

PROGRAM INVENTORY FILE

Release 5.0

2020 – Update – Batch file submission no longer available –

The program inventory file has been moved to an online submission application located on the ESE Portal - <https://gateway.edu.state.ma.us/>

For access please contact – Sandra Riley – sriley@dhe.mass.edu

Remember the NEW system will make changes to the programs automatically; so please be sure you double check your inserts and updates carefully before committing the transaction.

Please note:

If you are making any changes to the Key field like - PRG003 – Institutional Program Identifier and the change is due to a system upgrade and not a change in the Program content itself; Please contact us and we will advise you on the best course of action.

If you need to make many bulk changes like adding the new fields to many or all of your existing programs, please contact us at the DHE and we can assist you with this kind of update. Contact us at wg-tech@bhe.mass.edu

SUMMARY

The Program Inventory file is a dynamic repository of historic and current information on institutional programs of study. The information provided in the Program Inventory file will be used by the BHE to assess program productivity, link program offerings to workforce development needs, and facilitate program planning. In addition, the Program Inventory file will be used to verify the information provided in the Degrees Conferred, Student Demographic Profile, and Term-Specific Course files, as well as to certify that students are enrolled in valid degree or certificate programs.

As before, the Program Inventory file will maintain basic information for each program offered at the institution, such as the program title, the type of degree or certificate a student in the program would receive, and the year the program was approved by the board.

Although the Program Inventory file for HEIRS II closely resembles the original HEIRS Program Major file, there have been a few significant changes. First and foremost, five new data elements have been added: Program Type, Program Focus (Community Colleges Only), Distance Education Indicator, Change Date, and Reason for Program Information Change. The definition for all of these new fields is located in the

data dictionary that follows. In addition, colleges have the option of including information on non-credit workforce development programs that consist of a sequence of courses leading to a recognized business-industry certification (e.g. CISCO Certification, Oracle DBA, Microsoft Office User).

The HEIRS II system allows campuses make updates to the Program Inventory at any time during the year. Updates are necessary to ensure that the data warehouse contains the most complete and accurate information on institutional and public higher education system program offerings. All changes to the institutional Program Inventory file will be recorded and tracked in the HEIRS II system. If the Program Inventory file is not updated regularly, institutions risk a higher probability of receiving error messages when submitting their student admissions, enrollment, and degrees information to the HEIRS II data warehouse.

After the Program Inventory information is updated (if necessary) by the institution, the information will be posted to the BHE website, providing prospective students, members of the public, and other institutions of higher education with invaluable information on program offerings at public colleges and the University throughout the Commonwealth of Massachusetts.

LIST OF PROGRAM INVENTORY FILE DATA ELEMENTS**PRG001 College ID**

An institutional identification code, assigned by the BHE

PRG002 Institutional Program Identification Code (CIP Code)

The CIP code assigned to the program by the institution.

PRG003 Institutional Program Identifier

The unique program identification code assigned to the program by the institution.

PRG004 Program Title

Title applied to the program by the institution.

PRG005 Board Approved Program Title

The BOR/BHE approved program title for the degree/certificate program.

PRG006 Year Program Approved by the Board

The year the program was approved by the Board of Regents (BOR) or the Board of Higher Education (BHE).

PRG007 Program Degree

The two-digit code identifying the degree or certificate associated with the program.

PRG008 Program Offering Status

The program's current offering status at the institution.

PRG009 Program Type

Identification as to whether the program is a credit or noncredit program.

PRG010 Number of Credit or Contact Hours Needed to Graduate

The number of credits (applied to credit programs) or contact hours (applied to noncredit programs) necessary to receive a degree or a recognized credential in the program.

PRG011 Program Focus (Applies to Community Colleges Only)

Identification as to whether the program offered by a community college is a transfer, career, non-degree, both transfer and career focus, or non-credit program.

PRG012 Distance Education Indicator

Indication of whether the program is delivered primarily in a distance delivery format i.e. more than 80% or 50% of the program is offered in this manner.

PRG013 BHE Program Classification

Identification of the program in accordance with BHE Academic typing definitions.

PRG014 Change Date - Deleted

The date a change was made to the program information.

PRG015 Reason for Program Information Change - Deleted

The reason a change was made to the program record.

PRG016 Public Facing Name

Title applied to the program by the institution.

PRG017 Program Website URL

URL to access information about program on college's website

PRG018 Degree Type

Award Type (Associate or Certificates)

PRG019 WIOA Eligible

Indicates whether the program is designated as an Eligible Training Provider in the MOSES system of the MA One-Stop Career Centers

PRG020 Duration

The estimated amount of time necessary to complete the program.

PRG021 Open to Public

Describes whether the program is open to the public

PRG022 Program Group

Programs have been grouped into buckets to enable them to be searched on the CareerGPS website.

PRG023 SOC 1

Occupational codes associated with community college programs

PRG024 SOC 2

Occupational codes associated with community college programs

PRG025 SOC 3

Occupational codes associated with community college programs

PRG026 SOC 4

Occupational codes associated with community college programs

PRG027 SOC 5

Occupational codes associated with community college programs

PRG028 SOC 6

Occupational codes associated with community college programs

PRG029 SOC 7

Occupational codes associated with community college programs

PRG030 SOC 8

Occupational codes associated with community college programs

PRG031 SOC 9

Occupational codes associated with community college programs

PRG032 SOC 10

Occupational codes associated with community college programs

PRG001 College ID

Institutional identification code, assigned by the BHE (**Note: HEIRS II ID codes same as original HEIRS**).

Data Type: Alphanumeric **Length:** Minimum 3 **Format Example:** 000
Maximum 3

Code Descriptions:

See Appendix A: Institutional ID Code Listing

Definition

Institutional ID Code assigned by BHE to differentiate and identify each college or university in the Commonwealth of Massachusetts public higher education system

Instructions

Business Rules	Dependency
Mandatory entry	

PRG002 Institutional Program Identification Code (CIP Code)

The CIP code assigned to the program by the institution.

Data Type: Alphanumeric **Length:** Minimum 6 **Format Example:** 000001
Maximum 6

Code Descriptions

See Appendix B: **CIP 2020 Codes**

Definition

CIP codes are based on the 2020 CIP listing published by National Center for Education Statistics.

Instructions

Business Rules	Dependency
Mandatory	CIP Codes must be unique for each Institutional Program Identifier (PRG003) and Degree Level (see Appendix F).

PRG003 Institutional Program Identifier

The unique program identification code assigned to the program by the institution.

Data Type: Alphanumeric **Length:** Minimum 1 **Format Example:** Varies
Maximum 15

Code Descriptions

Each College has its own unique program coding schematic; this field requires the institutionally specific program code.

Definition

Institutionally specific program code assigned by the college that identifies the program of study in the college's student record system.

Instructions

Business Rules	Dependency
Mandatory	Institutional Program Identifier must be unique for each Program Degree (PRG007) (see Appendix D). Institutional Program Identifier must be unique for each Program Degree Level (see Appendix F) and CIP Code (PRG002)

PRG004 Program Title

Title applied to the program by the institution.

Data Type: Alphanumeric **Length:** Minimum 1
Maximum 80 **Format Example:** N/A

Code Descriptions

Title will vary by institution

Definition

The title applied by the institution to the program i.e. a specific degree/certificate program or a recognized non-credit business-industry certification program (e.g. CISCO Certification, Oracle DBA, Microsoft Office User). Inclusion of noncredit programs that meet the definition is optional for the university and state colleges.

Instructions

Business Rules	Dependency
Mandatory for all credit programs. For state colleges and universities, information on noncredit programs is optional. For community colleges, information on noncredit programs is optional but recommended for FY 2003.	

PRG005 Board Approved Program Title

The BOR/BHE approved program title for the degree/certificate program.

Data Type: Alphanumeric **Length:** Minimum 1 **Format Example:** N/A
Maximum 80

Code Descriptions

Definition

All credit degree and certificate programs requiring 30 or more credits to graduate that go through the Board program approval process and have an approved program title

Instructions

Business Rules	Dependency
Mandatory entry for all programs requiring 30 or more credits to graduate.	Board Approved Program Title CANNOT be Null when BHE Program Classification (PRG013) equals M or C.

PRG006 Year Program Approved by the Board

The year the program was approved by the Board of Regents (BOR) or the Board of Higher Education (BHE).

Data Type: Numeric**Length:** Minimum 4
Maximum 4**Format Example:** YYYY

Code Descriptions

Definition

The year in which the institution received written notification of program approval from the Board of Regents (BOR) or the Board of Higher Education (BHE).

Instructions

Business Rules	Dependency
Future dates are invalid.	Year Program Approved by the Board CANNOT be Null when BHE Program Classification (PRG013) equals M or C.

PRG007 Program Degree

The two-digit code identifying the degree or certificate associated with the program.

Data Type: Alphanumeric **Length:** Minimum 2 **Format Example:** 0
Maximum 2

Code Descriptions**See Appendix D: Degree Codes**

Note: **For Noncredit Programs, use “NC” – Non-credit Programs**

For Non-Degree Seeking Credit Programs use ‘00’ – No award

For Undeclared Degree Seeking Credit Programs, use the following: *

- 30 – Associate Degree (not specified)
- 40 – Bachelor Degree (not specified)
- 50 – Graduate Degree (not specified)
- 60 – Master Degree (not specified)
- 70 – CAGS under 23 credits (not specified)
- 80 – CAGS over 23 credits (not specified)
- 90 – Doctoral Degree (not specified)

* - These codes should only be used for Unspecified/Undeclared Programs, do not use these codes for Actual Degree Programs

Definition

The two-digit degree codes for HEIRS II are the same as the original HEIRS codes. These codes indicate the degree associated with the program, for example, Bachelor of Arts, Masters of Engineering, etc.

Instructions

Business Rules	Dependency
Mandatory entry	Program Degree must be unique for each Institutional Program Identifier (PRG003)

PRG008 Program Offering Status

The program's current offering status at the institution.

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0

Code Descriptions

- 1** Active
 - 2** Suspended
 - 3** Discontinued
-

Definition

Active: All types of students (new, continuing, and returning) are able to enroll in the program, and the institution is conferring degrees or certificates in this program of study.

Suspended: New students are no longer able to enroll in the program, but there are still students enrolled who will graduate with credentials in this program of study.

Discontinued: Program no longer offered and no students are enrolled.

Instructions

Business Rules		Dependency	
Mandatory			

PRG009 Program Type

Identification as to whether the program is a credit or noncredit program.

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0

Code Descriptions

- 1 Credit program
- 2 Noncredit/contact hour program

Noncredit Programs Optional for State Colleges and the University

Definition

A noncredit program in HEIRS II is a program consisting of a sequence of required courses that, upon completion, result in the award of a recognized business-industry certification (e.g. CISCO Certification, Oracle DBA Certification, Microsoft Office User Certification, Auto-Cad Certification etc.).

Instructions

Business Rules	Dependency
Mandatory entry	If Program Degree (PRG007) is in Group 1 or 2 then PRG009 = 1 If Program Degree (PRG007) is in Group 3 then PRG009 = 2

PRG010 Number of Credit or Contact Hours Needed to Graduate

The number of credits (applied to credit programs) or contact hours (applied to non-credit programs) necessary to receive a degree or a recognized credential in the program.

Data Type: Numeric**Length:** Minimum 1
Maximum 4**Format Example:** N/A

Code Descriptions

Definition

For BOR/BHE approved degrees, the number of credit hours needed to graduate may reflect either the general requirements approved by the Board or the individual requirements of the concentrations within the program.

Contact Hours Applied to Noncredit Programs Only; Optional for State Colleges and the University

For those institutions that for whatever reason have credit programs that do not have credits associated with them, this field should be populated as 999.

Instructions

Business Rules	Dependency
Mandatory	If program type is entered as 1 – “Credit,” then the number of credits necessary to graduate CANNOT be left blank or entered as 0. See definition above for 999 rule.

PRG011 Program Focus (Applies to Community Colleges Only)

Identification as to whether the program offered by a community college is a transfer, career, non-degree, both transfer and career focus, or non-credit program.

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions**

- 1 Transfer Program
- 2 Career Program
- 3 Non-degree Program
- 4 Both Transfer and Career Focus
- 5 Non-credit Program

Definition

Transfer Program: A program specifically designed to provide students with the base of knowledge necessary to transfer to a baccalaureate level program (a four year degree).

Career Program: A career/occupational program designed specifically to help students secure employment upon completion of the program. **NOTE:** Classification in this category does not preclude students enrolled in these programs from transferring to a baccalaureate level program, however, the program's design focus is specifically for entry into work upon completion.

Non-degree Program: A program of study for which there is no award conferred by the college or university upon successful completion of the program.

Both Transfer and Career Focus: A program specifically designed to facilitate entry into a field of work as well as transfer to career-related higher programming at the baccalaureate level.

Instructions

Business Rules	Dependency
Data element should ONLY be filled out by community colleges. State colleges and universities should leave this field blank.	If Program Degree (PRG007) is in Group 1 then PRG011 = 3 If Program Degree (PRG007) is in Group 2 then PRG011 in (1,2,4) If Program Degree (PRG007) is in Group 3 then PRG011 = 5

PRG012 Distance Education Indicator

A flag indicating whether the program is delivered primarily in a distance education delivery format.

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 1

Code Descriptions

- 1 At least 80% of the program is delivered in a distance fashion**
 - 2 At least 50% of the program is delivered in a distance fashion**
 - 3 Not Applicable**
-

Definition

A distance education program is one in which instruction occurs primarily with the student and the instructor not in the same place in either a synchronous or asynchronous delivery format. Courses conducted online (web-based) and/or through synchronous video conferencing would be considered distance education courses. Programs comprised of 80% or 50% of courses delivered in this fashion would be considered distance education programs.

Instructions

Business Rules		Dependency	
Mandatory			

PRG013 BHE Program Classification

Description of the program in accordance with BHE Academic program typing definitions.

Data Type: Alphanumeric **Length:** Minimum 1 **Format Example:** X
Maximum 1

Code Descriptions

M Major
C Concentration
F Certificate
N No award
X **Non-Credit**

Definition

Major: Board approved Degree/Certificate Program (labeled in HEIRS I as M and B)

Concentration: A program option within a Board approved Degree/Certificate Major. A concentration generally provides the student with a proficiency in a specialty area within the major field.

Certificate: Certificates under 30 credits (i.e. that do **NOT** require Board approval). Noncredit programs/certificates **SHOULD NOT** be included in this category.

No award: Credit Programs for which no award is conferred

Non-credit Programs that do not award college credits.

Instructions

Business Rules	Dependency
Mandatory for all programs	Credit Programs with a BHE Program Classification of 'F' should have a Program Degree (PRG007) of '03', '51' or '53'. Credit Programs with a BHE Program Classification of 'C' must have the same

	BHE Program Title (PRG005) as its corresponding active (Program Offering Status = 1 (PRG008)) Major ('M') Program. Credit Programs for which no award is conferred - with a BHE Program Classification of 'N' – (PRG007) of (00,30,40,50,60,70,80 or 90) Non-credit Programs must have a value of X if – (PRG009 = 2) If Program Degree (PRG007) is in Group 1 then PRG013 = N If Program Degree (PRG007) is in ('03','51' or '53') then PRG013 = F If Program Degree (PRG007) is in Group 2 except '03','51' or '53' then PRG013 = M or C If Program Degree (PRG007) is in Group 3 then PRG013 = X
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PRG014 **Change Date - DELETED**

The date a change was made to the program information.

Data Type: Numeric**Length:** Minimum 8
 Maximum 8**Format Example:** YYYYMMDD

Code Descriptions

YYYY0901 fall term
YYYY1201 winter term
YYYY0301 spring term
YYYY0601 summer term

Definition

Instructions

Business Rules	Dependency
If change date is unknown default to current date.	Not required when adding New Programs

PRG015 Reason for Program Information Change DELETED

The reason a change was made to the specific program record.

Data Type: Numeric **Length:** Minimum 1 **Format Example:** 0
Maximum 1

Code Descriptions

- 1 Title Change
- 2 Campus Program Offering Status Change
- 3 CIP Code Change
- 4 Other

Definition

Multiple changes to an Active Program.

If a program requires multiple updates, you can include all changes in the one record and enter any one of the change reason of '1','2', '3' or '4' – the load program will determine the fields that have been updated and make all the necessary changes and updates.

Example - Active Credit Program needs a Title and Credits Required Change from 20 to 25

Existing record in HEIRS II:

```
PRG001    PRG002    PRG003    PRG004 .....PRG007... PRG010.....PRG013
011        110301    DP    DATA PROCESSING          03        20        F
```

How Record should be submitted: PRG014 PRG015

011,110301,DP, Data Processing Technology/Technician,,,03,,25,,,F,20021201,1

This example highlight only some of the necessary fields to illustrate multiple changes logic – please be sure you include what is necessary in all of the 15 fields in your comma-delimited files.

Instructions**Business Rules****Dependency**

Mandatory	If an entry was made in the Change Date data element, then the Change Reason data element MUST be populated as well.
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PRG016 Public Facing Name

Title applied to the program by the institution.

Data Type: Alphanumeric

Length: Minimum 1
Maximum 80

Format Example: N/A

Code Descriptions

Definition

This program name should be meaningful to a prospective student as a stand-alone program (e.g., “Career Option” is not a meaningful program name on its own). Avoid acronyms, abbreviations, or anything that is likely to cause confusion in a lay person. May include information such as “Accelerated.” We recommend that you do not include abbreviations such as “A.S.” and “A.A” in the public-facing title as the general public will not understand them. However, if you have two programs with the same title—e.g., a certificate program and an Associate’s degree program—they should be given two different names, so that they don’t appear as duplicates. Example:

Criminal Justice Career
Criminal Justice Transfer

Instructions

Business Rules	Dependency
Optional unless Program Accessibility (PRG022) = Y	

PRG017 Program Website URL

URL to access information about program on college's website

Data Type: Alphanumeric

Length: Minimum 1
Maximum 250

Format Example: N/A

Code Descriptions

Definition

A link to the program description on the college's website. If the URL is left blank, the program name will not be hyperlinked to your program website. Must begin with http://www.

Instructions

Business Rules		Dependency	
Optional			

PRG018 Degree Type

Award Type (Associate or Certificates)

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0

Code DescriptionsAssociates
Certificates

Definition

Instructions

Business Rules	Dependency
Optional	Limited to dropdown selections If Program Degree (PRG007) is in ('31','32','33','34") then PRG018 = 'Associate Degree' If Program Degree (PRG007) is in ('03','11','21") then PRG018 = 'Certificate'

PRG019 WIOA Eligible

Indicates whether the program is designated as an Eligible Training Provider in the MOSES system of the MA One-Stop Career Centers

Data Type: Alphanumeric**Length:** Minimum 1
Maximum 1**Format Example:** Y

Code Descriptions**Y- Eligible for Career Center Funding****N- Not Eligible for Career Center Funding****Noncredit Programs Optional for State Colleges and the University**

Definition

Instructions

Business Rules	Dependency
Optional	Limited to dropdown selections

PRG020 Duration

The estimated amount of time necessary to complete the program.

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0

Code Descriptions

1 month or less

2 to 6 months

7 to 12 months

13 to 23 months

24 months or more

No Duration Specified

Noncredit Programs Optional for State Colleges and the University

Definition

A noncredit program in HEIRS II is a program consisting of a sequence of required courses that, upon completion, result in the award of a recognized business-industry certification (e.g. CISCO Certification, Oracle DBA Certification, Microsoft Office User Certification, Auto-Cad Certification etc.).

Instructions

Business Rules	Dependency
Optional	Limited to dropdown selections

PRG021 Open to Public

Describes whether the program is open to the public

Data Type: Numeric

Length: Minimum 1
Maximum 1

Format Example: 1

Code Descriptions

1	Program is open to public	Yes
2	Program is not open to public	No

Definition

Those labeled “N” are “programs” set up for internal use by the college for tracking purposes. The general public would not be able to apply for admission to such programs. For example, some cohort programs, dual-enrollment programs, etc.

Instructions

Business Rules	Dependency
Optional	

PRG022 Program Group

Programs have been grouped into buckets to enable them to be searched on the CareerGPS website.

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0

Code Descriptions

Definition

Programs are grouped into “Program Groups” in order to create a taxonomy in the CareerGPS website. From the dropdown list, select the one Program Group that best fits your program

Instructions

Business Rules		Dependency	
Optional			

PRG023 SOC 1

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG024 SOC 2

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG025 SOC 3

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG026 SOC 4

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG027 SOC 5

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG028 SOC 6

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG029 SOC 7

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG030 SOC 8

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG031 SOC 9

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

PRG032 SOC 10

Occupational codes associated with community college programs

Data Type: Numeric**Length:** Minimum 1
Maximum 1**Format Example:** 0**Code Descriptions****Definition**

For each academic program at your college, identify at least one, and up to ten, O*NET occupations that the program either prepares students to enter directly (career programs, and some transfer programs), or sets students on an educational path toward (transfer programs).

Select the SOC code from the dropdown list. For more information about each occupation, go to the [O*NET](#) website. Please limit your program matching to SOC codes included in the dropdown list whenever possible. You also have the option of searching for occupations and SOC codes through The “Recommended Occupations” excludes SOC codes that do not correctly map to Department of Labor salaries and job opening data, ensuring that the CareerGPS website search results in clean and accurate data. Using SOC codes from O*NET that are not in the Recommended Occupations list could produce confusing or incomplete search results. Using the “Recommended Occupations” should make for more consistent program to SOC mapping across schools.

However, if you truly do not see the appropriate occupation for your program, go to the [O*NET](#) website and find the correct occupation. Do NOT, however, use codes ending in “99,” as these will not map to Department of Labor salary and other detailed information. Also avoid using “all other” occupation titles, and 8-digit SOC codes ending in anything other than .00, as these often map to incomplete or inconsistent workforce data.

Instructions

Business Rules	Dependency
Optional	- If Program Group = 'Liberal Arts', no SOC's should be populated; - If Program Group is NOT 'Liberal Arts', at least one SOC must be populated. - Limited to dropdown selections (blank if no selection)

