

SAN DIEGO MESA COLLEGE

SCHEDULE TYPE SPECIAL DESIGNATORS (SPED) ACCOUNTING METHODS

	<u>Schedule Type</u>	<u>Independent Study 290</u>
A	- Lecture	Independent Study 290 Contracts must be within the following hour ranges.
B	- Lab	
C	- Lecture/Lab	
D	- 270 Classes	1 Unit = 48 to 54 hours
E	- 290 Classes (Independent Study)	2 Units = 96 to 108 hours
I	- 296 Classes (Individual Instruction)	3 Units = 144 to 162 hours
F	- Distance Education Classes	
J	- Field Work Classes	
V	- 044 Tutoring Classes	

Special Designators

Code	Description
E	Honors – Entire Class
H	Honors Contract
L*	<u>Fully Online*</u>
M*	<u>Partial Online*</u> (Fewer campus meeting hours than online hours.)
N	High School Campus
O	Open Entry/Exit
R	Concurrent Course
S	SDSU
T	Tutoring
U	UCSD
Z*	<u>Partial Online*</u> (More campus meeting hours than online hours.)

* If course is authorized for Distance Education these special designators allow the “F” schedule type to be inputted into ISIS. The INST-MH field must also be inputted. Please refer to the guidelines set forth by the Office of Instruction. [ISIS Guidelines for Online/Web Courses](#)



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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services
619-388-6922

July 26, 2006

TO: Kamini Bhakta, Terri Hubbard, Arlis Svedberg

FR:  Lynn Neault

SUBJECT: FEE EXEMPTION AND SPECIAL DESIGNATOR TABLES

As you know, the Health Services Fee exemption has changed for the Fall 2006 semester to require that all students to pay the Health Services Fee with the following exceptions:

- Students who qualify for a BOGW-A under TANF, SSI/SSP and General Relief,
- Students attending classes under an approved apprenticeship program
- Students who depend exclusively on prayer for healing

As a result, the Fee Exemption and Special Designator tables have changed to reflect the new policy. Effective with the 064 term, reference to fee exemption codes should be looked up on the new **FEEY** table rather than the **FEEX** table. Additionally, reference to the Special Designator codes should be looked up on the new **SPED** table rather than the **SPEC** table.

When referring to the new tables, note that fee exemption codes have been changed to require students to pay the health services fee. Copies of the new tables are attached. If you need to reference the exemption or special designator codes for records prior to 064, the old FEEX and SPEC tables will apply.

Please notify key staff and appropriate departments about this change. If you have any questions, please call my office at Ext. 6922.

Thank you.

ACCOUNTING METHOD

The accounting method (ACT-MH) to be displayed on the screen will be system generated according to the following schema:

ACT-MH = A

- Primary term dates only for Fall and Spring terms
- Exclude Meeting Time = TBA
- Exclude Other Hours > 0

ACT-MH = B

- Short Term Classes. Classes that meet greater than or equal to 5 days
- Exclude Meeting Time = TBA
- Exclude Other Hours > 0

ACT-MH = E

- Positive Attendance Classes
- Open/entry – Open/exit classes (SPEC=O)
- Classes that meet less than 5 days
- Apprenticeship Classes (SPEC = A) unless CRSE # =349
- Irregularly Scheduled
- Meeting time = TBA
- Classes with Other Hours greater than zero
- CRSE # not equal 270, 272 or 274

ACT-MH = F

- For Miramar Public Safety (SPEC = P)

ACT-MH = I

- Primary Independent Study (CRSE # = 290 or 296)
- Special Designator – Distance Education, Online College or Hybrid

ACT-MH = K

- Short Term Independent Study and (CRSE # = 290 or 296)
- Special Designator – Distance Education, Online College or Hybrid

ACT-MH = J

- Primary Work Experience and (CRSE # = 270, 272, 274 or 349)

ACT-MH = L

- Short Term Work Experience and (CRSE # = 270, 272, 274 or 349)

ACT-MH = G

- CRSE # = 044

Created: 01-10-01

Updated: 05/22/06