

I-BEST SMS Course Coding Instructions

Effective Fall 2007

As of Fall Quarter 2007, two categories of I-BEST FTEs are needed. Prior to this time, no special funding was allocated to I-BEST and all courses were coded with an enhanced FTE value. The legislature allocated special funding for I-BEST during the 2007 session. To count towards this funding these I-BEST courses must be counted at the normal FTE rate. These FTEs are no longer enhanced but are funded at a higher level.

Your district must first meet the base year enhanced FTE target before coding I-BEST courses for the higher funded FTEs. Once this target is met you should code the courses with the high funded FTE. If your district did not offer I-BEST programs prior to 2007-08, you then need to meet the high funded FTE target before coding the courses with the enhanced FTE. The difference in the coding of these two categories is the credit equivalency value. For enhanced FTEs (category 1), the credit equivalency is calculated as 175% of the class credits. For higher funded FTEs (category 2), the credit equivalency value is the same as the class credits. Once both targets are met you can code the remaining classes with the enhanced FTE.

Instructions

Category 1 – Enhanced FTEs

Steps to code courses approved through the local college course creation and SBCTC I-BEST processes:

1. Change the value entered in the Character Parameter Value field to O (letter o, not the number zero) for parameter IS1007 on the College Parameter Table, SM5025.
2. The CR Equiv field will open so you can use add or change of a class record and allow a manual entry. This field is located on the Course Schedule screen, IS1001 and the Course Construction screen, IS1018.
3. Calculate the credit equivalency by multiplying the class credit value by 1.75 then entering that value on the Class Construction Screen (IS1004) or the Class Schedule screen (IS1002).
4. Enter a Fee Pay Status (FPS) code of 42 on the class.

NOTE: If you change the credit equivalent and/or FPS of a class after students have been enrolled in the class, you will need to drop the student from the class then reenroll them so that all the credit and FPS codes are corrected for reporting purposes. The student enrollment date should reflect the student's original date of registration.

DO NOT DO ANY OF THE FOLLOWING or the credit equivalent will return to the normal calculation process. Once a credit equivalent value has been entered manually, the value will not change during the creation of the class record and MIS reporting processing EXCEPT if the class is coded with one of the following:

Do Not:

- 1) Do not code as variable credit (Y in the Var. Cr. Field) because the credit equivalent will be changed to an average of the enrolled credits when job SR9202J, Count Tenth Day Enrollment, is scheduled.
- 2) Do not code the class with a W in the first position of the Section Status field because the credit equivalent field will be updated with a calculated amount based on the contact hours of the class when the class record is saved.
- 3) Do not enter a zero in the CR field because the credit equivalent will be changed to a calculated amount based on the contact hours when job SR9202J, Count Tenth Day Enrollment, is scheduled.

Category 2 – High Funded FTEs

Steps to code courses approved through the local college course creation and SBCTC I-BEST processes:

1. Code the course as you would any other vocational course. Do not change the credit equivalency on the class. The credit equivalency must be the same value as the class credits.
2. Enter a Fee Pay Status (FPS) code of 42 on the class.

NOTE: If you change the credit equivalent and/or FPS of a class after students have been enrolled in the class, you will need to drop the student from the class then reenroll them so that all the credit and FPS codes are corrected for reporting purposes. The student enrollment date should reflect the student's original date of registration.