Student Credit Hours (SCH)

USER GUIDE AND METHODOLOGY

DESCRIPTION

Student Credit Hours (SCH) for a course is the sum of the number of units attempted for each student enrolled in the course at the end of the third week of classes. For example, if 100 students are enrolled at the end of the third week of the term in a 4 unit course, that course would yield 400 SCH. The SCH for an academic year includes the SCH for fall, winter and spring terms of each academic year, but not summer terms.

When the SCH is summed up for a department, based on which courses were offered by that department, the SCH metric shows the demand in each department. It can be used to evaluate the question: Is a unit (department/subdivision/division/org) mostly instructing their own majors, or are they providing service courses for other majors? However, see caveats of the definition of Major/Service below. The Major/Service section also clarifies the treatment of double/multiple majors.

This document explains what is included and excluded from SCH. Below that, several related terms are defined. Lastly, the Budget Conference Exhibits that use SCH are described.

INCLUDES

- Regular students taking regular courses, except for the exclusions below.
    - This includes tutorial courses and winter courses taken by semester-paid students (usually Law students).

EXCLUDES

- Summer terms
- Medicine student enrollment data, since that data is not in the Registrar system
- EAP (study abroad) courses
- Courses from other UCs (UC Berkeley, UC Irvine, etc.) that are recorded in the UCLA Registrar's system
- Missing courses - Some Law courses are missing before 10F. A handful of other non-Law courses are missing from 11W or earlier for data quality reasons.
- Terms prior to Fall 2006 (to aid the speed of queries)

DEFINITIONS

** Note that underlined terms throughout this document indicate terms that are defined in the following definition tables.

The definitions are separated into three tables for ease of use. The first table lists definitions related to a student; the second, related to a course; and the third, other definitions.

DEFINITIONS RELATED TO A STUDENT

Definitions of student level, fee group and major/service

Data Element	APB vs Registrar	Data Element Description	Values & Value Descriptions
Student Level	Registrar	Level (or progress) within program, as of the end of the 3rd week of classes. If not enrolled in a program, the student's academic status. Values of 1-4 are conceptually similar to Freshmen, Sophomore, Junior, and Senior respectively; values 5-8 are grad students; a few other values (L, S and P) are rarely used.	**L** = Limited Student. Used for non-degree attendees who are taking classes at UCLA by special arrangement, such as a visiting professor (or spouse) or other type of 'VIP' and their Degree Type is not "Certificate". 79F-81S used for undergraduate pursuing only TESL cert; 87F-98W used for EAP reciprocity visitors. **P** = Post baccalaureate. This can be either students who hold a baccalaureate degree and whose sole degree objective is teacher education credential. Or it can mean non-degree attendees who are taking classes at UCLA by special arrangement, such as a visiting professor (or spouse) or other type of 'VIP' and whose Degree Type is "Certificate". **S** = Special student. Used after WWII for veterans or others taking classes at UCLA under special circumstances where course work was to be used later toward a degree. **1** = A student who has completed 0 to 44.9 units and is none of the above categories **2** = A student who has completed 45.0 to 89.9 units and is none of the above categories **3** = A student who has completed 90.0 to 134.9 units and is none of the above categories

			4 = A student who has completed 135.0 or more units and is none of the above categories **5** = If a student is a student whose Degree Type of the primary program is 'M' (Master) and the Degree Code is not 'SJD' (Doctor of Juridical Science). **6 =** Graduate students whose priority program is a doctoral program and Law 'SJD' students with no quarters registered since advancement to candidacy. Students with Medical or Dentistry majors (majors offered by the School of Dentistry or Medicine). **7 =** Graduate students whose priority program is a doctoral program and Law 'SJD' students with to 9 quarters registered since advancement to candidacy. **8 =** Graduate students whose priority program is a doctoral program and Law 'SJD' students with 10 quarters registered since advancement to candidacy
Student Level Rollup 1	APB	A high-level grouping based on Student Level, with values of 'Undergraduate' or 'Graduate'	**Undergraduate** = Students with Student Level 1, 2, 3, 4 or L or S **Graduate** = Students with Student Level 5, 6, 7, 8 or P, or (Medical) Interns/Residents
Student Level Rollup 2	APB	A finer-grained grouping (than Student Level Rollup 1), based on Student Level, with values of 'Lower Division', 'Upper Division', 'Graduate 1', 'Graduate 2 (<= 9 Terms)' or 'Graduate 2 (>9 Terms)'	**Lower Division** = Student Level 1 or 2 **Upper Division** = Student Level 3, 4, L or S **Graduate 1** = Student Level 5, 6 or P **Graduate 2 (<=9 Terms)** = Student Level 7 **Graduate 2 (>9 Terms)** = Student Level 8
Fee Group Rollup	APB	Based on a combination of the following: Primary Major – as assigned by the Registrar (usually the first degree the student enrolls in) Degree – The degree or certificate type (such as BA, MS, DDS, etc.)	**Graduate Professional** = Includes the following major + degree combinations: - Major of Architecture (Post Fall 2010) and Degree of MAR - MFA Degree for these majors: Art (Post Fall 2011); Film And Television; Theater; Theater Arts (Inactive) - Major of Dentistry and Degree of DDS or Non-Degree Objective

		Student Level	- Major of Environmental Science And Engineering (IDP) (Post 2005 Fall) and Degree of Doctor of Environmental Science And Engineering - Major of Law and Degree of JD - Major of Medicine and Degree of MD - Major of Nursing and Degree of MN or MS - Major of Public Health (Post Fall 2005) and Degree of MPH or DPH - Major of Public Policy (Post Fall 2005) and Degree of MPP - Major of Social Welfare (Post Fall 2010) and Degree of MSW - Major of Urban And Regional Planning and Degree of MURP **Self-Supporting** = Includes the following majors: - Applied Economics - Applied Statistics - Architecture - M.Arch.II - Business Analytics - Dentistry (PPID) - Education (Leadership) - Engineering - Online M.S. [several] - Executive Master of Public Health - Financial Engineering - Global Executive M.B.A. for Asia Pacific - Global Executive M.B.A. for the Americas - Law-LLM - Management - Executive M.B.A. - Management - Fully Employed M.B.A. - Management-MBA - Master of Public Health for Health Professionals - Public Health (Major Code 793 only, not 789) - Social Science **Graduate Academic** = Not in either of the two fee groups above (Graduate Professional or Self-Supporting) and the student has a Student Level of 5, 6, 7, 8 or P. **Undergraduate** = Not in any of the above three fee groups, and the student has a Student Level of 1,2,3,4, L or S

| Major/Service | APB | A central data source of course requirements for each major is not available. So, instead, the major/service data element is an approximation of whether the SCH for a given student in a given course is a course for their major or not.

The logic is basically, that if a student takes a course offered by the same division as their major division (or as one of their major divisions, if they have multiple majors) then the SCH for that student's course is considered Major SCH.

For double majors, if a student takes a course that is offered by the same division as one of the student's major divisions, then the units are treated as Major SCH. For example, if a student has a double major in Physics and Philosophy, and the student enrolls in a class offered in either of the divisions containing those two majors (Physical Sciences or Humanities), then those units would be considered Major SCH.

A more detailed definition is in the next column. | **Major** = A subset of SCH for the unit (department/subdivision/division/organization) that offered the course. If the student's major is an Undeclared Major (including majors with the word 'Undeclared' in the major name, as well as these majors: 'Access Program', 'Individual Field - L and S', 'Law-IEP ', or 'Limited') or a Pre-Major, then that student's SCH for all courses is Service, not Major. (Both Undeclared Majors and Pre-Majors are listed here: https://www.registrar.ucla.edu/Faculty-Staff/Courses-and-Programs/Major-and-Minor-Codes.) Otherwise, if the division of the course matches the division of any of the student's majors, then the SCH for that course is Major. If the division of the course does not match the division of any of the student's majors, then the student's SCH for that course is Service.

Service = non-Major SCH |

Definitions of course level, course activity type, section type and TA Practicum sections.

Data Element	APB vs Registrar	Data Element Description	Values & Value Descriptions

Course	APB	In this document, "course" in fact means a course section. - For example, in 18S there were three Lecture sections of Chemistry 14A: Section 001 on Tu/Th at 2pm, and Section 002 on M/W at 10am and Sect 003 on M/W at 4pm -- in a given term. The lecture Section 001 is linked to additional 10 discussion sections: Discussion Section 001A, 001B, …, 001K, 001L. Section 002 is likewise linked to 10 discussion sections, 002A-002L, and Section 003 is linked to 10 discussion sections, 003A - 003L. A student enrolling in Chem14A Lecture Section 002, for 4 units, will also enroll in one of the 10 related Discussion sections for that Lecture section, such as Section 002D. The student is enrolled in two course sections: 002 and 002D. The SCH for this student would show up as 4 SCH for the "course"/course section 002, and 0 SCH for "course"/course section 002D. - Each course section has a unique 9-digit Registrar Course Number (srs_crs_no) per term. - Cross-listed or multi-listed course sections are separate sections, so they are separate "courses" for the purposes of SCH.	
Course Level	Reg.	A classification of courses.	**L** = Courses with a Course Catalog Number less than 100. (May include courses with Subject Area of 'UG-LAW', but not 'LAW'). **U** = Courses with a Course Catalog Number between 100 and 199. (May include courses with Subject Area of 'UG-LAW', but not 'LAW'). **G** = Courses with a Course Catalog Number greater than 199 and all Law graduate courses (Subject Area = 'LAW', but not 'UG-LAW')
Course Level Rollup 1	APB	A grouping of Course Level, based on the catalog number of courses, and the subject area of courses (in order to treat Law courses differently).	**Lower Division** = Course Level of L **Upper Division** = Course Level of U

				Graduate = Course Level of G
Course Activity Type	Reg.	The Activity Type of the course can be TUT (Tutorial) or many other options, such as LEC (Lecture), LAB (Laboratory), or other values. The only value APB uses regarding SCH is whether the Activity Type is TUT or not.		**TUT =** Tutorial. Student meets on individual basis with faculty member to review work being conducted individually by the student. **[other/non-TUT]** = Many other values for Course Activity Type exist, but for SCH, the only concern is whether the course section has Activity Type of TUT or not.
Course Level Rollup 2	APB	If Course Activity Type is TUT (Tutorial), then the Course Level Rollup 2 is either 'Undergraduate Tutorial' or 'Graduate Tutorial' depending on the Course Level; otherwise the Course Level Rollup 2 is the same as the Course Level ('Lower Division' , 'Upper Division' or 'Graduate') The determination is based on Course Catalog Number, Course Activity Type (whether TUT/Tutorial or not), and Course Subject Area (whether Law or not).		**Undergraduate Tutorial** = A course with Activity Type of TUT (Tutorial) and Course Level Rollup 1 is L or U **Graduate Tutorial** = A course with Activity Type of TUT (Tutorial) and Course Level Rollup 1 is G **Lower Division** = A course with Activity Type is not TUT (Tutorial) & Course Level Rollup 1 is L **Upper Division** = A course with Activity Type is not TUT (Tutorial) & Course Level Rollup 1 is U **Graduate** = A course with Activity Type is not TUT (Tutorial), and Course Level Rollup 1 is G
TA Practicum	APB	Courses with Course Catalog Number of 0375 (Teaching Apprentice Practicum) or 0495 (Teaching Assistant Training Seminar) -- These courses are for graduate students who are or will be appointed as teaching apprentices/assistants.		**Yes** = The course is a TA Practicum or a TA Training Seminar **No** = The course is not a TA Practicum or a TA Training Seminar
Section Type	Reg.	Section Type indicates whether or not a course is taught by the instructor of record. If the course is taught by the instructor of record then the course is considered 'Primary' otherwise it is considered 'Secondary'.		**Primary** = The section of a course that is taught by the instructor of record **Secondary** = Any section that is not Primary

OTHER DEFINITIONS

Definitions for Ladder SCH, Primary Instructor and Instructor Function Code. Also, the definitions for Program, and the Funding Source (of programs).

Data Element	APB vs Registrar	Data Element Description	Values & Value Descriptions
Instructor Function Code	Reg.	This is a code indicating the Instructor's role in the Class.	**00** = Undefined **01** = has direct instructional contact with the student and is in charge of the course **02** = Secondary Instructor has direct instructional contact with the student but is not in charge of the Course. (e.g. TA – Teaching Assistant) **03** = Instructor in Charge has no instructional contact, but is in charge of the Course. **04** = Administrative Responsibilities has administrative responsibilities but has neither instructional contact nor is in charge of the Course. **[other]** = several other codes exist which are rarely used; all of these other codes are higher numerically than '04'
Primary Instructor	APB	An instructor with the lowest Instructor Function Code, except for function code of blank/NULL or '00'. - If there are multiple instructors with the (same) lowest Instructor Function Code for the same course, then there are multiple primary instructors. SCH will is split evenly between them for the sake of determining Ladder SCH below. - If there are no instructors with an Instructor Function Code other than 00 or blank/NULL, then the SCH for that course is omitted (rare).	
Ladder SCH	APB	The amount of SCH taught by Ladder faculty. - If a course was taught by one instructor and that instructor held a Ladder appointment, in any department, in the same academic year (based on the November workforce snapshot) as the year that the course was taught, then the SCH for that course is Ladder SCH.	

		- Otherwise, it is not Ladder SCH. - If a course has two (or multiple) Primary Instructors and one of those instructors is Ladder and one is not, count half of the SCH for that course as Ladder (or a third, if 3 Primary Instructors, etc.).	
Total SCH	APB	All SCH for a department, based on the department the course was taught in. For Total SCH of a subdivision, add up the Total SCH for all departments in that subdivision. Do likewise, to get Total SCH for a division or organization.	
Program	APB	A program is the combination of a organization (school or college) + major + degree	
Funding Source	APB	When the Registrar's Program Type Code for a program is marked as F ("Self-supporting program (not state funded)"), then the Program is a 'Self-Support' Program; otherwise it is 'State-Funded' Program	**Self-Support** = A self-supported program **State-Funded** = A program that is not self-supported

USES OF SCH

There are multiple uses of SCH data. Below are the portions of the Budget Conference Dashboard that use SCH.

BUDGET CONFERENCE EXHIBIT 1

Budget Conference Exhibit 1 uses a subset of the SCH-related data elements above:

- In all tables:
    o Organization/Division/Subdivision/Department filters – Unit codes and titles from UCLA's Finance System

- In the first table:
    o Major Total / Service Total = an SCH total by the unit that taught the course, by academic year (F/W/S), split by Major/Service

- In the third table:
    o Fee Group – an SCH total by unit that taught the course, by academic year (F/W/S), split by Fee Group Rollup

- In the fourth table:
    - o Fee Group – an SCH total by unit that taught the course, by fall of each year, split by <u>Fee Group Rollup</u>

BUDGET CONFERENCE EXHIBIT 6.1

Budget Conference Exhibit 6.1 uses a subset of the SCH-related data elements above:

- In all charts
    - o Organization/Division/Subdivision/Department filters – Unit codes and titles from UCLA's Finance System
    - o SCH Level – is the <u>Student Level Rollup 1</u>
    - o For a description of FTE, see the <u>Workforce User Guide & Methodology</u> document

- In the top left chart ("% of SCH Taught by Ladder Faculty"):
    - o % of SCH Taught by Ladder Faculty = <u>Ladder SCH</u> / Total SCH
        - ▪ Ladder SCH = <u>Ladder SCH</u> described above
        - ▪ Total SCH = <u>Total SCH</u> described above

- In the top right chart ("Ladder SCH per Ladder FTE"):
    - o Ladder SCH = <u>Ladder SCH</u> described above
    - o For a description of "Ladder" and "FTE", see the <u>Workforce User Guide & Methodology</u> document

- In the bottom left chart ("Total SCH per Lecturer & Other Temp Faculty FTE"):
    - o Total SCH = <u>Total SCH</u> described above
    - o For a description of "Lecturer & Other Temp Faculty", see the note at the bottom of Exhibit 6.1
    - o For a description of "FTE" and "Workforce Category" (mentioned in the note at the bottom of Exhibit 6.1), see the <u>Workforce User Guide & Methodology</u> document

- In the bottom right chart ("Total SCH per Career Staff FTE"):
    - o Total SCH = <u>Total SCH</u> described above
    - o For a description of "Career Staff", see the note at the bottom of Exhibit 6.1
    - o For a description of "FTE" and "Workforce Category" (mentioned in the note at the bottom of Exhibit 6.1), see the <u>Workforce User Guide & Methodology</u> document