services
4.1	Libraries
4.2	Museums and Galleries
4.3	Audiovisual Services
4.4	Computing Support
4.5.XX00	Ancillary Support (delineated to program category)
4.6.XX00	Academic Administration (delineated to program category)
4.7.XX00	Course and Curriculum Development (delineated to program category)
4.8.XX00	Academic Personnel Development (delineated to program category)
5.1	Student Service Administration
5.2	Social and Cultural Development
5.3	Counseling and Career Guidance
5.4	Financial Aid Administration
5.5	Student Auxiliary Services
5.6	Intercollegiate Athletics
6.1	Executive Management
6.2	Fiscal Operations
6.3	General Administrative Services
6.4	Logistical Services
6.5	Physical Plant Operations
6.6	Faculty and Staff Auxiliary Services
6.7	Public Relations and Development
6.8	Student Recruitment, Admissions and Records
7.1	Independent Operations/Institutional
7.2	Independent Operations/Outside Agencies
8.1	Scholarships
8.2	Fellowships
9.1	Cost of Purchases for Resale (*)
9.2	Capital Expenditures (*)
9.3	Capital Cost - Building and Land Improvements (*)
9.4	Capital Cost - Equipment (*)

*Additional activities not found in the Program Classification Structure but used in the IEP cost study.

A brief explanation of the coding scheme is in order for those schools that have never used the NCHEMS Program Classification Structure (PCS). The PCS recommends the sixteen-digit coding scheme illustrated in Figure 3. The Information Exchange Procedures use only the first eight digits of the code, leaving the additional eight digits for institutional use.

FIGURE 3
SIXTEEN-DIGIT PCS CODE



The first digit of the code refers to the major objectives of a postsecondary institution. The major programs have been defined by PCS as:

- | | |
|-----------------------|-----------------------------------|
| ① .0 Instruction | ⑤ .0 Student Service |
| ② .0 Research | ⑥ .0 Institutional Support |
| ③ .0 Public Service | ⑦ .0 Independent Operations |
| ④ .0 Academic Support | ⑧ .0 Scholarships and Fellowships |

The second number in the code is used to specify subobjectives of a program or subprograms. The Instruction program contains the following subprograms:

1. ① General Academic Instruction
1. ② Occupational and Vocational Instruction
1. ③ Community Education
1. ④ Preparatory and Adult Basic Education

A program category is a classification of similar or related activities by discipline area or major function. In the Instruction, Research, Public Service, and Academic Support programs, the coding of the program category corresponds to the standard taxonomy of fields of study used in the Higher Education General Information Survey (HEGIS). Four digits are used to denote specific discipline areas. The first two digits specify the program category and the second two define the program subcategory.

Example: 1.1. ⑤052 General Academic Instruction--Accounting
 1.1 ⑤053 General Academic Instruction--Business Statistics

The seventh and eighth digits specify the program sector, used primarily to identify the level of course offerings in the Instruction program. The following course levels and codes are specified in IEP:

Lower Division (20): Course offerings at a level of comprehension usually associated with freshman and sophomore students.

Upper Division (30): Course offerings at a level of comprehension usually associated with junior and senior students. Jointly offered upper division/graduate courses should be classified as upper division.

Graduate (50): Course offerings at a level of comprehension usually associated with postbaccalaureate students.

Example: 1.1.0502. (20) General Academic Instruction
Accounting
Lower Division

1.1.0502. (30) General Academic Instruction
Accounting
Upper Division

Section II of this document contains the definitions for each activity center as well as a list of exemplary activities and accounts that should be categorized there. For example, the definition for Intercollegiate Athletics (5.6) is all athletic activities in which an institution participates with other colleges and universities. Included within each activity are the coaches, trainers, officiating, travel, ticket sales, advertising, and so forth necessary to maintain intercollegiate participation in that sport. Examples of intercollegiate athletics include archery, baseball, basketball, bobsledding, boxing, and so forth. The list of examples should not be considered complete, nor should a user expect to find a one-for-one match with his institution's chart of accounts. Rather the user should look to the definitions as establishing the criteria for inclusion or exclusion within that activity center and to the list of samples for activities with similar titles.

There are some activities that legitimately may be classified in more than one activity center in the IEP structure. The user must either select which category most appropriately fits the primary programmatic intent of

an activity or develop a proportional distribution of that activity across two or more activity centers. For example, a television station whose primary intent is public service would be classified in 3.4; however, 1.1 also is appropriate if the primary intent is as an instructional lab, or 4.5 if the primary intent is to support several academic programs, or 7.1 if it functions as an independent operation. A proportional distribution of the costs of operating the television station might result in having 60% of the expenditures lodged in the Public Service program and the remaining 40% classified in the Instruction program. The proportional distribution is the most accurate reflection of the program's cost; however, it is also the most difficult to derive. At the outset of the IEP implementation, it may be more realistic for the user to classify activities according to their primary programmatic intent. Then, at a later stage of the procedures, the costs can be prorated across several activity centers on the basis of a separate analysis.

Another set of activities that require classification by primary programmatic intent is departmental research. Departmental research includes informal research activities conducted by individual faculty members and supported by the general funds of the institution. These research activities may be specifically assigned, departmentally planned, or mutually understood to be part of the faculty member's workload. Departmental research is generally perceived as contributing to one or more of the academic programs: instruction, research, public service, or academic personnel development. As such, each institution, or each academic department within the institution will need to make a determination as to the primary intent of its faculty's departmental research activities.

Section III of this document presents the user with an alphabetized list of all of the activities listed in the examples in Section II. The list is alphabetized by the key word in each phrase and the reader is referred to the appropriate activity center. For example, "Sabbatical Leave" is listed under "Sabbatical" and is referenced to activity center 4.8, Academic Personnel Development. In those cases where an activity could be placed in one of several activity centers, multiple references are listed. It then is up to the user to decide the primary intent of that particular activity at his institution.

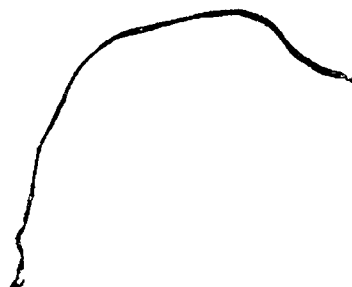
Section IV of this document is a reprint of the HEGIS taxonomy, A Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970).

In Section V of this document, a comparison is made between the categories of financial information as defined in the Report of the Joint Accounting Group* and the Program Classification Structure subprograms.

*National Association of College and University Business Officers (NACUBO), the American Institute of Certified Public Accountants (AICPA), and the National Center for Higher Education Management Systems (NCHEMS).

SECTION II

ACTIVITY CENTER DEFINITIONS AND EXAMPLES



1.1 GENERAL ACADEMIC INSTRUCTION

Definition: This activity center includes those instructional activities that may be applied as credit toward a postsecondary degree or certificate in an academic program or field of study. Included are instructional activities offered for credit through the regular academic departments as well as those offered through other organizational units, such as, a summer school division or an extension division. Instructional activities should be identified by HEGIS discipline (0100 through 4900) and course level (lower division, upper division, and graduate division).

- Examples:
- 1.1.0101.20 Agriculture, General--Lower Division
 - 1.1.0101.30 Agriculture, General--Upper Division
 - 1.1.0101.50 Agriculture, General--Graduate Division
 - 1.1.0102.20 Agronomy, Field Crops, and Crop Management--
Lower Division
 -
 -
 -
 -
 - 1.1.4901.20 General Liberal Arts and Sciences--Lower Division
 - 1.1.4901.30 General Liberal Arts and Sciences--Upper Division
 - 1.1.4901.50 General Liberal Arts and Sciences--Graduate Division
 -
 -
 -
 -

1.2 OCCUPATIONAL AND VOCATIONAL INSTRUCTION

Definition: This activity center includes those instructional activities that may be applied as credit toward a postsecondary degree or certificate in an occupational or vocational program or field of study. This activity center is intended primarily for use by institutions offering vocational and occupational programs in trades and paraprofessional areas, usually two years or less in length. Instructional activities should be identified by HEGIS discipline (5000 through 5500) and course level (lower division and upper division). In case of duplication with an academic program (such as math for auto mechanics), the information should be coded to the area having management responsibilities for the instructional activities.

- Examples:
- 1.2.5001.20 Business and Commerce Technologies, General--
Lower Division
 - 1.2.5002.20 Accounting Technologies--Lower Division
 -
 -
 -
 - 1.2.5501.20 Public Service Technologies, General--Lower
Division
 - 1.2.5502.20 Bible Study or Religion-Related Occupations--
Lower Division
 -
 -
 -

1.3 COMMUNITY EDUCATION

Definition: This activity center includes those instructional activities that are noncredit and are therefore not applicable towards a postsecondary degree or certificate. These instructional activities may be offered both on or off campus and may be taken by either matriculated students or members of the general community. Any work that produces credit toward the high school diploma should be included in 1.4, Preparatory and Adult Basic Education. No HEGIS discipline or course level distinctions are required.

Examples:

- Avocational Education (such as wine tasting, weaving, guitar)
- Adult Education
- Professional Review Courses
- Refresher Courses

1.4 PREPARATORY AND ADULT BASIC EDUCATION

Definition: This activity center includes those instructional activities intended to give students the basic knowledge and skills they need in preparation for formal academic course work leading to a postsecondary degree or certificate. Also included in this activity center are those instructional activities that must be taken prior to beginning work on a postsecondary degree or certificate in order to fulfill a standard requirement (such as high school completion). These activities, supplemental to the normal academic program, generally are termed remedial, developmental, or special educational services. No HEGIS discipline or course level distinctions are required.

Examples: Adult Basic Education
Compensatory Education
Doctoral Language Requirement Courses
English for Foreign Students
General Educational Development (GED)
High School Completion
Manpower Development Training (MDTA)
Reading--Study Skills
Remedial Instruction
Speed Reading
Tutorial Workshops

2.1 INSTITUTES AND RESEARCH CENTERS

Definition: This activity center includes all on-going research activities conducted within the framework of a formal research organization. Excluded from this category are the 21 federally funded research centers (for example, Argonne National Laboratories) that should be classified in 7.2, Independent Operations/Outside Agencies. No HEGIS discipline distinctions are required.

Examples: Agriculture Experiment Station
Bureau of Business Research
Center for Behavioral Science
Center for Opinion Research
Center for Study of the Aging
Center for Study of Democratic Institutions
Divisional Research Centers
Institute for Behavior Science
Social Science Research Center

2.2 INDIVIDUAL OR PROJECT RESEARCH

Definition: This activity center includes research activities that normally are managed within the academic departments. These research activities usually have a stated goal or purpose, have projected outcomes, and are created for specified time periods as a result of a contract, grant, or specific allocation of institutional resources. Also included here are any departmental research activities that may lead to research outcomes. Excluded from this category are those on-going research activities that should be classified in 2.1, Institutes and Research Centers. Individual or project research activities should be identified at the program category level, for example, Physical Sciences (1900) rather than Physics (1902).

Examples: 2.2.0100 Agriculture and Natural Resources
2.2.0200 Architecture and Environmental Design
2.2.0300 Area Studies
2.2.0400 Biological Studies
•
•
•
•
2.2.4900 Interdisciplinary Studies

3.1 PATIENT SERVICES

Definition: This activity center consists of those services that benefit patients directly through faculty physicians or indirectly through consulting, laboratory, or other services usually rendered under the auspices of a hospital or clinic. Only the clinical portions of a teaching hospital or veterinary clinic should be included in 3.1. The instruction, research, or administrative activities that occur in a teaching hospital environment should be classified in other activity centers, such as 1.1, 2.2, or 6.3. The patient services classified under 3.1 are intended primarily for the community-at-large. Those health services specifically intended for students should be classified under Student Auxiliary Services (5.5.) and those health services intended primarily for faculty and staff should be classified under Faculty and Staff Auxiliary Services (6.6). No HEGIS discipline distinctions are required.

Examples: Community Out-Reach Health Activities

Counseling Center

Dental Clinic

Public Health Center

Speech and Hearing Clinic

Teaching Hospital

Veterinary Clinic

3.2 COMMUNITY SERVICES

Definition: This activity center includes those services established and maintained by the institution to provide services to the general community or special sectors within the community. The primary intent of establishing these programs is to provide services that are beneficial to groups and individuals outside of the institution. These programs may be of incidental benefit to the faculty, staff, or students, but the primary benefits should accrue to the general public. Instructional and research activities should be excluded from this activity center. No HEGIS discipline distinctions are required.

Examples: Conferences
Institutes
International Affairs Conference
Urban Affairs Institute
Visiting Artist/Concert Series

3.3 COOPERATIVE EXTENSION SERVICES

Definition: This activity center includes all public service activities established by an institution in cooperative efforts with outside agencies. A distinguishing feature of these activities is that programmatic and fiscal control is shared by the institution with one or more governmental units. Excluded from this activity center are instructional activities that may be offered through an Extension division. No HEGIS discipline distinctions are required.

Examples: Area Extension Programs (City, County, District, State)
Agriculture Extension Programs
Community Development Programs
Extension Management Information System (EMIS) Programs
4-H Extension Programs
Urban Extension Programs
Youth Extension Programs

3.4 PUBLIC BROADCASTING SERVICES

Definition: This activity center includes those activities associated with the operation and maintenance of broadcasting services intended primarily for the public. Excluded from this category are broadcasting services that are primarily in support of the instruction program, or broadcasting activities which represent independent operations. No HEGIS discipline distinctions are required.

Examples: Radio Station
Television Station

4.1 LIBRARIES

Definition: This activity center includes those activities that directly support the collection, cataloging, storage, and distribution of published materials, primarily in support of the institution's academic programs. To be included in activity 4.1, a library should contain materials that are of use to several academic departments. Libraries that are housed in and supported by individual departments are not included in this activity center, but should be attributed directly to the instruction, research, and public service activities of the individual departments maintaining them. No HEGIS discipline distinctions are required.

Examples: Archives

Book Binding and Repair

Divisional Libraries (Law, Medicine, Engineering,
Business, and so forth)

Library Book Acquisition

Library Collection

Library Reference Room Services

Library Resource Program

Main Library

Newspaper and Periodical Acquisition

Restoration of Library Objects

Special Book Funds

Thesis or Dissertaion Copying Costs

Travelling Library Exhibits

4.2 MUSEUMS AND GALLERIES

Definition: This activity center includes those activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and so forth primarily in support of an institution's academic programs. This activity center is not restricted to the collection, preservation, and exhibition of inanimate objects. For example, it is appropriate to classify under 4.2 the activities associated with an arboretum. Only museums and galleries serving several academic departments or the whole institution should be included in this activity center. Museums and galleries that support a single academic department should be charged directly to the activities of that department. Libraries and audiovisual services are excluded. No HEGIS discipline distinctions are required.

Examples: Arboretum

Art Appraisals and Valuations

Art Commissions

Art Exhibits and Displays

Art Rental (Lending) Galleries

Botanical Garden

Divisional Museums

Restoration of Art or Museum Objects

Traveling Displays (Art, Museum)

Zoological Garden

4.3 AUDIOVISUAL SERVICES

Definition: This activity center includes audio and visual services that have been established to support the institution's instruction, research, and public service programs. "Dial-access" centers, learning resource centers, and closed circuit television facilities typically would be included here. Audiovisual services that support a single academic program, such as a German language laboratory, should be charged directly to that program. No HEGIS discipline distinctions are required.

Examples: Audiovisual Equipment
Audiovisual Repair and Maintenance
Audiovisual Rental
Closed Circuit Television
Dial-Access Center
Instructional Media Center
Instructional Resources Center
Learning Resources Center
Media Resources
Movie and Film Equipment
Multimedia Center
Record, Film, and Video Center
Telecommunication Center

4.4 COMPUTING SUPPORT

Definition: This activity center includes computer services that have been established to support the instruction, research, and public service missions of the institution. Administrative data processing services should be included under activity center 6.3, General Administrative Services. No HEGIS discipline distinctions are required.

Examples: Computing Center
Division Computing Center
Graduate Research Services
Instructional Computing
Instructional/Research Computing
Satellite Computing Centers
Satellite Terminals

4.5 ANCILLARY SUPPORT

Definitions: This activity center includes those academic program support services not previously classified. These services normally would provide joint services to the instruction, research, and public service areas. Ancillary support activities should be coded at the program category level, for example, 4.5.1900.

Examples: Demonstration School

Glass-Blowing Shop

Laboratory School

Nuclear Reactor

Planetarium

Radio Station

Television Station

University Press

Vivarium

4.6 ACADEMIC ADMINISTRATION

Definition: This activity center includes those activities that provide administrative support and management direction to the instruction, research, and public service programs. Academic administration includes college deans, departmental chairpersons, and associated support staff. The activities of top-level administrative officers, such as Vice-Presidents and Vice-Chancellors, should be included in 6.1, Executive Management. Academic administrative activities should be coded at the program category level, for example, 4.6.0400.

Examples: Academic Deans

Coordinator of Cooperative Education

Dean of Continuing Education

Dean of Extension

Dean of Evening and Summer Sessions

Departmental Chairpersons

Universitywide Committees

4.7 COURSE AND CURRICULUM DEVELOPMENT

Definition: This activity center includes planning and development activities established to improve or add to the instructional offerings of the academic programs. These course and curriculum developments should be intended for use in future course offerings (subsequent to the current budget period). Any improvements made to the current course offerings should be charged directly to the instructional program. Course and curricular development activities should be coded at the program category level, for example, 4.7.2000.

Examples: College Curriculum Committees
Curriculum Development Research
Curriculum Evaluations
Experimental Studies

4.8 ACADEMIC PERSONNEL DEVELOPMENT

Definition: This activity center includes those activities that provide the faculty with opportunities for increasing their personal and professional growth and development or that evaluate and reward their professional performance. Academic personnel development activities should be coded at the program category level, for example, 4.8.2000.

Examples: Exhibits

Faculty Awards

Faculty Development Programs

Instructional Evaluation

In-Service Faculty Education Programs

Professional Meetings, Seminar Attendance

Professional Publishing (journals, books, reviews)

Recitals

Retreats

Sabbatical Leave

Scholarly Faculty Activities

5.1 STUDENT SERVICE ADMINISTRATION

Definition: This activity center contains those student service activities that cut across multiple student support subprograms or provide central administrative services to student service programs. Specifically excluded, for example, would be the Director of Counseling, who would be classified under 5.3, Counseling and Career Guidance. Also excluded is the chief administrative officer of student affairs, for example, the Vice-President or Vice-Chancellor, whose activities are more appropriately categorized under 5.1, Executive Management.

Examples: Dean of Men
Dean of Student Personnel Services
Dean of Students
Dean of Women
Director of Student Services

5.2 SOCIAL AND CULTURAL DEVELOPMENT

Definition: This activity center contains all activities established for the social and cultural development of the student outside of the formal degree curriculum. It includes activities primarily supported and controlled by the student body, activities outside the curriculum program that have been established to expand the education experience of the student, general recreation activities for the student body, and activities established to support special student groups and organizations. Excluded from this category are intercollegiate athletics, which should be classified in 5.6.

Examples: Coordinator of the Deaf Program
Cultural Groups/Activities
Disadvantaged Students Office
Foreign Students Office
Fraternities Advisor
International Services
Intramural Athletics
Lecture Series
Minority Affairs Office
Music Groups/Activities
Orientation Program
Physically Handicapped Students Office
Recreation Center

5.2 SOCIAL AND CULTURAL DEVELOPMENT (Continued)

Examples: Recreation Programs
Sororities Advisor
Student Activities
Student Associations
Student Clubs
Student Cooperatives
Student-Faculty Senate/Assembly
Student Government
Student Magazines
Student Newspapers
Student Organizations
Student Orientation
Student Political Groups
Student Publications
Student Religious Organizations
Student Yearbook
Transfer Student Orientation Program
Veterans Office
Visiting Artist/Concert Series
Women's Center

5.3 COUNSELING AND CAREER GUIDANCE

Definition: This activity center contains formal placement, career guidance, and counseling services for the student. Activities to be included are those related to student personnel including personal and disciplinary counseling, those activities related to vocational testing and counseling and academic program counseling, and those activities related to aiding students in obtaining employment upon leaving the institution. Specifically excluded from this activity center are informal faculty counseling, faculty advising, and student employment services provided to students still enrolled in school.

Examples: Advanced Placement

American College Testing Program (ACT)

Career Counseling

Career Days

Career Guidance

College Level Examination Program (CLEP)

College Placement Services

Counseling Center

Counseling Groups

Counseling Workshops

Divisional Placement Service

Freshmen Advisors

Language Examinations

5.3 COUNSELING AND CAREER COUNSELING (Continued)

Examples: Measurement and Testing Center
National Testing Programs (GRE, LSAT, etc.)
Placement Offices
Placement Seminars
Psychological Testing
Student Counseling Service
Teacher Education Placement
Testing Service
Test-Taking Workshops
Vocational Counseling
Vocational Testing

5.4 FINANCIAL AID ADMINISTRATION

Definition: This activity center includes those administrative activities intended to provide financial aid services and assistance to students. Included within this activity center are financial analysis, financial counseling, and administration of work/study, student employment, and so forth. Excluded from this category are the actual financial aid grants made to students, which are included in 8.1 (Scholarships) and 8.2 (Fellowships).

Examples: Fellowship Administration
Financial Aid Counseling
Financial Aid Seminars
Financial Aid Grant Administration
Financial Aid Loan Administration
Parent Confidential Statement (PCS) Administration
Scholarship Administration
Student Employment
Work/Study Fund Administration

5.5 STUDENT AUXILIARY SERVICES

Definition: This activity center consists of those supporting services established primarily to serve the student body. A fee normally is charged for these services, often directly related to, but not necessarily equal to, the cost of the service rendered. When both the students and faculty benefit from the same auxiliary service, such as a central cafeteria, that service should be classified as a Student Auxiliary Service.

Examples: Bookstore
Child Care Center
Dormitories
Family Housing Office
Food Services
Health Services
Housing Services
Married Student Housing
Off-Campus Housing
Residence Halls
Student Center
Student Health Center Pharmacy
Student Union
University Housing

5.6 INTERCOLLEGIATE ATHLETICS

Definition: This activity center contains all athletic activities in which an institution participates with other colleges and universities. Included are the coaches, trainers, officiating, travel, ticket sales, advertising, and so forth necessary to maintain intercollegiate participation in that sport. The office and staff of the athletic director would be included here. Excluded are those activities that relate to intramural athletics, which should be classified under 5.2, Social and Cultural Development.

Examples*: Archery
Athletic Director
Baseball
Basketball
Bobsledding
Boxing
Cross-Country
Diving
Football
Golf
Gymnastics
Handball
Hockey

5.6 INTERCOLLEGIATE ATHLETICS (Continued)

Examples: Ice Skating

Karate

Lacrosse

Paddle Ball

Pistol

Rifle

Rowing

Rugby

Sailing

Skiing

Soccer

Softball

Squash

Swimming

Tennis

Track and Field

Trap and Skeet Shooting

Volleyball

Water Polo

Weight Lifting

Wrestling

*Each of these activities may be categorized also under 5.2, Social and Cultural Development, if they are intramural activities.

6.1 EXECUTIVE MANAGEMENT

Definition: This activity center consists of all central executive-level activities concerned with the overall management and long-range planning functions of the entire institution. Included within this activity center are all aspects of executive direction, including the governing board, the chief executive officer, and the senior executive officers, for example, the vice-presidents or vice-chancellors. Administrative activities below the executive level should be excluded.

Examples: Academic Senate
Accreditation Fees
Advisory Board
Analytical Studies Office
Board of Trustees
Chancellor
Coordinating Board
Executive Dues
Executive Special Committee
Executive Special Projects
General Legal Counsel
Governing Board
Institutional Memberships
Institutional Research
Legal Services

6.1 EXECUTIVE MANAGEMENT (Continued)

Examples: Legislative Liaison
Long-Range Planning
Patent Counseling
Planning and Development
Planning Office
President
President/Vice-President Emeritus
Provost
Vice-Chancellors/Presidents/Provosts

6.2 FISCAL OPERATIONS

Definition: This activity center consists of fiscal control, investments, and similar functions related to the fiscal operations of the institution.

Examples: Accounting
Bad Debt Write-Offs
Bond Claims
Budget Officer
Bursar
Business Manager
Business Office
Cashier
Comptroller
Contracts
Debt Collection
Endowment Management
External Auditor
Federal Grant Auditor
Grants Accounting
Internal Auditor
Investments
Payroll Accounting
Special Reserves
Treasurer

6.3 GENERAL ADMINISTRATIVE SERVICES

Definition: This activity center consists of all activities established for the central administrative operations, services, and functions of the institution as well as those activities related to personnel records for the faculty and staff. Excluded are those activities that relate to student admission and records, which should be classified under 6.8, Student Recruitment, Admissions, and Records.

Examples: Administrative Computing
Administrative Data Processing
Administrative Services
Affirmative Action Office
Equal Opportunity Office
General Liability Insurance
Labor Relations Office
Ombudsman
Personnel Administration
Personnel Director
Personnel Insurance (other than benefits)
Personnel Records
Room Scheduling
Space Allocation
Space and Scheduling
Taxes (income, sales, state)

6.4 LOGISTICAL SERVICES

Definition: This activity center consists of the procurement, storage, and distribution of materials and supplies as well as the transportation and communication systems needed to support the campuswide operation of an institution. Also included are those activities related to the environmental health and safety of the students and staff.

Examples: Airport
Automobiles
Buses
Campus/Institutional Roads
Campus Security
Campus Transportation
Car Pool
Environmental Health and Safety
Freight
Garage
Military Property Custodian
Motor Pool
Parking
Photo Services
Police
Procurement
Purchasing
Radiological Controls

6.4 LOGISTICAL SERVICES (Continued)

Examples: Receiving
Shipping
Storage
Traffic Engineer
Traffic Office
Trucks
Warehouse
Watchmen

The Program Classification Structure classifies the following communication services under 6.4, Logistical Services. However, for purposes of the IEP cost study, expenditures for these services should be included in the direct costs of each of the activity center to which the service is rendered.

Examples: Campus Mail
Copy Centers
Duplicating Services
Mail Services
Post Office
Printing Services
Publications Office
Switchboard Operations
Telephone Service

6.5 PHYSICAL PLANT OPERATIONS

Definition: This activity center consists of those services related to the maintenance of existing grounds and facilities, the provision of utility services, and the planning and design functions of future plant expansion and modification (campus architects and engineers, construction office, and so forth). The actual capital expenditures for plant expansion and modification should be excluded.

Examples: Air Conditioning
Building Maintenance
Building Services
Campus Architect
Coal
Construction Inspectors
Custodial Service
Electrical Plant
Electricity
Facility Maintenance
Fire Protection
Fuel
Gas
Grounds Maintenance
Heating Plant
Janitors

6.5 PHYSICAL PLANT OPERATIONS (Continued)

Examples: Landscape Architects

Machine Shop

Maintenance Shop

Mechanical Shop

Oil

Paint Shop

Physical Plant Director

Power Plant

Property Accounting

Property Control

Property Insurance

Property Taxes

Remodeling and Alterations

Repairs

Utility--Distribution, Purchase

Water and Sewage

Water Treatment Plant

6.6 FACULTY AND STAFF AUXILIARY SERVICES

Definition: This activity center consists of those support services that have been established primarily to serve the faculty and staff. A fee normally is charged for these services, often directly related to, but not necessarily equal to, the cost of the service rendered. Auxiliary services that benefit both the student body and the faculty and staff should be classified under Student Auxiliary Services (5.5). Excluded from this activity center are those items pertaining to personnel services, which should be included in 6.3, General Administrative Services.

Examples: Faculty and Staff Child Care

Faculty and Staff Recreation Center

Faculty Club

Faculty Housing

Food Services for Faculty and Staff

Health Service for Faculty and Staff

Staff Development Activities

6.7 PUBLIC RELATIONS AND DEVELOPMENT

Definition: This activity center consists of those institutional activities established to maintain relations with the local community, institutional alumni, and the public in general, and to conduct activities related to fund raising and development. Those activities relating to the use of alumni in student recruitment should be classified in 6.8. Excluded from this activity center are those activities established to provide public service to the community.

Examples: Alumni Awards
Alumni Clubs
Alumni Directory
Alumni Meetings/Seminars
Alumni Offices
Alumni Programs
Alumni Publications
Alumni Records
Alumni Relations
Alumni Tours
Class Reunions
Commencement
Community Public Relations
Community Relations Development
Development Funds
Fund Raising

6.7 PUBLIC RELATIONS AND DEVELOPMENT (Continued)

Examples: Information Services

News Services

Parent Activities

Public Information

School Relations

University Relations Office

6.8 STUDENT RECRUITMENT, ADMISSIONS, AND RECORDS

Definition: This activity center consists of those activities conducted by an institution that relate to the recruitment of new students, the student admissions process, and the administration of student records. For proprietary institutions, this activity center includes also sales operations, advertising, and marketing as related to student recruitment.

Examples: Admissions Officers
Advertising
Certificates
Diplomas
Graduate Admissions Office
Marketing
Photo/I.D. Cards
Registrar
Sales Operations
Student Records
Student Recruitment
Transfer Credit Evaluation
Transcripts
Undergraduate Admissions Office

7.1 INDEPENDENT OPERATIONS/INSTITUTIONAL

Definition: This activity center includes those activities that represent operations owned or controlled by the institution but which are unrelated to or independent of the institution's mission. Excluded from this activity center are those operations managed as investments of the institution's endowment funds.

Examples: Airport

Bowling Alley

Commercial Rental Property

Conference Center

Hotel

Radio Station

Restaurant

• Television Station

7.2 INDEPENDENT OPERATIONS/OUTSIDE AGENCIES

Definition: This activity center includes those activities that are controlled or operated by outside agencies, but are housed or otherwise supported by the institution. Specifically included here are the 21 federally funded research centers listed below; all other research centers should be classified under 2.1, Institutes and Research Centers.

Federally Funded

Research Centers: Ames Laboratory
Applied Physics Laboratory
Argonne National Laboratory
Brookhaven National Laboratory
Center for Naval Analysis
Cerro Tololo Inter-American Observatory
E. O. Lawrence Berkeley Laboratory
E. O. Lawrence Livermore Laboratory
Jet Propulsion Laboratory
Kitt Peak National Laboratory
Lincoln Laboratory
Los Alamos Scientific Laboratory
National Accelerator Laboratory
National Astronomy and Ionosphere Center
National Center for Atmospheric Research
National Radio Astronomy Observatory
Oak Ridge Associate Universities

7.2 INDEPENDENT OPERATIONS/OUTSIDE AGENCIES (Continued)

Federally Funded

Research Centers: Ordnance Research Laboratory
Plasma Research Laboratory
Space Radiation Effects Laboratory
Stanford Linear Accelerator Center

8.1 SCHOLARSHIPS

Definition: This activity center includes those funds awarded to undergraduate students as grants-in-aid, trainee stipends, tuition and fee waivers, and prizes. Excluded from this category are work/study funds, which should be classified as costs to the department or organizational unit to which the service is rendered. Student loans are excluded also.

Examples: Grants-In-Aid (Undergraduate)
Prizes
Trainee Stipends (Undergraduate)
Tuition/Fee Waivers

The following criteria have been specified by the Joint Accounting Group to determine which monies should be included in the categories "Scholarships" and "Fellowships."

1. The monies must represent expenditures of the Current Funds group.
2. The institution must have fiscal control of the funds which were used to make the grant.
3. The recipients should not be formally required to render services to the institution as consideration for the grant, nor should they be expected to repay the amount of the grant to the funding source.
4. The institution must have selected the recipient of the grant. If the institution is given control of the monies, but is not allowed to select the recipient of the grant (e.g., the federal Basic Educational Opportunity Grants program), the funds should be reported in the Agency Funds group rather than in the Current Funds group.

8.2 FELLOWSHIPS

Definition: This activity center includes those funds for graduate students as outright grants-in-aid and trainee stipends. Excluded from this category are funds for which services to the institution must be rendered (for example, teaching assistants, research assistants). Student loans are excluded also.

Examples: Grants-In-Aid (Graduate)
Trainee Stipends (Graduate)

9.1 COST OF PURCHASES FOR RESALE*

Definition: This activity center is a holding account for all supplies and materials purchased by the institution that are intended for resale. Expenditures for these items are not included in either the direct or full costs of the other activity centers, but are recorded here for purposes of reconciliation.

Examples: Dormitory Supplies
Food Items
Hospital Supplies
Student Insurance
Student Supplies
Student Telephones
Textbooks

*Additional activity center not found in the Program Classification Structure but used in the IEP cost study.

9.2 CAPITAL EXPENDITURES*

Definitions: This activity center is a holding account for any capital expenditures made from the institution's current funds. Capital expenditures include monies expended for land, land improvements, buildings, additions to buildings, and capital equipment. Capital equipment is defined as any equipment items costing more than \$500 and having an estimated service life of more than two years. Capital expenditures for the current year are not included in either the direct or full costs of the other activity centers, but are recorded here for purposes of reconciliation.

Examples: Building Additions
Building Construction
Capital Equipment
Land
Land Improvements

*Additional activity center not found in the Program Classification Structure but used in the IEP cost study.

9.3 CAPITAL COST - BUILDING AND LAND IMPROVEMENTS*

Definition: This activity center is a holding account for the annual capital cost of buildings and land improvements used by the institution in operating its programs. For those capital equipment items that are leased by the institution, the annual capital cost is represented by the annual lease or rental expenditures. For those buildings and land improvements that are owned by the institution, the annual capital cost is defined as the current year's depreciation (calculated as two percent of the original cost of all of the institution's buildings and land improvements). Any interest charges (foregone or actual) are excluded from this calculation.

Examples: Depreciation—Buildings and Land Improvements

Leases - Buildings and Land Improvements

Rent - Buildings and Land Improvements

*Additional activity center not found in the Program Classification Structure but used in the IEP cost study.

9.4 CAPITAL COST - EQUIPMENT*

Definition: This activity center is a holding account for the annual capital cost of equipment used by the institution in operating its programs. For those capital equipment items that are leased by the institution, the annual capital cost is represented by the annual lease or rental expenditures. For those capital equipment items that are owned by the institution, the annual capital cost is defined as the current year's depreciation (calculated as ten percent of the original cost of all capital equipment purchased within the last ten years). Any interest charges (foregone or actual) are excluded from this calculation.

Examples: Depreciation - Capital Equipment

Leases - Capital Equipment

Rent - Capital Equipment (computer, vehicles, and so forth)

*Additional activity center not found in the Program Classification Structure but used in the IEP cost study.

SECTION III

ACTIVITY LOOK-UP TABLE

SECTION III

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Adult Education	1.3
Advanced Placement	5.3
Advertising	6.8
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Affirmative Action Office	6.3
Agriculture Experiment Station	2.1
Agriculture Extension Program	3.3
Air Conditioning	6.5
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Awards	6.7
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Analytical Studies Office	6.1
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Architect	
Campus	6.5
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Area Extension Programs	3.3
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Construction	9.2
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Bursar	6.2
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Business	
Manager	6.2
Office	6.2
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Cashier	6.2

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Opinion Research	2.1
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Dental	3.1
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Education Coordinator	4.6
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Personal	5.3
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Vocational	5.3
Course and Curriculum Development	4.7
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Professional Review	1.3
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Cultural Groups/Activities	5.2
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Data Processing, Administrative	6.3
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Building and Land Improvements	9.3
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Newspaper/Periodical Acquisition	4.1
News Service	6.7
Nuclear Reactor	4.5
Oil	6.5
Off-Campus Housing	5.5
Ombudsman	6.3
Orientation Program	5.2
Paddleball	5.2, 5.6
Paint Shop	6.5
Parent	
Activities	6.7
Confidential Statement (PCS) Administration	5.4
Parking	6.4
Patent Counseling	6.1
Patient Services	3.1
Payroll Accounting	6.2
Personnel	
Administration	6.3
Director	6.3
Insurance	6.3
Records	6.3
Photo/I.D. Cards	6.8
Photo Services	6.4
Physical Plant	
Director	6.5
Operations	6.5
Physically Handicapped Students Office	5.2
Pistol	5.2, 5.6
Placement	
Offices	5.3
Seminars	5.3

Planetarium	4.5
Planning and Development Office	6.1
Planning Office	6.1
Police	6.4
Post Office	6.4
Power Plant	6.5
President	6.1
President Emeritus	6.1
Printing Services	6.4
Prizes	8.1
Procurement	6.4
Professional	
Meetings	4.8
Publishing	4.8
Review Courses	1.3
Property	
Accounting	6.5
Control	6.5
Insurance	6.5
Provost	6.7
Psychological Testing/Counseling	5.3
Publications Office	6.4
Public	
Health Center	3.1
Information	6.7
Purchasing	6.4
.....	
Radiological Controls	6.4
Radio Station	3.4, 4.5, 7.1
Reading--Study Skills	1.4
Receiving	6.4
Recitals	4.8
Record, Film, and Video Center	4.3

Records	
Alumni	6.7
Personnel	6.3
Students	6.8
Recreation Center	
Faculty and Staff	6.6
Students	5.2
Recreation Programs	5.2
Recruitment, Students	6.8
Refresher Courses	1.3
Reference Room Services, Library	4.1
Registrar	6.8
Remedial Instruction	1.4
Remodeling	6.5
Rent	
Buildings and Land Improvement	9.3
Capital Equipment	9.4
Rental (Lending) Gallery	4.2
Repairs	6.5
Research	
Centers and Institutes	2.1
Curriculum	4.7
Departmental	1.1, 2.2, 4.8
Institutional	6.1
Project	2.2
Reserves, Special	6.2
Residence Hall	5.5
Restaurant	7.1
Restoration	
Art Objects	4.2
Library Objects	4.1
Museum Objects	4.2
Retreats, Faculty	4.8
Reunions, Class	6.7

Rifle	5.2, 5.6
Roads, Campus/Institutional	6.4
Room Scheduling	6.3
Rowing	5.2, 5.6
Rugby	5.2, 5.6
Sabbatical Leave	4.8
Sailing	5.2, 5.6
Sales Operations	6.8
Satellite	
Computing Center	4.4
Computing Terminals	4.4
Scholarly Faculty Activities	4.8
Scholarships	8.1
Scholarship Administration	5.4
School Relations	6.7
Security, Campus	6.4
Senate	
Academic	6.1
Student	5.2
Student-Faculty	5.2
University	6.1
Shipping	6.4
Short Courses	1.3
Skiing	5.2, 5.6
Space Allocation	6.3
Space and Scheduling	6.3
Speed Reading	1.4
Speech and Hearing Clinic	3.1
Soccer	5.2, 5.6
Social Science Research Center	2.1
Softball	5.2, 5.6
Sorority Advisor	5.2
Squash	5.2, 5.6

Staff	
Auxiliary Services	6.6
Development Activities	6.6
Storage	6.4
Student	
Activities	5.2
Associations	5.2
Auxiliary Services	5.5
Center	5.5
Clubs	5.2
Cooperatives	5.2
Counseling Services	5.3
Employment	5.4
Faculty Senate/Assembly	5.2
Government	5.2
Health Center Pharmacy	5.5
Health Services	5.5
Housing	5.5
Insurance	9.1
Magazines	5.2
Newspapers	5.2
Organizations	5.2
Orientation	5.2
Placement	5.3
Political Groups	5.2
Publications	5.2
Records	6.8
Recruitment	6.8
Religious Organizations	5.2
Services Administration	5.1
Social and Cultural Development	5.2
Supplies	9.1
Telephone	9.1
Union	5.5
Yearbook	5.2

Swimming	5.2, 5.6
Switchboard Operations	6.4
Taxes	
Property	6.5
Income	6.3
Sales	6.3
State	6.3
Teacher Education Placement	5.3
Teaching Hospital	3.1
Telecommunication Center	4.3
Telephone Service	6.4
Television Station	3.4, 4.5, 7.1
Tennis	5.2, 5.6
Testing Service	5.3
Test-Taking Workshops	5.3
Textbooks	9.1
Thesis and Dissertation Copying	4.1
Track and Field	5.2, 5.6
Traffic	
Engineer	6.4
Officer	6.4
Trainee Stipends	
Graduate	8.2
Undergraduate	8.1
Transcripts	6.8
Transfer Credit Evaluation	6.8
Transfer Student Orientation Program	5.2
Transportation, Campus	6.4
Trap and Skeet Shooting	5.2, 5.6
Treasurer	6.2
Trucks	6.4
Trustees, Board of	6.1
Tuition/Fee Waivers	8.1
Tutorial Workshops	1.4

University/College Housing	5.5
University	
Press	4.5
Relations	6.7
Urban	
Affairs Institute	3.2
Extension	3.3
Utilities	6.5
Vehicle	
Lease	9.4
Rental	9.4
Veterans Office	5.2
Veterinary Clinic	3.1
Vice Chancellors/Presidents/Provosts	6.1
Visiting Artist/Concert Series	3.2, 5.2
Vivarium	4.5
Vocational	
Counseling	5.3
Education	1.2
Testing	5.3
Volleyball	5.2, 5.6
Warehouse	6.4
Watchmen	6.4
Water and Sewage	6.5
Water Polo	5.2, 5.6
Water Treatment Plant	6.5
Weight Lifting	5.2, 5.6
Womens Center	5.2
Work/Study Fund Administration	5.4
Wrestling	5.2, 5.6

Youth Extension

3.3

Zoological Gardens

4.2

SECTION IV

HEGIS TAXONOMY

SECTION 1: SUMMARY

In view of the length and comprehensive nature of the Taxonomy of Instructional Programs,* it may sometimes be difficult to locate the appropriate reporting title for a specific instructional program. To facilitate the location process, a summary list of the program categories (discipline categories) is shown below.

PROGRAM (DISCIPLINE) CATEGORIES

(Conventional academic subdivisions of knowledge and training)

Code

0000 GENERAL
0100 AGRICULTURE and NATURAL RESOURCES
0200 ARCHITECTURE and ENVIRONMENTAL DESIGN
0300 AREA STUDIES
0400 BIOLOGICAL SCIENCES
0500 BUSINESS and MANAGEMENT
0600 COMMUNICATIONS
0700 COMPUTER and INFORMATION SCIENCES
0800 EDUCATION
0900 ENGINEERING
1000 FINE and APPLIED ARTS
1100 FOREIGN LANGUAGES
1200 HEALTH PROFESSIONS
1300 HOME ECONOMICS
1400 LAW
1500 LETTERS
1600 LIBRARY SCIENCE
1700 MATHEMATICS
1800 MILITARY SCIENCES
1900 PHYSICAL SCIENCES
2000 PSYCHOLOGY
2100 PUBLIC AFFAIRS and SERVICES
2200 SOCIAL SCIENCES
2300 THEOLOGY
4900 INTERDISCIPLINARY STUDIES

(Technological and occupational specialties related to curriculums leading to associate degrees and other awards below the baccalaureate)

Code

5000 BUSINESS and COMMERCE TECHNOLOGIES
5100 DATA PROCESSING TECHNOLOGIES
5200 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES
5300 MECHANICAL and ENGINEERING TECHNOLOGIES
5400 NATURAL SCIENCE TECHNOLOGIES
5500 PUBLIC SERVICE RELATED TECHNOLOGIES

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

SECTION 2: NUMERICAL LISTING OF HEGIS DISCIPLINES

PROGRAM (DISCIPLINE) SUBCATEGORIES

0000 GENERAL USE

0100 AGRICULTURE AND NATURAL RESOURCES

- 0101 Agriculture, General
- 0102 Agronomy (Field Crops, and Crop Management)
- 0103 Soils Science (Management and Conservation)
- 0104 Animal Science (Husbandry)
- 0105 Dairy Science (Husbandry)
- 0106 Poultry Science
- 0107 Fish, Game, and Wildlife Management
- 0108 Horticulture (Fruit and Vegetable Production)
- 0109 Ornamental Horticulture (Floriculture, Nursery Science)
- 0110 Agricultural and Farm Management
- 0111 Agricultural Economics
- 0112 Agricultural Business
- 0113 Food Science and Technology
- 0114 Forestry
- 0115 Natural Resources Management
- 0116 Agriculture and Forestry Technologies
- 0117 Range Management
- 0199 Other, Specify

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN

- 0201 Environmental Design, General
- 0202 Architecture
- 0203 Interior Design
- 0204 Landscape Architecture
- 0205 Urban Architecture
- 0206 City, Community, and Regional Planning
- 0299 Other, Specify

0300 AREA STUDIES

- 0301 Asian Studies, General
- 0302 East Asian Studies
- 0303 South Asian (India, etc.) Studies
- 0304 Southeast Asian Studies
- 0305 African Studies

- 0306 Islamic Studies
- 0307 Russian and Slavic Studies
- 0308 Latin American Studies
- 0309 Middle Eastern Studies
- 0310 European Studies, General
- 0311 Eastern European Studies
- 0312 West European Studies
- 0313 American Studies
- 0314 Pacific Area Studies
- 0399 Other, Specify

0400 BIOLOGICAL SCIENCES

- 0401 Biology, General
- 0402 Botany, General
- 0403 Bacteriology
- 0404 Plant Pathology
- 0405 Plant Pharmacology
- 0406 Plant Physiology
- 0407 Zoology, General
- 0408 Pathology, Human and Animal
- 0409 Pharmacology, Human and Animal
- 0410 Physiology, Human and Animal
- 0411 Microbiology
- 0412 Anatomy
- 0413 Histology
- 0414 Biochemistry
- 0415 Biophysics
- 0416 Molecular Biology
- 0417 Cell Biology (Cytology, Cell Physiology)
- 0418 Marine Biology
- 0419 Biometrics and Biostatistics
- 0420 Ecology
- 0421 Entomology
- 0422 Genetics
- 0423 Radiobiology
- 0424 Nutrition, Scientific
(exclude Nutrition in Home Economics and Dietetics)

- 0425 Neurosciences
- 0426 Toxicology
- 0427 Embryology
- 0499 Other, Specify

0500 BUSINESS AND MANAGEMENT

- 0501 Business and Commerce, General
- 0502 Accounting
- 0503 Business Statistics
- 0504 Banking and Finance
- 0505 Investments and Securities
- 0506 Business Management and Administration
- 0507 Operations Research
- 0508 Hotel and Restaurant Management
- 0509 Marketing and Purchasing
- 0510 Transportation and Public Utilities
- 0511 Real Estate
- 0512 Insurance
- 0513 International Business
- 0514 Secretarial Studies
- 0515 Personnel Management
- 0515 Labor and Industrial Relations
- 0517 Business Economics
- 0599 Other, Specify

0600 COMMUNICATIONS

- 0601 Communications, General
- 0602 Journalism (Printed Media)
- 0603 Radio/TV
- 0604 Advertising
- 0605 Communication Media
(use of videotape, film, etc.,
oriented specifically toward radio/TV)
- 0699 Other, Specify

0700 COMPUTER AND INFORMATION SCIENCES

- 0701 Computer and Information Sciences, General
- 0702 Information Sciences and Systems
- 0703 Data Processing
- 0704 Computer Programming
- 0705 Systems Analysis
- 0799 Other, Specify

0800 EDUCATION

- 0801 Education, general
- 0802 Elementary education, general
- 0803 Secondary education, general
- 0804 Junior high school education
- 0805 Higher education, general
- 0806 Junior and community college education
- 0807 Adult and continuing education
- 0808 Special education, general
- 0809 Administration of special education
- 0810 Education of the mentally retarded
- 0811 Education of the gifted
- 0812 Education of the deaf
- 0813 Education of the culturally disadvantaged
- 0814 Education of the visually handicapped
- 0815 Speech correction
- 0816 Education of the emotionally disturbed
- 0817 Remedial education

- 0818 Special learning disabilities
- 0819 Education of the physically handicapped
- 0820 Education of the multiple handicapped
- 0821 Social foundations (history and philosophy of education)
- 0822 Educational psychology (include learning theory)
- 0823 Pre-elementary education (kindergarten)
- 0824 Educational statistics and research
- 0825 Educational testing, evaluation, and measurement
- 0826 Student personnel (counseling and guidance)
- 0827 Educational administration
- 0828 Educational supervision
- 0829 Curriculum and instruction
- 0830 Reading education (methodology and theory)
- 0831 Art education (methodology and theory)
- 0832 Music education (methodology and theory)
- 0833 Mathematics education (methodology and theory)
- 0834 Science education (methodology and theory)
- 0835 Physical education
- 0836 Driver and safety education
- 0837 Health education (include family life education)
- 0838 Business, commerce, and distributive education
- 0839 Industrial arts, vocational, and technical education
- 0899 Other, specify

0900 ENGINEERING

- 0901 Engineering, General
- 0902 Aerospace, Aeronautical, and Astronautical Engineering
- 0903 Agricultural Engineering
- 0904 Architectural Engineering
- 0905 Bioengineering and Biomedical Engineering
- 0906 Chemical Engineering (include Petroleum Refining)
- 0907 Petroleum Engineering (exclude Petroleum Refining)
- 0908 Civil, Construction, and Transportation Engineering
- 0909 Electrical, Electronics, and Communications Engineering
- 0910 Mechanical Engineering
- 0911 Geological Engineering
- 0912 Geophysical Engineering
- 0913 Industrial and Management Engineering
- 0914 Metallurgical Engineering
- 0915 Materials Engineering
- 0916 Ceramic Engineering
- 0917 Textile Engineering
- 0918 Mining and Mineral Engineering
- 0919 Engineering Physics
- 0920 Nuclear Engineering
- 0921 Engineering Mechanics
- 0922 Environmental and Sanitary Engineering
- 0923 Naval Architecture and Marine Engineering
- 0924 Ocean Engineering

- 0925 Engineering Technologies
0999 Other, Specify
- 1000 FINE AND APPLIED ARTS**
1001 Fine Arts, General
1002 Art (Painting, Drawing, Sculpture)
1003 Art History and Appreciation
1004 Music (Performing, Composition, Theory)
1005 Music (Liberal Arts Program)
1006 Music History and Appreciation
(Musicology)
1007 Dramatic Arts
1008 Dance
1009 Applied Design
(Ceramics, Weaving, Textile Design,
Fashion Design, Jewelry, Metalsmithing,
Interior Decoration, Commercial Art)
1010 Cinematography
1011 Photography
1099 Other, Specify
- 1100 FOREIGN LANGUAGES**
1101 Foreign Languages, General
1102 French
1103 German
1104 Italian
1105 Spanish
1106 Russian
1107 Chinese
1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian Languages
1115 Slavic Languages (other than Russian)
1116 African Languages (non-Semitic)
1199 Other, Specify
- 1200 HEALTH PROFESSIONS**
1201 Health Professions, General
1202 Hospital and Health Care Administration
1203 Nursing
1204 Dentistry
1205 Dental Specialties
1206 Medicine
1207 Medical Specialties
1208 Occupational Therapy
1209 Optometry
1210 Osteopathic Medicine
1211 Pharmacy
1212 Physical Therapy
1213 Dental Hygiene
1214 Public Health
1215 Medical Record Librarianship
1216 Podiatry or Podiatric Medicine
1217 Biomedical Communication
1218 Veterinary Medicine
1219 Veterinary Medicine Specialties
1220 Speech Pathology and Audiology
1221 Chiropractic
1222 Clinical Social Work
1223 Medical Laboratory Technologies
1224 Dental Technologies
1225 Radiologic Technologies
1299 Other, Specify
- 1300 HOME ECONOMICS**
1301 Home Economics, General
1302 Home Decoration and Home Equipment
1303 Clothing and Textiles
1304 Consumer Economics and Home Management
1305 Family Relations and Child Development
1306 Foods and Nutrition (include Dietetics)
1307 Institutional Management and Cafeteria
Management
1399 Other, Specify
- 1400 LAW**
1401 Law, General
1499 Other, Specify
- 1500 LETTERS**
1501 English, General
1502 Literature, English
1503 Comparative Literature
1504 Classics
1505 Linguistics (include Phonetics, Semantics,
and Philology)
1506 Speech, Debate, and Forensic Science
(Rhetoric and Public Address)
1507 Creative Writing
1508 Teaching of English as a Foreign Language
1509 Philosophy
1510 Religious Studies (exclude Theological
Professions)
1599 Other, Specify
- 1600 LIBRARY SCIENCE**
1601 Library Science, General
1699 Other, Specify
- 1700 MATHEMATICS**
1701 Mathematics, General
1702 Statistics, Mathematical and Theoretical
1703 Applied Mathematics
1799 Other, Specify
- 1800 MILITARY SCIENCES**
1801 Military Science (Army)
1802 Naval Science (Navy, Marines)
1803 Aerospace Science (Air Force)
1899 Other, Specify
- 1900 PHYSICAL SCIENCES**
1901 Physical Sciences, General
1902 Physics, General (exclude Biophysics)
1903 Molecular Physics
1904 Nuclear Physics
1905 Chemistry, General (exclude Biochemistry)
1906 Inorganic Chemistry
1907 Organic Chemistry
1908 Physical Chemistry
1909 Analytical Chemistry
1910 Pharmaceutical Chemistry
1911 Astronomy
1912 Astrophysics
1913 Atmospheric Sciences and Meteorology
1914 Geology
1915 Geochemistry
1916 Geophysics and Seismology
1917 Earth Sciences, General
1918 Paleontology
1919 Oceanography
1920 Metallurgy
1999 Other, Specify

2000 PSYCHOLOGY

- 2001 Psychology, General
- 2002 Experimental Psychology (animal and human)
- 2003 Clinical Psychology
- 2004 Psychology for Counseling
- 2005 Social Psychology
- 2006 Psychometrics
- 2007 Statistics in Psychology
- 2008 Industrial Psychology
- 2009 Developmental Psychology
- 2010 Physiological Psychology
- 2099 Other, Specify

2100 PUBLIC AFFAIRS AND SERVICES

- 2101 Community Services, General
- 2102 Public Administration
- 2103 Parks and Recreation Management
- 2104 Social Work and Helping Services (other than Clinical Social Work)
- 2105 Law Enforcement and Corrections
- 2106 International Public Service (other than Diplomatic Service)
- 2199 Other, Specify

2200 SOCIAL SCIENCES

- 2201 Social Sciences, General
- 2202 Anthropology
- 2203 Archeology
- 2204 Economics
- 2205 History
- 2206 Geography
- 2207 Political Science and Government
- 2208 Sociology
- 2209 Criminology
- 2210 International Relations
- 2211 Afro-American (Black Culture) Studies
- 2212 American Indian Cultural Studies
- 2213 Mexican-American Cultural Studies
- 2214 Urban Studies
- 2215 Demography
- 2299 Other, Specify

2300 THEOLOGY

- 2301 Theological Professions, General
- 2302 Religious Music
- 2303 Biblical Languages
- 2304 Religious Education
- 2399 Other, Specify

4900 INTERDISCIPLINARY STUDIES

- 4901 General Liberal Arts and Sciences
- 4902 Biological and Physical Sciences
- 4903 Humanities and Social Sciences
- 4904 Engineering and Other Disciplines
- 4999 Other, Specify

5000 BUSINESS AND COMMERCE TECHNOLOGIES

- 5001 Business and Commerce Technologies, General
- 5002 Accounting Technologies
- 5003 Banking and Finance Technologies
- 5004 Marketing, Distribution, Purchasing, Business, and Industrial Management Technologies
- 5005 Secretarial Technologies (include Office Machines Training)
- 5006 Personal Service Technologies

(Stewardess, Cosmetologist, etc.)

- 5007 Photography Technologies
- 5008 Communications and Broadcasting Technologies (Radio/TV, Newspapers)
- 5009 Printing and Lithography Technologies
- 5010 Hotel and Restaurant Management Technologies
- 5011 Transportation and Public Utility Technologies
- 5012 Applied Arts, Graphic Arts, and Fine Arts Technologies (include advertising design)
- 5099 Other, Specify

5100 DATA PROCESSING TECHNOLOGIES

- 5101 Data Processing Technologies, General
- 5102 Key Punch Operator and Other Input Preparation Technologies
- 5103 Computer Programmer Technologies
- 5104 Computer Operator and Peripheral Equipment Operation Technologies
- 5105 Data Processing Equipment Maintenance Technologies
- 5199 Other, Specify

5200 HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES

- 5201 Health Services Assistant Technologies, General
- 5202 Dental Assistant Technologies
- 5203 Dental Hygiene Technologies
- 5204 Dental Laboratory Technologies
- 5205 Medical or Biological Laboratory Assistant Technologies
- 5206 Animal Laboratory Assistant Technologies
- 5207 Radiologic Technologies (X-Ray, etc.)
- 5208 Nursing, R.N. (less than 4-year program)
- 5209 Nursing, Practical (L.P.N. or L.V.N.—less than 4-year program)
- 5210 Occupational Therapy Technologies
- 5211 Surgical Technologies
- 5212 Optical Technologies (include Ocular Care, Ophthalmic, Optometric Technologies)
- 5213 Medical Record Technologies
- 5214 Medical Assistant and Medical Office Assistant Technologies
- 5215 Inhalation Therapy Technologies
- 5216 Psychiatric Technologies (include Mental Health Aide Programs)
- 5217 Electro Diagnostic Technologies (include E.K.G., E.E.G., etc.)
- 5218 Institutional Management Technologies (Rest Home, etc.)
- 5219 Physical Therapy Technologies
- 5299 Other, Specify

5300 MECHANICAL AND ENGINEERING TECHNOLOGIES

- 5301 Mechanical and Engineering Technologies, General
- 5302 Aeronautical and Aviation Technologies
- 5303 Engineering Graphics (Tool and Machine Drafting and Design)
- 5304 Architectural Drafting Technologies
- 5305 Chemical Technologies (include Plastics)
- 5306 Automotive Technologies
- 5307 Diesel Technologies
- 5308 Welding Technologies

- 5309 Civil Technologies
(Surveying, Photogrammetry, etc.)
 - 5310 Electronics and Machine Technologies
(TV, Appliance, Office Machine Repair,
etc.)
 - 5311 Electromechanical Technologies
 - 5312 Industrial Technologies
 - 5313 Textile Technologies
 - 5314 Instrumentation Technologies
 - 5315 Mechanical Technologies
 - 5316 Nuclear Technologies
 - 5317 Construction and Building Technologies
(Carpentry, Electrical Work, Plumbing,
Sheet Metal, Air Conditioning, Heating,
etc.)
 - 5399 Other, Specify
- 5400 NATURAL SCIENCE TECHNOLOGIES**
- 5401 Natural Science Technologies, General
 - 5402 Agriculture Technologies
(include Horticulture)
 - 5403 Forestry and Wildlife Technologies
(include Fisheries)
 - 5404 Food Services Technologies
 - 5405 Home Economics Technologies
 - 5406 Marine and Oceanographic Technologies
 - 5407 Laboratory Technologies, General
 - 5408 Sanitation and Public Health Inspection
Technologies (Environmental Health
Technologies)
 - 5499 Other, Specify
- 5500 PUBLIC SERVICE RELATED TECHNOLOGIES**
- 5501 Public Service Technologies, General
 - 5502 Bible Study or Religion-Related Occupations
 - 5503 Education Technologies (Teacher Aide and
2-year Teacher Training Programs)
 - 5504 Library Assistant Technologies
 - 5505 Police, Law Enforcement, Corrections
Technologies
 - 5506 Recreation and Social Work Related
Technologies
 - 5507 Fire Control Technology
 - 5508 Public Administration and Management
Technologies
 - 5599 Other, Specify

SECTION 3: ALPHABETICAL LISTING OF HEGIS DISCIPLINES

Part 1:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

<i>Title</i>	<i>Code</i>
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Biocengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416

Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304
Continuing education	0807
Corrections	2105
Counseling, educational	0826
Counseling, psychology for	2004
Creative writing	1507
Criminology	2209
Crop management	0102
Curriculum	0829
Cytology	0417
Dairy sciences	0105
Dance	1008
Danish	1114
Data processing	0703
Debate	1506

Demography	2215
Dental hygiene	1213
Dental specialties	1205
Dental technologies	1224
Dentistry, D.D.S. or D.M.D. degree	1204
Developmental psychology	2009
Dietetics	1306
Distributive education	0338
Dramatic arts	1007
Drawing	1902
Driver education	0836
Earth sciences, general	1917
East Asian studies	0302
Eastern European studies	0311
Ecology	0420
Economics	2204
Economics, agricultural	0111
Economics, business	0517
Education of the culturally disadvantaged	0813
Education of the deaf	0812
Education of the emotionally disturbed	0816
Education, general	0801
Education of the gifted	0811
Education of mentally retarded	0810
Education of the multiple handicapped	0820
Education of the physically handicapped	0819
Education, religious	2304
Education of the visually handicapped	0814
Educational administration	0827
Educational evaluation	0825
Educational measurement	0825
Educational psychology	0822
Educational research	0824
Educational statistics	0824
Educational supervision	0828
Educational testing	0825
Electrical engineering	0909
Electronics engineering	0909
Elementary education, general	0802
Embryology	0427
Engineering, general	0901
Engineering mechanics	0921
Engineering and other disciplines (interdisciplinary)	4904
Engineering physics	0919
Engineering technologies	0925
English as a foreign language	1508
English, general	1501
English, literature	1502
Entomology	0421
Environmental design, general	0201
Environmental engineering	0922
European studies, general	0310
Experimental psychology (animal and human)	2002
Family life education	0837
Family relations	1305
Farm management	0110
Fashion design	1009
Field crops	0102
Finance	0504
Fine arts, general	1001
Finnish	1199
Fish management	0707
Floriculture	0109
Foods and nutrition	1306
Food science	0113
Food technology	0113
Foreign languages, general	1101
Forensic science	1506
Forestry	0114
Forestry technologies	0116
French	1102
Fruit production	0108
Game management	0107
General liberal arts and sciences (interdisciplinary)	4901
Genetics	0422
Geochemistry	1915
Geography	2206
Geological engineering	0911
Geology	1914
Geophysical engineering	0912
Geophysics	1916
German	1103
Government	2207
Greek, classical	1110
Guidance, education	0826
Health care administration	1202
Health education	0837
Health professions, general	1201
Hebrew	1111
Helping services	2104
Higher education, general	0805
Histology	0413
History	2205
History of education	0821
Home decoration	1302
Home economics, general	1301
Home equipment	1302
Home management	1301
Horticulture	0108
Hospital administration	1202
Hotel management	0508
Humanities and social sciences (interdisciplinary)	4903
Husbandry, animal	0104
Husbandry, dairy	0105
Ichthyology	0499
India studies	0303
Indian (Asiatic)	1113
Industrial arts education	0839
Industrial engineering	0913
Industrial psychology	2008
Industrial relations	0516
Information sciences	0702
Information sciences, general	0701
Information systems	0702
Inorganic chemistry	1906
Institutional management	1307
Instruction	0829
Insurance	0512
Interior decoration	1009
Interior design	0203
International business	0513
International public service	2106
International relations	2210
Investments	0505
Islamic studies	0306
Italian	1104

Japanese	1108
Jewelry	1009
Journalism	0602
Junior college education	0806
Junior high school education	0804
Kindergarten education	0823
Korean	1199
Labor relations	0516
Landscape architecture	0204
Latin	1109
Latin American studies	0308
Law enforcement	2105
Law, general	1401
Learning theory	0822
Liberal arts and sciences (interdisciplinary)	4901
Library science, general	1601
Linnology	0499
Linguistics	1505
Literature, comparative	1503
Literature, English	1502
Management, business	0506
Management, engineering	0913
Marine biology	0418
Marine engineering	0923
Marketing	0509
Materials engineering	0915
Mathematics, applied	1703
Mathematics, education	0833
Mathematics, general	1701
Mathematics, statistics	1702
Mechanical engineering	0910
Medical laboratory technologies	1223
Medical record librarianship	1215
Medical specialties	1207
Medicine, M.D. degree	1206
Metallurgical engineering	0914
Metallurgy	1920
Metalsmithing	1009
Meteorology	1913
Mexican-American cultural studies	2213
Microbiology	0411
Middle Eastern studies	0309
Military science	1801
Mineral engineering	0918
Mining engineering	0918
Molecular biology	0416
Molecular physics	1903
Music (liberal arts program)	1005
Music appreciation	1006
Music, composition	1004
Music education	0832
Music history	1006
Music, performing	1004
Music, theory	1004
Musicology	1006
Natural resources management	0115
Naval architecture	0923
Naval science	1802
Neurosciences	0425
Norwegian	1114
Nuclear engineering	0920

Nuclear physics	1904
Nursery science	0109
Nursing (baccalaureate and higher programs)	1203
Nutrition, scientific	0424
Occupational therapy	1208
Ocean engineering	0924
Offanography	1919
Operations research	0507
Optometry	1209
Organic chemistry	1907
Ornamental horticulture	0109
Ornithology	0499
Osteopathic medicine, D.O. degree	1210
Pacific area studies	0314
Painting	1002
Paleontology	1918
Parasitology	0499
Park management	2103
Pathology, animal	0408
Pathology, human	0408
Pathology, plant	0404
Personnel management	0515
Petroleum engineering	0907
Petroleum refining	0906
Pharmaceutical chemistry	1910
Pharmacology, animal	0409
Pharmacology, human	0409
Pharmacology, plant	0405
Pharmacy	1211
Philology	1505
Philosophy	1509
Philosophy of education	0821
Phonetics	1505
Photography	1011
Physical chemistry	1908
Physical education	0835
Physical sciences, general	1901
Physical therapy	1212
Physics, general	1902
Physiological psychology	2010
Physiology, animal	0410
Physiology, human	0410
Physiology, plant	0406
Plant pathology	0404
Plant pharmacology	0405
Plant physiology	0406
Podiatry	1216
Political science	2207
Poultry science	0106
Pre-elementary education	0823
Programming, computer	0704
Psychology, clinical	2003
Psychology for counseling	2004
Psychology, developmental	2009
Psychology, education	0822
Psychology, general	2001
Psychology, industrial	2008
Psychology, physiological	2010
Psychology, social	2005
Psychometrics	2006
Public address	1506
Public administration	2102
Public health	1214
Public utilities	0510
Purchasing	0509

Radio	0603
Radiobiology	0423
Radiologic technologies	1225
Ranch management	0117
Reading education	0830
Real estate	0511
Recreation management	2103
Regional planning	0206
Rehabilitation services	1222
Religious education	2304
Religious music	2302
Religious studies	1510
Remedial education	0817
Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908

Urban architecture	0203
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1190
Vocational education	0659
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

Part II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

<i>Title</i>	<i>Code</i>
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Annual laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006

Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403
Graphic arts technologies	5012
Health services assistant technologies, general	5201
Heating technologies	5317
Housing economics technologies	5405
Horticulture technologies	5402
Hospital food service technologies	5404
Hotel management technologies	5010
Industrial management technologies	5004
Industrial technologies	5312
Inhalation therapy technologies	5215
Input preparation technologies	5102
Institutional management technologies	5218
Instrumentation technologies	5314
Insurance technologies	5004
Key punch operator technologies	5102
Laboratory technologies, general	5407
Landscape technologies	5402
Law enforcement technologies	5505
Library assistant technologies	5504
Lithography technologies	5009
Machine drafting and design technologies	5303
Machine repair technologies	5310
Marine equipment technologies	5004
Marine technologies	5406
Marketing technologies	5004
Mechanical technologies	5315
Medical technologies, general	5301
Medical assistant technologies	5214
Medical laboratory assistant technologies	5205
Medical office assistant technologies	5214
Medical record technologies	5213
Mental health aide programs	5216

Natural science technologies, general	5401
Newspaper communication technologies	5008
Nutrition technologies	5316
Nursing, practical (L.P.N. or L.V.N.)	5209
Nursing R.N. preparation	5208
Occupational therapy technologies	5210
Oceanographic technologies	5406
Ocular care technologies	5212
Office machine repair technologies	5310
Office machine training	5005
Ophthalmology technologies	5212
Optical technologies	5212
Optometric technologies	5212
Personal service technologies	5006
Personnel management technologies	5004
Photogrammetry technologies	5309
Photography technologies	5007
Physical therapy technology	5219
Plastics technologies	5305
Plumbing technologies	5317
Police technologies	5503
Printing technologies	5009
Programmer technologies	5103
Psychiatric technologies	5216
Public administration and management technologies	5508
Public health inspection technologies	5408
Public health technologies, general	5501
Public utility technologies	5011
Purchasing technologies	5004
Radio broadcasting technologies	5008
Radio repair technologies	5310
Radiologic technologies	5207
Real estate technologies	5004
Recreation technologies	5506
Religion related occupations	5502
Rest home management technology	5218
Restaurant management technologies	5010
Sales technologies	5004
Sanitation technologies	5408
Secretarial technologies	5005
Sheet metal technologies	5317
Social work related technologies	5506
Stewardess preparation	5006
Surgical technologies	5211
Surveying technologies	5309
Teacher aide preparation	5503
Television broadcasting technologies	5008
Television repair technologies	5310
Textile technologies	5313
Tool design technologies	5303
Transportation technologies	5011
Welding technologies	5308
Wildlife technologies	5403
X-ray technologies	5207

SECTION V

COMPARISON OF PROGRAM CLASSIFICATION STRUCTURE (PCS)
TO HIGHER EDUCATION FINANCE MANUAL (HEFM) EXPENDITURE CATEGORIES

TABLE I
COMPARISON OF PCS TO HEFM EXPENDITURE CATEGORIES

PCS	RELATED HEFM CATEGORY	REMARKS
<p>1.0 INSTRUCTION</p> <ul style="list-style-type: none"> 1.1 General Academic 1.2 Occupational & Vocational 1.3 Community Education 1.4 Preparatory & Adult Basic Education 	<ul style="list-style-type: none"> • General Academic • Occupational & Vocational • Community Education • Supplementary Educational Service 	<p>All of the HEFM categories include both credit and non-credit instructional activities. The PCS includes credit activities in 1.1 and 1.2 and noncredit in 1.3 and 1.4.</p> <p>The activities included in the HEFM category "Special Session Instruction" are spread across any or all of the 1.0 subprograms as appropriate.</p>
<p>2.0 RESEARCH</p> <ul style="list-style-type: none"> 2.1 Institutes & Research Centers 2.2 Individual or Project Research 	<ul style="list-style-type: none"> • Institutes & Research Centers • Individual or Project Research 	<p>The HEFM category "Individual or Project Research" includes separately budgeted departmental research. In the PCS, departmental research is classified in the appropriate subprogram on the basis of primary intent (e.g., instruction, research, personnel development).</p>
<p>3.0 PUBLIC SERVICE</p> <ul style="list-style-type: none"> 3.1 Patient Services 3.2 Community Services 3.3 Cooperative Extension Services 3.4 Public Broadcasting Services 	<ul style="list-style-type: none"> • Hospitals • Community Services • Cooperative Extension Service • None 	<p>The HEFM category "Hospitals" includes the hospital's administrative activities which would be classified in the PCS in program 6.0 "Institutional Support."</p> <p>In HEFM, radio and television stations are included in the category "Community Services" while in the PCS they are classified in subprogram 3.4.</p>

TABLE I, continued

PCS	RELATED HEFM CATEGORY	REMARKS
<p>4.0 ACADEMIC SUPPORT</p> <ul style="list-style-type: none"> 4.1 Libraries 4.2 Museums & Galleries 4.3 Audio/Visual Services 4.4 Computing Support 4.5 Ancillary Support 4.6 Academic Administration 4.7 Course & Curriculum Development 4.8 Academic Personnel Development 	<ul style="list-style-type: none"> • Libraries • Museums & Galleries • Audio/Visual Services • Computing Support • Ancillary Support • Academic Administration & Personnel Development • Course & Curriculum Development • Academic Administration & Personnel Development 	<p>The HEFM category "Academic Administration and Personnel Development" is split between two subprograms in the PCS, 4.6 and 4.8.</p>
<p>5.0 STUDENT SERVICES</p> <ul style="list-style-type: none"> 5.1 Student Service Administration 5.2 Social & Cultural Development 5.3 Counseling & Career Guidance 5.4 Financial Aid Administration 5.5 Student Auxiliary Services 5.6 Intercollegiate Athletics 	<ul style="list-style-type: none"> • None • Social & Cultural Development • Counseling & Career Guidance • Financial Aid Administration • Student Health Services & Auxiliary Enterprises - Student • Intercollegiate Athletics 	<p>The PCS subprogram 5.5 includes two HEFM categories, "Student Health Services" and "Auxiliary Enterprises - Student."</p>
<p>6.0 INSTITUTIONAL SUPPORT</p> <ul style="list-style-type: none"> 6.1 Executive Management 6.2 Fiscal Operations 6.3 General Administrative Services 6.4 Logistical Services 	<ul style="list-style-type: none"> • Executive Management • Fiscal Operations • General Administrative Services • Logistical Services 	<p>No major differences.</p>

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TABLE I, conclusion

PCS	RELATED HEFM CATEGORY	REMARKS
6.5 Physical Plant Operations 6.6 Faculty & Staff Auxiliary Services 6.7 Public Relations & Development 6.8 Student Recruitment, Admissions, & Records	<ul style="list-style-type: none"> • Operation & Maintenance of Plant • Auxiliary Enterprises - Faculty/Staff • Community Relations • Student Admissions & Records 	
7.0 INDEPENDENT OPERATIONS	<ul style="list-style-type: none"> • Independent Operations 	No major differences. This category in both the PCS and the HEFM structure is intended to be used for those activities which are independent of, or unrelated to, the primary missions of the institution.
8.0 SCHOLARSHIPS & FELLOWSHIPS 8.1 Scholarships 8.2 Fellowships	<ul style="list-style-type: none"> • Scholarships • Fellowships 	No major differences.
NONE	<ul style="list-style-type: none"> • Mandatory Transfers 	No PCS subprograms exist which are comparable to the HEFM categories for "Mandatory Transfers."

**Advisory Structure for the
NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE**

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