

# 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	1 Unit = 48 to 54 hours
D	- 270 Classes	2 Units = 96 to 108 hours
E	- 290 Classes (Independent Study)	3 Units = 144 to 162 hours
I	- 296 Classes (Individual Instruction)	
F	- Distance Education Classes	
J	- Field Work Classes	
V	- 044 Tutoring Classes	

### Special Designators

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

\* If course is authorized for Distance Education these special designators allow the “F” or ”Z” schedule type to be inputted into ISIS. The INST-MH field must be inputted as “LE” or “IE”. Please refer to the guidelines set forth by the Office of Instruction. [Online Definitions and ISIS Inputting Instructions](#)

## 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)
- Special Designator – Internet, Distance Education, Online College or Hybrid

### ACT-MH = K

- Short Term Independent Study and (CRSE # = 290)
- Special Designator – Internet, 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

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# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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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.