PeopleSoft Coding for Basic Skills

Purpose: Use this document as reference for using PeopleSoft coding basics for Basic Skills in ctcLink.

Audience: Student Services Staff.

Basic Skills Students

Anyone who is 16 years of age or older and not enrolled in secondary school, and who either has needs below the level of high school completion or is limited-English-proficiencies eligible to participate in Basic Education for Adults (BEdA) activities. For a full list of BEdA eligibility criteria please see the [requirements for enrollment in Basic Education for Adults](#).

Basic Skills Courses

Basic Skills courses and classes are considered Ungraded per the State Board Policy Chapter 5.30.15. The following attributes of the course and class must be coded in order for accurate state and federal reporting as well as to ensure the correct tuition amount is charged to the student. The list below only includes the basic skills specific coding required, other information is required to build a course and class but are not included in this document.

Intent Course Attribute	SINT
Intent Course Attribute Value	Academic or Workforce (reflects purpose of class)
Funding Course Attribute	SFND
Funding Course Attribute Value	1

ℹ️ • Funding Source is required for all classes to accurately report FTES.
   • Department of Corrections courses are typically set to Fund Source 4 (Contract) unless Financial Aid or private funds are used, then the Fund Source should be set to 5.

Educational Interviewing (EDI)/Orientation Courses - often referred to as "orientation" This course can be used with any of the programs listed.	
Educational Interviewing CIP Code	32.0201

English as a Second Language/English Language Acquisition Courses

32.0301	ESL Level 1	32.0304	ESL Level 4
32.0302	ESL Level 2	32.0305	ESL Level 5
32.0303	ESL Level 3	32.0306	ESL Level 6

Adult Education and Adult Secondary Education Courses

32.0210	ABE Level 1	32.0240	ABE Level 4
32.0220	ABE Level 2	32.0203	ASE Level 1
32.0230	ABE Level 3	32.0204	ASE Level 2

High School+ Courses

Any CIP Codes listed for the above programs must be used for High School+ Courses.

ABE Funded High School Completion (NOT HS+) Courses

32.9997	ABE Funded Basic HSC	32.9998	ABE Funded Advanced HSC

Contract High School Completion

32.0205	Basic HSC	32.0208	Advanced HSC

Corrections – must have a DOC location and the following:

Funding Course Attribute Value	4 (Contract Funded)

Contract Basic Skills (not corrections) – contracted basic skills courses must have the following:

Funding Course Attribute Value	4 (Contract Funded)
Special Non-state Funded Basic Skills CIP Code	32.0401

I-BEST Support Courses (ABE) – DO NOT use SBST Course Attribute

Any of the CIP Codes listed for the above programs must be used for IBEST Support Classes.

I-BEST Support Courses (Dev Ed) – DO NOT use SBST Course Attribute

A Dev Ed CIP (33 series) must be used, such as 33.0109. Not basic skills, so not included in WABERS+.

I-BEST Courses

I-BEST courses are coded as Academic or Vocational course intent and CIP Code, depending on the approved I-BEST program, and therefore are not considered basic skills classes, though some types are included in WABERS+ for BEdA federal reporting purposes. Students in classes with the Course Attribute designated below as included in WABERS are also assigned the SWBR Student Group and included in the WABERS+ extract.

I-BEST courses and classes should not be coded in the CIP Coded 32* series. Students enrolled in I-BEST classes may be included in WABERS+ but do not generate basic skills FTES.

Course Attribute Value	Attribute Description	Generates Enhanced FTES?	Included in WABERS?
BASICSKILL	Team Taught with Basic Skills Students	Yes	Yes
DEVELOPMTL	Team Taught with Dev Ed Students	Yes	No
CONTRACTED	Team Taught Contracted	No	Yes

Additional Notes on Basic Skills Courses, Classes, and Students

1. All BEdA courses/classes should be associated to the BEdA Grading Basis "BGB".
2. BEdA classes should not be included in Financial Aid eligibility. Set FA Progress units to 0 to exclude credits from Financial Aid calculations. If the course is variable credit, this cannot be done at the course level, but rather at the class level using the Adjust Class Associations page. This can only be done if the class section has a set amount of credits.
    - There is a FA process that will zero out FA progress units on all CIP Coded 32* courses.
3. Add any new basic skills courses to the Course List Fee to ensure students are charged the appropriate amount of tuition. Review this QRG: Information for maintaining these courses
4. In the case of a non-credit bearing class, enter the Instructor Contact Hours.
    - Non-Credit bearing are when the class UNTS_MINIMUM and UNTS_MAXIMUM both = 0