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This manual has been prepared by the Space and Facilities Data Base (SFDB) management team of the Capital Planning Design and Construction (CPDC) department along with the assistance of the Chancellor's Office Information Technology Services (CITS) department of the California State University Chancellor's Office for the users of the SFDB management system.

Purposes of the manual

1. Describe the process and definitions by which space and facilities are inventoried on the California State University campuses.
2. Serve as a clear and concise reference document for users of space and facilities database.

Why a space and facilities inventory?

Each campus maintains its own space and facilities inventory that provides planning and management data. The data provided by each campus during an annual reporting period to the SFDB, which is maintained at CPDC of the Chancellor's Office, provides information about: (1) facilities and (2) rooms within the facilities. It also serves as the campuses' official record of existing spaces. The SFDB is used in the analysis of the capital outlay budget change proposals (COBCP), space needs, space utilization, and other space and facility related issues and reports.

Background information about the system

An earlier version of this system was originally developed at San Diego State University (SDSU) for use by the Facilities Planning department. The SDSU system was programmed initially by Angela J. Stoltz. They are responsible for keeping records of all the existing and planned facilities at SDSU. Historically, these records were maintained on a batch oriented mainframe computer system at the Office of the Chancellor. The information for SDSU was stored on a CYBER computer along with the space inventory of the other nineteen California State University (CSU) campuses. Because this system had certain limitations, the employees of the Facilities Planning department, using personal computers and spreadsheet software, developed a small database of their own during 1988/89.

In September of 1989, the Facilities Planning department asked Business Information Systems of SDSU to provide some assistance in automating their system. Their objectives were:

- a) Develop a database that will combine information from multiple buildings into a single report.
- b) Provide for capability to add additional data elements in the future, as needs change.
- c) Allow the departmental users to write their own SQL language reports with little or no support from computer professionals.

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Business Information Systems designed and programmed a system using a powerful database system — ORACLE.

In 1991, this system was further modified by Chancellor's Office personnel to replace the CYBER system and help support the systemwide needs. At that time, the system was implemented on an IBM RISC-6000 computer. The system consisted of multiple menus, update screens (called "forms"), inquiry screens (similar to forms, but with no fields which may be altered), pre-defined reports, and a SQL-based report writer tool providing the users with the ability to generate their own reports.

To keep pace with the ever-changing world of technology, the CPDC Space Management team and CITS continue to enhance the SFDB. The most recent enhancements were to make the SFDB accessible via the Internet, including standardized reports that are laser printable.

Classes of data

There are two basic types of data: (1) facilities and (2) space.

The facilities file includes the following information: campus code, center code, facility number, facility suffix, facility name, structure number, number of floors, gross square feet, custodial square footage, farm square feet, gross acreage, year/cost renovation, category, condition, construction type, master plan status, budgeted cost, capitalized cost, funding source, multiple funding source, reportable, ownership code, completion date.

The space file describes the current use of the space and includes the following information: campus code, center code, facility number, facility suffix, space number, space suffix, assignable square feet, function code, space type, discipline, instructional level, station type, station count, school code, department code, room status.

Schedule

The SFDB is updated annually, though campuses may update their local systems more frequently. The "reporting window" is announced in an annual call letter.

Reporting Methods

There are two methods of reporting space updates: **Option 1) Select and upload a submission file** and **Option 2) Data Entry Screen** (see Chapter 3 for details). Both options are available through online access.

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Space Master File Update

After the completion of the Chancellor's Office approval process, the files are merged into the SFDB space master file that is used to produce certain standard reports (see Chapter 4 for list of standard reports), as well as ad hoc reports using BrioQuery.

Concepts

Forms (or screens) are highly flexible programs that allow a user to easily update or view data in the database. There are three concepts of which the user must be aware.

The first concept involves understanding when the user is able to update a record in the database. Before a record can be viewed, modified or deleted, the record must first be brought into the working area of the form. This is done by "Query"ing the database. (see page 3.12 for detailed instructions on how to "Query")

The second has to do with which fields of a record the user can update. The user may not update the primary key of a record. The primary key of a record is a unique identifier, which is a combination of campus code, center code, facility number, facility suffix, space number, and space suffix. If, for some reason, the primary key of a record had changed, the user would be required to delete the old record and insert a new record with a new primary key. For example, if a space number changed from '1001' to '2001', the record in the database for space number '1001' should be deleted, and a new record for space number '2001' created. The user may not simply change the space number field in the record to be '2001' instead of '1001'. If the facility number changes and the room numbers and the space data remain the same, the Developer designed a special mini-program to change a facility number (and update the space records that are linked to that facility number), which is for use by the CPDC Space Management team only. Campuses should contact the CPDC Space Management team concerning use of this batch update.

The third concept relates to locating where to update data. The user may not change a **display only** field on screen. A display only field is one that has been derived by looking up a value in another table. The user must find the table from which the value was obtained and update that table. For example, to update the description of the space code, the user must use the form that allows updating of the space code table. The user may not move to the space code description field and change the value in the screen that allows updating of room data. The description is only displayed on the screen for the ease in verifying that the correct space code was entered. (See Chapter 5 to see how to viewed, modified, and/or delete records.)

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System Interfaces

The SFDB interfaces with other systems, among them:

- Academic Program Data Base (APDB)
- Custodial Reporting
- Facility Utilization Reports

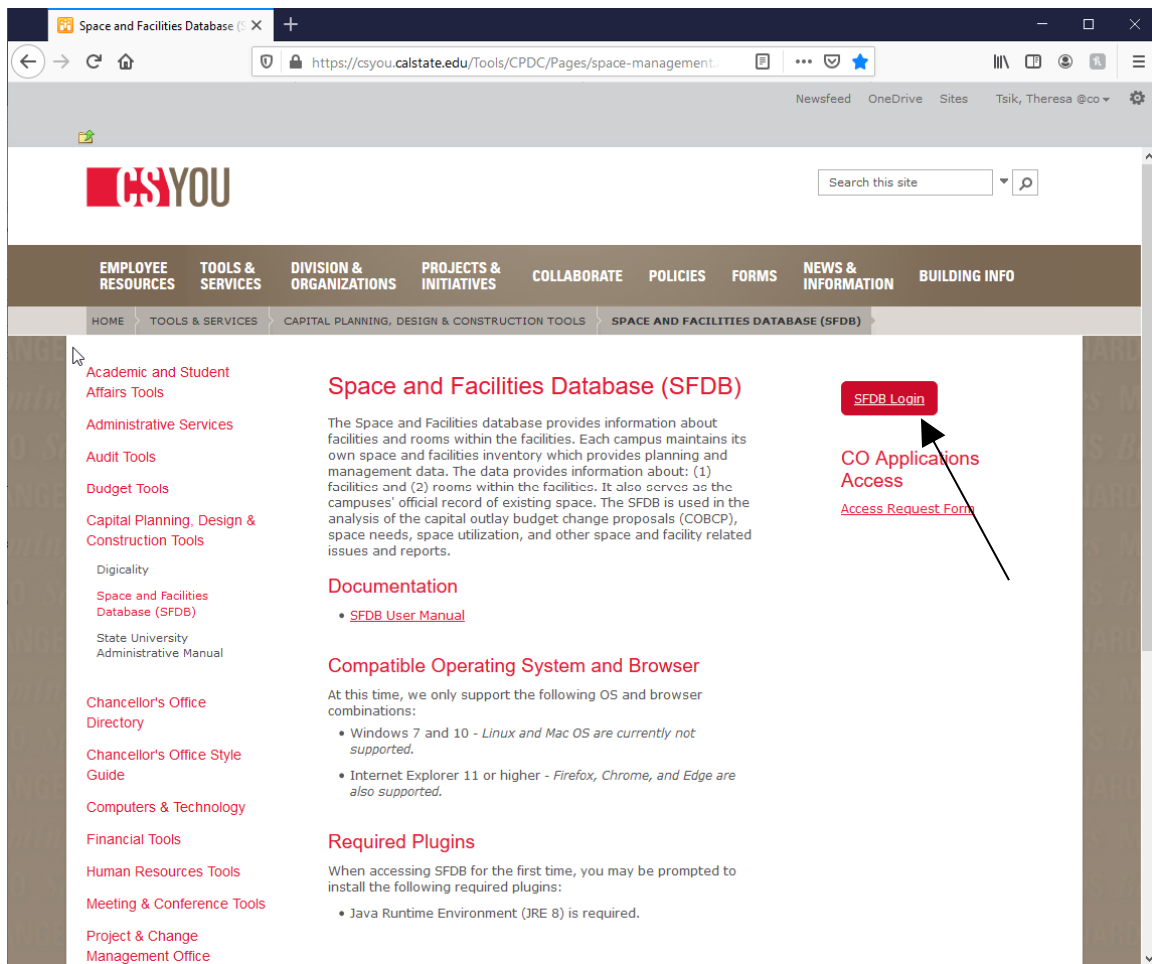
Intended Users of the System and Their Responsibilities

The primary users of the system are the employees of the California State University system. It is designed so that anyone in the system may be given access with each user provided with an operator identification and password. Users' access can be tailored to their needs for control of updates and data security.

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The previous chapter provided basic and general information about the SFDB. This chapter gives a brief overview of all the operating procedures for the SFDB management system and how to use this unique application.

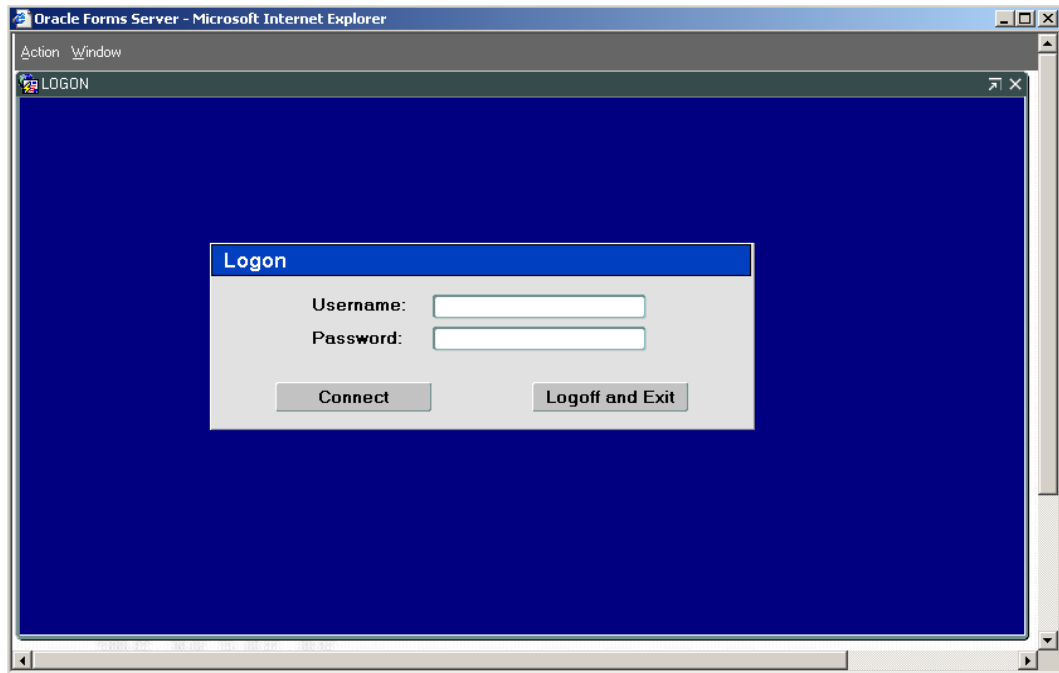
SFDB can be accessed through the Space Management webpage
<https://csyou.calstate.edu/Tools/CPDC/Pages/space-management.aspx>



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Logging In

An individual window will open and the following logon screen will appear. Enter username and password to get started:



Username: sfdbxxxxx

Password: xxxxxx

*Password length varies

If user enters the wrong username or password they will get the following error message



Click "OK" and re-enter the username and password.

Questions or problems? Contact Theresa Tsik at tsik@calstate.edu or 562-951-4159.

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After a successful login, the SFDB main screen will appear:



The main window has seven menu options: **Reports**, **Tables**, **SFDB Update Process**, **Facility/Custodial Process**, **Action**, **Help**, and **Window**.

Note: There are two additional menu options that are displayed in certain screen: **Query** and **Record**.

You can navigate through the menu by using the keyboard or the mouse. Users can press the [Alt] key to access the menu and then [Enter] to access sub-menus.

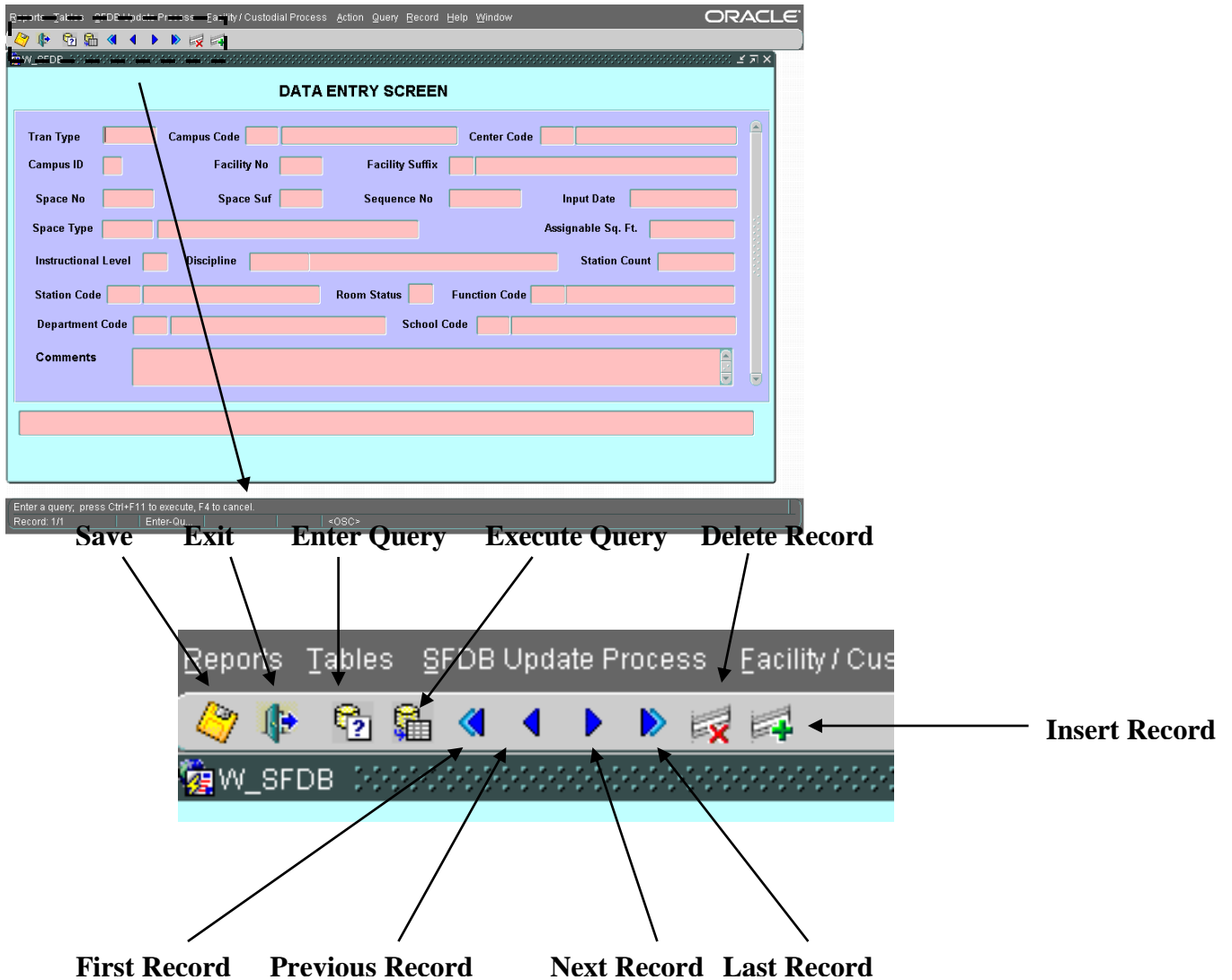
When instructions refer to function keys and other keys, they are enclosed by square brackets []. For example, [Insert] implies that the user will depress the key designated as the insert key. For functions that are shown in “ ” means it can be accessed with a mouse cursor.

Functions keys can be found on page 2.13

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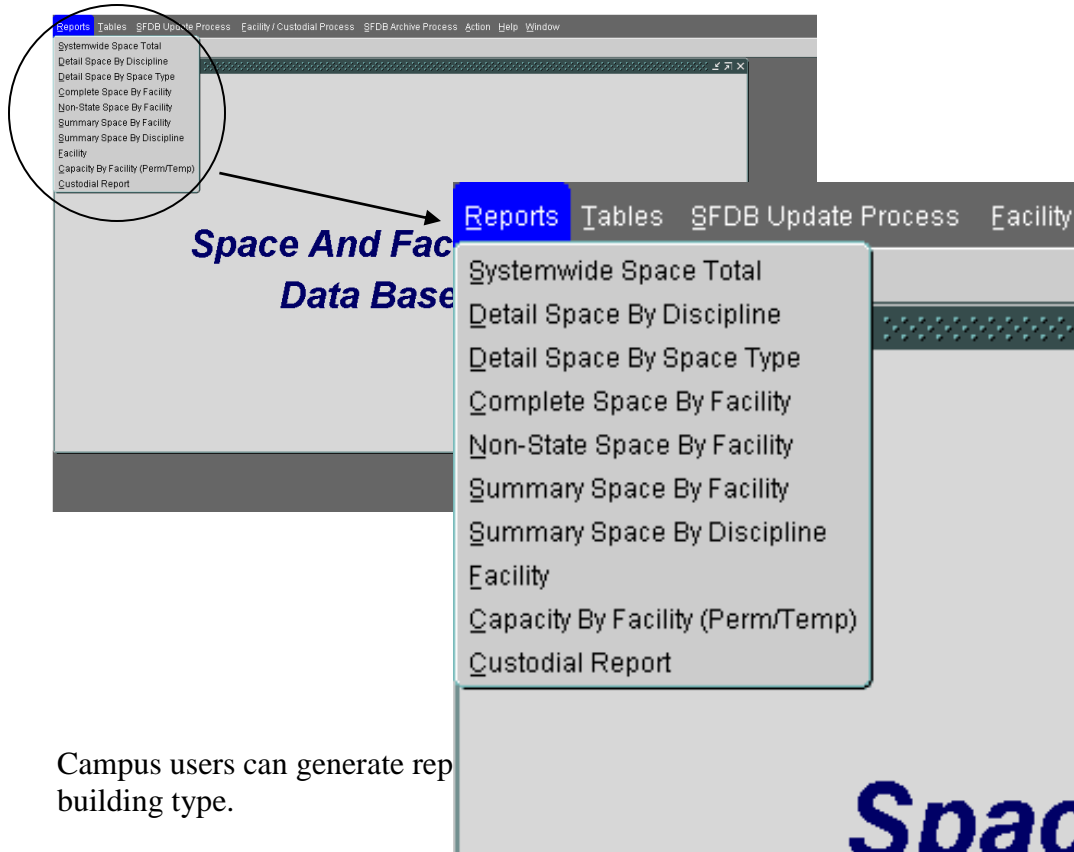
Icon Menu

When user is in a screen mode, there is a row of menu icons that pop up right below the menu. All menu icons are also accessible in one of the following three menus: “Query”, “Record”, and “Action” menu.



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When you select menu 1. **“Reports”** from the main menu, the following screen will appear:



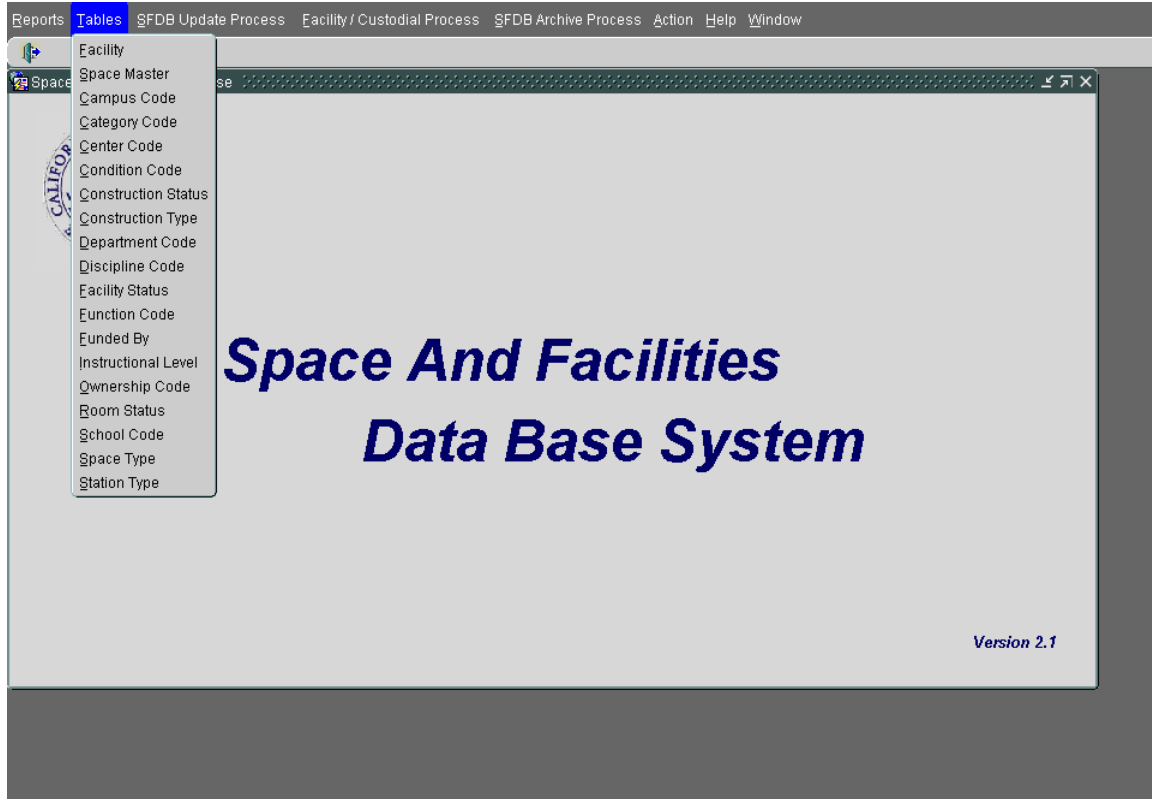
Campus users can generate reports by building type.

See Chapter 5 for additional details on how to run reports from the **“Report”** sub-menu.

To select a sub-menu option use the [UP/DOWN ARROW] keys to highlight the menu name. When you have made a selection, press [ENTER] and the system will display sub-menu chosen.

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2. "Tables" Access

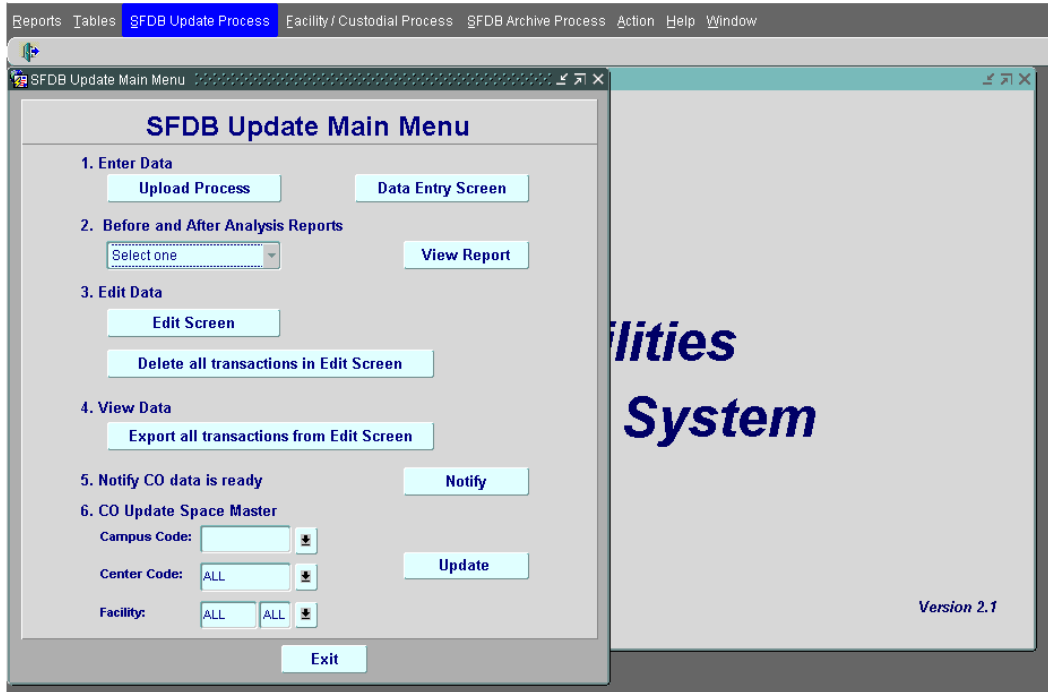


There are 19 different tables, which are read only for campus users. See Chapter 3 for additional details of the tables.

To select a sub-menu option use the [UP/DOWN ARROW] keys to highlight the menu name. When you have made a selection, press [ENTER] and the system will display the sub-menu chosen.

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3. “SFDB Update Process”



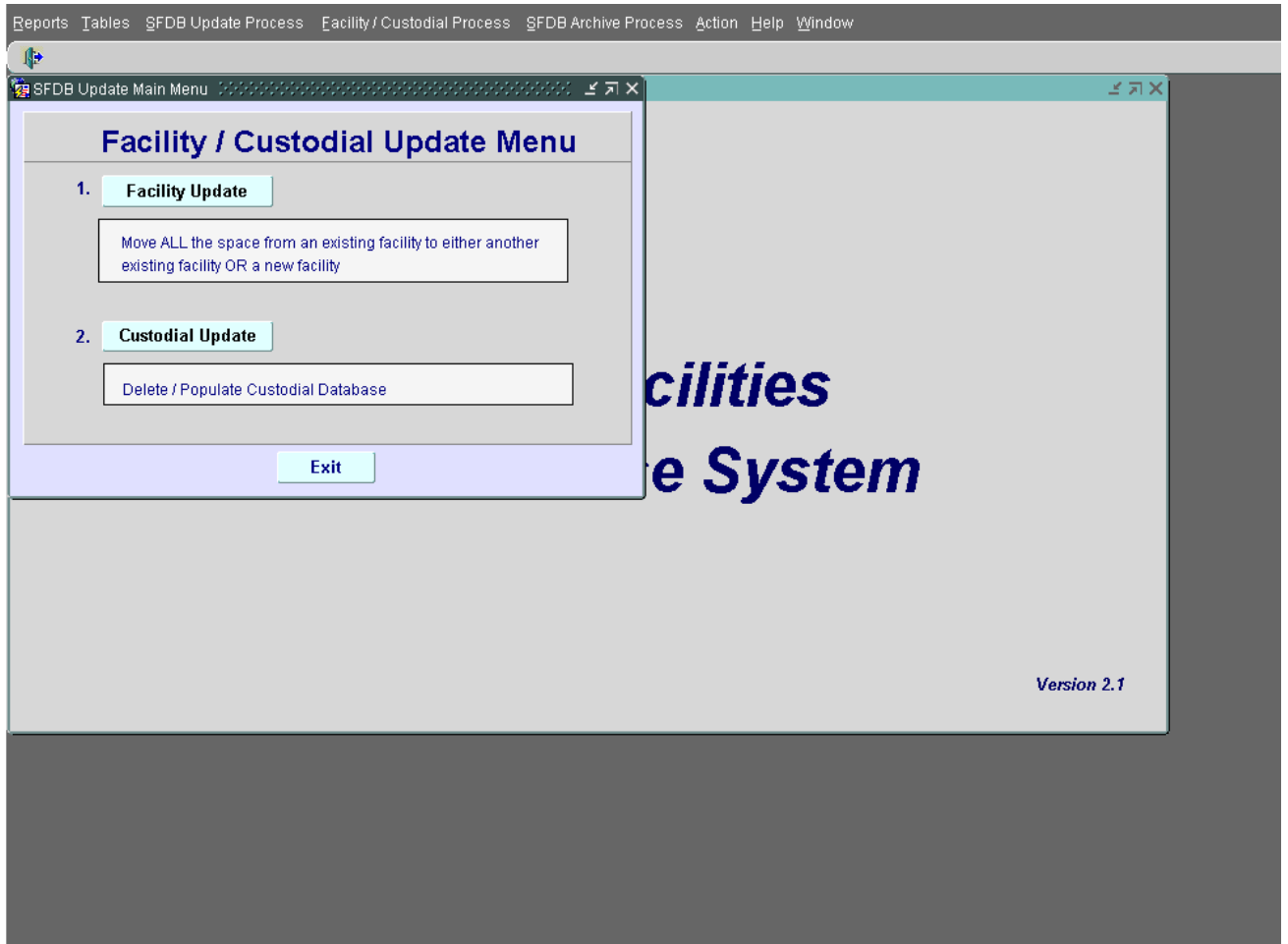
SFDB Update Process allows campus to submit yearly updates when the update window is open. The update process can also be used as a tool throughout the year. Campus can upload their project information and run before and after reports to see the effects of a certain project. The process will allow campus with direct data entry, auto data validation, and space update analysis, and reporting tools.

In July 2004, two types of reports have been added to SFDB: Room by Room Detail Report or Summary Report. These reports will compare current SFDB data and the proposed SFDB data and show the difference.

Please see Chapter 3 for detailed instructions on updating data and viewing reports.

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4. **“Facility/Custodial Process”** is for CPDC, Space Management use only. Campus will not have access to these two options.



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5. “**Archive Process**” is for CPDC, Space Management use only. Campus will not have access to these two options.



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6. **“Action”** from the main menu, the following screen will appear:

The screenshot shows a web browser window with the title 'W_SFDB'. The browser's menu bar includes 'Reports', 'Tables', 'SFDB Update Process', 'Facility / Custodial Process', 'SFDB Archive Process', 'Action', 'Query', 'Record', 'Help', and 'Window'. The 'Action' menu is open, displaying options: 'Save', 'Exit', 'Clear All', and 'Change Password'. The main content area is titled 'DATA ENTRY SCREEN' and features a light blue background with a grid of input fields. The fields are organized as follows:

- Tran Type, Campus Code, Center Code
- Campus ID, Facility No, Facility Suffix
- Space No, Space Suf, Sequence No, Input Date
- Space Type, Assignable Sq. Ft.
- Instructional Level, Discipline, Station Count
- Station Code, Room Status, Function Code
- Department Code, School Code
- Comments (text area)

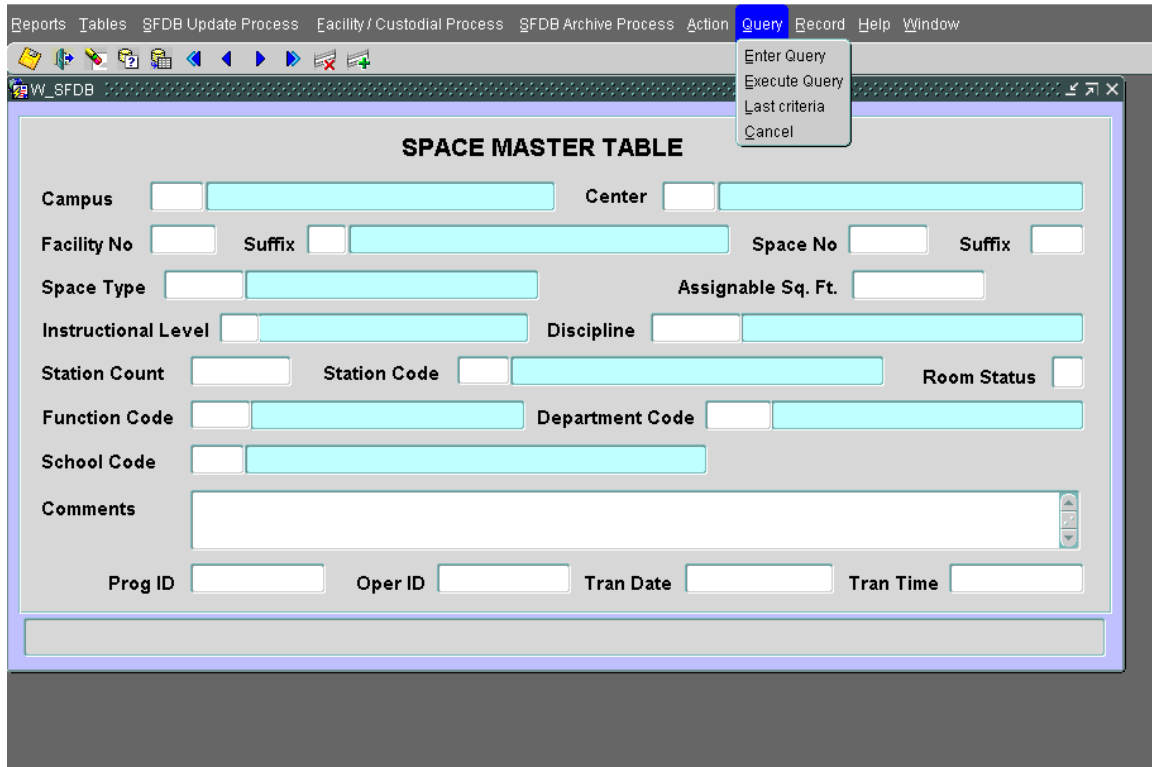
Once data has been entered in the “Data Entry” screen or “Edit” screen, users can “Clear All” or can “Save” the record.

ALWAYS use the “Exit” command to log out of ORACLE. This will ensure all changes made to record(s) are saved correctly.

See Chapter 3 for instructions on how to add new space and/or how to modify existing space.

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When you select menu in 7. “Query” from a screen:



Note: “Query” menu option is only available when a menu item is selected.

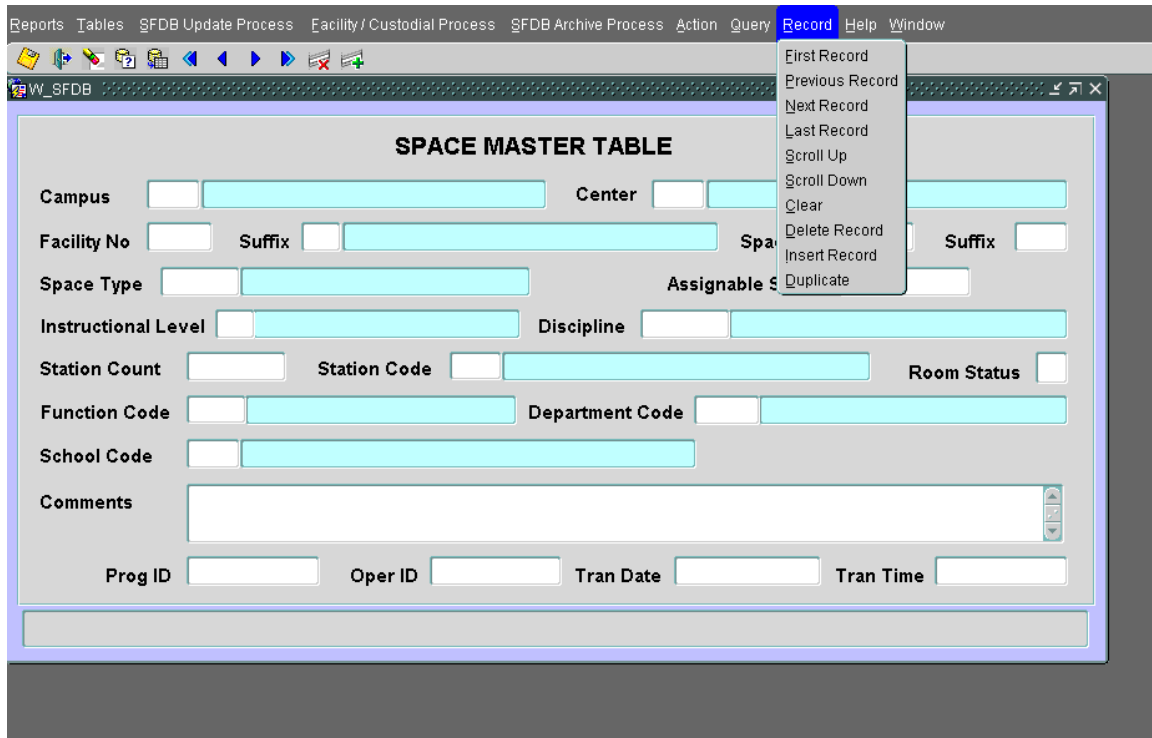
The sub menus in “Query” allow user to query and view space data that has been previously entered.

Refer back to page 4 for the use of the menu icons.

See page 3.12 for instructions on how to query.

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When you select menu 8. **“Record”** from a screen:



Note: “Record” menu option is only available when a screen is viewed.

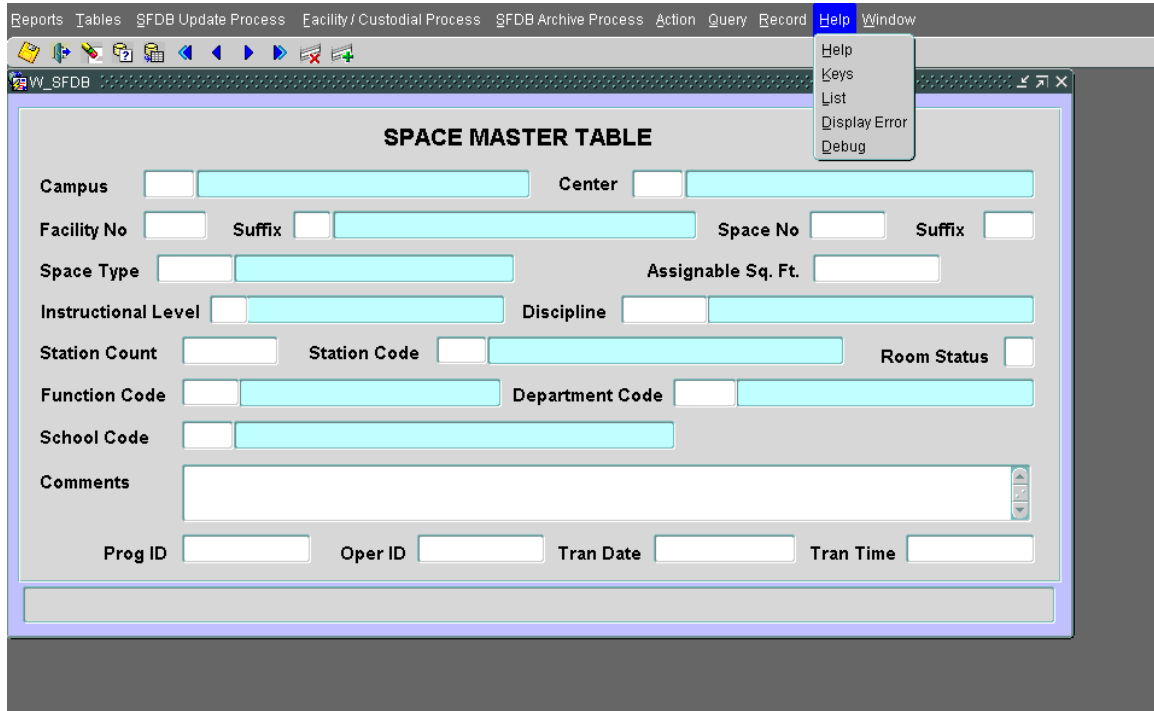
Once a user “Query” records from the specific screen, use options from the “Record” menu to navigate through the records. User has the option to “Scroll Up” or “Scroll Down” and the option to view records forwards or backwards. Under “Query” menu, user may “Clear” all the views in order to process another query. If a campus user has editing rights then they can “Delete Record” and/or “Insert Record” from the screens.

Refer back to page 4 for the use of the menu icons.

See Chapter 3, for instructions on how to modify a record.

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9a. "Help"

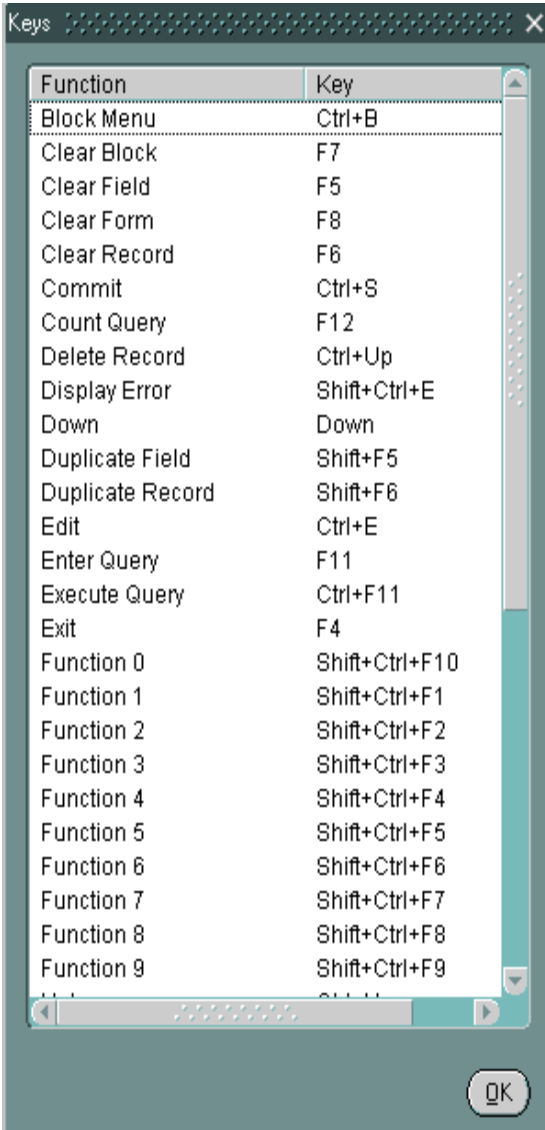


When the cursor is in a particular field, "Help" is available to see the properties of that field. For example, if the cursor was in the 'Trans Type' and you select "Help", a dialog box will pop up with attributes and values of this field.

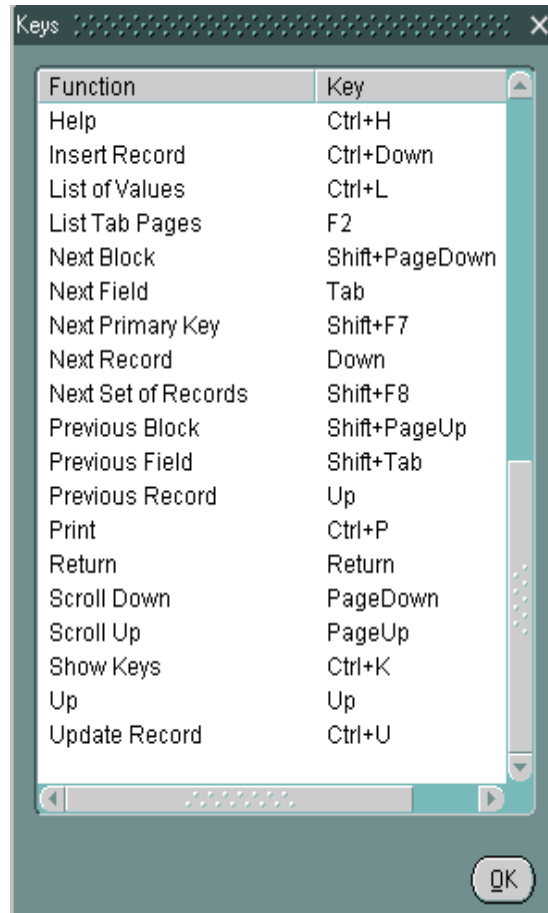
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9b. Use of “Keys”

In this section the user will find a guide to function keys. The guide shows all the keys arranged alphabetically by the name of the function.



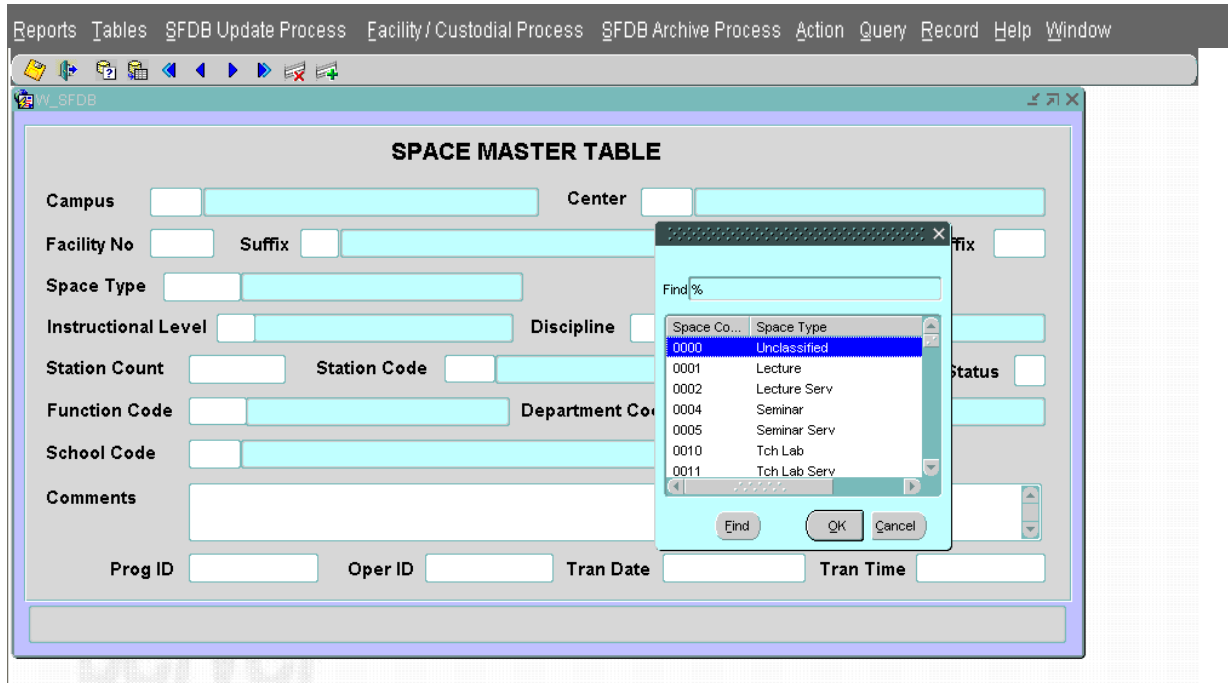
| Function | Key |
|------------------|----------------|
| Block Menu | Ctrl+B |
| Clear Block | F7 |
| Clear Field | F5 |
| Clear Form | F8 |
| Clear Record | F6 |
| Commit | Ctrl+S |
| Count Query | F12 |
| Delete Record | Ctrl+Up |
| Display Error | Shift+Ctrl+E |
| Down | Down |
| Duplicate Field | Shift+F5 |
| Duplicate Record | Shift+F6 |
| Edit | Ctrl+E |
| Enter Query | F11 |
| Execute Query | Ctrl+F11 |
| Exit | F4 |
| Function 0 | Shift+Ctrl+F10 |
| Function 1 | Shift+Ctrl+F1 |
| Function 2 | Shift+Ctrl+F2 |
| Function 3 | Shift+Ctrl+F3 |
| Function 4 | Shift+Ctrl+F4 |
| Function 5 | Shift+Ctrl+F5 |
| Function 6 | Shift+Ctrl+F6 |
| Function 7 | Shift+Ctrl+F7 |
| Function 8 | Shift+Ctrl+F8 |
| Function 9 | Shift+Ctrl+F9 |



| Function | Key |
|---------------------|----------------|
| Help | Ctrl+H |
| Insert Record | Ctrl+Down |
| List of Values | Ctrl+L |
| List Tab Pages | F2 |
| Next Block | Shift+PageDown |
| Next Field | Tab |
| Next Primary Key | Shift+F7 |
| Next Record | Down |
| Next Set of Records | Shift+F8 |
| Previous Block | Shift+PageUp |
| Previous Field | Shift+Tab |
| Previous Record | Up |
| Print | Ctrl+P |
| Return | Return |
| Scroll Down | PageDown |
| Scroll Up | PageUp |
| Show Keys | Ctrl+K |
| Up | Up |
| Update Record | Ctrl+U |

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9c. If applicable, a field can be given a list of choices from the “List” function.

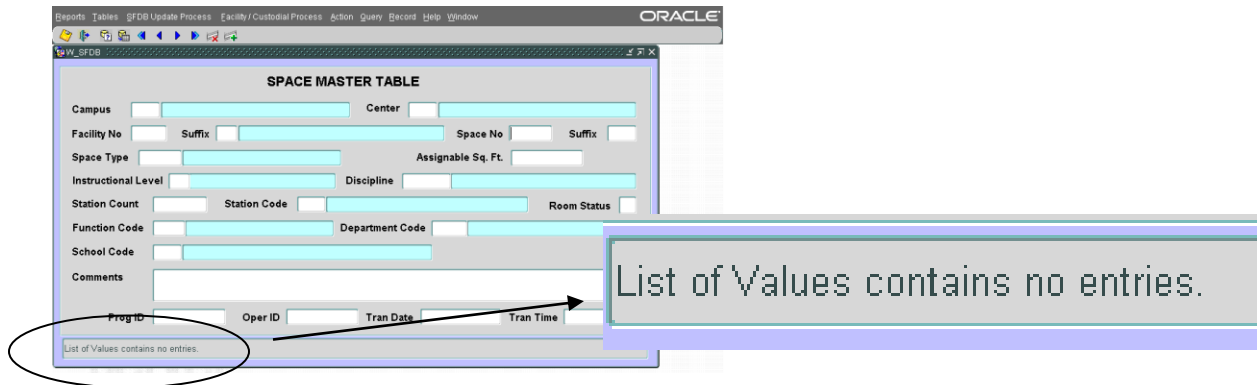


The valid values for some fields are contained in a table. Users can access these values from a table by choosing “List” or double clicking on the field.

For example, the above shows a list of Space Codes and Space Types.

All available tables can be found in the Appendix.

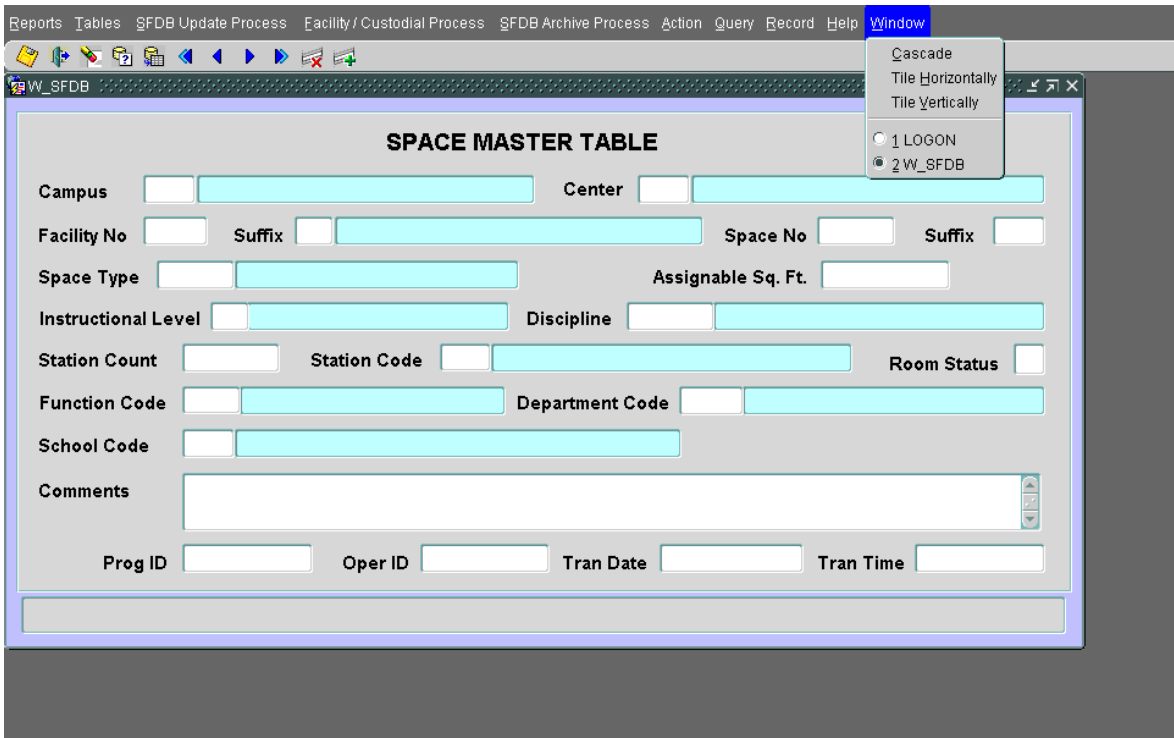
Note: ORACLE will display an error at the bottom of the screen if the field has no list choice.




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9d and 9e “**Display Error**” and “**Debug**” allow the user to see errors that were made during the editing screens. And helps you to debug all errors.

10. “**Window**” menu allow the user to track open screens and customize the way in which multiple screens appear in the window.

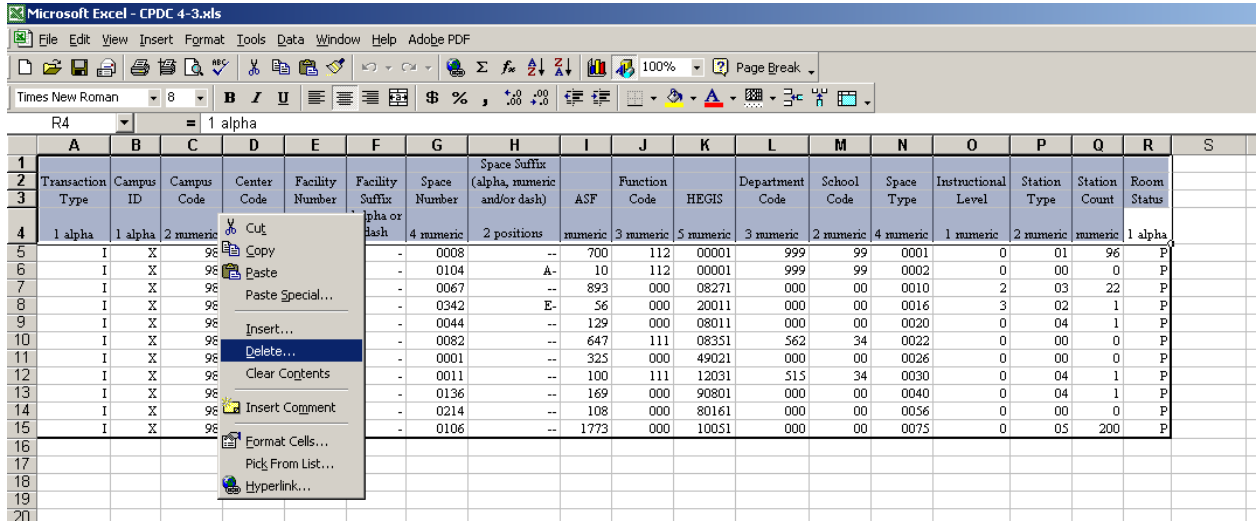


- stacked so that only their title bars are visible.
- “Tile Horizontally” view allows all screens to appear in horizontal rows.
- “Tile Vertically” view allows all screens to appear side by side.
- You may also switch between the different screens that are listed.

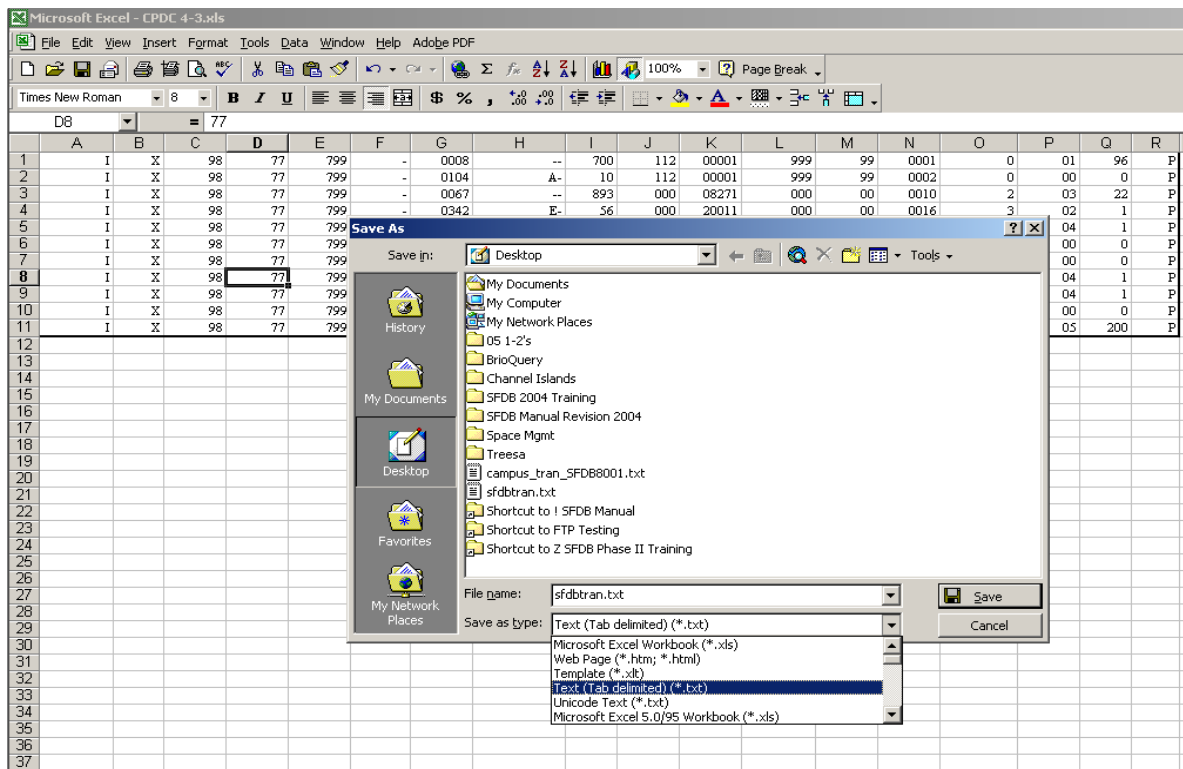
When user is finished, remember to “Exit”  the screen and the window in order to save all changes that were made.

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- Once you have input all space update data, users should delete all headings. This will simplify the process as we proceed to the next step.



- Saving this document: (1) each FTP transaction transfer file must be named as "sfdbtranXX" (XX is your campus code) and (2) from the "Save as type" menu choose the "Text (Tab-delimited) (*.txt)".



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SFDB Update Process Overview – Step by Step

- Step One: Enter Data
- Step Two: Before and After Analysis Reports
- Step Three: Edit Data
- Step Four: View Data
- Step Five: Notify Chancellor’s Office

Step One: Enter Data

Please refer to Chapter 2 on how to log into SFDB. Once logged into SFDB, select “SFDB Update Process” to get to the SFDB Update Main Menu.

- There are two ways campus can submit data: through (Option 1) Select and Upload Submission file or (Option 2) Data Entry Screen. Campus can always use both if needed.

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(Option 1) Select and Upload Submission file

Click on the "Upload Process" button

The screenshot shows the 'SFDB Update Main Menu' with several sections:

- 1. Enter Data:** Contains 'Upload Process' and 'Data Entry Screen' buttons.
- 2. Before and After Analysis Reports:** Contains a 'Select one' dropdown menu and a 'View Report' button.
- 3. Edit Data:** Contains 'Edit Screen' and 'Delete all transactions in Edit Screen' buttons.
- 4. View Data:** Contains 'Export all transactions from Edit Screen' button.
- 5. Notify CO data is ready:** Contains a 'Notify' button.
- 6. CO Update Space Master:** Contains input fields for 'Campus Code', 'Center Code' (with 'ALL' selected), and 'Facility' (with two 'ALL' selections). An 'Update' button is to the right.

An 'Exit' button is located at the bottom center of the menu.

and the following window will appear

The screenshot shows the 'SFDB EDIT SUBMISSION' window with two main sections:

- 1. Select and Upload File:**
 - Text: "Data file must be in text (tab delimited format) and named as 'sfdbtranXX.txt' (XX = campus code)"
 - Input field: 'File Name:' with a 'Browse' button.
 - Buttons: 'Upload' and 'Cancel'.
- 2. Validate Submission File:**
 - Input fields: 'Campus Code:' (60) and 'Campus Name:' (Sacramento).
 - Text: "Enter my e-mail address (to notify me of validation's completion)"
 - Input field: Empty text box for email address.
 - Buttons: 'Validate My Data' and 'Return to SFDB Update Menu'.

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The Upload Process is a two step process:

1) Select and Upload File

Click "Browse" button to display the directories on your computer.

The screenshot shows a web browser window titled "SFDB EDIT SUBMISSION". The interface is divided into two main sections:

1. Select and Upload File

Data file must be in text (tab delimited format)
and named as "sfdbranXX.txt" (XX = campus code)

File Name:

2. Validate Submission File

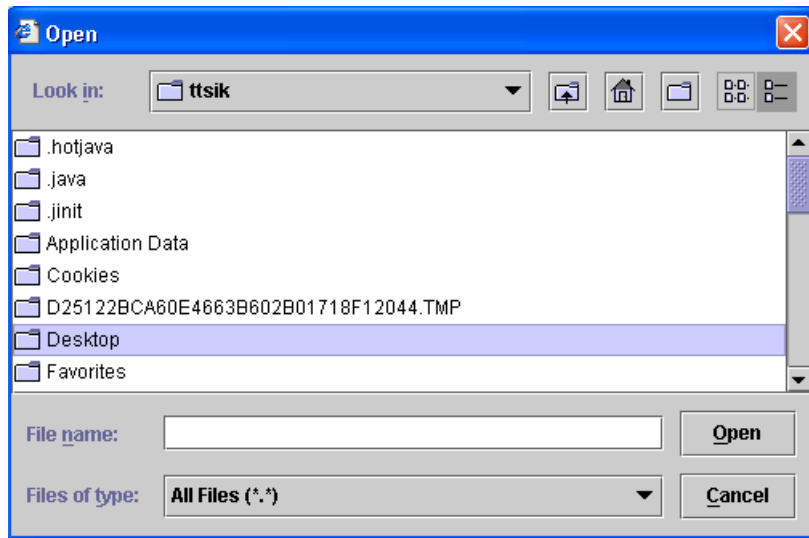
Campus Code:

Campus Name:

Enter my e-mail address (to notify me of validation's completion)

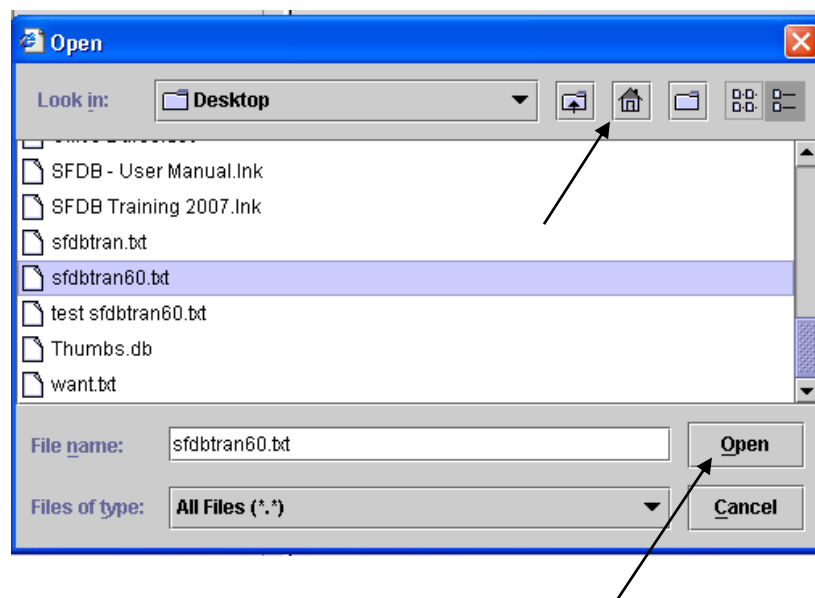
| | | | |
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- a. Select "Home" icon to display directories
- b. Select the Desktop folder



- d. Select submission file to be uploaded
Remember to use the file named: "sfdbtranXX.txt" (XX = campus code), and data must be in text (tab delimited format)

- e. Select "Open"



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f. Click "Upload" to move the submission file to the CO server.

The screenshot shows a window titled "SFDB EDIT SUBMISSION" with two main sections:

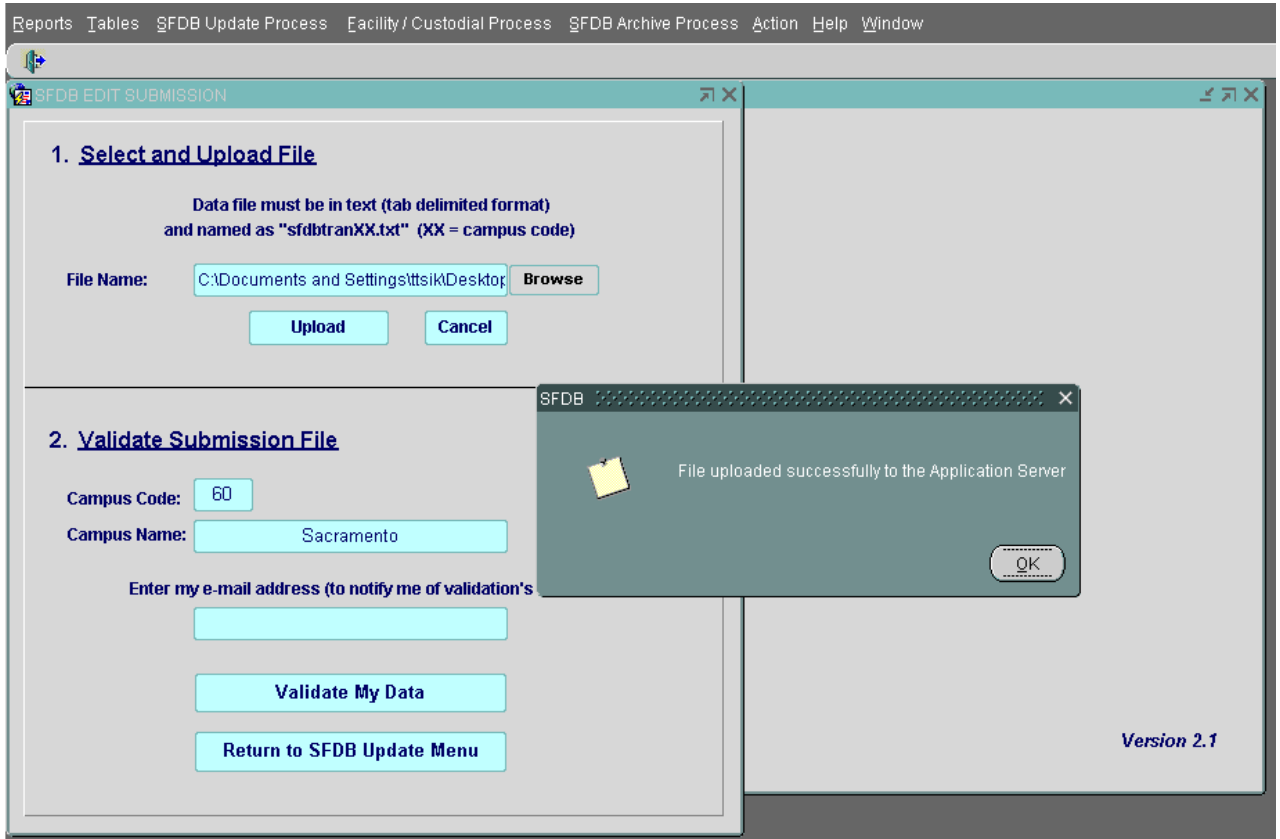
1. Select and Upload File
 Data file must be in text (tab delimited format) and named as "sfdbtranXX.txt" (XX = campus code)
 File Name:

2. Validate Submission File
 Campus Code:
 Campus Name:
 Enter my e-mail address (to notify me of validation's completion)

An arrow points from the "Upload" button in section 1 to the "Validate Submission File" section header.

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g. Once SFDB has successfully upload the submission file to the CO server, a message will appear to inform user. Click "OK" to confirm.



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2) Validate Submission File

- a. Enter your email address you would like the validation report sent to and then click on “Validate My Data”.
- b. Click “OK” to confirm validation is in process.

Reports Tables SFDB Update Process Facility / Custodial Process SFDB Archive Process Action Help Window

SFDB EDIT SUBMISSION

1. Select and Upload File

Data file must be in text (tab delimited format) and named as "sfdbranXX.txt" (XX = campus code)

File Name: C:\Documents and Settings\ttsik\Desktop Browse

Upload Cancel

2. Validate Submission File

Campus Code: 60

Campus Name: Sacramento

Enter my e-mail address (to notify me of validation's completion)

ttsik@calstate.edu

Validate My Data

Return to SFDB Update Menu

SFDB

Validation is being processed. You will receive e-mail when the job completes.

OK

The email you receive will tell you whether the submitted updates have been accepted or rejected.

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Following example is an email that tells the user that there were mistakes found on Line 2 and that the submission has been rejected.

```

SFDB validate process completed. Contents of report sfdbtran98.doc is
listed below.
-----

Campus Code: 98                               Date: 02/25/08 03:35  Version 040625-000

Input Data File: /proddata/sfdb/sfdb98/prod/sfdbtran98

ERROR...Line no: 2. Invalid Facility Suffix.
Campus_Code=[98] Center_Code=[00] Fac_num=[030] Fac_suffix=[A]
Space_No=[0031] Space_suf=[--].

ERROR...Line no: 2. mp_status not found in table fp_facilities for
campus_cd=[98] Center_Cd=[00] Fac_num=[030] Fac_suffix=[A].

Total number of trans type I was 1.
Total number of trans type U was 22.
Total number of trans type D was 7.
Total number of bad trans type was 0.
Total number of records with error was 1.
Total number of records with duplicates was 0.
Total rows inserted into fp_campus_tran was 0.
Total rows processed was 30.

Based on the conditions reported above, your submission is rejected.
-----
This is an automated message - Do not reply to this message.

```



Users will need to go back to their original CPDC 4-3 Excel file, correct all the mistakes and upload the submission file again. The submission file will not be loaded into SFDB Campus Edit Screen until all errors are corrected.

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If users receive an email stating that the submission has been accepted, move on to the next step.

```

SFDB validate process completed. Contents of report sfdbtran60.doc is
listed below.
-----

Campus Code: 60                               Date: 04/02/07 02:16  Version 070305-655

Input Data File: /proddata/sfdb/sfdb60/test/sfdbtran60.txt

Completed Insert of records into campus tran table.

Total number of trans type I was 0.
Total number of trans type U was 7.
Total number of trans type D was 1.
Total number of bad trans type was 0.
Total number of records with error was 0.
Total number of records with duplicates was 0.
Total rows inserted into fp_campus_tran was 8.
Total rows processed was 8.

Thank you for your clean submission. It will be processed.
-----
This is a automated message - Do not reply to this message.


```

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(Option 2) Data Entry Screen


Campus can also use the data entry screen to add space update using three tran type: **Insert, Delete or Update**. Typically, this screen is used when campus have only a few updates to be entered.

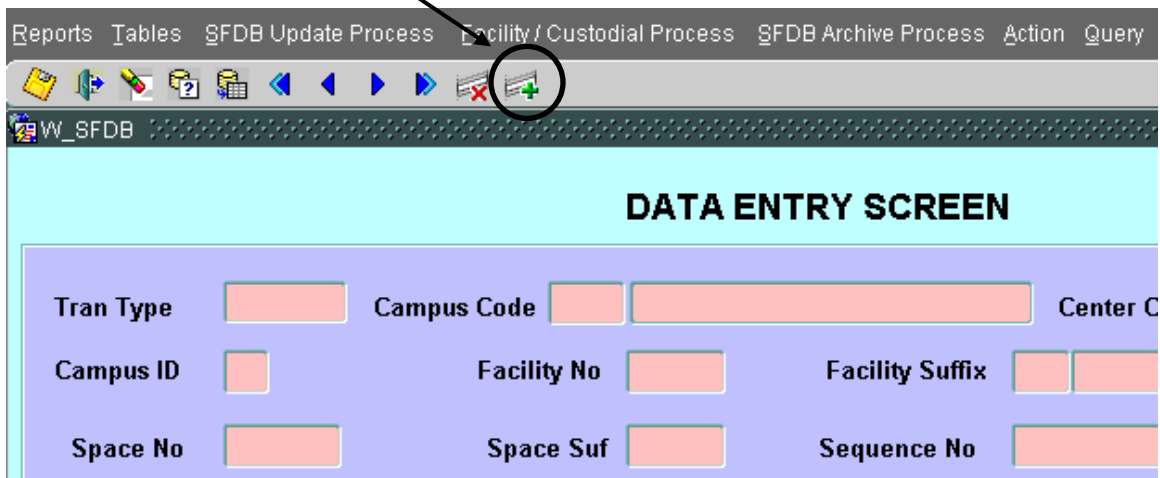
Query and view existing space data

- a. Click “Enter Query” icon
- b. Enter query data in key fields: such as Center code, Facility No., Space No., Space Type, etc.
- c. Click “Execute Query” icon to view the data you request
- d. Use [Page Down] or  To locate the space you want to view

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Tran Type “I”: Insert (adding) new update

- a. Click “Enter Query” icon
- b. Enter query data in key fields: such as Campus code, Center code, and/or Facility No.
- c. Click “Execute Query” icon to view the data you request
- d. Use [Page Down] or  to look through the query
- e. Click on “+” sign to add a new space




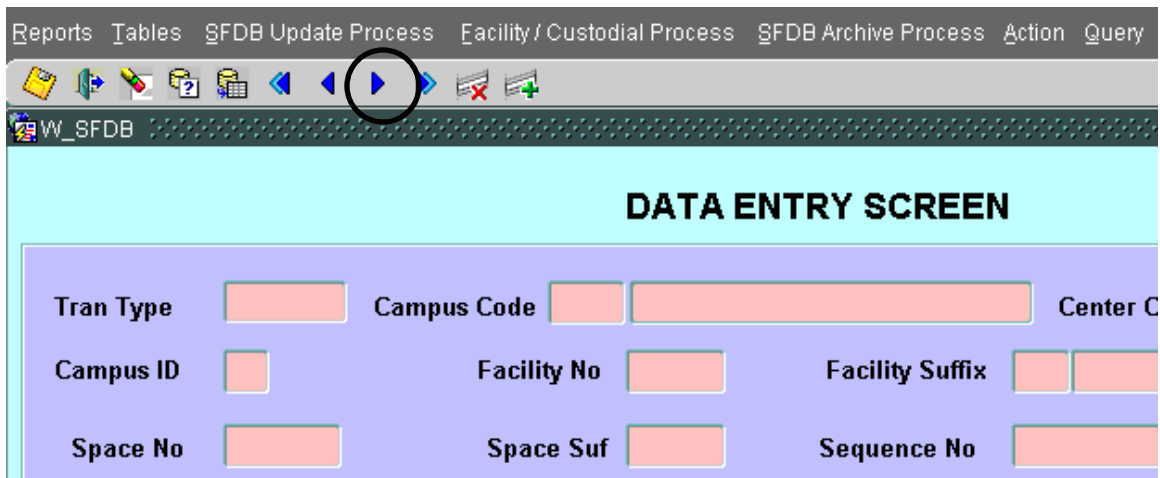
- f. Type in data in each required key fields, use [Tab] to skip to the next field
Be sure to add “I” in the tran type field to update space.
- g. Save:
 - Select “Save” from menu “Action”
 - Click save icon
 - OR
 - [Ctrl] + [S]

Note: Once users save a new transaction, users need to use the Edit Screen to make changes. See page 3.18 for additional help with Edit Screen.

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Tran Type “U”: Update an existing space

- a. Click “Enter Query” icon
- b. Enter query data in key fields: such as Center code, Facility No., Space No., Space Type, etc.
- c. Click “Execute Query” icon to view the data you request
- d. Use [Page Down] or  To locate the space you want to update




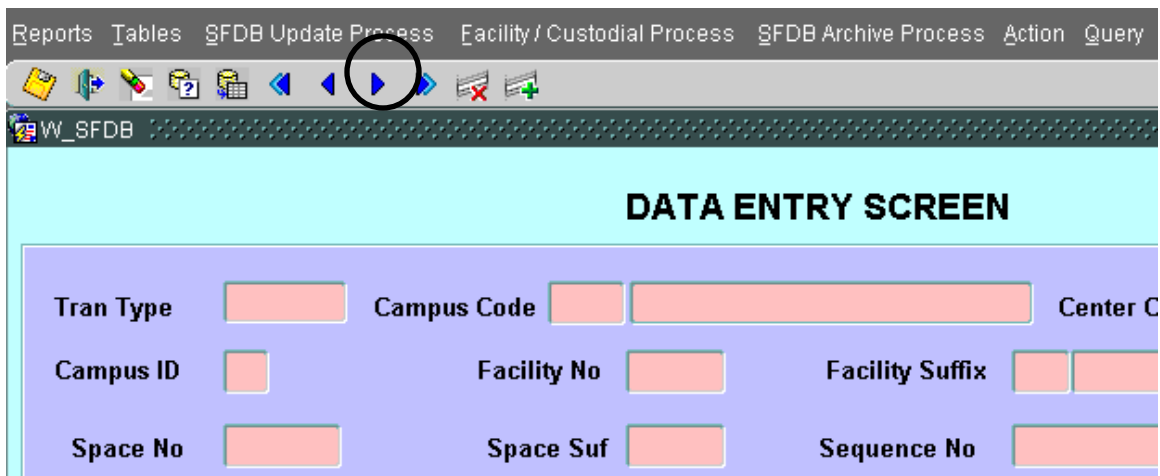
- e. Type in the data in the fields you would like to update, use [Tab] to skip to the next field. Be sure to add “U” in the tran type field to update space.
- f. Save:
 - Select “Save” from menu “Action”
 - Click save icon
 - OR
 - [Ctrl] + [S]

Note: Once users save a new transaction, users need to use the Edit Screen to make changes. See page 3.18 for additional help with Edit Screen.

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Tran Type “D”: Delete a existing space:

- a. Click “Enter Query” icon
- b. Enter query data in key fields: such as Center code, Facility No., Space No., Space Type, etc.
- c. Click “Execute Query” icon to view the data you request
- d. Use [Page Down] or  To locate the space you want to delete



- e. Type in “D” in the Tran Type field
- f. Save:
Select “Save” from menu “Action”
Click save icon
OR
[Ctrl] + [S]

Note: Once users save a new transaction, users need to use the Edit Screen to make changes. See page 3.18 for additional help with Edit Screen.

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Step Two: Run Before and After Reports

Room by Room Review – this report shows the comparison of each individual room in the current SFDB against any new room updates processed by the campus.

Summary Report – there are four types of report users can choose from. Please see chart below to see what kind of information you would like to view.

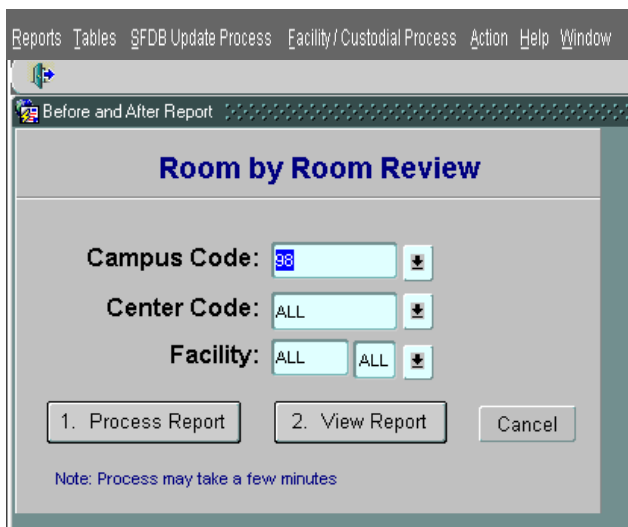
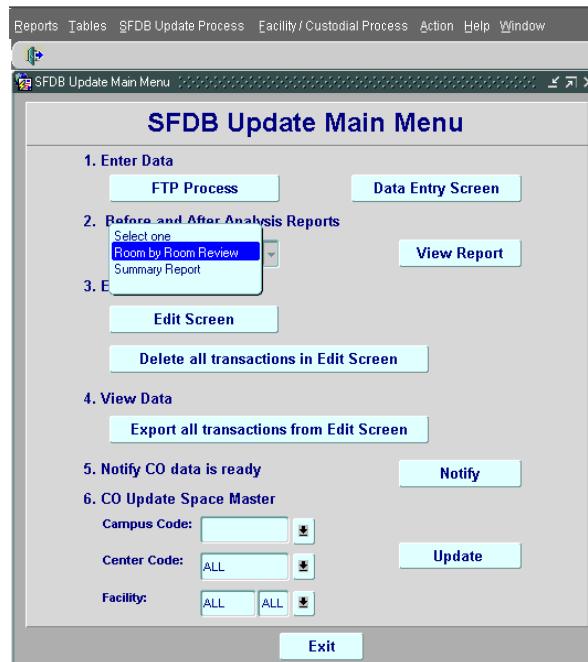
Capacity Analysis Report – this report compares campus capacity spaces, which includes lecture, lab, faculty office, faculty admin office, and ASF. Users can also choose to view spaces that are in permanent or temporary buildings.

| Type of Report | Report Content |
|--------------------------|--|
| Room by Room Review | BA comparison for each room updated, deleted or added |
| Capacity Analysis Report | <ul style="list-style-type: none"> ▪ BA comparison for all permanent / temporary facilities. ▪ Show capacity space type: Lecture, LD lab, UD & GD lab, FO, FAO. ▪ Show Number of Stations, FTES and ASF |
| Campus Summary Report | <ul style="list-style-type: none"> ▪ BA summary for the whole campus ▪ Two type of reports: - By Space type by HEGIS type - By HEGIS type by Space type ▪ BA comparison of FTES, Number of Stations and ASF |
| Center Summary Report | <ul style="list-style-type: none"> ▪ BA summary for each center ▪ Two type of reports: - By Space type by HEGIS type - By HEGIS type by Space type ▪ BA comparison of FTES, Number of Stations and ASF |
| Facility Summary Report | <ul style="list-style-type: none"> ▪ BA summary for each facility ▪ Two type of reports: - By Space type by HEGIS type - By HEGIS type by Space type ▪ BA comparison of FTES, Number of Stations and ASF |

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Room by Room Report

To run this report, from the pull down menu, select Room by Room Review, and click “View Report”.



Processing and viewing the report

1. User's campus code should already be in the Campus Code box. If not, users need to enter their campus code.
2. Enter center code and facility number to see specific space information. If users would like to view all the spaces on the campus, users may leave center code and facility as “All”.
3. Click on “1. Process Report” so the system can generate the information being requested.
4. Click on “2. View Report”.

Note: process may take a few minutes; depending on how much updates campus has submitted.

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Summary Reports

To run this report, from the pull down menu, select “Summary Report”, and click “View Report”.

Processing and viewing reports

1. User's campus code should already be in the Campus Code box. If not, users need to enter their campus code.
2. Click on “Process Report” so the system can generate the requesting information.
3. Users may then click on the report they would like to view.

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Campus Summary Report

Campus Code:

Note: Process may take a few minutes

- For this report
4. Click on "View Report"

Facility Summary Report

Campus Code:

Center Code:

Facility:

Note: Process may take a few minutes

- For this report
4. Enter center code and facility number to see specific space information. If users would like to view all the spaces on the campus, users may leave center code and facility as "All".
 5. Click on "View Report"

Center Summary Report

Campus Code:

Center Code:

Note: Process may take a few minutes

- For this report
4. Enter center code specific space information. If users would like to view all the spaces on the campus, users may leave center code as "All".
 5. Click on "View Report"

Before & After Capacity Analysis Report

Campus Code:

Center Code:

Perm / Temp:

Note: Process may take a few minutes

- For this report
4. Enter center code and facility number to see specific space information. If users would like to view all the spaces on the campus, users may leave center code and facility as "All".
 5. User can choose to view permanent or temporary facilities.
 6. Click on "View Report"

| | | | |
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Step Three: Edit Data

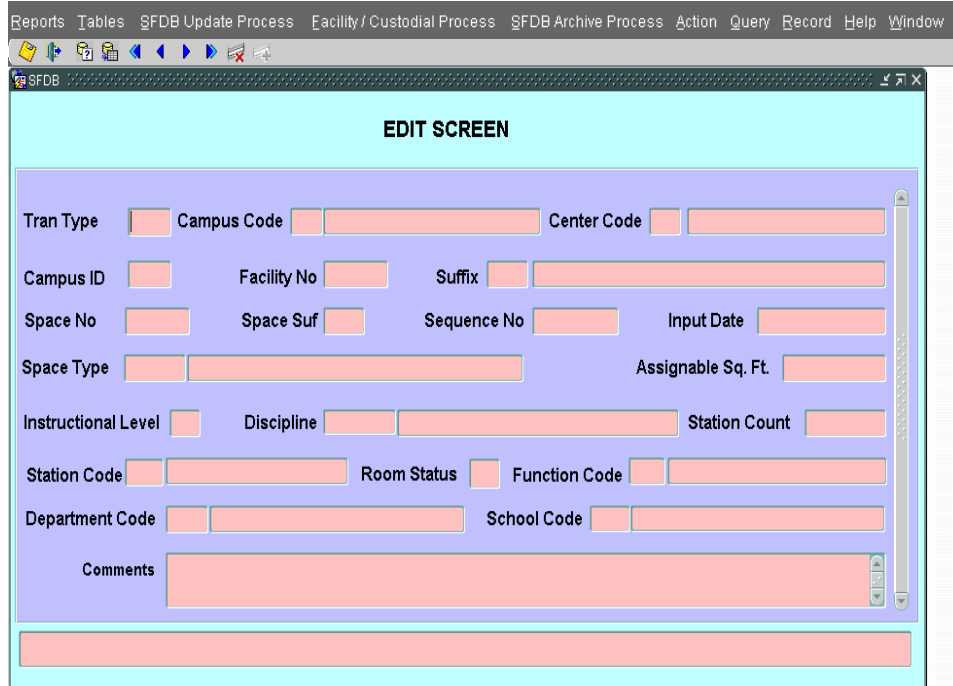
Once all updated space data are entered through either Upload Process or Data Entry Screen, campus can go into Edit Screen to make additional edits.

Notes:

- ❖ All transactions in Data Entry Screen “move” to the Edit Screen once the transaction is saved.
- ❖ Can view and edit data
- ❖ Can delete and update existing space transaction
- ❖ CANNOT insert a new transaction. Must use Data Entry Screen or add in the CPDC 4-3 file and run the Upload Process again.
- ❖ Transaction Type is based on the data in the SFDB
- ❖ SAVE CHANGES FREQUENTLY
- ❖ Every time campus upload submissions, any submissions made earlier either through Upload Process or Data Entry, will be erased. Campuses need to make sure they export all data from "View Data" option and save.

1) Browse records in Edit Screen

- a. Click “Enter Query” icon
- b. Enter query data in fields: such as Center code, Facility No., Space No., Space Type, etc.
- c. Click “Execute Query” icon to view the data you request
- d. Use Page Down key or  to locate the space you want to update



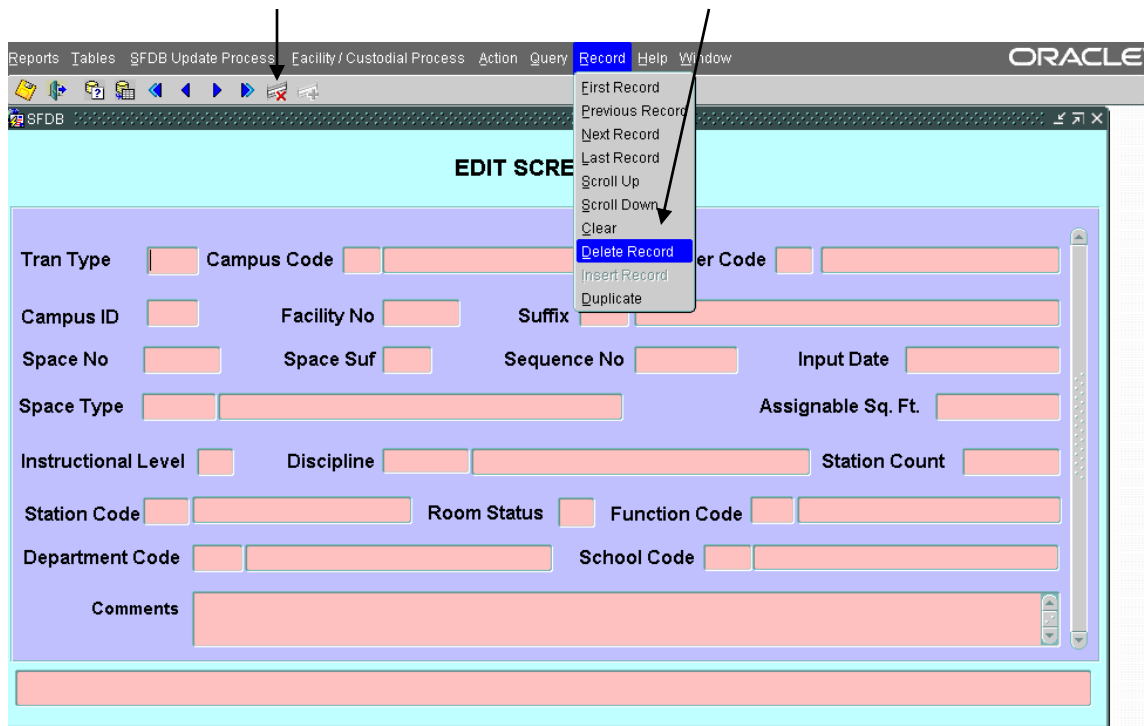
The screenshot shows the 'EDIT SCREEN' interface with the following fields:

- Tran Type
- Campus Code
- Center Code
- Campus ID
- Facility No
- Suffix
- Space No
- Space Suf
- Sequence No
- Input Date
- Space Type
- Assignable Sq. Ft.
- Instructional Level
- Discipline
- Station Count
- Station Code
- Room Status
- Function Code
- Department Code
- School Code
- Comments

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2) Edit / Delete Data (only tran type “D” and “U” are allowed)

1. Query the space transaction that needs to be change or delete.
2. Change data of any transactions that were already submitted through the Upload Process or Data Entry Screen.
 - Change Tran Type from “D” to “U” (or “U” to “D”).
 - Use Tab key to move to the field you want to change and type in updated data.
 - SAVE CHANGES.
3. Delete from screen (do not want to include this transaction in the SFDB).
 - Click “X” delete icon on screen **or** select “Delete Record” from menu “Record”.



- SAVE CHANGES.

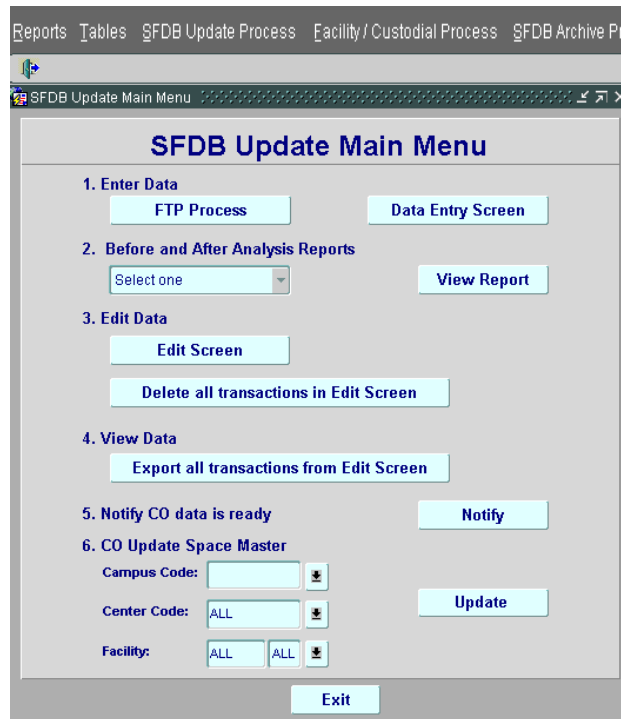
3) Exit Edit Screen

- Click exit icon.
- Select “Exit” from menu “Action”.
- Click “X” to close the window.

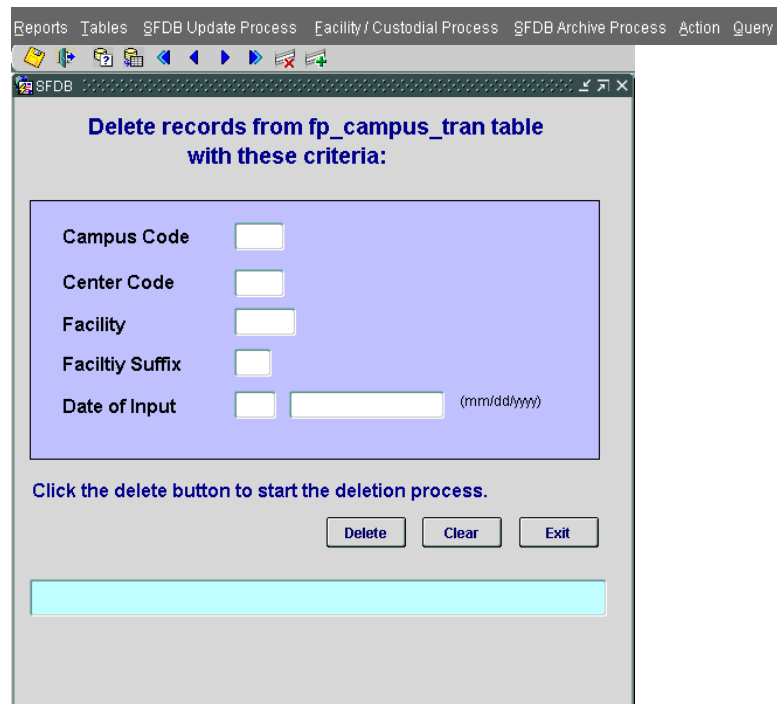
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Delete All Transactions

1. At any time, if campus would like to delete all or part of the submission, you can click the "Delete all Transaction in Edit Screen.



2. Once selected the following window will appear, campus will enter their campus code and any specific information that needs to be deleted from submissions.



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Step Four: View Data

1. Campus user can always view what they have submitted in the Campus Edit Screen by clicking on the “Export all transactions from Edit Screen”.
2. Enter campus code and click “Export Data”.

3. A separate window will appear, displaying all the transactions that have been entered through the Upload Process and/or Data Entry Process.

Campus may follow a few steps and view the export file in a CPDC 4-3 format.

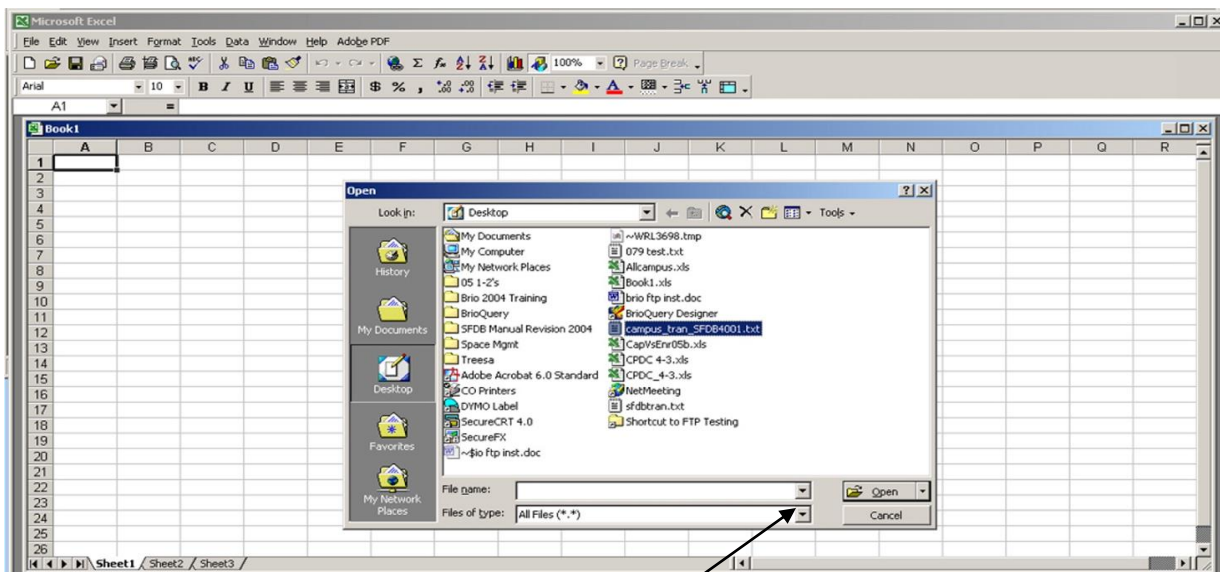
| | | | |
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Save and View Data in CPDC 4-3 Format

1. Go to “File” and choose “Save As”
2. Once the **Save Web Page** menu opens the file name will be set to the default name “campus_tran_SFDBXX01”
3. Then from the “Save as type” choose .txt format.



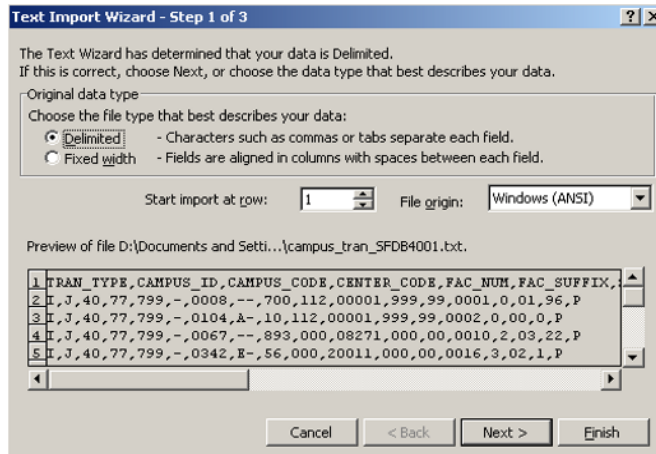
4. Then from Microsoft Excel application, open the .txt file just saved.
 - In this example, go to Desktop and open “campus_tran_SFDB4001.txt”.



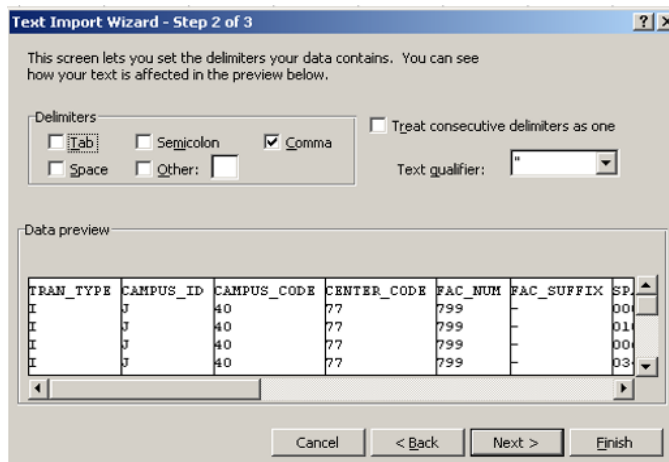
Note: Users may need to select “All Files (*.*)” from the dialog box in order to show the .txt file.

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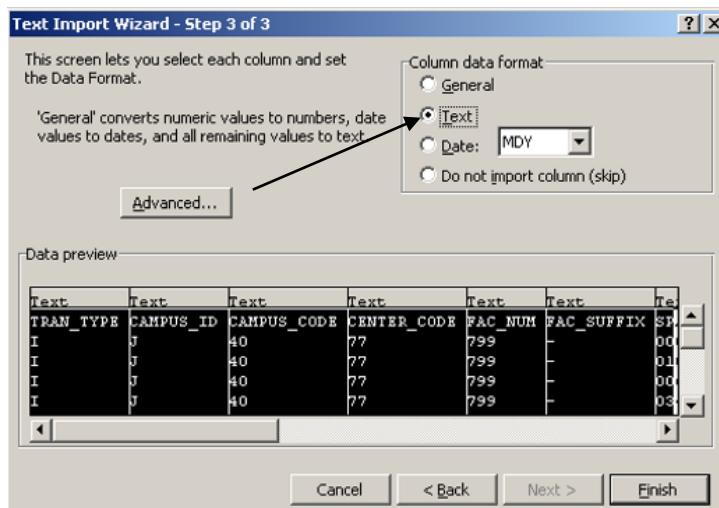
Next you will have to run through the Text Import Wizard



Select "Delimited"



Be sure that only the Comma box is checked.

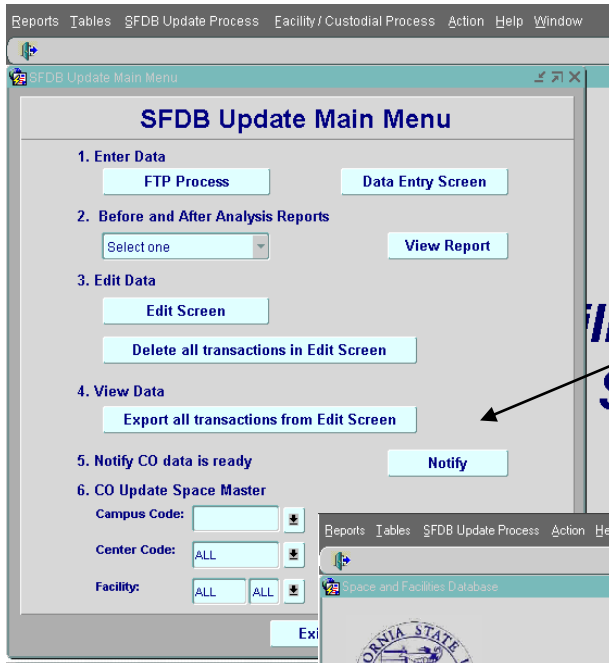


Use the [Shift] to select and highlight all fields and choose the "Text" format and click "Finish"

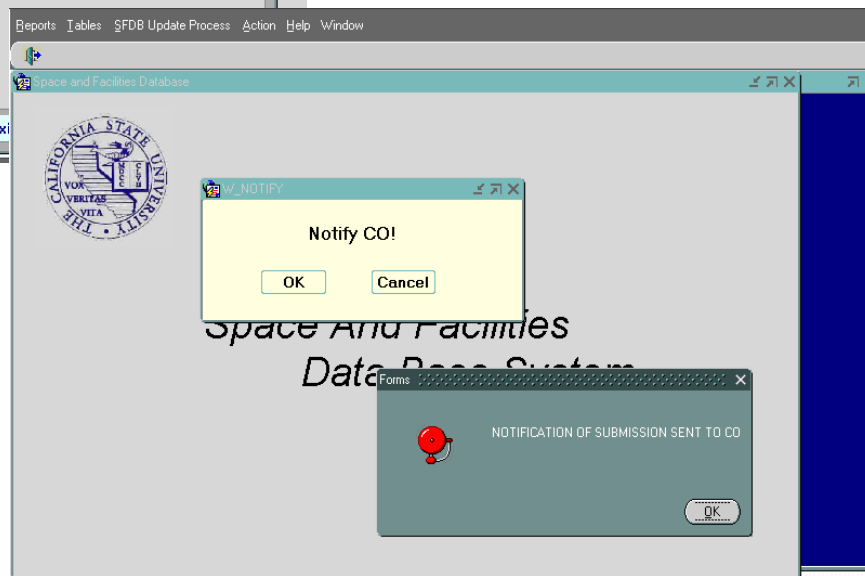
| | | | |
|---|---------------------|-----------------------------------|-----------------------------|
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Step Five: Notifying the Chancellor's Office

- After submitting/editing all final transactions, campus can use the “Notify” button to let the CO-Space Management know that the submission is ready to view.



- CO will review all proposed SFDB updates and contact campus if there are any questions.
- Once campus and CO agree with the update, the Space Master will be updated.



- Updated space and facility reports available to campuses:
 - Pre-defined PDF reports on web Space and Facilities Data Base System
 - OnDemand Server for export to Excel or Word format
<http://peterson.calstate.edu:8080/Hyperion/browse/login> (Category: Facility, Space Master)

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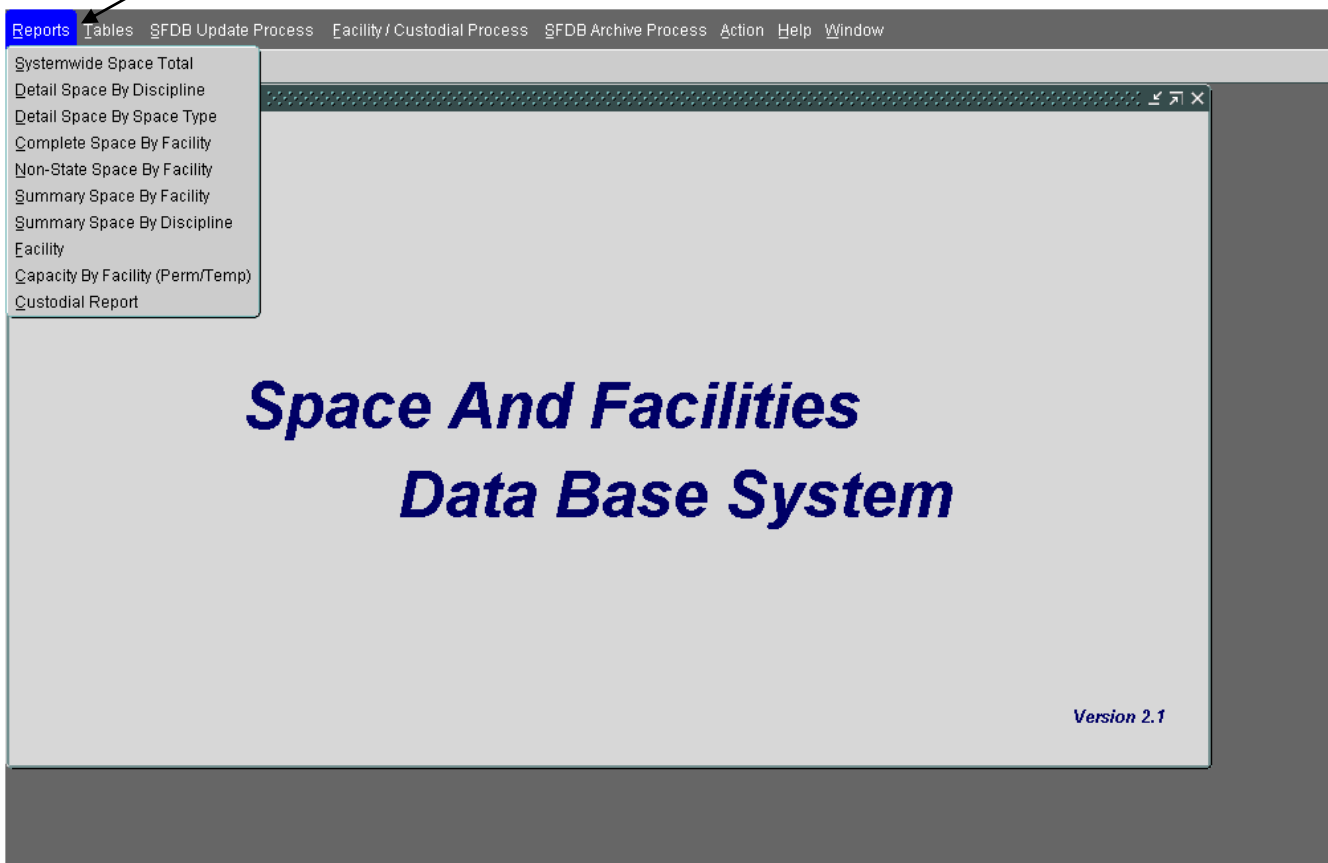
Access to SFDB Standard Reports Generation

The Space and Facilities Data Base (SFDB) provides essential information relating to facility planning, space planning and utilization. This data serves as a foundation to capital planning processes, and are critical to the process. Reports are accessible at any time through online access

Step 1. Log on to SFDB. (See Chapter 2 for details on how to log on)

Step 2. Retrieving Specific Standard Report

From the “Report” menu select the report you would like to create.

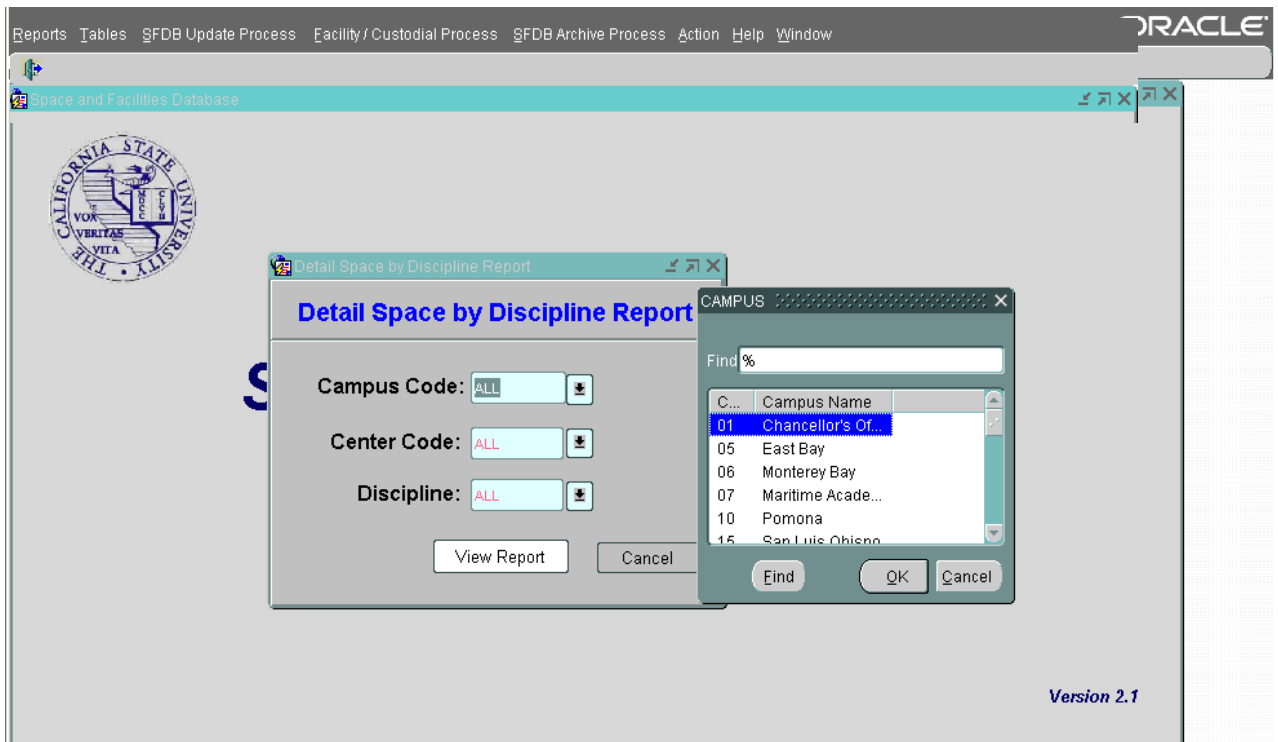


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Detail Space By Discipline Report:

This report contains detailed space information of assignable square feet, level of instruction, type of space, type of station, number of stations, room status, completion date and revision date arranged by organization unit.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Discipline:** (1) Leave “All” as is, for all disciplines, (2) enter discipline code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter]

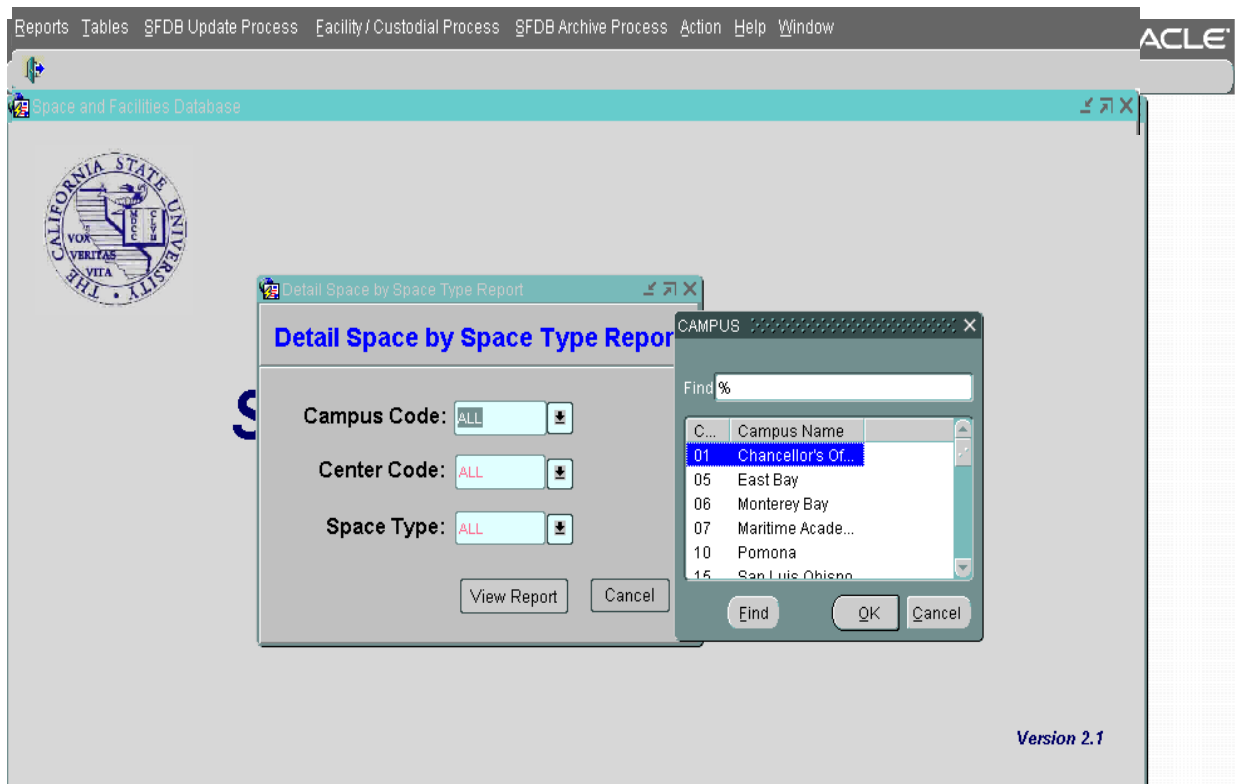


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Detail Space By Space Type Report:

This report contains detailed space information of assignable square feet, organizational unit, type of station, number of stations, room status, and instructional level arranged by type of space.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Space Type:** Leave “All” or enter a space code (e.g. 0001=lecture)
- 4) Click “View Report” or press [Enter]

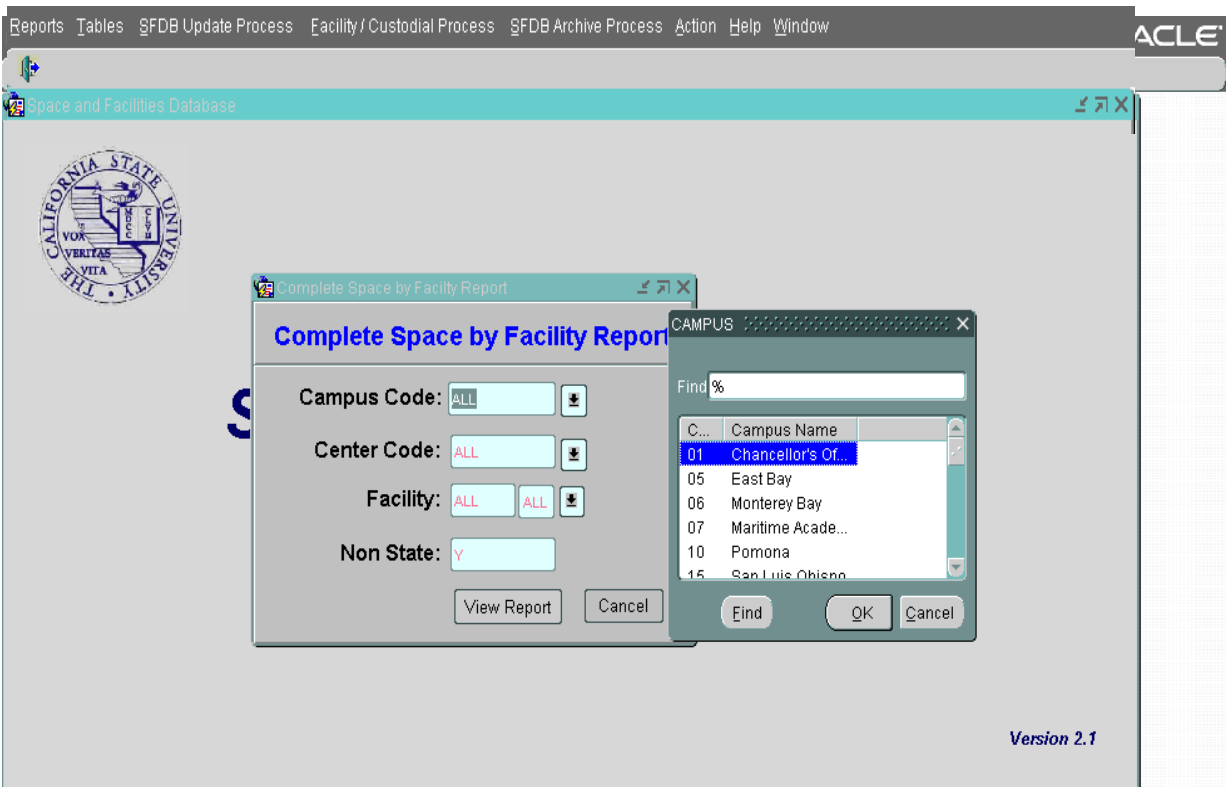


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Complete Space By Facility Report:

This extensive report contains detail and summary space information of assignable square feet, number of spaces, and the number of work stations, arranged by facility, type of space, organizational unit, and lab groupings.

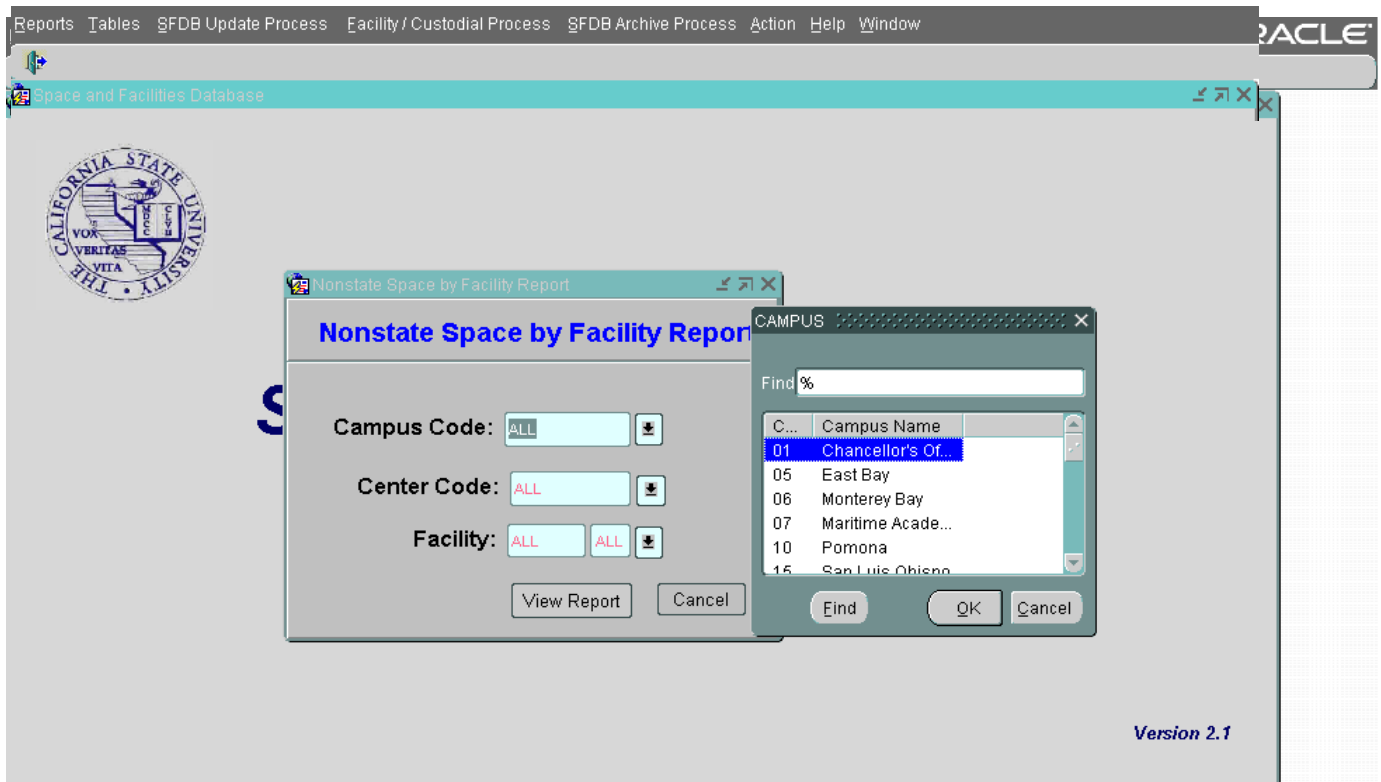
- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Facility:** Three ways to enter (1) leave “All” as is, for all facilities (2) enter facility code, or (3) click on arrow and choose from list
- 4) **Non State:** Enter “Y” for yes and “N” for no to display non-state facilities.
- 5) Click “View Report” or press [Enter].



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Non State Space By Facility Report:

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Facility:** Three ways to enter (1) leave “All” as is, for all facilities (2) enter facility code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter].

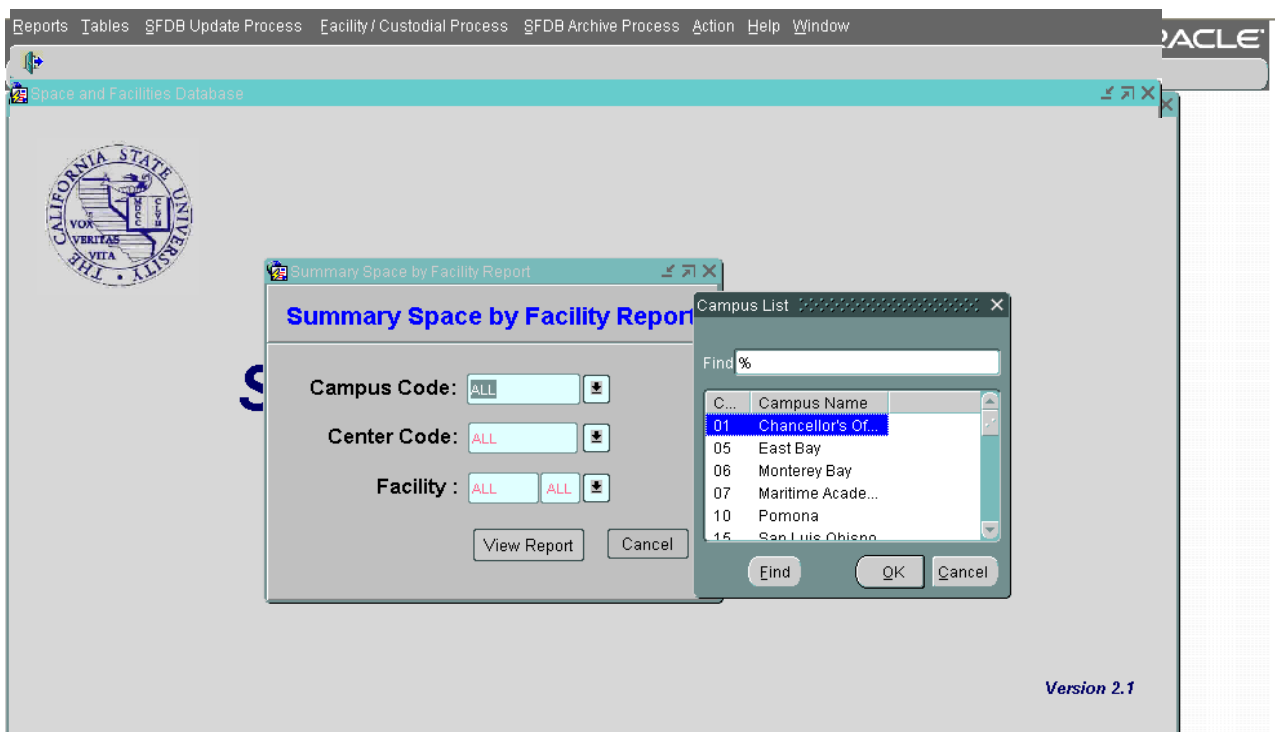


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Summary Space By Facility Report:

This report contains summary space information of assignable square feet, number of spaces, and the number of work stations arranged by facility.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Facility:** Three ways to enter (1) leave “All” as is, for all facilities (2) enter facility code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter].

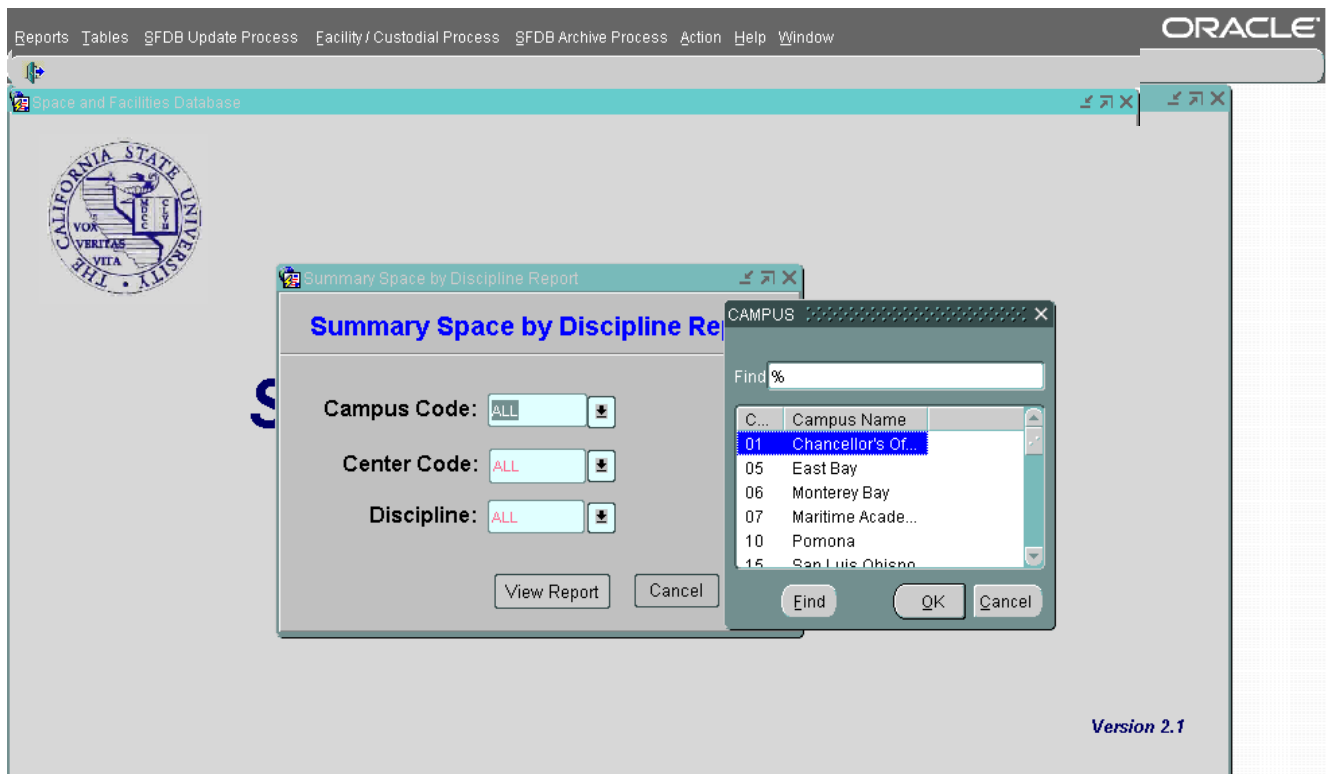


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Summary Space By Discipline Report:

This report contains summary space information of assignable square feet, number of spaces, and the number of work stations arranged by organizational unit.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Discipline Code:** (1) Leave “All” as is, for all disciplines, (2) enter discipline code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter].



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Facility Report

This report contains facility detail information, such as the category code, building condition code, type of construction, building status, ownership code, ENR Index, gross square feet, assignable square feet, budgeted cost, and the date the building was completed for one campus.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter campus code, or (3) click on arrow and choose from list.
- 3) Click “View Report” or press [Enter].

The screenshot shows the 'Facility Report' dialog box within the 'Space and Facilities Database' application. The dialog has two dropdown menus: 'Campus Code' (set to 'ALL') and 'Center Code' (set to 'ALL'). Below these are 'View Report' and 'Cancel' buttons. A 'CAMPUS' dropdown menu is open, showing a list of campus names with '01 Chancellor's Of...' selected. The background shows the application's menu bar and the California State University logo.

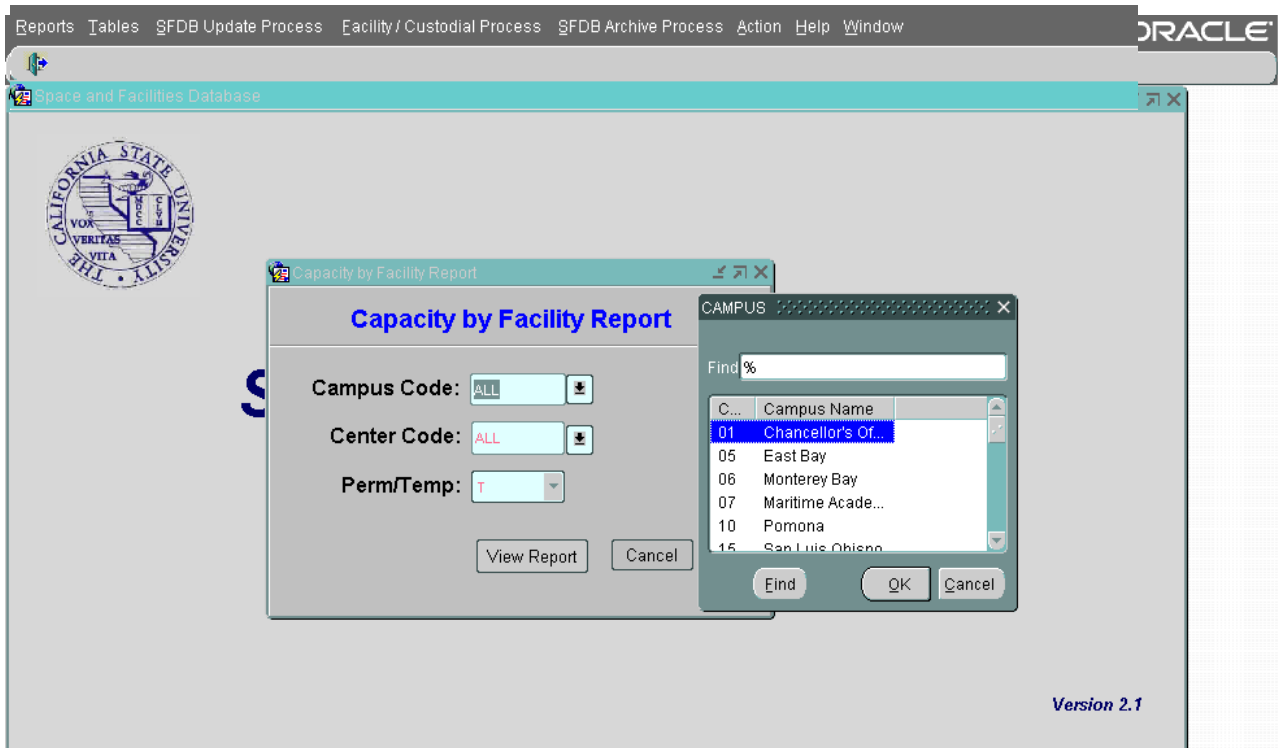
Version 2.1

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Capacity By Facility Report (Perm/Temp):

This report contains summarized seating capacity information grouped by facility. The information displayed is totals of: lecture stations and computed FTES, lower and upper division laboratory stations and computed FTES, faculty office stations and faculty administration stations.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Perm/Temp:** Select “P” for Permanent or “T” for Temporary.
- 4) Click “View Report” or press [Enter].

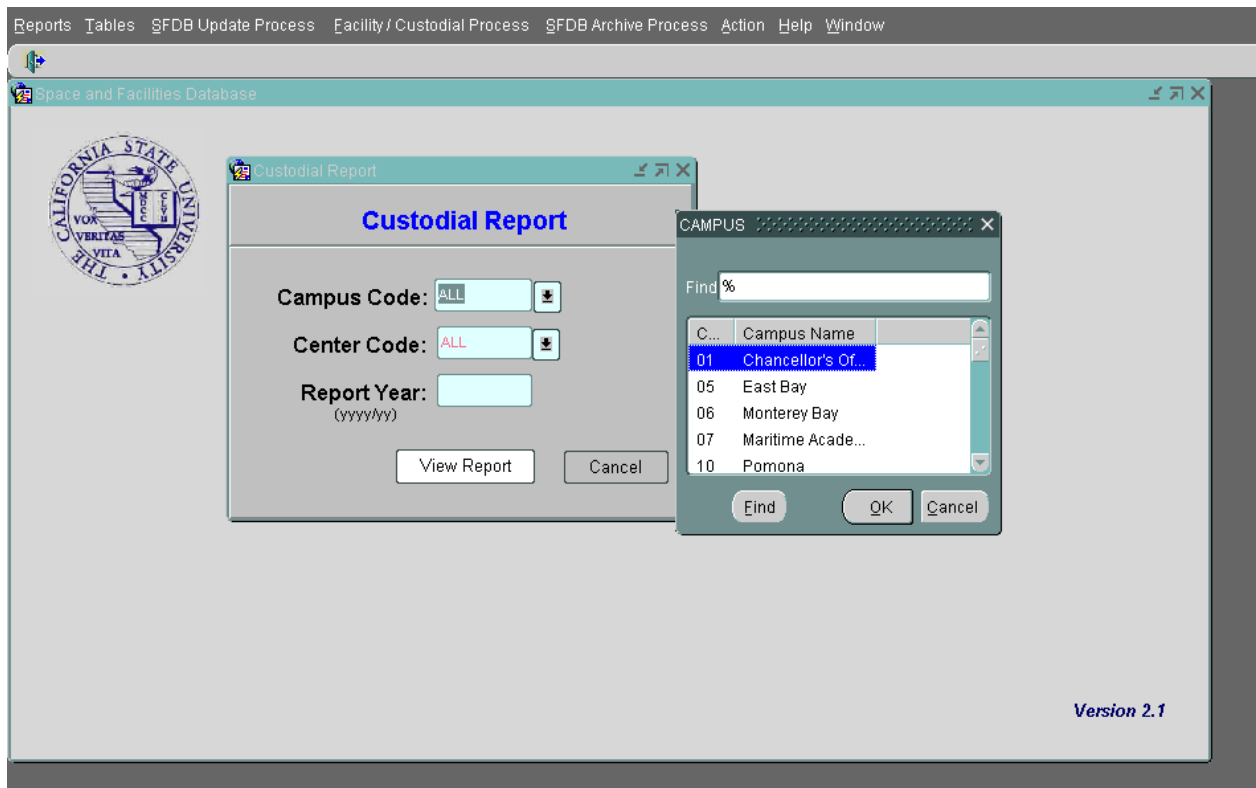


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Custodial Report:

This report contains facility information for custodial purposes, and contains the gross square footage, carpeted square footage, non-carpeted square footage, and farm square footage.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Report Year:** Enter date format yyyy/yy. (E.g. 2002/03)
- 4) Click “View Report” or press [Enter].



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Step 3. Print and Save Report

1) Print:

- Select "Print" command in main menu "File"
Or
- Click the button to print report to your selected printer.

2) Save: Click the save button to save onto your computer.

The screenshot shows a Microsoft Internet Explorer browser window displaying a report from the Orion system. The browser's menu bar is open, with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help' visible. The 'Print' and 'Save' options are highlighted. A tooltip over the save icon reads 'Saves a copy of the file'. The report content is as follows:

Space and

Campus: 05 -- Hayward

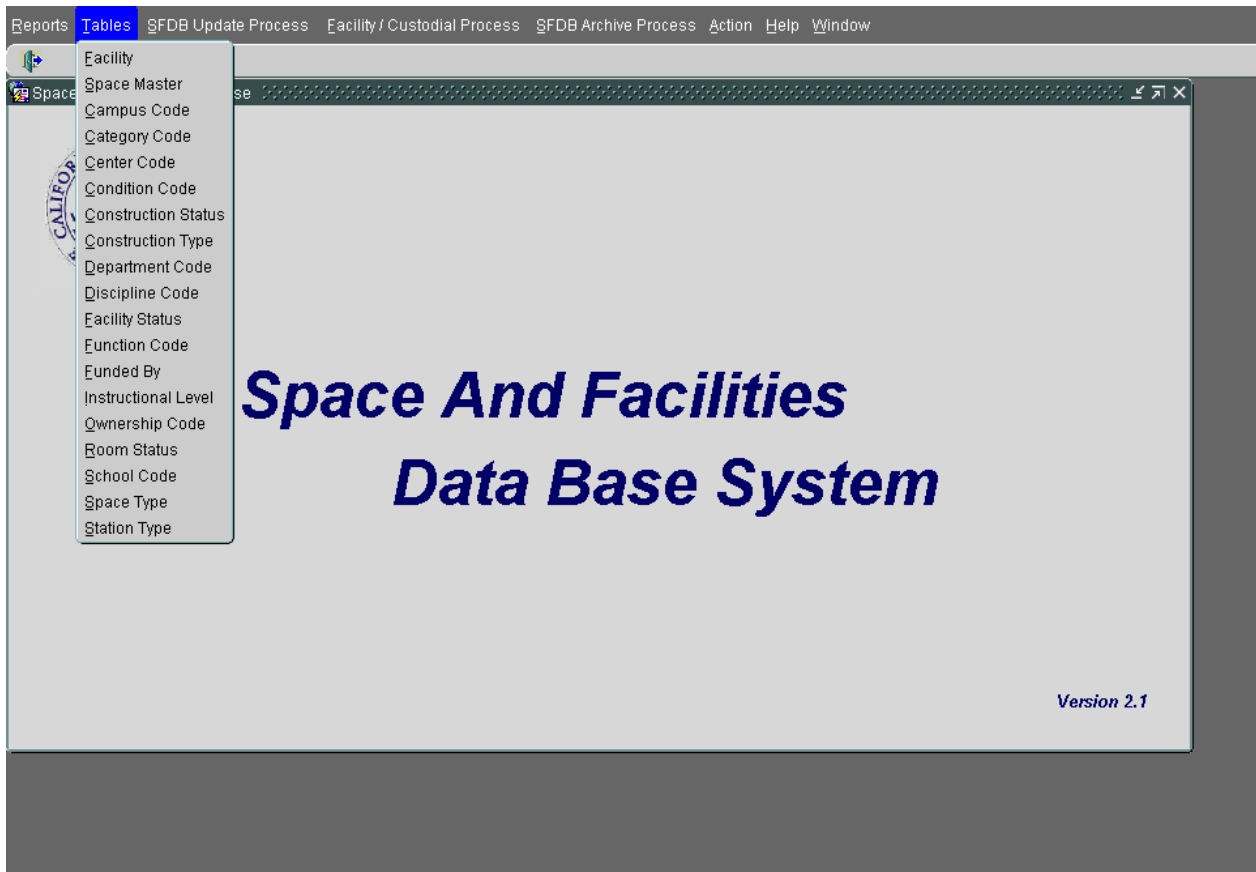
| FAC NUM | SFX | FAC NAME |
|----------------------|-----|--------------------------|
| 001 | - | SCIENCE |
| 001 | A | SCIENCE ANNEX |
| 002 | - | ART AND EDUCATION |
| 002 | A | FINE ARTS PATIO/FOUNDRY |
| 003 | - | MUSIC AND BUSINESS |
| 004 | - | FACILITIES MANAGEMENT |
| 005 | - | CORPORATION YARD |
| 006 | - | FIELDHOUSE |
| 007 | - | PHYSICAL EDUCATION |
| 008 | - | UNIV. UNION (CAFETERIA) |
| 009 | - | MEIKLEJOHN HALL |
| 010 | - | ROBINSON HALL |
| 011 | - | THEATRE |
| 012 | - | LIBRARY |
| 013 | - | ADMINISTRATION |
| 014 | - | STUDENT SERVICES BLDG. |
| 017 | - | PLANT OPERATION |
| 018 | - | STUDENT HEALTH CTR |
| 030 | - | PIONEER HEIGHTS APARTMTS |
| 032 | - | HOUSING PHASE II |
| 090 | - | TRAILERS |
| 091 | - | EARLY CHILDHOOD CENTER |
| 093 | - | ECOLOGICAL FIELD STATION |
| 096 | - | SCIENCE TRAILERS (5) |
| Center Total: | | 24 |

Campus: 05 -- Hayward

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The tables from the “**Tables**” menu allows the campus user to view 19 individual tables that are used in the forms. This chapter will provide details of each table.

When user select menu 2. “**Tables**” from the “Main” menu, the following screen will appear:



Campus user is allowed view only rights to the 19 different tables. The “view” screens are for **INQUIRING ONLY**.


To select a sub-menu option use the [UP/DOWN ARROW] keys to highlight the menu name. When user has made a selection, press [ENTER] and the system will display sub-menu chosen.

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When user choose “**Facility**” table, the following screen will appear:

This screen is to view facilities on each campus. This screen is in the query mode.

To view one facility:

1. Click “Enter Query” icon.
2. Enter query data in fields: such as Campus Code, Center Code, Facility No. and Facility Suffix.
3. Click “Execute Query” icon to view the data you request.
4. Use Page Down key or  to locate the space you want to update.

Use the [UP/DOWN ARROWS] to scroll through the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
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When user choose table “**Space Master**”, the following screen will appear:

This screen is to view space(s) within a given facility. This screen is in the query mode.

The user completes the necessary fields, then **[EXECUTE QUERY]**.

For example, to view one space:

1. Click “Enter Query” icon.
2. Enter query data in fields: such as Campus Code, Center Code, Facility No. and Facility Suffix Space No., Space Type, etc.
3. Click “Execute Query” icon to view the data you request.
4. Use Page Down key or to locate the space you want to update.

For example, to view all the space in one facility:

1. Click “Enter Query” icon.
2. Enter query data in fields: such as Campus Code, Center Code, Facility No. and Facility Suffix.
3. Click “Execute Query” icon to view the data you request.
4. Use Page Down key or to locate the space you want to update.

| | | | |
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When user choose table “**Campus Code**”, the following screen will appear:

The image shows two screenshots of a software application window titled "Campus Code". The window has a light blue header and a white background. The data is presented in a table with four columns: "Campus Code", "Campus Name", "Agency Code", and "Campus Id".

Top Screenshot: The table lists campus codes from 01 to 55. The row for "Chancellor's Office" (code 01, id W) is highlighted in red. The "Agency Code" column is empty for all rows.

| Campus Code | Campus Name | Agency Code | Campus Id |
|-------------|---------------------|-------------|-----------|
| 01 | Chancellor's Office | | W |
| 05 | Hayward | | B |
| 06 | Monterey Bay | | X |
| 07 | Maritime Academy | | I |
| 10 | Pomona | | C |
| 15 | San Luis Obispo | | D |
| 20 | Chico | | E |
| 25 | Fresno | | F |
| 30 | Humboldt | | G |
| 35 | Bakersfield | | H |
| 40 | Long Beach | | J |
| 45 | Los Angeles | | K |
| 50 | Fullerton | | L |
| 55 | Dominguez Hills | | M |

Bottom Screenshot: The table lists campus codes from 55 to 98. The row for "Dominguez Hills" (code 55, id M) is highlighted in red. The "Agency Code" column is empty for all rows.

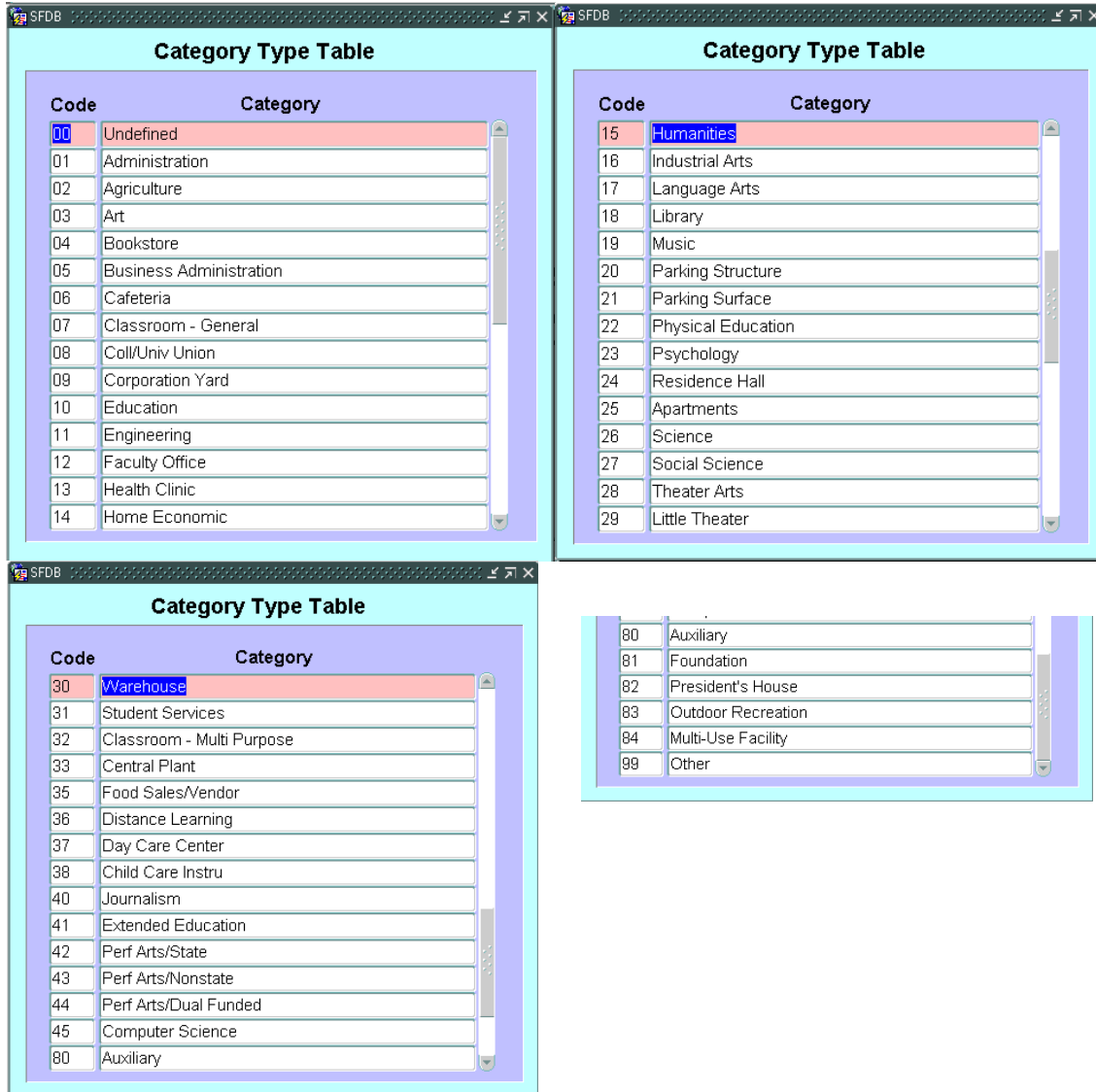
| Campus Code | Campus Name | Agency Code | Campus Id |
|-------------|-----------------|-------------|-----------|
| 55 | Dominguez Hills | | M |
| 60 | Sacramento | | N |
| 63 | San Bernardino | | P |
| 65 | San Diego | | Q |
| 66 | Calexico | | |
| 68 | San Marcos | | Y |
| 70 | Northridge | | R |
| 73 | Channel Islands | | O |
| 75 | San Francisco | | S |
| 80 | San Jose | | T |
| 85 | Sonoma | | U |
| 90 | Stanislaus | | V |
| 94 | Moss Landing | | |
| 98 | FP Test Campus | | Z |

This screen is used to view campus codes and campus names in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
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When user choose table “Category Code”, the following screen will appear:



This screen is used to view category codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
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When user choose table “**Condition Code**”, the following screen will appear:

The screenshot shows a window titled 'SFDB' with a title bar containing standard window controls. The main content area is titled 'Condition Code Table' and displays a table with two columns: 'Code' and 'Condition'. The table has a light blue header and a light purple background. The first row is highlighted in red and contains the code '0' and the condition 'Undefined'. The following rows contain codes 1 through 8 with their respective conditions: 'Satisfactory', 'Restoration (<25%)', 'Maj Remodel (25-50)', 'Major Remodel (>50%)', 'Demolition', 'Termination (lse/ren', 'Inactive Status', and 'Maintenance Removal'. There are several empty rows below the last one. A vertical scrollbar is visible on the right side of the table.

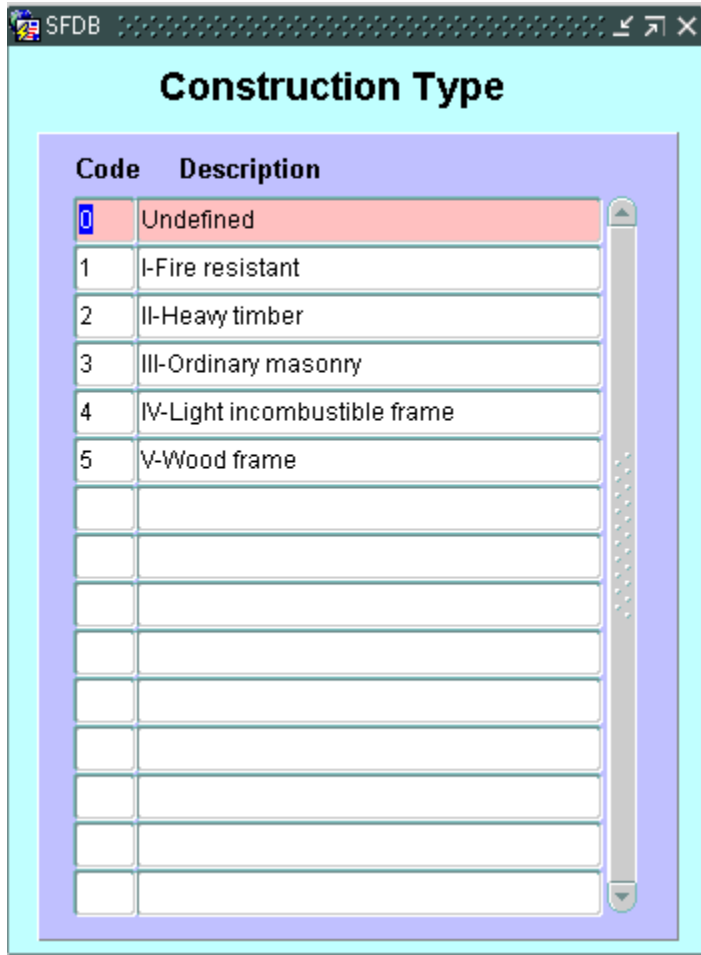
| Code | Condition |
|------|----------------------|
| 0 | Undefined |
| 1 | Satisfactory |
| 2 | Restoration (<25%) |
| 3 | Maj Remodel (25-50) |
| 4 | Major Remodel (>50%) |
| 5 | Demolition |
| 6 | Termination (lse/ren |
| 7 | Inactive Status |
| 8 | Maintenance Removal |
| | |
| | |
| | |
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This screen is used to view condition codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
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When user choose table “**Construction Type**”, the following screen will appear:

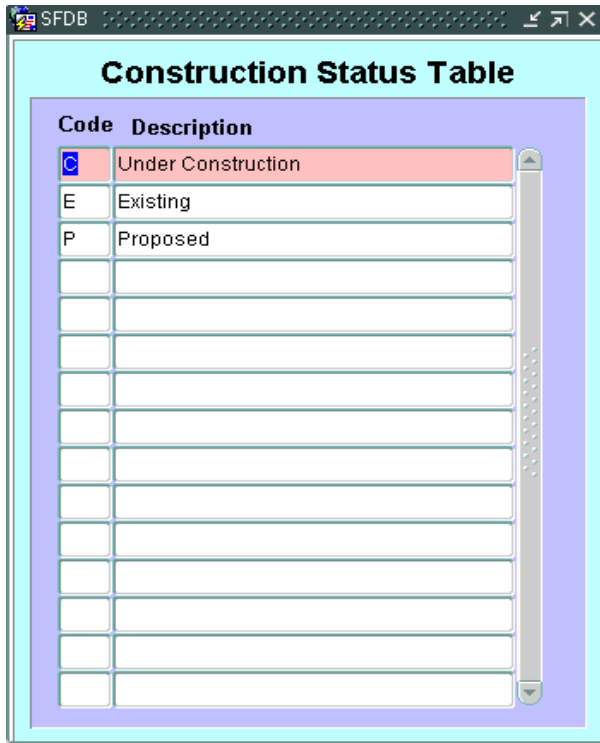


This screen is used to view construction type and descriptions in the database.

Use the **[UP/DOWN ARROWS]** to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision April 2007 | Chapter Chapter 5 |
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When user choose table “**Construction Status**”, the following screen will appear:

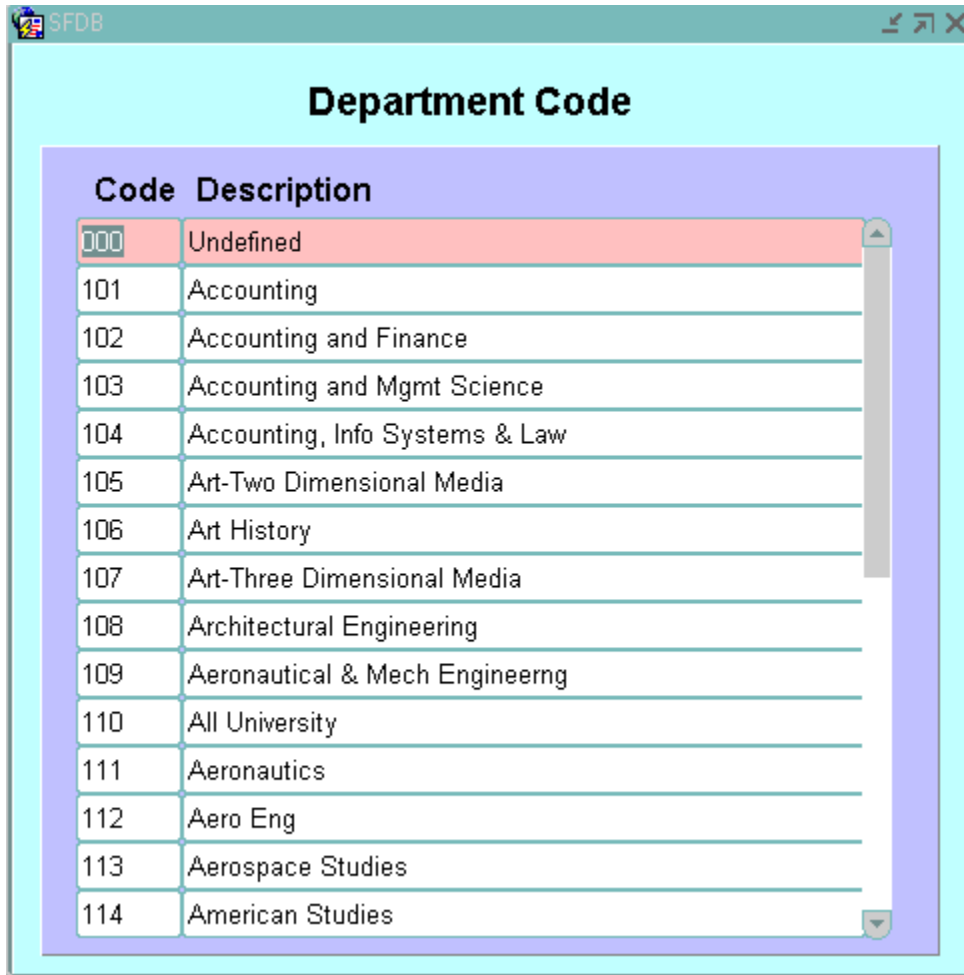


This screen is used to view construction status and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
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When user choose table “**Department Code**”, the following screen will appear:



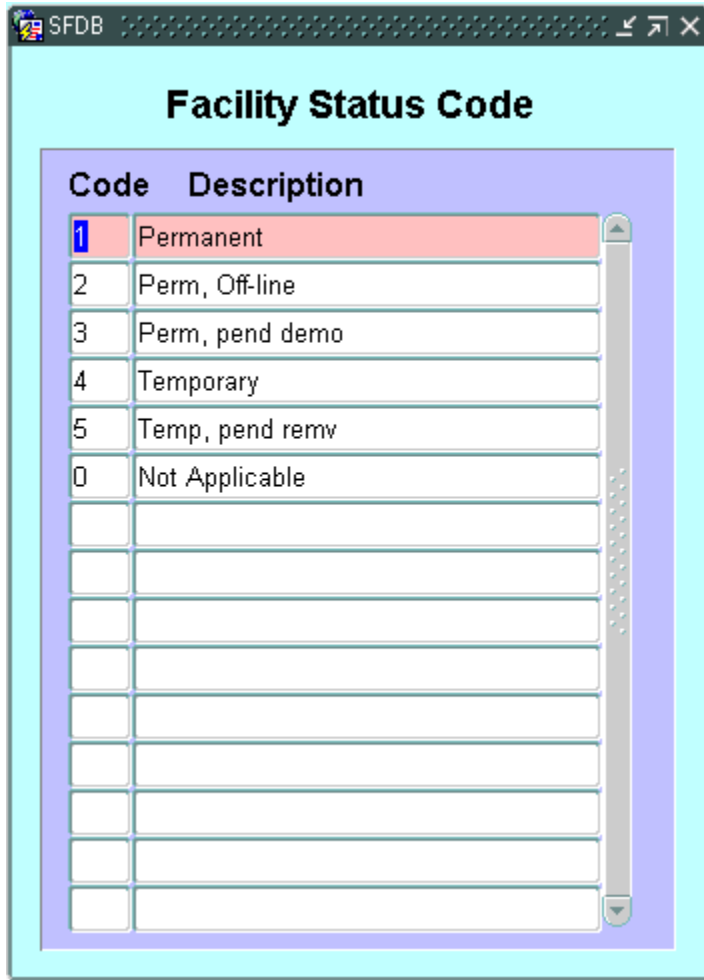
This screen is used to view department code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See **Appendix C** for entire list.

| | | | |
|---|------------------------------|-----------------------------------|-----------------------------|
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When user choose table “**Facility Status**”, the following screen will appear:



This screen is used to view the facility status codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|------------------------------|-----------------------------------|-----------------------------|
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When user choose table “**Function Code**”, the following screen will appear:

The screenshot shows a window titled 'SFDB' with a sub-header 'Function Code'. Below the header is a table with two columns: 'Code' and 'Description'. The table contains 15 rows of data. The first row, with code '000' and description 'Undefined', is highlighted in red. The other rows have white backgrounds. A vertical scrollbar is visible on the right side of the table.

| Code | Description |
|------|--------------------------|
| 000 | Undefined |
| 100 | Instruction |
| 111 | Instructional Admin |
| 112 | Regular Instruction |
| 115 | Distance Learning Site |
| 120 | Special Session Instruct |
| 130 | Extension Instruction |
| 180 | Instruct Related Activit |
| 200 | Organized Research |
| 210 | Instit and Resrch Center |
| 220 | Indiv or Project Resrch |
| 300 | Public Service |
| 310 | Community Services |
| 320 | Cooperative Exten Svcs |
| 340 | Community Broadcast Svcs |

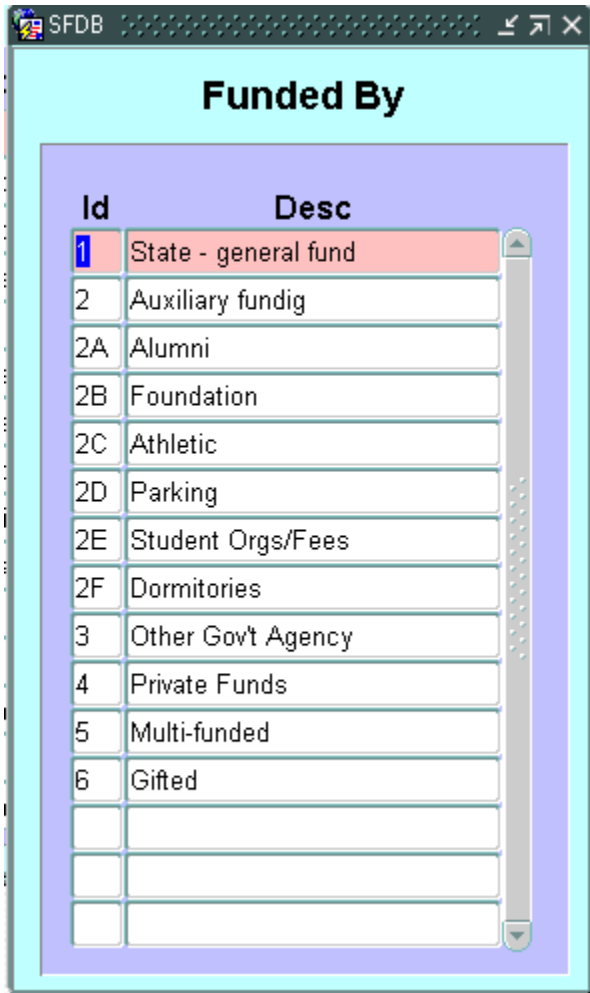
This screen is used to view function code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See **Appendix G** for entire list.

| | | | |
|---|------------------------------|-----------------------------------|-----------------------------|
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When user choose table “**Funded By**”, the following screen will appear:

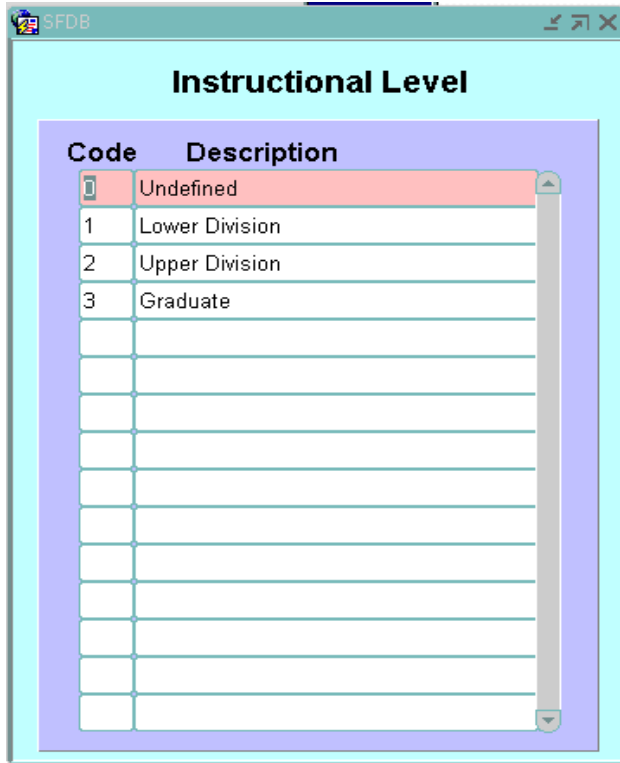


This screen is used to view the funded by category and the descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

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|---|----------------|-----------------------------------|-----------------------------|
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When user choose table **“Instructional Level”**, the following screen will appear:

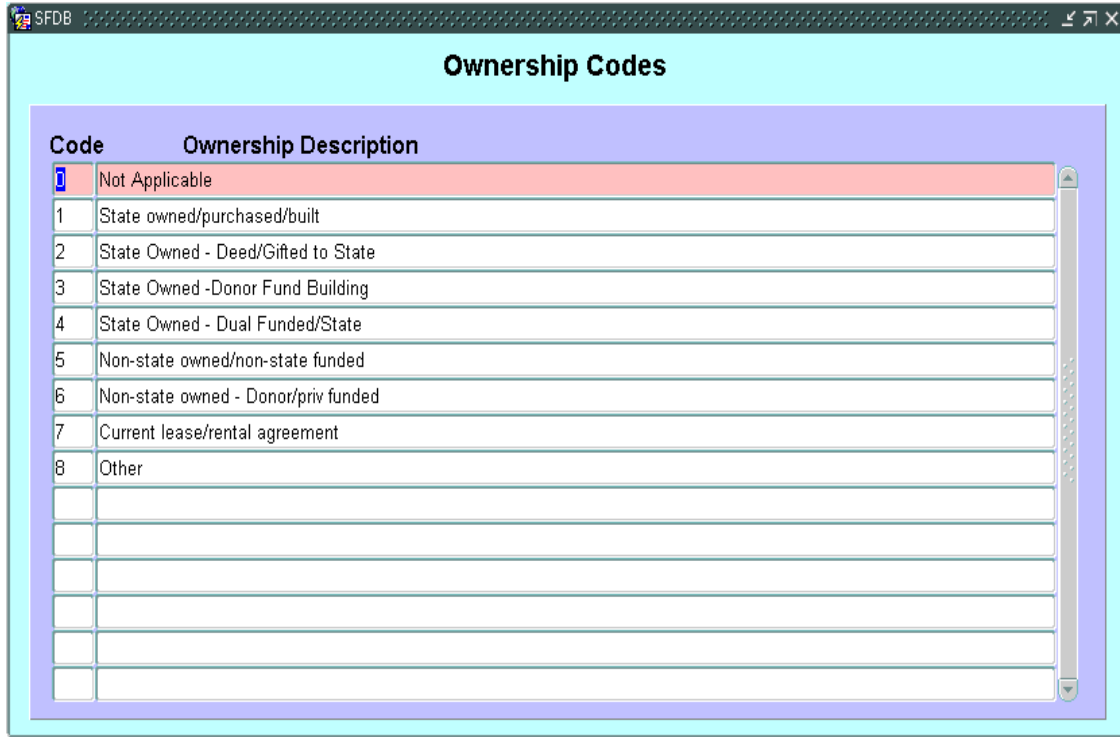


This screen is used to view instructional level and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
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When user choose table “**Ownership Code**”, the following screen will appear:



This screen is used to view ownership codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision April 2007 | Chapter Chapter 5 |
| | Tables | Effective July 21, 2004 | Page 5.15 |

When user choose table “**Discipline Code**”, the following screen will appear:

The screenshot shows a window titled 'SFDB' with a sub-header 'Discipline Code'. Below the header is a table with two columns: 'Hegis Code' and 'Organization'. The first row is highlighted in red and has '00000' selected in the Hegis Code column. The table contains 14 rows of data.

| Hegis Code | Organization |
|------------|----------------------------|
| 00000 | Unclassified |
| 00001 | Interdiscipline |
| 01011 | Agriculture |
| 01012 | Agriculture Education |
| 01013 | International Agriculture |
| 01014 | Agricultural Studies |
| 01021 | Agronomy/Crop Science |
| 01031 | Soil Science |
| 01041 | Animal Science |
| 01042 | Pre-Veterinary Studies |
| 01051 | Dairy Science |
| 01061 | Poultry Science |
| 01071 | Fisheries |
| 01072 | Wildlife Management |
| 01081 | Horticulture/Fruit Science |

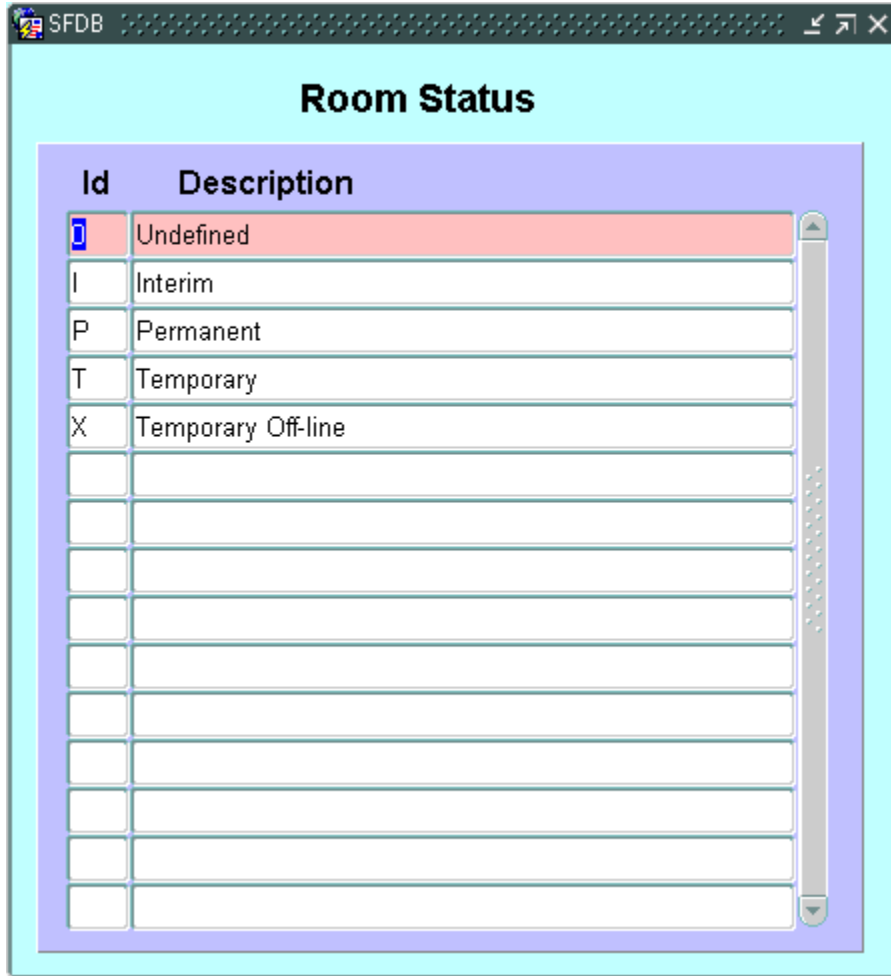
This screen is used to view discipline (HEGIS) codes and descriptions in the database. HEGIS, discipline and organizational unit are used interchangeably.

Use the [UP/DOWN ARROWS] to scroll the rows.

See **Appendix D, E, and/or F** for entire list.

| | | | |
|---|------------------------------|-----------------------------------|-----------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Tables | Revision April 2007 | Chapter Chapter 5 |
| | | Effective July 21, 2004 | Page 5.16 |

When user choose table **“Room Status”**, the following screen will appear:



This screen is used to view room status and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|----------------|-----------------------------------|-----------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision April 2007 | Chapter Chapter 5 |
| | Tables | Effective July 21, 2004 | Page 5.17 |

When user choose table “**School Code**”, the following screen will appear:

| Code | Description |
|------|------------------------------|
| 00 | Undefined |
| 07 | Financial Aid |
| 08 | Students |
| 09 | Placement |
| 10 | Agriculture |
| 11 | Agricultural Science |
| 12 | Ag, Eng and Nursing |
| 13 | Agriculture + Home Economics |
| 15 | Applied Arts/Sciences |
| 16 | Applied Arts |
| 17 | Applied Sciences |
| 20 | Architecture |
| 24 | Letters, Arts & Soc Sci |
| 25 | Arts and Sciences |
| 26 | Arts |

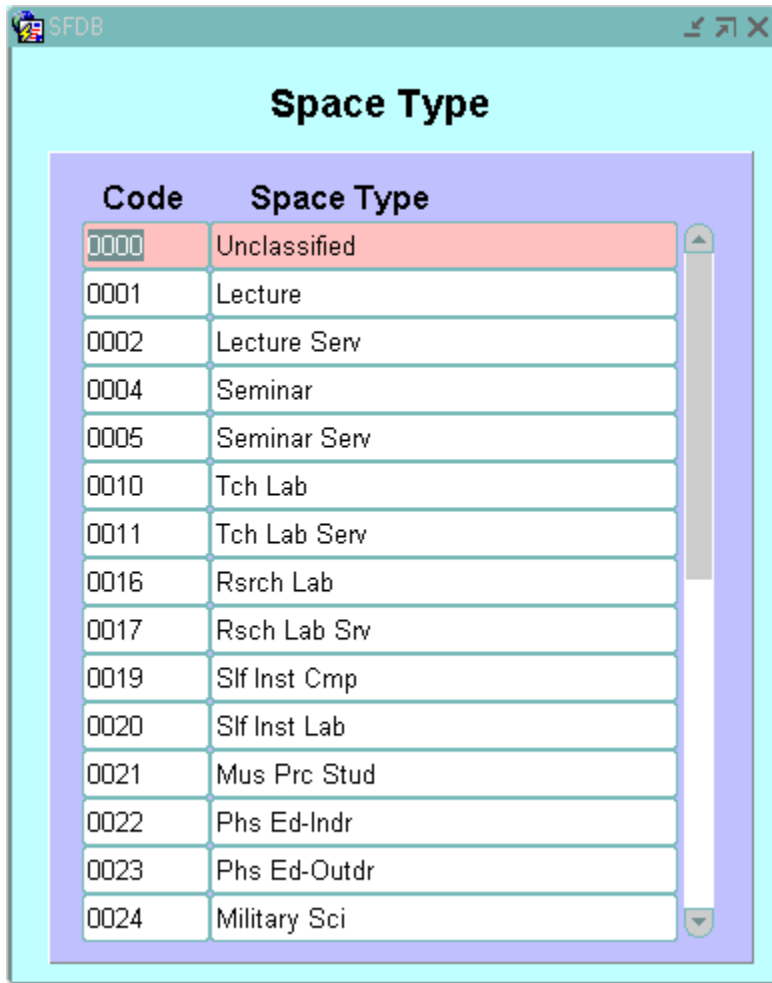
This screen is used to view school code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See **Appendix H** for entire list.

| | | | |
|---|------------------------------|-----------------------------------|-----------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Tables | Revision April 2007 | Chapter Chapter 5 |
| | | Effective July 21, 2004 | Page 5.18 |

When user choose table “**Space Type**”, the following screen will appear:



This screen is used to view space type code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See **Appendix I** for entire list.

| | | | |
|---|------------------------------|-----------------------------------|-----------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Tables | Revision April 2007 | Chapter Chapter 5 |
| | | Effective July 21, 2004 | Page 5.19 |

When user choose table “Station Type”, the following screen will appear:

| Code | Station Type |
|------|----------------|
| 00 | Unapplicable |
| 01 | Tbl/Ch |
| 02 | Tablet |
| 03 | Blt-In |
| 04 | Dsk/Ch |
| 05 | Audtrm |
| 06 | Tier/Otr Fx |
| 07 | Bed |
| 08 | Furn |
| 09 | Other |
| 10 | Computer Wrkst |
| 11 | Lib Carrel |
| 12 | Combination |
| | |
| | |

This screen is used to view station type code and campus names in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.1 |

Number: 1

Data Element Name: **Transaction Type** (KEY)

Column Name: tran_type

Type: alpha

Length: 1

Beginning Position: 001

Ending Position: 001

Format: See Code Interpretation

General Description: A single alpha character designation that identifies whether the type of transaction is an update (U) of an existing record, an insert (I) of a new record, or a deletion (D) of an existing record.

Code Interpretation:

D = Delete

I = Insert (new record)

U = Update

Comments:

See Appendix B, Delete, Insert, Update.

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.2 |

Number: 2

Data Element Name: **Campus ID** (KEY)

Column Name: campus_id

Type: alpha

Length: 1

Beginning Position: 002

Ending Position: 002

Format: See Code Interpretation

General Description: An assigned single alpha character used to identify each entity within the California State University system.

Code Interpretation:

| | | | |
|------------------|---|-----------------|---|
| Bakersfield | H | Northridge | R |
| Channel Islands | O | Pomona | C |
| Chico | E | Sacramento | N |
| Dominquez Hills | M | San Bernardino | P |
| East Bay | B | San Diego | Q |
| Fresno | F | San Francisco | S |
| Fullerton | L | San Jose | T |
| Humboldt | G | San Luis Obispo | D |
| Long Beach | J | San Marcos | Y |
| Los Angeles | K | Sonoma | U |
| Maritime Academy | I | Stanislaus | V |
| Monterey Bay | X | | |

| | | | |
|---|-------------------------------------|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision May, 2008 | Chapter Appendix A |
| | Campus Transaction Record Layout | Effective July 21, 2004 | Page A.3 |

Number: 3

Data Element Name: **Campus Code** (KEY)

Column Name: campus_code

Type: num

Length: 2

Beginning Position: 003

Ending Position: 004

Format: See Code Interpretation

General Description An assigned two digit number used to identify each entity within the California State University system.

Code Interpretation:

| | | | | | |
|-----------------|----|------------------|----|-----------------|----|
| Bakersfield | 35 | Long Beach | 40 | San Diego | 65 |
| Channel Islands | 73 | Los Angeles | 45 | San Francisco | 75 |
| Chico | 20 | Maritime Academy | 07 | San Jose | 80 |
| Dominquez Hills | 55 | Monterey Bay | 06 | San Luis Obispo | 15 |
| Fresno | 25 | Northridge | 70 | San Marcos | 68 |
| Fullerton | 50 | Pomona | 10 | Sonoma | 85 |
| Hayward | 05 | Sacramento | 60 | Stanislaus | 90 |
| Humboldt | 30 | San Bernardino | 63 | | |

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.4 |

Number: 4

Data Element Name: **Center Code** (KEY)

Column Name: center_code

Type: num

Length: 2

Beginning Position: 005

Ending Position: 006

Format: Blanks or "null" values are NOT valid

General Description: An assigned two-digit number used to identify separate centers, including the main campus, within each campus. Center is used in conjunction with campus.

Code Interpretation:

00 = Main campus

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.5 |

Number: 5

Data Element Name: **Facility Number** (KEY)

Column Name: fac_num

Type: num

Length: 3

Beginning Position: 007

Ending Position: 009

Format: Leading zeros are necessary for facility numbers 1 - 99
(For example: Facility number 1 = 001)

General Description: The numerical designation assigned by a campus to a facility. A facility is an independent structural aggregation of related spaces, i.e., a building. The facility number assigned by the campus should be consistent with the campus master plan.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.6 |

Number: 6

Data Element Name: **Facility Suffix** (KEY)

Column Name: fac_suffix

Type: alpha

Length: 1

Beginning Position: 010

Ending Position: 010

Format: Dash (-) MUST be used for "null" values
(For example: If there is no facility suffix, dash must be used, not zeroes. Facility Number with no suffix: 001-)

General Description: A designation used in conjunction with the facility number to uniquely identify a structure of related spaces which are part of a facility, but which are to be considered separately.

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.7 |

Number: 7

Data Element Name: **Space Number** (KEY)

Column Name: space_no

Type: A/N

Length: 4

Beginning Position: 011

Ending Position: 014

Format: Leading zeroes are necessary for space numbers 1 - 999
(For example: Space number 100 = 0100)

General Description: A four digit numeric or alpha-numeric designation that uniquely identifies a space or room in a facility. A space is the smallest integral unit of assignable surface area bounded physically by walls or other material dividers, or functionally by use or functional assignment.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.8 |

Number: 8

Data Element Name: **Space Suffix** (KEY)

Column Name: space_suf

Type: alpha/numeric

Length: 2

Beginning Position: 015

Ending Position: 016

Format: Dash (-) MUST be used for "null" values
(For example: If there is no space suffix, dashes MUST be used, not zeroes. Space number with no space suffix: 0001--)

General Description: The space suffix allows the campus, at its discretion, to accommodate room remodeling and identify functional areas without modifying the present numbering system.

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.9 |

Number: 9

Data Element Name: Assignable Square Feet

Column Name: asf

Type: num

Length: Minimum of 1

Beginning Position: 017

Ending Position: 022

Format: Numeric OR zero MUST be used for blanks.

General Description:

The total floor or surface area of a room or special area space assigned to or available for assignment to an occupant or user, including every type of space functionally usable by an occupant or user.

Comments:

Basis for Measurement: Assignable area is computed by measuring the inside face of walls and partitions.

Included: Offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, special purpose rooms, etc.

Excluded: Deductions shall not be made for free-standing columns or architectural and structural projections.

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.10 |

Number: 10

Data Element Name: **Function Code**

Column Name: func_code

Type: num

Length: 3

Beginning Position: 023

Ending Position: 025

Format: See Code Interpretation

General Description: A numeric code that identifies the functional category to which a space is assigned. These functions are derived from NACUBO's *Management Reporting and Accounting for Colleges*.

Code Interpretation:

000 = unclassified

Also, see Function Codes in Appendix G.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.11 |

Number: 11

Data Element Name: **Discipline Code**

Column Name: hegis

Type: num

Length: 5

Beginning Position: 026

Ending Position: 030

Format: See Code Intepretation

General Description: A five digit code representing the functional activity or organizational unit to which a room or space is assigned and which is actually occupying or using the space or is scheduled to do so.

Code Interpretation:

See Discipline Codes in Appendices D, E and/or F.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.12 |

Number: 12

Data Element Name: Department Code

Column Name: rpt_unit

Type: num

Length: 3

Beginning Position: 031

Ending Position: 033

Format: See Code Interpretation

General Description: A standard code used throughout the CSU which uniquely identifies an Academic department.

Code Interpretation:

000 = unclassified

Also, see Department Codes in Appendix C.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.13 |

Number: 13

Data Element Name: School Code

Column Name: school_code

Type: num

Length: 2

Beginning Position: 034

Ending Position: 035

Format: See Code Interpretation

General Description: A two-digit code used to identify the Academic Division or School of Study having jurisdiction over a space for a specific allocation.

Code Interpretation:

00 = unclassified

Also, see School Codes in Appendix H.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.14 |

Number: 14

Data Element Name: Space Type

Column Name: sp_code

Type: num

Length: 4

Beginning Position: 036

Ending Position: 039

Format: See Code Interpretation

General Description: A code indicating the classification of a room or space based on the primary use or activity which occurs in the room or space.

Code Interpretation:

See Space Type Codes in Appendix I.

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.15 |

Number: 15

Data Element Name: **Instructional Level**

Column Name: inst_level

Type: num

Length: 1

Beginning Position: 040

Ending Position: 040

Format: See Code Interpretation

General Description: A code representing the instructional level of a laboratory and related auxiliary spaces. Most commonly used in association with teaching laboratories, research laboratories, and related service areas.

Code Interpretations:

| <u>Code</u> | <u>Level</u> |
|-------------|----------------|
| 0 | Not Applicable |
| 1 | Lower Division |
| 2 | Upper Division |
| 3 | Graduate |

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.16 |

Number: 16

Data Element Name: Station Type

Column Name: st_code

Type: num

Length: 2

Beginning Position: 041

Ending Position: 042

Format: See Code Interpretation

General Description: A code describing the type of stations contained within a particular space.

Code Interpretation:

| <u>Code</u> | <u>Station Type</u> |
|-------------|-------------------------------|
| 00 | Not Applicable |
| 01 | Tables and Chairs |
| 02 | Tablet Armchairs |
| 03 | Built-in Workstations |
| 04 | Desks and Chairs |
| 05 | Auditorium Seating |
| 06 | Other Fixed or Tiered Seating |
| 07 | Bed |
| 08 | Furniture |
| 09 | Other or Unknown |
| 10 | Computer Workstation |
| 11 | Library Carrel |
| 12 | Combination |

Note: 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.17 |

Number: 17

Data Element Name: **Station Count**

Column Name: num_sta

Type: num

Length: Minimum of 1

Beginning Position: 043

Ending Position: 047

Format: Numeric OR zero MUST be used for blanks.

General Description: The number of work stations (students, faculty, etc.) in the room or space according to the space standards. In cases where extra stations have been placed in the room (in excess of the designed capacity of the room), report only those stations which represent the maximum capacity in accordance with the most recent space standards.

| | | | |
|---|---|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Campus Transaction Record Layout | Revision May, 2008 | Chapter Appendix A |
| | | Effective July 21, 2004 | Page A.18 |

Number: 18

Data Element Name: Room Status

Column Name: rm_status

Type: alpha

Length: 1

Beginning Position: 048

Ending Position: 048

Format: See Code Intepretation

General Description: A code indicating the status of the room in terms of the campus master plan. This corresponds to the status of the facility in which the room is located.

Code Interpretation:

| <u>Code</u> | <u>Description</u> | |
|-------------|--------------------|--|
| P | Permanent : | A space in a facility designated as permanent on the campus master plan. |
| I | Interim: | A space in a permanent facility which is being used temporarily for activities which are not those for which the space was designed or for which it will be permanently used. This designation should only be used to indicate temporary use during construction, remodeling, or repair of a permanent facility. |
| T | Temporary: | A space in a facility designated as temporary on the campus master plan. This includes leased facilities. |

| | | | |
|---|--|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject Delete, Insert, Update | Revision | Chapter Appendix B |
| | | Effective October 1, 1994 | Page B.1 |

DELETE (D): A delete means to remove an existing record.

INSERT (I): An insert means to add a new record. **ALL data elements** must be entered (see Appendix A for details on data elements).

UPDATE (U): An update means to change one or more data elements of an existing record. **ALL data elements** must be entered, even though only one element may be changing (see Appendix A for details on data elements).

To change a space number only and leave all the other information the same:

First, DELETE the entire record (Oracle will not allow the space number to be changed).

Second, INSERT the entire record again with the NEW space number.

To change only the FACILITY NUMBER (and/or name) with all the space information remaining the same, CPDC Space Management must be notified.

All **FACILITY** updates, deletes and inserts must be completed by CPDC Space Management.

| | | | |
|---|------------------|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision January 2007 | Chapter Appendix C |
| | Department Codes | Effective October 1, 1994 | Page C.1 |

| | | | |
|-----|----------------|-----|-----------------------------------|
| 000 | Unclassified | 053 | Campus Defined |
| 001 | Campus Defined | 054 | Campus Defined |
| 002 | Campus Defined | 055 | Campus Defined |
| 003 | Campus Defined | 056 | Campus Defined |
| 004 | Campus Defined | 057 | Campus Defined |
| 005 | Campus Defined | 058 | Campus Defined |
| 006 | Campus Defined | 059 | Campus Defined |
| 007 | Campus Defined | 060 | Campus Defined |
| 008 | Campus Defined | 061 | Campus Defined |
| 009 | Campus Defined | 062 | Campus Defined |
| 010 | Campus Defined | 063 | Campus Defined |
| 011 | Campus Defined | 064 | Campus Defined |
| 012 | Campus Defined | 065 | Campus Defined |
| 013 | Campus Defined | 066 | Campus Defined |
| 014 | Campus Defined | 067 | Campus Defined |
| 015 | Campus Defined | 068 | Campus Defined |
| 016 | Campus Defined | 069 | Campus Defined |
| 017 | Campus Defined | 070 | Campus Defined |
| 018 | Campus Defined | 071 | Campus Defined |
| 019 | Campus Defined | 072 | Campus Defined |
| 020 | Campus Defined | 073 | Campus Defined |
| 021 | Campus Defined | 074 | Campus Defined |
| 022 | Campus Defined | 075 | Campus Defined |
| 023 | Campus Defined | 076 | Campus Defined |
| 024 | Campus Defined | 077 | Campus Defined |
| 025 | Campus Defined | 078 | Campus Defined |
| 026 | Campus Defined | 079 | Campus Defined |
| 027 | Campus Defined | 080 | Campus Defined |
| 028 | Campus Defined | 081 | Campus Defined |
| 029 | Campus Defined | 082 | Campus Defined |
| 030 | Campus Defined | 083 | Campus Defined |
| 031 | Campus Defined | 084 | Campus Defined |
| 032 | Campus Defined | 085 | Campus Defined |
| 033 | Campus Defined | 086 | Campus Defined |
| 034 | Campus Defined | 087 | Campus Defined |
| 035 | Campus Defined | 088 | Campus Defined |
| 036 | Campus Defined | 089 | Campus Defined |
| 037 | Campus Defined | 090 | Campus Defined |
| 038 | Campus Defined | 091 | Campus Defined |
| 039 | Campus Defined | 092 | Campus Defined |
| 040 | Campus Defined | 093 | Campus Defined |
| 041 | Campus Defined | 094 | Campus Defined |
| 042 | Campus Defined | 095 | Campus Defined |
| 043 | Campus Defined | 096 | Campus Defined |
| 044 | Campus Defined | 097 | Campus Defined |
| 045 | Campus Defined | 098 | Campus Defined |
| 046 | Campus Defined | 099 | Campus Defined |
| 047 | Campus Defined | 101 | Accounting |
| 048 | Campus Defined | 102 | Accounting and Finance |
| 049 | Campus Defined | 103 | Accounting and Management Science |
| 050 | Campus Defined | 104 | Accounting, Info Systems and Law |
| 051 | Campus Defined | 105 | Art-Two Dimensional Media |
| 052 | Campus Defined | 106 | Art History |

| | | | |
|---|------------------|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision January 2007 | Chapter Appendix C |
| | Department Codes | Effective October 1, 1994 | Page C.2 |

| | | | |
|-----|---|-----|--------------------------------------|
| 107 | Art-Three Dimensional Media | 160 | Business |
| 108 | Architectural Engineering | 161 | Business Administration |
| 109 | Aeronautical & Mechanical Engineering | 162 | Bus/Econ |
| 110 | Aero | 163 | Business Education |
| 111 | Aeronautics | 164 | Business Law and Finance |
| 112 | Aero Eng | 165 | Bus Mgt/Mkt |
| 113 | Aerospace Studies | 166 | Business Management |
| 114 | American Studies | 167 | Business Information and Finance |
| 115 | Admin, Counseling, and Technology | 168 | Chemistry and Biochemistry |
| 116 | Admin & Counseling Education | 169 | Chicano-Latino Studies |
| 117 | Administration and Supervision | 170 | Center for Interdisciplinary Science |
| 118 | Advanced Study | 171 | Center for Advanced Med Technology |
| 119 | Asian-American Studies | 172 | Cell/Mol Bio |
| 120 | Afrotc | 173 | Consumer & Family Studies/Dietetics |
| 121 | Afro-American Studies | 174 | City and Regional Planning |
| 122 | Agriculture | 175 | Chemical Engineering |
| 123 | Agricultural Business Management | 176 | Civil/Env Eng |
| 124 | Agricultural Education | 177 | Child Development/Home Economics |
| 125 | Agricultural Engineering | 178 | Chemistry |
| 126 | Ag Ind/Ed | 179 | Child Development |
| 127 | Agricultural Management | 180 | Civil Engineering |
| 128 | Animal Husb | 181 | Civ Eng/Appl Mech |
| 129 | Animal Science | 182 | Classics |
| 130 | Asian African Studies | 183 | Classical and Oriental Languages |
| 131 | All College | 184 | Computer Engineering |
| 132 | All School | 185 | Construction |
| 133 | Anthrop/Geog | 186 | Communications |
| 134 | Anthropology | 187 | Communication Arts |
| 135 | Architecture | 188 | Communication Arts and Sciences |
| 136 | Art | 189 | Computer Science |
| 137 | Astronomy | 190 | Computer Science and Statistics |
| 138 | Athletics | 191 | Comparative Literature |
| 139 | Audio-Visual | 192 | Counseling |
| 140 | Behavioral and Social Science | 193 | Counselor Education |
| 141 | Behav Sci Ed | 194 | The Inter-Arts Center |
| 142 | Behavioral Science | 195 | Creative Arts/Hum |
| 143 | Agriculture Economics | 196 | Creative Writing |
| 144 | Animal and Veterinary Science | 197 | Criminology |
| 145 | Biology | 198 | Crop Science |
| 146 | Biological Sciences | 199 | Cybernetic Systems |
| 147 | Department of the Arts | 200 | Consumer & Family Studies/Dietetics |
| 149 | Administrative and Counseling | 201 | Dairy |
| 148 | Advanced Studies in Education | 202 | Communication Disorders |
| 150 | Black Studies | 203 | Dairy and Poultry Science |
| 151 | Agricultural Science/Vocational Agriculture | 204 | Bus Comp Info and Prod Mgt |
| 152 | Aerospace Engineering | 206 | Dance |
| 153 | Botany | 205 | Communication |
| 154 | Chemical and Materials Engineering | 208 | Data Processing |
| 155 | Computer Information Systems | 209 | Deaf Studies |
| 156 | Educational Leadership and Policy Studies | 210 | Continuing Education |
| 157 | Broadcast Communication Arts | 211 | Design and Industry |
| 159 | Clinical Sciences | 212 | Program of Design |
| 158 | Curriculum and Instruction | 213 | Graphic Design |

| | | | |
|---|------------------|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision January 2007 | Chapter Appendix C |
| | Department Codes | Effective October 1, 1994 | Page C.3 |

| | | | |
|-----|--|-----|-------------------------------------|
| 214 | Interior Design | 280 | Foreign Languages |
| 217 | Development, Admin, & Technology | 281 | Foreign Language and Literature |
| 221 | Drama | 283 | Forestry |
| 224 | Biomedical Engineering | 285 | French |
| 225 | Center for Regenerative Studies | 286 | French and Italian |
| 226 | English and Foreign Languages | 301 | General Engineering |
| 227 | Ed Fnd and Inter Studies | 302 | General Studies |
| 228 | Earth Sciences/Geology | 305 | Geography |
| 229 | Education Technology Center | 306 | Geography & Human Environ Studies |
| 230 | Earth Science | 307 | Geosciences |
| 231 | Earth/Phs Sci | 308 | Geological Sciences |
| 232 | Educ Admin & Interdisciplinary Studies | 310 | Geology |
| 233 | Ecol/Sys Bio | 311 | Geological and Physical Sciences |
| 234 | European Studies | 314 | Gerontology |
| 235 | Economics | 315 | German |
| 236 | Economics and Statistics | 316 | German and Russian |
| 237 | Electrical and Computer Engineering | 317 | German, Classical, & East Languages |
| 238 | Exploratory Program | 320 | Government |
| 239 | Environmental Studies | 323 | Graphic Comm |
| 240 | Education | 325 | Guid/Pup Pers Svc |
| 241 | Educational Administration | 329 | Kinesiology and Health Promotion |
| 242 | Educational Psychology | 330 | Health Studies |
| 243 | Ed Psych/Soc Fnd | 331 | Health and Physical Education |
| 244 | Secondary & Postsecondary Educ | 332 | Health and Safety |
| 245 | Teacher Preparation | 333 | Health and Safety Education |
| 246 | Educational Foundations | 334 | Health Education |
| 247 | Electrical Engineering | 335 | Health Ed/Safety |
| 248 | Electrical and Electronic Engineering | 336 | Health Ed, Physical Ed & Recreation |
| 249 | Electron Eng | 337 | Health Science |
| 250 | Engineering Services | 338 | Allied Health |
| 251 | Elementary Education | 339 | Hotel and Restaurant Management |
| 252 | Engineering | 340 | Hospitality Management |
| 253 | Engineering Technology | 341 | Honors |
| 254 | English | 347 | Higher Education |
| 255 | English Language and Literature | 348 | History |
| 256 | Environmental Engineering | 349 | Home Economics |
| 257 | Environmental Resources | 350 | Humanities |
| 258 | Ethnic Studies | 351 | Human Development |
| 259 | Expressive Arts | 352 | Human Services |
| 260 | Cinema | 359 | India Studies |
| 261 | Electrical and Computer Engineering | 360 | Industrial Management |
| 262 | Finance | 361 | Industrial Arts |
| 263 | Finance and Industry | 362 | Ind Arts/Tech |
| 264 | Finance and Law | 363 | Ind Eng |
| 265 | Finance, Insurance, and Real Estate | 364 | Industrial Studies |
| 266 | Finance, Real Estate, Law | 365 | Industrial Technology |
| 270 | Fine Art | 366 | Industrial Technology |
| 271 | Fine Arts/Music | 367 | Industrial Ed |
| 273 | Fisheries | 368 | Information Systems |
| 276 | Food Science | 369 | Information & Decision Sciences |
| 277 | Foods and Nutrition | 370 | Instructional Technology |
| 278 | Human Nutrition and Food Science | 371 | Instructional Media |
| 279 | Food Marketing & Agribusiness Mgmt | 372 | Interdis Eng Subj |

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|-----|--|-----|--------------------------------------|
| 373 | Interdisciplinary Studies in Education | 497 | Military Science (Rotc) |
| 374 | Internat Ag | 498 | Music |
| 375 | International Relations | 499 | Music/Art |
| 376 | Interdisciplinary Studies | 500 | Multicultural Education |
| 377 | Intercollegiate Athletics | 501 | Music and Dance |
| 378 | Industrial and Manufacturing Engineering | 505 | Natural Resources |
| 379 | International Business | 510 | Natural Science |
| 380 | Instructional Television | 512 | Nature Studies |
| 405 | Jewish Studies | 513 | New College |
| 411 | Journalism | 514 | Naval Science |
| 412 | Journalism and Advertising | 515 | Nursing |
| 413 | Journal/Broadcast | 520 | Native American Studies |
| 421 | Kinesiology | 530 | Supplemental Instruction |
| 428 | Labor Studies | 531 | Occupational Therapy |
| 429 | La Raza Studies | 533 | Oceanography |
| 430 | Language Arts | 535 | Office Admin |
| 431 | Landscape Architecture | 536 | Office Admin & Business Education |
| 434 | Latin-American Studies | 539 | Technology & Operations Management |
| 435 | Law Enforcement and Administration | 540 | Operations Research |
| 437 | Learning Skills | 541 | Operations Research and Statistics |
| 440 | Library Science | 551 | Organizational Behavior & Environ |
| 441 | Librarianship | 556 | Ornamental Horticulture |
| 450 | Linguistics | 557 | Pacific Rim Studies |
| 459 | Liberal Studies | 558 | Performing Arts |
| 460 | Apparel Merchandising and Mgmt | 559 | Petroleum Land Studies |
| 461 | Management | 560 | Philosophy |
| 462 | Management and Marketing | 561 | Photography |
| 463 | Management Science | 562 | Physical Education |
| 464 | Management Information Systems | 563 | Physical Education and Recreation |
| 467 | Manpower Admin | 564 | Phys Ed-Men |
| 468 | Manpower Management | 565 | Phys Ed-Women |
| 471 | Marine Biology | 568 | Physical Science |
| 472 | Maritime Management | 569 | Physical Therapy |
| 473 | Maritime Operations | 571 | Physics |
| 475 | International Business & Marketing | 572 | Physics and Astronomy |
| 476 | Marketing | 573 | Physics and Physical Science |
| 477 | Marketing and Transportation | 575 | Physiol/Behav Bio |
| 478 | Mass Communications | 576 | Plant Science |
| 480 | Monterey County Center | 577 | Plant and Soil Science |
| 481 | Materials Science | 578 | Police Science and Administration |
| 484 | Center for Science and Math Education | 580 | Political Science |
| 485 | Mechanical and Chemical Engineering | 582 | Poultry |
| 486 | Mathematical Science | 584 | Print Tech/Mgt |
| 487 | Mathematics | 586 | Prod/Pers |
| 488 | Mechanics Civil & Indust Engineering | 587 | Public Health |
| 489 | Moss Landing | 588 | Public Safety |
| 490 | Mechanical Eng | 590 | Psychology |
| 491 | Mechanical/Materials | 591 | Psych Fnd |
| 492 | Men's Phys Ed | 596 | Public Admin & Urban Studies |
| 493 | Meteorology | 597 | Pupil Personnel Services |
| 494 | Mexican-American Studies | 598 | Public Administration |
| 495 | Microbiology | 599 | Peace and Conflict Studies |
| 496 | Microbiology and Public Health | 601 | Business Analysis & Computer Systems |

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|-----|------------------------------------|-----|-------------------------------------|
| 604 | Anatomy and Physiology | 760 | Watershed Management |
| 620 | Range Management | 770 | Welding & Metallurgical Engineering |
| 631 | Recreation | 775 | Wildlife Management |
| 632 | Rec Ed | 778 | Women's Athletics |
| 633 | Recreation Management | 780 | Women's P E |
| 634 | Recreation and Leisure Studies | 781 | Women Studies |
| 641 | Radio and Television | 785 | World Business |
| 642 | Reading | 787 | World and Comparative Literature |
| 650 | Religious Studies | 870 | Zoology |
| 655 | Russian Area Studies | 998 | Library |
| 659 | School Admin/Social Foundations | 999 | All Departments |
| 660 | School Admin and Supervision | | |
| 661 | Science | | |
| 662 | Science/Math | | |
| 663 | Secondary Ed | | |
| 664 | Social & Philosophical Foundations | | |
| 665 | Social Science | | |
| 666 | Social Science Research | | |
| 669 | Social Foundations | | |
| 670 | Social Work | | |
| 671 | Social Work Education | | |
| 675 | Sociology | | |
| 676 | Sociology and Anthropology | | |
| 677 | Soc/Social Welfare | | |
| 678 | Social Welfare | | |
| 680 | Soil Science | | |
| 682 | Spanish | | |
| 683 | Spanish and Portuguese | | |
| 684 | Arabic Studies | | |
| 685 | American Language Program | | |
| 686 | Speech | | |
| 687 | Speech Arts | | |
| 688 | Speech and Communication | | |
| 689 | Speech and Drama | | |
| 690 | Speech, Drama and Dance | | |
| 692 | Speech Pathology and Audiology | | |
| 693 | Speech and Hearing Science | | |
| 695 | Special Education | | |
| 696 | Special Programs in Education | | |
| 697 | Statistics | | |
| 701 | Teacher Education | | |
| 702 | Technological Studies | | |
| 703 | Telecommunications and Film | | |
| 710 | Theatre Arts | | |
| 711 | Theatre and Dance | | |
| 720 | Thermal-Fluid Sys | | |
| 725 | Trans. Engr. | | |
| 729 | Tutorials | | |
| 730 | Urban and Regional Planning | | |
| 732 | Urban Studies | | |
| 738 | University Studies | | |
| 745 | Veterinary Science | | |
| 750 | Academic Village | | |

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|-------------------------------------|-------|---|-------|
| Undeclared | 00000 | Art Administration | 10992 |
| Interdiscipline | 00001 | Art History | 10031 |
| | | Art, Studio Performance | 10022 |
| Accountancy | 05021 | Artificial Intelligence | 07036 |
| Accounting and Finance | 05025 | Arts and Humanities | 15999 |
| Accounting Information Systems | 07022 | Asian Studies | 03011 |
| Actuarial Science | 05073 | Asian/American Studies | 22996 |
| Adult Secondary Education | 08071 | Asian/Asian-American Studies | 22999 |
| Advertising | 06041 | Asian-American Studies | 22998 |
| Aeronautics | 09022 | Assistive and Rehabilitative Technology | 12224 |
| Aerospace Engineering | 09021 | Astronautics | 09023 |
| Aerospace Studies | 18031 | Astronomy | 19111 |
| African Studies | 03051 | Athletic Training | 08375 |
| African-American Studies | 22111 | Athletics | 08354 |
| Agricultural Biology/Plant Science | 01991 | Atmospheric and Oceanic Science | 19173 |
| Agricultural Business | 01121 | Atmospheric Science/Meteorology | 19131 |
| Agricultural Chemistry | 01992 | Audio Engineering | 10060 |
| Agricultural Communication | 01015 | Audiology | 12202 |
| Agricultural Engineering | 09031 | Auditing | 05023 |
| Agricultural Studies | 01014 | Aviation | 08396 |
| Agricultural Systems Management | 01161 | Aviation | 09026 |
| Agriculture | 01011 | | |
| Agriculture and Farm Management | 01101 | | |
| Agriculture Economics | 01111 | Bacteriology | 04031 |
| Agriculture Science/Education | 01012 | Banking | 05042 |
| Agronomy/Crop Science | 01021 | Behavioral and Social Sciences | 49035 |
| Air Cond Engineering Technology | 09253 | Behavioral Science | 20991 |
| All College Honors | 49992 | Bilingual - Multicultural Education | 08994 |
| American Studies | 03131 | Bilingual Journalism | 06924 |
| Anatomy | 04121 | Bilingual/Bicultural Studies | 15052 |
| Animal Health Science | 01043 | Biochemical Engineering | 09052 |
| Animal Science | 01041 | Biochemistry | 04141 |
| Anthropology | 22021 | Bioinformatics | 07994 |
| Anthropology/Geography | 22992 | Biology | 04011 |
| Apparel and Interior Design | 13991 | Biology - Mathematics | 49996 |
| Apparel Merchandising/Management | 13031 | Biology and Ecology | 04017 |
| Apparel/Textile/Manufact Mgmt | 05085 | Biomedical Engineering/Bioengineering | 09051 |
| Applied Archaeology | 22032 | Biomedical Physics | 04152 |
| Applied Behavior Analysis | 20996 | Biomedical Quality Systems | 09994 |
| Applied Mathematics | 17031 | Biomedical Science | 04153 |
| Applied Physics | 19025 | Biophysics | 04151 |
| Applied Statistics | 17022 | Biostatistics and Biometry | 04191 |
| Applied Studies | 49995 | Biotechnology | 04991 |
| Aquatic Biology | 04182 | Botany | 04021 |
| Arabic | 11121 | Broadcast Arts | 06051 |
| Archaeology | 22031 | Business Administration | 05011 |
| Architectural & Bldg Science | 02020 | Business Administration and Life Sciences | 05016 |
| Architectural Engineering | 09041 | Business and Technology | 05068 |
| Architecture | 02021 | Business Computer Telecom | 05991 |
| Archives and Records Administration | 22059 | Business Economics | 05171 |
| Armenian Studies | 03991 | Business Education | 05012 |
| Armenian, Portuguese | 11191 | Business Information Systems | 07026 |
| Art | 10021 | Business Statistics | 05031 |

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| Business, Special Interest | 05993 | Counseling and Guidance | 08261 |
| | | Creative Writing | 15071 |
| | | Criminal Justice | 21051 |
| California Studies | 03132 | Criminal Justice Studies | 21050 |
| Canadian Studies | 03992 | Criminalistics/Forensic Science | 19991 |
| Cell and Molecular Biology | 04171 | Criminology | 22091 |
| Central American Studies | 03085 | Cultural Resources Management | 22994 |
| Chemical Engineering | 09061 | Curriculum and Instruction | 08291 |
| Chemical Physics | 19081 | Cybernetic Systems | 07051 |
| Chemistry | 19051 | Cybersecurity | 07031 |
| Chicano/Latino Studies | 22131 | Cytotechnology | 12234 |
| Child Development/ECE | 08231 | | |
| Child/Family Development | 13052 | | |
| Chinese | 11071 | Dairy Science | 01051 |
| Cinema/Film (Performance) | 10102 | Dance | 10081 |
| Cinema/Film/Video/Electronic Media | 10101 | Dance - Performance | 10082 |
| City and Regional Planning | 02061 | Data Science | 17035 |
| Civil and Environment Engineering | 09993 | Deaf Studies | 21044 |
| Civil and Environmental Engr | 49047 | Design | 10023 |
| Civil Engineering | 09081 | Developmental Psychology | 20091 |
| Classics | 15041 | Dietetics/Food Admin/Nutrition | 13061 |
| Clinical/Biomedical Lab Science | 12231 | Digital Arts | 10017 |
| Coastal/Watershed Science/Policy | 49052 | Digital Publishing | 06993 |
| Cognitive Studies | 49016 | Digital Supply Chain Mgmt | 05075 |
| Communication & Media Studies | 06015 | Diversified Studies/Education | 49081 |
| Communication Design | 06012 | Doctor of Nursing Practice | 12033 |
| Communication/Communication Studies | 06011 | Doctor of Physical Therapy-CSU | 12122 |
| Communicative Disorders | 12201 | Dramatic Writing | 10076 |
| Community College Education | 08061 | | |
| Community Services | 21011 | | |
| Community/Clinical Psychology | 20031 | Early Childhood Studies | 08232 |
| Comparative Literature | 15031 | Earth Sciences | 19171 |
| Computational & Applied Math | 17033 | East Asian Studies | 03021 |
| Computational Science | 07992 | E-Business | 05013 |
| Computer Engineering | 09094 | Ecological Conservation | 04202 |
| Computer Engineering | 09259 | Ecological Economics | 01155 |
| Computer Graphics | 07993 | Ecological Restoration | 49103 |
| Computer Networks | 07029 | Ecology | 04201 |
| Computer Science | 07011 | Economics | 22041 |
| Computer Science and Information Tech | 07012 | Educ Leader-CSU EdD P-12 & CC | 08274 |
| Computer-Based Education | 08995 | Education | 08011 |
| Concrete Industry Management | 05015 | Education - Advanced Studies | 08991 |
| Concrete Industry Management | 09995 | Education – Communic Handicapped | 08121 |
| Concurrent MBA/MFA Theatre Mgmt | 10075 | Education – Learning Handicapped | 08181 |
| Conflict Resolution | 49039 | Education – Multiple Handicapped | 08201 |
| Construct Engineering Tech - Mgmt | 09254 | Education – Physically Handicapped | 08191 |
| Construction Engineering | 09082 | Education – Severely Handicapped | 08101 |
| Construction Management | 05017 | Education - Special Interest | 08993 |
| Consumer Svcs & Advocacy | 13021 | Education – Visually Handicapped | 08141 |
| Corporate Financial Management | 05044 | Education Administration/Leadership | 08271 |
| Corrections | 21052 | Education Leadership-CSU EdD-P-12 | 08272 |
| Counsel and Guidance Higher Ed | 08262 | Education Leadership-CSU-EdD-CC | 08273 |
| Counseling (Psychology) | 20041 | Education of the Gifted | 08111 |

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| Education Supervision | 08281 | Fine and Creative Arts | 10011 |
| Educational Psychology | 08221 | Fine Arts, Other | 10991 |
| Educational Research | 08241 | Fire Protection Admin and Tech | 21991 |
| Electrical and Computer Engineering | 09095 | Fire Protection Svcs | 21993 |
| Electrical and Electronic Engineering | 09093 | Fisheries Biology | 01071 |
| Electrical Engineering | 09091 | Fitness/Sports and Exercise | 08349 |
| Electronic Engineering | 09092 | Food Science | 01131 |
| Electronic Engineering Technology | 09255 | Food Science Technology | 01130 |
| Elementary Education | 08021 | Forensic and Behavioral Sciences | 19992 |
| Emergency Services Administration | 21992 | Forensic Psychology | 20995 |
| Energy and Climate | 49104 | Forest, Watershed and Wildland Science | 01156 |
| Energy, Environment, and Society | 49102 | Forestry | 01141 |
| Engineer Sci/Aerospa/Mech Engr | 09020 | Foundations of Education | 08211 |
| Engineering | 09011 | French | 11021 |
| Engineering - Applied Mechanic | 09211 | French Studies | 03121 |
| Engineering Management | 49042 | | |
| Engineering Mathematics | 09261 | | |
| Engineering Science | 09012 | Game & Interact Media Design | 10095 |
| Engineering Technology | 09251 | Gender/Ethnic/Women's Studies | 22991 |
| English | 15011 | Gender/Women's and Gay/Lesbian Studies | 22990 |
| English Composition | 15013 | General Studies/Tutorials | 49013 |
| English Education | 08225 | Genetic Counseling | 12171 |
| English Literature | 15021 | Genetics | 04221 |
| Enology | 01132 | Geochemistry | 19151 |
| Entertainment/Tourism Management | 05083 | Geographic Information Systems | 22063 |
| Entomology | 04211 | Geography | 22061 |
| Entrepreneurship | 05997 | Geology | 19141 |
| Environ Resources Engineering | 09222 | Geomatics Engineering | 09252 |
| Environmental Biology | 04012 | Geophysics | 19160 |
| Environmental Design | 02011 | Geosciences | 19172 |
| Environmental Education | 08341 | German | 11031 |
| Environmental Engineering | 09221 | Gerontology | 12043 |
| Environmental Engineering Technology | 09262 | Gerontology | 21043 |
| Environmental Resource Management | 49051 | Global Supply Chain Management | 05105 |
| Environmental Science | 49011 | Government - Journalism | 49033 |
| Environmental Science-Joint Program | 49010 | Graphic Art/Design | 10091 |
| Environmental Studies | 49101 | Graphic Communication | 06994 |
| Environmental Systems | 49041 | Graphic Communications | 08392 |
| Environmental/Occupational Health | 12142 | Greek | 11101 |
| Epidemiology | 04154 | | |
| Equity and Social Justice | 08131 | | |
| European Studies | 03101 | Health and Human Services | 49071 |
| Evolutionary Biology | 04016 | Health and Safety Education | 08371 |
| Exercise Physiology and Nutrition | 08356 | Health Behavioral Science | 12143 |
| Exercise Science | 08357 | Health Care Mgmt/Admin | 12021 |
| Exercise Science/Exercise Physiology | 08355 | Health Communication | 06013 |
| | | Health Science | 12011 |
| | | Health Services Administration | 12025 |
| Facilities Engineering Technology | 09263 | Hebrew | 11111 |
| Family and Consumer Sciences | 13011 | Higher Education | 08051 |
| Finance | 05041 | High-Technology Management | 05065 |
| Financial Computer Systems | 07024 | Hindi | 11131 |
| Financial Services | 05043 | History | 22051 |

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| Holistic Health | 08372 | Kinesiology | 08351 |
| Horticulture/Fruit Science | 01081 | Knowledge Mangement | 07027 |
| Hospitality, Recreation, and Tourism | 21025 | Korean | 11196 |
| Hotel/Hospitality Management | 05081 | | |
| Human Biological Sciences | 04014 | | |
| Human Development | 20993 | Labor Studies | 22993 |
| Human Factors/Ergonomics | 20994 | Landscape Architecture | 02041 |
| Human Resources/Personnel Management | 05151 | Landscape Irrigation Science | 01993 |
| Human Rights/Global Peace Studies | 49037 | Language Education | 11012 |
| Human Services, Collaborative | 21042 | Language Studies | 15012 |
| Human Sexuality Studies | 49019 | Languages and Cultures, World | 11011 |
| Humanistic Studies | 49018 | Latin | 11091 |
| Humanities | 15991 | Latin American Studies | 03081 |
| Humanities/Arts/Social Science | 49031 | Latin-American Studies/Business Admin | 49061 |
| Humanities/Social Sciences | 49034 | Latin-American Studies/Public Health | 49062 |
| | | Law Enforcement Intelligence Analysis | 21054 |
| | | Leadership Studies | 49060 |
| Industrial Arts | 08393 | Legal Environment of Business | 05995 |
| Industrial Design | 08391 | Legal Studies, General | 22074 |
| Industrial Design | 10025 | Liberal Arts | 15996 |
| Industrial Engineering | 09131 | Liberal Arts | 49017 |
| Industrial Management | 05063 | Liberal Arts and Engineering Studies | 49009 |
| Industrial Management | 09132 | Liberal Studies | 49012 |
| Industrial Relations | 05161 | Liberal Studies (Hutchins School) | 49015 |
| Industrial Technology | 08394 | Library and Information Science | 16011 |
| Industrial Technology | 09133 | Linguistics | 15051 |
| Industrial/Organizational Psychology | 20081 | Linguistics and Anthropology | 22024 |
| Info Tech and Communication Design | 07030 | | |
| Informatics | 07020 | | |
| Information Science/Studies | 07015 | Management | 05061 |
| Information Systems | 07021 | Management Information Systems | 07023 |
| Information Technology | 07028 | Management Science/Operations Research | 05072 |
| Instructional Media/Technology | 08992 | Manufacturing Engineering | 09134 |
| Insurance and Risk Management | 05121 | Manufacturing Engineering Technology | 09256 |
| Interdis Health/Rehab Sci | 12012 | Manufacturing Processes | 09991 |
| Interior Architecture | 02022 | Marine Biology | 04181 |
| Interior Design | 02031 | Marine Engineering Technology | 09258 |
| International Agriculture | 01013 | Marine Science | 49022 |
| International Business | 05131 | Marine Transportation | 49044 |
| International Policy Analysis | 21023 | Marketing | 05091 |
| International Relations | 22101 | Marketing Analytics | 05074 |
| International Security/Conflict | 22103 | Marriage and Family Therapy | 13051 |
| International Studies | 22977 | Mass Media | 06010 |
| International/Global Studies | 22997 | Master of Professional Acct | 05024 |
| Islamic Studies | 15103 | Materials Engineering | 09151 |
| Italian | 11041 | Mathematics | 17011 |
| Italian Studies | 03122 | Mathematics and Science Education | 08997 |
| | | Mathematics Education | 17012 |
| | | Mathematics Literacy | 17991 |
| Japanese | 11081 | Mechanical Engineering | 09101 |
| Jewish Studies | 22151 | Mechanical Engineering Technology | 09257 |
| Jewish Studies | 49038 | Mechatronic Engineering | 09102 |
| Journalism | 06021 | Media Management | 06032 |

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| Medical Microbiology | 04112 | Park Administration | 21032 |
| Medical Product Development Management | 05067 | Pathology | 04041 |
| Meeting and Event Planning | 05086 | Perform Arts Ctr | 10999 |
| Mental Health Counseling | 12220 | Performing Arts | 10015 |
| Metallurgical Engineering | 09141 | Persian/Farsi | 11197 |
| Microbiology | 04111 | Petroleum Engineering | 09071 |
| Middle Eastern Studies | 03091 | Petroleum Land Studies | 49994 |
| Middle School Education | 08041 | Philosophy | 15091 |
| Military Science | 18011 | Philosophy - Psychology | 49032 |
| Modern Greek Studies | 03102 | Philosophy and Religion | 15992 |
| Modern Jewish Studies | 15102 | Photography | 10111 |
| Modern Languages | 11194 | Physical Education | 08350 |
| Molecular Biology | 04161 | Physical Education, Men | 08352 |
| MS Engr and MBS (concurrent) | 49058 | Physical Education, Women | 08353 |
| MS Region Plan/Engr (concur) | 49046 | Physical Science | 19011 |
| Multicult & Diversity Studies | 49040 | Physical Therapy | 12121 |
| Multimedia | 06991 | Physician Assistant | 12040 |
| Museum Studies | 49036 | Physics | 19021 |
| Music | 10051 | Physics Management | 19022 |
| Music - Performance | 10041 | Physiological Psychology | 20101 |
| Music Education | 10052 | Physiological Science | 20990 |
| Music Industry and Technology | 10053 | Physiology | 04101 |
| Musical Theatre | 10073 | Pilipino/Tagalog | 11195 |
| | | Political Economy | 22073 |
| | | Political Science/Government | 22071 |
| National Cybersecurity Studies | 49005 | Polymers and Coatings | 19052 |
| National Security Studies/Homeland Sec | 22102 | Poultry Science | 01061 |
| Native American Studies | 22121 | Pre-Nursing | 00121 |
| Natural Resources | 01151 | Pre-Physical Therapy | 12120 |
| Natural Resources Planning | 01153 | Pre-Veterinary Studies | 01042 |
| Natural Science/Life Science | 49021 | Production and Operations Management | 05064 |
| Naval Science | 18021 | Production/Operations Info Sys | 07025 |
| New College | 49997 | Professional Science | 05018 |
| Non-Profit Management | 05066 | Psychological Research | 20992 |
| Norwegian | 11141 | Psychology | 20011 |
| Nuclear Engineering | 09201 | Psychology Education | 20012 |
| Nuclear Medicine Technology | 12232 | Psychology Statistics | 20071 |
| Nursing (RN-to-Nursing Degree) | 12032 | Public Administration | 21021 |
| Nursing and Health Care Admin | 12293 | Public Health | 12141 |
| Nursing, Pre-Licensure | 12031 | Public Health and Nursing | 12292 |
| | | Public Health and Social Work | 12291 |
| | | Public Health Promotion | 12140 |
| Occupational Therapy | 12081 | Public History/Preservation | 22995 |
| Ocean Engineering | 09241 | Public Policy Analysis | 21022 |
| Oceanography | 19191 | Public Relations | 05992 |
| Office Systems | 05062 | | |
| Organizational Development | 05156 | | |
| Orientation and Mobility | 08142 | Quality Assurance | 09992 |
| Ornamental Horticulture | 01091 | Quantitative Economics | 22043 |
| | | Quantitative Methods/Analysis | 05071 |
| Packaging | 05106 | | |
| Paralegal Studies | 22072 | | |

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| Radio/TV/Film/Telecommunications | 06031 | Sustainable Manufacturing | 09136 |
| Radiologic Sciences | 12253 | Swahili | 11161 |
| Radiological Health Physics | 12251 | Systems Engineering | 09013 |
| Rangeland Resource Science | 01171 | Systems Engineering and Business Admin | 07070 |
| Reading/Language Arts Instruction | 08301 | | |
| Real Estate | 05111 | | |
| Recreation Administration | 21031 | Taxation | 05022 |
| Recreational Therapy | 12125 | Teacher Leadership | 08295 |
| Regenerative Studies | 49024 | Teaching (Master of Arts) | 08292 |
| Regulatory Affairs | 49045 | Teaching International Language | 08998 |
| Rehabilitation Counseling | 12221 | Technical and Professional Writing | 15997 |
| Rehabilitation Science | 12225 | Technological Studies | 49014 |
| Religious Studies | 15101 | Telecommunication Systems | 07991 |
| Retailing | 05092 | Telecommunications and Film | 06033 |
| Rural and Town Planning | 02062 | Telecommunications/Multimedia | 06992 |
| Russian | 11061 | Temporarily Off-Line | 77777 |
| Russian/Central European Studies | 03071 | TESOL | 15081 |
| | | Test Code | 11991 |
| | | Theatre and Film/Other | 10070 |
| Safety Education | 08361 | Theatre Arts - Performance | 10072 |
| Sanskrit | 11192 | Theatre Arts/Drama | 10071 |
| School Librarianship | 08996 | Toxicology | 04261 |
| School Psychology | 20013 | Translation and Interpretation | 11013 |
| Science | 49023 | Transportation Engineering | 09083 |
| Science, Technology and Society | 49020 | Transportation Planning | 49043 |
| Screenwriting | 06034 | Transportation/Logistics Management | 05101 |
| Secondary Education | 08031 | Travel and Tourism | 05082 |
| Secretarial Studies | 05141 | | |
| Security | 21053 | | |
| Small Business Management | 05996 | Urban Land Development | 05112 |
| Small College | 49998 | Urban Studies | 22141 |
| Social and Behavioral Science | 22011 | | |
| Social Psychology | 20051 | | |
| Social Work | 21041 | Vietnamese | 11193 |
| Social Work/Legal | 21045 | Viticulture | 01082 |
| Sociology | 22081 | Vocational/Occ Edu/Career & Tech Stu | 08395 |
| Software Engineering | 07052 | | |
| Software Engineering and Business Admin | 07060 | | |
| Soil Science | 01031 | Wastewater Utilization | 01154 |
| South Asian Studies | 03031 | Water Resource Mgmt | 49053 |
| Spanish | 11051 | Water Resources Engineering | 09085 |
| Special Education | 08081 | Watershed Management | 01152 |
| Special Education Administration | 08091 | Wildlife Management | 01072 |
| Special Major | 49993 | Wine Business Strategies | 01122 |
| Speech Communication | 15061 | Women's Studies | 49991 |
| Speech Correction | 08151 | Workforce Studies | 22042 |
| Speech Lang Pathology-Entry | 12203 | | |
| Speech Lang Pathology-wo Comm | 12204 | | |
| Sports Management | 05084 | Zoology | 04071 |
| Statistics | 17021 | | |
| STEM Education | 08999 | | |
| Structural Engineering | 09084 | | |
| Substance Use & Abuse Studies | 49075 | | |

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NONSTATE

| | |
|--------------------|-------|
| Auxiliary Services | 80101 |
| College Foundation | 80131 |
| Food Sale | 80121 |
| Health Services | 80161 |
| Merchandising | 80111 |
| Parking | 80171 |
| Residence Hall | 80152 |
| Staff Housing | 80153 |
| Student Housing | 80151 |
| Student Union | 80141 |
| Other Non-State | 89991 |

ADMINISTRATION

| | |
|-------------------------------|-------|
| Academic Senate | 90111 |
| Activities Housing | 90421 |
| Admissions - Records | 90401 |
| Audio Visual Services | 90221 |
| Business Management | 90121 |
| Business Mgmt-Accounting | 90122 |
| Counseling - Testing | 90411 |
| Dean of Instruction | 90102 |
| Director of Instruction | 90103 |
| Educational TV | 90231 |
| EOP | 90162 |
| Executive | 90101 |
| Extension Administration | 90901 |
| Faculty/Staff Development | 90104 |
| Financial Aids | 90601 |
| General Services | 90151 |
| Institutes | 90106 |
| Instructional Services | 90201 |
| IR & ADP Services | 90241 |
| Lab School | 90211 |
| Library | 90301 |
| Personnel | 90131 |
| Placement | 90431 |
| Plant Operations | 90501 |
| Public Service | 91011 |
| Purchasing | 90141 |
| Student Services | 90161 |
| Summer Session Administration | 90801 |
| Training/Development | 90105 |
| Other State | 99991 |
| All Disciplines | 99999 |

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The functional activity or organizational unit to which a room or space is assigned and which is actually occupying or using the space or is scheduled to do so.

The discipline codes consist of three units:

1. Interdiscipline unit

A space used for general purposes is considered as “all campus” and not under the jurisdiction of a particular instructional unit, and, therefore, is coded as “00001”. Lecture, seminar, and conference rooms are examples of interdisciplinary spaces. See Appendix D and/or F.

2. Instructional units

Instructional and instructional related spaces are assigned to the academic discipline or department as the discipline unit having jurisdiction over the space. The Higher Education General Information Survey (HEGIS) taxonomy of instructional programs has been adopted for this purpose.

3. Administrative and Instructional Support units

Administrative and instructional support spaces are assigned to the administrative or support department as the discipline unit having jurisdiction over the space. See the lists below for distinctions of non-state funded administrative and instructional support codes and state funded administrative and instructional support codes. Definitions follow.

Non-State Funded Administrative and Instructional Support Codes

| | |
|--------------------|-------|
| Auxiliary Services | 80101 |
| College Foundation | 80131 |
| Food Sales | 80121 |
| Health Services | 80161 |
| Merchandising | 80111 |
| Parking | 80171 |
| Residence Hall | 80152 |
| Staff Housing | 80153 |
| Student Housing | 80151 |
| Student Union | 80141 |
| Other Non-State | 89991 |

State Funded Administrative and Instructional Support Codes

| | |
|--------------------------------|-------|
| Academic Senate | 90111 |
| Activities and Housing | 90421 |
| Admissions and Records | 90401 |
| Audio-Visual Services | 90221 |
| Business Management | 90121 |
| Business Management-Accounting | 90122 |
| Counseling – Testing | 90411 |
| Dean of Instruction | 90102 |
| Director of Instruction | 90103 |
| Educational TV | 90231 |

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| | |
|--------------------------------|-------|
| EOP | 90162 |
| Executive | 90101 |
| Extension Administration | 90901 |
| Faculty/Staff Development | 90104 |
| Financial Aids | 90601 |
| General Instructional Services | 90151 |
| IR & ADP Services | 90241 |
| Institutes | 90106 |
| Instructional Services | 90201 |
| Lab School | 90211 |
| Library | 90301 |
| Personnel/Human Resources | 90131 |
| Placement | 90431 |
| Plant Operations | 90501 |
| Public Services | 91011 |
| Purchasing | 90141 |
| Student Services | 90161 |
| Summer Session Administration | 90801 |
| Training Development | 90105 |
| Other State | 99991 |
| All Disciplines | 99999 |

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80 Non-State Funded Administrative and Instructional Support Codes

Auxiliary Services/Student Organizations

80101

This category comprises those areas of non-state supported student services not clearly defined below. These areas may include such non-state supported student services as alumni activities, bicycle repair facilities, stereo shops, etc. This includes student organizations and tutoring, student govt, school newspaper (if not used as part of instruction).

This category does NOT include those areas that can more appropriately be defined by the following codes: 80131, 80121, 80161, 80111, 80171, 80152, 80151 and 80141.

College Foundation

80131

This category comprises those areas assigned to the College Foundation for the specific purpose of administrating their programs, i.e., the Foundation Administrative Office space.

This category does NOT include any space allocated for the foundation programs themselves.

Food Sales

80121

This category comprises any food service operation, i.e., cafeteria, snack bar, vending room, etc., that does NOT come under the control of either the Residence Hall or the Student Union.

Those areas of food service in residence halls or student unions should be coded with the appropriate organization unit.

Health Service

80161

This category comprises all areas assigned to student health services which may include child care facilities and health clinics.

Merchandising

80111

This category includes the areas assigned to merchandising operations. This includes those areas used to promote the sale of goods and services.

Exclude from this category those areas assigned to food sale as defined in 80121 Food Sales.

Other Non-State

89991

This category comprises any area of non-state supported operations that cannot be appropriately assigned any of the other non-state organizational unit codes. This code should be used only as a last resort. This includes continuing education.

Parking

80171

This category comprises all areas assigned for parking purposes within parking structures.

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Residence Hall

80152

This category comprises those areas assigned to student living facilities. Those areas are defined in the traditional sense as student dormitory facilities.

This category does NOT include student housing as defined in 80151 Student Housing.

Staff Housing

80153

This category comprises those areas assigned to faculty and staff living as self-contained units. These areas are defined in the traditional sense as apartments, houses, or duplexes.

Student Housing

80151

This category comprises those areas assigned to student living as self-contained units. These areas are defined in the traditional sense as apartments, houses, or duplexes.

Student Union

80141

This category comprises all areas associated with the campus student union or student center.

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90 State Funded Administrative and Instructional Support Codes

Academic Senate

90111

This category comprises those areas assigned to the academic senate, including space designated for the elected academic senate representatives, and their support and clerical staff.

This category does NOT include the faculty offices assigned to the representatives by their instructional department.

Activities and Housing

90421

This category comprises those areas assigned to activities and housing including space designated for the dean of activities and housing, the housing coordinator, the activities advisor, and their support and clerical staff.

This category does NOT include space designated for residence hall directors or their staff.

Admissions and Records

90401

This category comprises those areas assigned to admissions and records, including space designated for the dean of admissions and records, the registrar, the admissions officers, evaluation technicians, and their support and clerical staff.

Audio-Visual Services

90221

This category comprises the areas assigned to those activities associated with providing audio and/or visual materials to support the academic programs of the institution, including space designated for audio-visual coordinator, the photographers, equipment technicians, and their support and clerical staff.

This category does NOT include areas that house activities that use audio-visual technology as part of the instructional process, e.g., language laboratories. Multi-media and learning resource centers are more appropriately coded under libraries.

Business Management

90121

This category comprises those areas assigned to the business manager, the budget analyst, and their support and clerical staff.

Business Management-Accounting

90122

This category comprises those areas of financial operations assigned to the accounting department. This includes space designated for the accounting officers, financial manager, bookkeepers, cashiers, and their support and clerical staff.

Counseling and Testing

90411

This category comprises those areas assigned to the counseling and testing department, including space designated for the dean of counseling and testing, counselors, test officers, psychometrics, and their support and clerical staff.

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Dean of Instruction**90102**

This category comprises those areas assigned to a dean of instruction and the dean's support and clerical staff.

Director of Instruction**90103**

This category comprises those areas assigned to a director of instruction, director's support and clerical staff that oversee instructional programs.

Education TV**90231**

This category comprises those areas assigned for administration, programming and engineering of an educational television station, including space designated for the station manager, the program director, the equipment technicians, and their support and clerical staff.

This category does NOT include instructional television (intra-campus transmission, which could be coded 90201).

Educational Opportunity Program (EOP)**90162**

This category comprises those areas assigned to EOP, including space designated for the director, EOP advisors, counselors, and other EOP service staff.

This category does NOT include any ethnic studies space designated for financial aids. It does include only that space specifically designated as EOP.

Executive**90101**

This category comprises those areas of executive management assigned to the president, vice president(s), executive deans, academic planners, and their support and clerical staff.

This category does NOT include areas assigned to deans of instruction or department chairmen.

Extension Administration**90901**

This category comprises those areas assigned to the director of extension or continuing education and his support and clerical staff.

Faculty/Staff Development**90104**

This category comprises those areas assigned to faculty/staff and their support that oversee continued faculty and staff development.

Financial Aids**90601**

This category comprises those areas assigned to the financial aids department, its director, student counselors and off-campus work-study staff, and their support and clerical staff.

This category does NOT include the areas assigned to the Educational Opportunity Program (EOP), which should be classified under the discipline code for that program - EOP (90162).

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General Instructional Services

90151

This category comprises those areas of logistical services assigned to the duplicating department, the campus switchboards, the mailroom, and their support and clerical staff.

**Information Resources and Automatic Data Processing
(IR and ADP Services)**

90241

This category comprises those areas of computing support assigned to institutional resources and the automatic data processing services including space designated for the director of IR, computer programmers, keypunch operators, tabulating machine operators, EDP supervisors and technicians, and their support and clerical staff.

Institutes

90106

This category comprises those areas assigned to a campus-approved institute.

Instructional Services

90201

This category comprises those areas assigned to general instructional services NOT specifically defined in 90221-Audio Visual, 90211-Lab School, and 90231-Educational TV. This would include the instructional television departments (intra-campus transmissions), the television coordinator, equipment technicians, graphic artists, and their support and clerical staff; the college farms, including farm manager, dairymen, orchard men, blacksmiths, etc., and their support and clerical staff; and natural resources centers (e.g., forestry stations).

This category does NOT include areas assigned to educational television (extra campus transmissions 90231).

Lab School

90211

This category comprises the areas assigned to the laboratory demonstration elementary schools, including space designated for laboratory school teachers, librarians, nurses and their support and clerical staff.

Library

90301

This category comprises those areas assigned to the library. This includes the library administration, circulation, technical processing, and public service areas. Also includes space designated for the college librarian, assistant librarians, and their support and clerical staff.

Other State

99991

This category comprises any administrative areas assigned to departments or services which cannot be appropriately be classified under any other organizational unit code.

Personnel/Human Resources

90131

This category comprises those areas of financial operations assigned to the personnel department, including space designated for the personnel officers, personnel analysts, payroll and personnel transaction clerks, and their support and clerical staff.

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Placement**90431**

This category comprises those areas assigned to the placement office, including space designated for the placement officers, placement counselors, supervisors, interviewers, and their support and clerical staff.

Plant Operations**90501**

This category comprises those areas assigned to plant operations, including space designated for the chief of plant operation, chief engineer, the building maintenance staff, the grounds maintenance personnel, the campus security officers, the motor vehicles operations staff, and their support and clerical staff, as well as areas designated for warehouses and general stores, shipping and receiving.

Public Services**91011**

This category comprises those areas assigned to programs whose function is to make available to the public various resources and capabilities that exist on campus. Typically these services are managed within academic departments. This may include reimbursed activities such as Upward Bound, National Science Foundation, various educational projects in connection with school districts, and various vocational rehabilitation on projects in conjunction with governmental agencies.

Purchasing**90141**

This category comprises those areas of logistical services assigned to the purchasing department, including space designated for the business service officer, the equipment and materials coordinator, and their support and clerical staff.

Student Services**90161**

This category comprises those areas assigned to the dean of students, his support and clerical staff, and any general student services areas not specifically defined in 90162, 90401, 90421, 90431, 90601 and 90611.

Summer Session Administration**90801**

This category comprises those areas assigned to the dean of education services and summer session, and support and clerical staff.

Training Development**90105**

This category comprises those areas assigned to training programs for all support that oversee administrative development.

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HEGIS Categories

- 01 Agriculture and Natural Resources
- 02 Architecture and Environmental Design
- 03 Area Studies
- 04 Biological Sciences
- 05 Business Administration and Management
- 06 Communications
- 07 Computer and Information Sciences
- 08 Education
- 09 Engineering
- 10 Fine and Applied Arts
- 11 Foreign Languages
- 12 Health Professions
- 13 Home Economics
- 15 Letters
- 16 Library Science
- 17 Mathematics
- 18 Military Science
- 19 Physical Sciences
- 20 Psychology
- 21 Public Affairs and Services
- 22 Social Sciences
- 49 Interdisciplinary Studies

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| | | | |
|-------|--|-------|----------------------------------|
| 00000 | Undeclared | 03011 | Asian Studies |
| 00001 | Interdiscipline | 03021 | East Asian Studies |
| 00121 | Pre-Nursing | 03031 | South Asian Studies |
| | | 03051 | African Studies |
| | | 03071 | Russian/Central European Studies |
| 01011 | Agriculture | 03081 | Latin American Studies |
| 01012 | Agriculture Science/Education | 03085 | Central American Studies |
| 01013 | International Agriculture | 03091 | Middle Eastern Studies |
| 01014 | Agricultural Studies | 03101 | European Studies |
| 01015 | Agricultural Communication | 03102 | Modern Greek Studies |
| 01021 | Agronomy/Crop Science | 03121 | French Studies |
| 01031 | Soil Science | 03122 | Italian Studies |
| 01041 | Animal Science | 03131 | American Studies |
| 01042 | Pre-Veterinary Studies | 03132 | California Studies |
| 01043 | Animal Health Science | 03991 | Armenian Studies |
| 01051 | Dairy Science | 03992 | Canadian Studies |
| 01061 | Poultry Science | | |
| 01071 | Fisheries Biology | | |
| 01072 | Wildlife Management | 04011 | Biology |
| 01081 | Horticulture/Fruit Science | 04012 | Environmental Biology |
| 01082 | Viticulture | 04014 | Human Biological Sciences |
| 01091 | Ornamental Horticulture | 04016 | Evolutionary Biology |
| 01101 | Agriculture and Farm Management | 04017 | Biology and Ecology |
| 01111 | Agriculture Economics | 04021 | Botany |
| 01121 | Agricultural Business | 04031 | Bacteriology |
| 01122 | Wine Business Strategies | 04041 | Pathology |
| 01130 | Food Science Technology | 04071 | Zoology |
| 01131 | Food Science | 04101 | Physiology |
| 01132 | Enology | 04111 | Microbiology |
| 01141 | Forestry | 04112 | Medical Microbiology |
| 01151 | Natural Resources | 04121 | Anatomy |
| 01152 | Watershed Management | 04141 | Biochemistry |
| 01153 | Natural Resources Planning | 04151 | Biophysics |
| 01154 | Wastewater Utilization | 04152 | Biomedical Physics |
| 01155 | Ecological Economics | 04153 | Biomedical Science |
| 01156 | Forest, Watershed and Wildland Science | 04154 | Epidemiology |
| 01161 | Agricultural Systems Management | 04161 | Molecular Biology |
| 01171 | Rangeland Resource Science | 04171 | Cell and Molecular Biology |
| 01991 | Agricultural Biology/Plant Science | 04181 | Marine Biology |
| 01992 | Agricultural Chemistry | 04182 | Aquatic Biology |
| 01993 | Landscape Irrigation Science | 04191 | Biostatistics and Biometry |
| | | 04201 | Ecology |
| | | 04202 | Ecological Conservation |
| 02011 | Environmental Design | 04211 | Entomology |
| 02020 | Architectural & Bldg Science | 04221 | Genetics |
| 02021 | Architecture | 04261 | Toxicology |
| 02022 | Interior Architecture | 04991 | Biotechnology |
| 02031 | Interior Design | | |
| 02041 | Landscape Architecture | | |
| 02061 | City and Regional Planning | 05011 | Business Administration |
| 02062 | Rural and Town Planning | 05012 | Business Education |
| | | 05013 | E-Business |

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| | | | |
|-------|---|-------|---|
| 05015 | Concrete Industry Management | 06010 | Mass Media |
| 05016 | Business Administration and Life Sciences | 06011 | Communication/Communication Studies |
| 05017 | Construction Management | 06012 | Communication Design |
| 05018 | Professional Science | 06013 | Health Communication |
| 05021 | Accountancy | 06015 | Communication & Media Studies |
| 05022 | Taxation | 06021 | Journalism |
| 05023 | Auditing | 06031 | Radio/TV/Film/Telecommunications |
| 05024 | Master of Professional Acct | 06032 | Media Management |
| 05025 | Accounting and Finance | 06033 | Telecommunications and Film |
| 05031 | Business Statistics | 06034 | Screenwriting |
| 05041 | Finance | 06041 | Advertising |
| 05042 | Banking | 06051 | Broadcast Arts |
| 05043 | Financial Services | 06924 | Bilingual Journalism |
| 05044 | Corporate Financial Management | 06991 | Multimedia |
| 05061 | Management | 06992 | Telecommunications/Multimedia |
| 05062 | Office Systems | 06993 | Digital Publishing |
| 05063 | Industrial Management | 06994 | Graphic Communication |
| 05064 | Production and Operations Management | | |
| 05065 | High-Technology Management | | |
| 05066 | Non-Profit Management | 07011 | Computer Science |
| 05067 | Medical Product Development Management | 07012 | Computer Science and Information Tech |
| 05068 | Business and Technology | 07015 | Information Science/Studies |
| 05071 | Quantitative Methods/Analysis | 07020 | Informatics |
| 05072 | Management Science/Operations Research | 07021 | Information Systems |
| 05073 | Actuarial Science | 07022 | Accounting Information Systems |
| 05074 | Marketing Analytics | 07023 | Management Information Systems |
| 05075 | Digital Supply Chain Mgmt | 07024 | Financial Computer Systems |
| 05081 | Hotel/Hospitality Management | 07025 | Production/Operations Info Sys |
| 05082 | Travel and Tourism | 07026 | Business Information Systems |
| 05083 | Entertainment/Tourism Management | 07027 | Knowledge Management |
| 05084 | Sports Management | 07028 | Information Technology |
| 05085 | Apparel/Textile/Manufact Mgmt | 07029 | Computer Networks |
| 05086 | Meeting and Event Planning | 07030 | Info Tech and Communication Design |
| 05091 | Marketing | 07031 | Cybersecurity |
| 05092 | Retailing | 07036 | Artificial Intelligence |
| 05101 | Transportation/Logistics Management | 07051 | Cybernetic Systems |
| 05105 | Global Supply Chain Management | 07052 | Software Engineering |
| 05106 | Packaging | 07060 | Software Engineering and Business Admin |
| 05111 | Real Estate | 07070 | Systems Engineering and Business Admin |
| 05112 | Urban Land Development | 07991 | Telecommunication Systems |
| 05121 | Insurance and Risk Management | 07992 | Computational Science |
| 05131 | International Business | 07993 | Computer Graphics |
| 05141 | Secretarial Studies | 07994 | Bioinformatics |
| 05151 | Human Resources/Personnel Management | | |
| 05156 | Organizational Development | | |
| 05161 | Industrial Relations | 08011 | Education |
| 05171 | Business Economics | 08021 | Elementary Education |
| 05991 | Business Computer Telecom | 08031 | Secondary Education |
| 05992 | Public Relations | 08041 | Middle School Education |
| 05993 | Business, Special Interest | 08051 | Higher Education |
| 05995 | Legal Environment of Business | 08061 | Community College Education |
| 05996 | Small Business Management | 08071 | Adult Secondary Education |
| 05997 | Entrepreneurship | 08081 | Special Education |

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| | | | |
|-------|---------------------------------------|-------|---|
| 08091 | Special Education Administration | 08996 | School Librarianship |
| 08101 | Education – Severely Handicapped | 08997 | Mathematics and Science Education |
| 08111 | Education of the Gifted | 08998 | Teaching International Language |
| 08121 | Education – Communication Handicapped | 08999 | STEM Education |
| 08131 | Equity and Social Justice | | |
| 08141 | Education – Visually Handicapped | 09011 | Engineering |
| 08142 | Orientation and Mobility | 09012 | Engineering Science |
| 08151 | Speech Correction | 09013 | Systems Engineering |
| 08181 | Education – Learning Handicapped | 09020 | Engineer Sci/Aerospace/Mech Engineering |
| 08191 | Education – Physically Handicapped | 09021 | Aerospace Engineering |
| 08201 | Education – Multiple Handicapped | 09022 | Aeronautics |
| 08211 | Foundations of Education | 09023 | Astronautics |
| 08221 | Educational Psychology | 09026 | Aviation |
| 08225 | English Education | 09031 | Agricultural Engineering |
| 08231 | Child Development/ECE | 09041 | Architectural Engineering |
| 08232 | Early Childhood Studies | 09051 | Biomedical Engineering/Bioengineering |
| 08241 | Educational Research | 09052 | Biochemical Engineering |
| 08261 | Counseling and Guidance | 09061 | Chemical Engineering |
| 08262 | Counsel and Guidance Higher Ed | 09071 | Petroleum Engineering |
| 08271 | Education Administration/Leadership | 09081 | Civil Engineering |
| 08272 | Education Leadership-CSU EdD-P-12 | 09082 | Construction Engineering |
| 08273 | Education Leadership-CSU-EdD-CC | 09083 | Transportation Engineering |
| 08274 | Educ Leader-CSU EdD P-12 & CC | 09084 | Structural Engineering |
| 08281 | Education Supervision | 09085 | Water Resources Engineering |
| 08291 | Curriculum and Instruction | 09091 | Electrical Engineering |
| 08292 | Teaching (Master of Arts) | 09092 | Electronic Engineering |
| 08295 | Teacher Leadership | 09093 | Electrical and Electronic Engineering |
| 08301 | Reading/Language Arts Instruction | 09094 | Computer Engineering |
| 08341 | Environmental Education | 09095 | Electrical and Computer Engineering |
| 08349 | Fitness/Sports and Exercise | 09101 | Mechanical Engineering |
| 08350 | Physical Education | 09102 | Mechatronic Engineering |
| 08351 | Kinesiology | 09131 | Industrial Engineering |
| 08352 | Physical Education, Men | 09132 | Industrial Management |
| 08353 | Physical Education, Women | 09133 | Industrial Technology |
| 08354 | Athletics | 09134 | Manufacturing Engineering |
| 08355 | Exercise Science/Exercise Physiology | 09136 | Sustainable Manufacturing |
| 08356 | Exercise Physiology and Nutrition | 09141 | Metallurgical Engineering |
| 08357 | Exercise Science | 09151 | Materials Engineering |
| 08361 | Safety Education | 09201 | Nuclear Engineering |
| 08371 | Health and Safety Education | 09211 | Engineering - Applied Mechanic |
| 08372 | Holistic Health | 09221 | Environmental Engineering |
| 08375 | Athletic Training | 09222 | Environ Resources Engineering |
| 08391 | Industrial Design | 09241 | Ocean Engineering |
| 08392 | Graphic Communications | 09251 | Engineering Technology |
| 08393 | Industrial Arts | 09252 | Geomatics Engineering |
| 08394 | Industrial Technology | 09253 | Air Cond Engineering Technology |
| 08395 | Vocational/Occ Edu/Career & Tech Stu | 09254 | Construct Engineering Tech - Mgmt |
| 08396 | Aviation | 09255 | Electronic Engineering Technology |
| 08991 | Education - Advanced Studies | 09256 | Manufacturing Engineering Technology |
| 08992 | Instructional Media/Technology | 09257 | Mechanical Engineering Technology |
| 08993 | Education - Special Interest | 09258 | Marine Engineering Technology |
| 08994 | Bilingual - Multicultural Education | 09259 | Computer Engineering |
| 08995 | Computer-Based Education | | |

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| | | | |
|-------|--------------------------------------|-------|---|
| 09261 | Engineering Mathematics | 11111 | Hebrew |
| 09262 | Environmental Engineering Technology | 11121 | Arabic |
| 09263 | Facilities Engineering Technology | 11131 | Hindi |
| 09991 | Manufacturing Processes | 11141 | Norwegian |
| 09992 | Quality Assurance | 11161 | Swahili |
| 09993 | Civil and Environment Engineering | 11191 | Armenian, Portuguese |
| 09994 | Biomedical Quality Systems | 11192 | Sanskrit |
| 09995 | Concrete Industry Management | 11193 | Vietnamese |
| | | 11194 | Modern Languages |
| | | 11195 | Pilipino/Tagalog |
| 10011 | Fine and Creative Arts | 11196 | Korean |
| 10015 | Performing Arts | 11197 | Persian/Farsi |
| 10017 | Digital Arts | 11991 | Test Code |
| 10021 | Art | | |
| 10022 | Art, Studio Performance | | |
| 10023 | Design | 12011 | Health Science |
| 10025 | Industrial Design | 12012 | Interdisciplinary Health/Rehab Sci |
| 10031 | Art History | 12021 | Health Care Management/Admin |
| 10041 | Music - Performance | 12025 | Health Services Administration |
| 10051 | Music | 12031 | Nursing, Pre-Licensure |
| 10052 | Music Education | 12032 | Nursing (RN-to-Nursing Degree) |
| 10053 | Music Industry and Technology | 12033 | Doctor of Nursing Practice |
| 10060 | Audio Engineering | 12040 | Physician Assistant |
| 10070 | Theatre and Film/Other | 12043 | Gerontology |
| 10071 | Theatre Arts/Drama | 12081 | Occupational Therapy |
| 10072 | Theatre Arts - Performance | 12120 | Pre-Physical Therapy |
| 10073 | Musical Theatre | 12121 | Physical Therapy |
| 10075 | Concurrent MBA/MFA Theatre Mgmt | 12122 | Doctor of Physical Therapy-CSU |
| 10076 | Dramatic Writing | 12125 | Recreational Therapy |
| 10081 | Dance | 12140 | Public Health Promotion |
| 10082 | Dance - Performance | 12141 | Public Health |
| 10091 | Graphic Art/Design | 12142 | Environmental/Occupational Health |
| 10095 | Game & Interact Media Design | 12143 | Health Behavioral Science |
| 10101 | Cinema/Film/Video/Electronic Media | 12171 | Genetic Counseling |
| 10102 | Cinema/Film (Performance) | 12201 | Communicative Disorders |
| 10111 | Photography | 12202 | Audiology |
| 10991 | Fine Arts, Other | 12203 | Speech Lang Pathology-Entry |
| 10992 | Art Administration | 12204 | Speech Lang Pathology-wo Comm |
| 10999 | Perform Arts Ctr | 12220 | Mental Health Counseling |
| | | 12221 | Rehabilitation Counseling |
| | | 12224 | Assistive and Rehabilitative Technology |
| 11011 | Languages and Cultures, World | 12225 | Rehabilitation Science |
| 11012 | Language Education | 12231 | Clinical/Biomedical Lab Science |
| 11013 | Translation and Interpretation | 12232 | Nuclear Medicine Technology |
| 11021 | French | 12234 | Cytotechnology |
| 11031 | German | 12251 | Radiological Health Physics |
| 11041 | Italian | 12253 | Radiologic Sciences |
| 11051 | Spanish | 12291 | Public Health and Social Work |
| 11061 | Russian | 12292 | Public Health and Nursing |
| 11071 | Chinese | 12293 | Nursing and Health Care Admin |
| 11081 | Japanese | | |
| 11091 | Latin | | |
| 11101 | Greek | | |

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| | | | |
|-------|------------------------------------|-------|---------------------------------------|
| 13011 | Family and Consumer Sciences | 19051 | Chemistry |
| 13021 | Consumer Services and Advocacy | 19052 | Polymers and Coatings |
| 13031 | Apparel Merchandising/Management | 19081 | Chemical Physics |
| 13051 | Marriage and Family Therapy | 19111 | Astronomy |
| 13052 | Child/Family Development | 19131 | Atmospheric Science/Meteorology |
| 13061 | Dietetics/Food Admin/Nutrition | 19141 | Geology |
| 13991 | Apparel and Interior Design | 19151 | Geochemistry |
| | | 19160 | Geophysics |
| | | 19171 | Earth Sciences |
| 15011 | English | 19172 | Geosciences |
| 15012 | Language Studies | 19173 | Atmospheric and Oceanic Science |
| 15013 | English Composition | 19191 | Oceanography |
| 15021 | English Literature | 19991 | Criminalistics/Forensic Science |
| 15031 | Comparative Literature | 19992 | Forensic and Behavioral Sciences |
| 15041 | Classics | | |
| 15051 | Linguistics | | |
| 15052 | Bilingual/Bicultural Studies | 20011 | Psychology |
| 15061 | Speech Communication | 20012 | Psychology Education |
| 15071 | Creative Writing | 20013 | School Psychology |
| 15081 | TESOL | 20031 | Community/Clinical Psychology |
| 15091 | Philosophy | 20041 | Counseling (Psychology) |
| 15101 | Religious Studies | 20051 | Social Psychology |
| 15102 | Modern Jewish Studies | 20071 | Psychology Statistics |
| 15103 | Islamic Studies | 20081 | Industrial/Organizational Psychology |
| 15991 | Humanities | 20091 | Developmental Psychology |
| 15992 | Philosophy and Religion | 20101 | Physiological Psychology |
| 15996 | Liberal Arts | 20990 | Physiological Science |
| 15997 | Technical and Professional Writing | 20991 | Behavioral Science |
| 15999 | Arts and Humanities | 20992 | Psychological Research |
| | | 20993 | Human Development |
| | | 20994 | Human Factors/Ergonomics |
| 16011 | Library and Information Science | 20995 | Forensic Psychology |
| | | 20996 | Applied Behavior Analysis |
| 17011 | Mathematics | | |
| 17012 | Mathematics Education | 21011 | Community Services |
| 17021 | Statistics | 21021 | Public Administration |
| 17022 | Applied Statistics | 21022 | Public Policy Analysis |
| 17031 | Applied Mathematics | 21023 | International Policy Analysis |
| 17033 | Computational & Applied Math | 21025 | Hospitality, Recreation, and Tourism |
| 17035 | Data Science | 21031 | Recreation Administration |
| 17991 | Mathematics Literacy | 21032 | Park Administration |
| | | 21041 | Social Work |
| | | 21042 | Human Services, Collaborative |
| 18011 | Military Science | 21043 | Gerontology |
| 18021 | Naval Science | 21044 | Deaf Studies |
| 18031 | Aerospace Studies | 21045 | Social Work/Legal |
| | | 21050 | Criminal Justice Studies |
| | | 21051 | Criminal Justice |
| 19011 | Physical Science | 21052 | Corrections |
| 19021 | Physics | 21053 | Security |
| 19022 | Physics Management | 21054 | Law Enforcement Intelligence Analysis |
| 19025 | Applied Physics | 21991 | Fire Protection Admin and Tech |

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| | | | |
|-------|--|-------|---------------------------------------|
| 21992 | Emergency Services Administration | 49018 | Humanistic Studies |
| 21993 | Fire Protection Svcs | 49019 | Human Sexuality Studies |
| | | 49020 | Science, Technology and Society |
| | | 49021 | Natural Science/Life Science |
| 22011 | Social and Behavioral Science | 49022 | Marine Science |
| 22021 | Anthropology | 49023 | Science |
| 22024 | Linguistics and Anthropology | 49024 | Regenerative Studies |
| 22031 | Archaeology | 49031 | Humanities/Arts/Social Science |
| 22032 | Applied Archaeology | 49032 | Philosophy - Psychology |
| 22041 | Economics | 49033 | Government - Journalism |
| 22042 | Workforce Studies | 49034 | Humanities/Social Sciences |
| 22043 | Quantitative Economics | 49035 | Behavioral and Social Sciences |
| 22051 | History | 49036 | Museum Studies |
| 22059 | Archives and Records Administration | 49037 | Human Rights/Global Peace Studies |
| 22061 | Geography | 49038 | Jewish Studies |
| 22063 | Geographic Information Systems | 49039 | Conflict Resolution |
| 22071 | Political Science/Government | 49040 | Multicultural and Diversity Studies |
| 22072 | Paralegal Studies | 49041 | Environmental Systems |
| 22073 | Political Economy | 49042 | Engineering Management |
| 22074 | Legal Studies, General | 49043 | Transportation Planning |
| 22081 | Sociology | 49044 | Marine Transportation |
| 22091 | Criminology | 49045 | Regulatory Affairs |
| 22101 | International Relations | 49046 | MS Region Plan/Engr (concur) |
| 22102 | National Security Studies/Homeland Sec | 49047 | Civil and Environmental Engr |
| 22103 | International Security/Conflict | 49051 | Environmental Resource Management |
| 22111 | African-American Studies | 49052 | Coastal/Watershed Science/Policy |
| 22121 | Native American Studies | 49053 | Water Resource Management |
| 22131 | Chicano/Latino Studies | 49058 | MS Engr and MBS (concurrent) |
| 22141 | Urban Studies | 49060 | Leadership Studies |
| 22151 | Jewish Studies | 49061 | Latin-American Studies/Business Admin |
| 22977 | International Studies | 49062 | Latin-American Studies/Public Health |
| 22990 | Gender/Women's and Gay/Lesbian Studies | 49071 | Health and Human Services |
| 22991 | Gender/Ethnic/Women's Studies | 49075 | Substance Use & Abuse Studies |
| 22992 | Anthropology/Geography | 49081 | Diversified Studies/Education |
| 22993 | Labor Studies | 49101 | Environmental Studies |
| 22994 | Cultural Resources Management | 49102 | Energy, Environment, and Society |
| 22995 | Public History/Preservation | 49103 | Ecological Restoration |
| 22996 | Asian/American Studies | 49104 | Energy and Climate |
| 22997 | International/Global Studies | 49991 | Women's Studies |
| 22998 | Asian-American Studies | 49992 | All College Honors |
| 22999 | Asian/Asian-American Studies | 49993 | Special Major |
| | | 49994 | Petroleum Land Studies |
| | | 49995 | Applied Studies |
| 49005 | National Cybersecurity Studies | 49996 | Biology - Mathematics |
| 49009 | Liberal Arts and Engineering Studies | 49997 | New College |
| 49010 | Environmental Science-Joint Program | 49998 | Small College |
| 49011 | Environmental Science | | |
| 49012 | Liberal Studies | | |
| 49013 | General Studies/Tutorials | 77777 | Temporarily Off-Line |
| 49014 | Technological Studies | | |
| 49015 | Liberal Studies (Hutchins School) | | |
| 49016 | Cognitive Studies | | |
| 49017 | Liberal Arts | | |

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NONSTATE

80101 Auxiliary Services
80111 Merchandising
80121 Food Sale
80131 College Foundation
80141 Student Union
80151 Student Housing
80152 Residence Hall
80153 Staff Housing
80161 Health Services
80171 Parking
89991 Other Non-State

90122 Business Mgmt-Accounting
90131 Personnel
90141 Purchasing
90151 General Services
90161 Student Services
90162 EOP
90201 Instructional Services
90211 Lab School
90221 Audio Visual Services
90231 Educational TV
90241 IR & ADP Services
90301 Library
90401 Admissions - Records
90411 Counseling - Testing
90421 Activities Housing
90431 Placement
90501 Plant Operations
90601 Financial Aids
90801 Summer Session Administration
90901 Extension Administration
91011 Public Service
99991 Other State
99999 All Disciplines

ADMINISTRATION

90101 Executive
90102 Dean of Instruction
90103 Director of Instruction
90104 Faculty/Staff Development
90105 Training/Development
90106 Institutes
90111 Academic Senate
90121 Business Management

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100 INSTRUCTION This category includes all activities that are part of an institution's instruction program. Credit and noncredit courses, for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions should be included.

- 111 Instructional Administration**
- 112 Regular Instruction**
- 120 Special Session Instruction**
- 130 Extension Instruction**
- 180 Instructionally Related Activities**

200 RESEARCH This category should include all activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately by an organizational unit within the institution. State funds include activities fully funded by a State or Local Governmental Entity. External Funds include activities partially/fully funded by private entities, the federal government or 501(c)(3) organizations.

- 210 Institutes and Research Centers – State Funds**
- 220 Individual and Project Research – State Funds**
- 230 Institutes and Research Centers – External Funds**
- 240 Individual and Project Research – External Funds**

300 PUBLIC SERVICE This category should include activities that are established primarily to provide noninstructional services beneficial to individuals and groups external to the institution.

- 310 Community Services**
- 320 Cooperative Extension Services**
- 340 Community Broadcast Services**

400 ACADEMIC SUPPORT This category should include support services for the institution's primary missions — instruction, research, and public service.

- 410 Libraries**
- 430 Audio-Visual Services**
- 440 Television Services**
- 450 Computing Support**
- 460 Ancillary Support**

500 STUDENT SERVICES This category should include offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program.

- 510 Social and Cultural Development**
- 520 Supplementary Educational Services - EOP**
- 530 Counseling and Career Guidance**
- 540 Financial Aids**
- 550 Student Support**

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600 INSTITUTIONAL SUPPORT This category should include: 1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; 2) fiscal operations, including the investment office; 3) administrative data processing; 4) space management; 5) employee personnel and records; 6) logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; 7) support services to faculty and staff that are not operated as auxiliary enterprises; and 8) activities concerned with community and alumni relations, including development and fund raising.

This category also should include the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises, and independent operations.

- 610 Executive Management**
- 620 Financial Operations**
- 630 General Administrative Services**
- 640 Logistical Services**
- 650 Physical Plant Operations**
- 651 Maintenance Office Administration**
- 652 Utility Plants**
- 653 Building Maintenance**
- 654 Grounds Maintenance**
- 655 Custodial Services**
- 660 Faculty and Staff Services**
- 670 Community Relations**

700 INDEPENDENT OPERATIONS This category includes those operations that are independent of, or unrelated to, but which may enhance the primary missions of the institution.

- 710 Institutional Operations**

900 AUXILIARY ENTERPRISES An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services.

- 910 Auxiliary Enterprises - Student**
- 920 Auxiliary Enterprises - Faculty/Staff**
- 930 Intercollegiate Athletics**
- 940 Subleased Area**

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| | | | |
|----|-------------------------------|----|--------------------------------|
| 01 | President | 63 | Interdisc educ |
| 02 | Provost | 64 | Social and natural sciences |
| 03 | Student Affairs | 65 | Natural sciences |
| 04 | Administrative Affairs | 66 | Natural sci and math |
| 05 | University Advancement | 67 | Math/science/engineering |
| 07 | Financial Aid | 68 | Nursing |
| 08 | Students | 69 | Engineering & computer science |
| 09 | Placement | 70 | Physical education |
| 10 | Agriculture | 71 | Health/physical educ |
| 11 | Agricultural science | 72 | Health/phys ed/rec |
| 12 | Ag, eng and nursing | 73 | Monterey county center |
| 13 | Agriculture + home economics | 75 | Science |
| 15 | Applied arts/sciences | 76 | Science/math |
| 16 | Applied arts | 77 | Physical sciences |
| 17 | Applied sciences | 78 | Social work |
| 20 | Architecture | 82 | Eng/comp sci/tech |
| 25 | Arts and sciences | 84 | Extended education |
| 26 | Arts | 85 | Other departments |
| 27 | Arts, letters + science | 86 | New college |
| 29 | Communications | 87 | Industry and tech |
| 30 | Behavioral sciences | 88 | Ethnic studies |
| 31 | Behavioral/soc sci | 89 | Liberal studies |
| 32 | Social sciences | 90 | Librarianship |
| 33 | Hum dev and comm svcs | 91 | Natural resources |
| 34 | Hlth/human svcs | 92 | Professional studies |
| 35 | Bio/health sciences | 93 | Psych/education |
| 36 | Life sciences | 94 | Special programs |
| 37 | Humanities/social science | 95 | Imperial valley |
| 38 | Health professions/social wrk | 96 | Interdisc studies |
| 39 | Bus. And soc. Sci | 97 | Graduate studies |
| 40 | Business | 98 | Undergrad. Studies office |
| 41 | Business adminis | 99 | All college |
| 42 | Business adminis/econ | 00 | Unclassified |
| 43 | Business/economics | | |
| 44 | Business/public admin | | |
| 45 | Creative arts | | |
| 46 | Creative arts/human | | |
| 47 | Humanities | | |
| 48 | Humanities/arts | | |
| 49 | Humanities/fine arts | | |
| 50 | Education | | |
| 51 | Expressive arts | | |
| 52 | Engineering | | |
| 53 | Aerospace studies | | |
| 54 | Environmental design | | |
| 55 | Fine arts | | |
| 56 | Fine/applied arts | | |
| 57 | Fine arts/prof study | | |
| 58 | Speech and music | | |
| 59 | Environmental studies | | |
| 60 | Letters and science | | |
| 61 | Letters, arts science | | |
| 62 | Arts and letters | | |

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INSTRUCTIONAL

| | |
|-------------------------------------|------|
| A. Lecture | |
| Lecture | 0001 |
| Lecture Service | 0002 |
| B. Laboratory | |
| Teaching Lab | 0010 |
| Teaching Lab Service | 0011 |
| C. Other Instructional Space | |
| Research Space | 0016 |
| Research Service | 0017 |
| Self-instruction Comp Lab | 0019 |
| Self-instruction Lab | 0020 |
| Music practice studio | 0021 |
| Physical Education-Indoor | 0022 |
| Physical Education-Outdoor | 0023 |
| Military Science | 0024 |
| Animal Quarters | 0025 |
| Green House | 0026 |
| Special Space Education | 0027 |
| Audiovisual | 0028 |
| Special Instructional | 0029 |

INSTRUCTIONAL SUPPORT

| | |
|-------------------------------|------|
| A. Office | |
| Faculty Office-Professional | 0030 |
| Faculty Office-Support | 0031 |
| Faculty Office-Service | 0032 |
| Faculty/Admin-Professional | 0035 |
| Faculty/Admin-Support | 0036 |
| Faculty/Admin-Service | 0037 |
| Administration - Professional | 0040 |
| Administration - Support | 0041 |
| Administration - Service | 0042 |
| Student Organization | 0045 |
| Other Office | 0049 |

INSTRUCTIONAL SUPPORT (cont'd)

| | |
|---|------|
| B. Non-Office | |
| Conference Room | 0051 |
| Lounge | 0052 |
| Recreation | 0053 |
| Administrative Stockroom | 0055 |
| General Storage | 0056 |
| Warehouse | 0057 |
| Library Study Hall | 0060 |
| Library Carrel | 0062 |
| Library Special Study | 0063 |
| Library Stack Area | 0064 |
| Library Stack Study | 0066 |
| Library Service | 0068 |
| Library Movable Aisle | |
| Compact Shelving | 0069 |
| Museum and Galleries | 0070 |
| Auditoria | 0075 |
| Stage | 0077 |
| Auditoria Service | 0079 |
| C. Special Instructional Support Space | |
| Locker Rooms | 0081 |
| Parking | 0082 |
| Equip Maintenance/Repair | 0083 |
| Field Areas | 0084 |
| Other Special Support | 0085 |
| D. Miscellaneous | |
| Student Use | 0091 |
| Administrative Use | 0092 |
| Faculty Use | 0093 |
| Other General Use | 0099 |
| E. Residence Halls | |
| Dorm Room | 0095 |
| Food Service | 0096 |
| Living Quarters | 0098 |

NONASSIGNABLE

| | |
|-----------------------------|------|
| Electrical | 1000 |
| Telephone | 1001 |
| Custodian | 1002 |
| Restroom | 1003 |
| Corridor | 1004 |
| Lobby | 1005 |
| Stairway | 1006 |
| Telecom Closet | 1007 |
| Miscellaneous Nonassignable | 1008 |
| Elevator | 1009 |
| Mechanical | 1010 |

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**0001
Lecture**

Definition: A room used for classes that do not require special purpose equipment for student use.

Description: A lecture room may be equipped with tablet arm chairs (fixed to floor joined together in groups, or flexible in arrangement), tables and chairs, or similar types of seating. A lecture room may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room suitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms or auditoriums. Seminar rooms that are typically used for small classes are defined separately and not included in this category.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0002
Lecture Service**

Definition: A room which directly serves a lecture room as an extension of the activities of the lecture room.

Description: Included in this category are storage rooms, locker and shower rooms, closets, coatrooms, shops, dark rooms, laundry rooms, observation rooms, preparation and workrooms, study rooms, and preview rooms if they serve a lecture room.

Limitations: This category does NOT include coatrooms, preparation and storage rooms, closets, if such rooms serve laboratories, conference rooms, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must equal zero.

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**0010
Teaching Lab**

Definition: A room primarily used by regularly scheduled classes which require special-purpose equipment or treatment for student participation, experimentation, observation or practice in a field of study.

Description: A teaching laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as instructional shops, drafting rooms, band rooms, group studios, and similar specially designed and/or equipped rooms **IF** they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms that serve as individual (or independent) study rooms. It does NOT include laboratories used for group instruction that are informally or irregularly scheduled. This category does NOT include rooms generally referred to as research laboratories. It does NOT include gymnasiums, pools, or drill halls.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must not equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0011
Teaching Lab
Service**

Definition: A room which directly serves one or more teaching laboratories as an extension of other activities of the teaching laboratories.

Description: Such space is characteristically used for the preparation of course materials or lab assignments either by students or faculty, or for the temporary housing of materials and supplies frequently issued to students for laboratory classes. Included in this category are balance rooms, stock and equipment issue rooms, cold rooms, control rooms, dark rooms, drying and mounting rooms, preparation rooms, and similar facilities which directly serve a teaching laboratory.

Limitations: This category does NOT include animal rooms, greenhouses, departmental warehouses, or administrative stock rooms NOT directly related to teaching laboratories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must not equal zero.
 st_code:
 num_sta: Stn count must be equal zero.

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**0016
Research Space**

Definition: A room used primarily by informally scheduled classes or for special or independent study by graduate or advanced undergraduate students. Research space contains special purpose equipment for student participation, experimentation, observation or practice in a field of study.

Description: A research space is designed for and/or furnished with equipment to serve the needs of a particular area of study that normally limits or precludes its use for other areas of study. Note that the criteria for differentiating between a teaching laboratory and a research space is the nature of its scheduling and usage.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories or self-instruction laboratories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal 3.
 st_code:
 num_sta: Stn count must not equal zero.

**0017
Research Service**

Definition: A room that directly serves one or more research space as an extension of the activities in those rooms.

Description: This category includes preparation rooms, workrooms, stock and equipment issue rooms, dark rooms, sterilizer rooms, observation rooms, and shops.

Limitations: This category does NOT include rooms that serve teaching laboratories or self-instruction laboratories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal 3.
 st_code:
 num_sta: Stn count must be equal zero.

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**0019
Self-Instruction
Computer Lab**

Definition: Space used to house computers that are used for self-instruction purposes.

Description: Such space provides access to the computing resources. This includes study activities, drills, exercises, research, analysis and development projects, individual and team assignments, case studies, written reports, and other assignments.

Limitations: This category does NOT include rooms used primarily as teaching laboratories even though such rooms house computers, i.e., computer science classes. It does NOT include space where computers are used for specialized purposes, such as measurement, monitoring, and control systems, or student support systems, such as career guidance computer applications. It does NOT include self-instruction laboratories used primarily for individual student experimentation, observation or practice in a particular field of study, such as computer-assisted instruction, language laboratories or specially equipped rooms used for remedial non-credit courses.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code: Must be 10.
 num_sta: Stn count must not equal zero.

**0020
Self-Instruction
Lab**

Definition: A specially equipped space used for self- instruction.

Description: Such space is primarily used for individual student experimentation, observation, or practice in a particular field of study. Included in this category are spaces used for computer-assisted instruction, teaching machines, listening and recording devices, and language laboratories used for instructional service purposes. Also included are specially equipped rooms used for remedial non-credit courses.

Limitations: This category does NOT include related spaces such as equipment repair and service shops, storage areas, administrative offices, and other spaces that should be classified under instructional support categories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0021
Music Practice
Studio**

Definition: A small room used for musical practice or rehearsal by individual students or small groups.

Description: A space used for musical practice by individuals or small groups of students.

Limitations: This category does NOT include spaces used for musical practice by bands, orchestras, ensembles, or other large groups (see Teaching Laboratory or Auditoria). It also does NOT include cases where instructor offices contain music space as well as office space.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 10051 or 10041
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0022
Physical Education
- Indoor**

Definition: For regularly scheduled physical education classes which require special equipment for student participation.

Description: Included in this category are indoor rooms generally referred to as gyms, auxiliary activity rooms, body mechanics rooms, dance studios, exercise rooms, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, physical fitness rooms, track areas, weight lifting rooms, field houses, etc.

Also included in this category are spectator seating areas and such related areas as locker rooms, clothing and equipment issue rooms, shower rooms, dressing rooms and directly related toilet areas.

Limitations: This category does NOT include lecture rooms, teaching laboratories, or offices even though they may be located in an athletic building. It does NOT include outside fields, tennis courts, archery or rifle ranges. It does NOT include restrooms for the general public. Other indoor non-instructional, but assignable space should be categorized under the appropriate support category (e.g., office, work preparation, stockroom, etc.).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 08351, 08352, 08353, 08354, 08355 or 08356.
 inst_level: Level must equal zero.
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0023
Physical Education
- Outdoor

Definition: For regularly scheduled physical education classes which require special equipment and outdoor space.

Description: Included in this category are four classifications of facilities:

1. paved service areas, including basketball courts, elementary physical education, and tennis courts.
2. field areas, including practice fields for football and baseball, multiple use fields for men and women, regulation baseball fields, track and football areas with 220 straightaway, 1/4 mile, 9 lanes and putting areas. Also includes spectator seating.
3. aquatic, including elementary & intermediate pools, diving & life saving pools.
4. intercollegiate facilities, such as a stadium.

Limitations: This category does NOT include temporary or movable seating areas nor areas generally referred to as Indoor Physical Education activities.

Validation Error Messages:

ASF:

HEGIS: HEGIS must equal 08351, 08352, 08353, 08354, 08355 or 08356.

inst_level: Level must equal zero.

st_code:

num_sta:

0024
Military Science

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units or military science programs.

Description: This category includes armories, indoor drill areas, and other special-purpose space reserved exclusively for the military sciences, including rifle ranges, arms storage areas, building and equipment issue rooms.

Limitations: This category does NOT include instructional rooms generally usable by other disciplines, and other spaces allocated to military science but included under instructional support (e.g., offices, conference rooms, etc.)

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must begin with 18.

inst_level: Level must equal zero.

st_code:

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**0025
Animal Quarters**

Definition: A room that houses laboratory animals maintained by the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards and similar rooms that are used to house animals intended for use in teaching laboratories, research laboratories, etc.

Limitations: This category does NOT include facilities classified as field structures under instructional support.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0026
Greenhouse**

Definition: A building or room, usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as hothouses or greenhouses, and related auxiliary spaces.

Limitations: Does NOT include storage or protection structures related to farm operations.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0027
Special Space
Education**

Definition: A specialized space primarily used to practice the principles of certain program areas, particularly education and home economics.

Description: This category includes demonstration schools, laboratory schools, preschool nurseries, day care centers, if the facilities support the academic programs involved.

Limitations: This category does NOT include lounges, work preparation rooms, conference rooms. Office for Laboratory School teachers should be coded as "other office." If HEGIS does not begin with 08-Education or 13-Home Economics, use 0029-Special Instruction.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 08 or 13.
 inst_level: Level must equal zero.
 st_code:
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**0028
Audiovisual
and Similar
Associated Spaces**

Definition: A room or group of rooms used for the production and distribution of audiovisual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphic studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as teaching labs.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

st_code:

num_sta:

**0029
Other Special
Instructional Space**

Definition: Spaces required as the normal part of any college's instructional program, but not readily classifiable under other categories of instructional space.

Description: This category does NOT include spaces classified as "exempt", such as auditoriums, theaters, and music halls inventoried as instructional-support.

Limitations: This category should have very limited usage.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must be between 01000 and 49999.

inst_level: Level must equal zero.

st_code:

num_sta:

**0030
Faculty Office**

Definition: A space for desks, office stations, etc., of faculty members.

Description: A faculty office should have one full-time regular faculty, but also those of part-time faculty, teaching assistants, and graduate students with teaching responsibilities.

Limitations:

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must be between 00001 and 49999.

inst_level: Level must equal zero.

st_code:

num_sta: Stn count must not equal zero.

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**0031
Faculty Office-
Support**

Definition: A space occupied by staff directly supporting instructional faculty activities.

Description: This category includes space occupied by clerks, technicians, support, receptionists, and other staff..

Limitations: This category does NOT include rooms generally referred to as faculty offices.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must be between 00001 and 49999.
inst_level: Level must equal zero.
st_code:
num_sta: Stn count must not equal zero.

**0032
Faculty Office-
Service**

Definition: A space that directly serves faculty offices as an extension of the activities that take place there.

Description: This category includes such areas as file rooms, office supplies, duplicating rooms, mail handling, personnel interviewing, and reading rooms; it also includes vaults, closets, record rooms, and private restrooms.

Limitations: This category does NOT include office service related to administration or other central areas serving the whole campus such as centralized copy centers.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must be between 00001 and 49999.
inst_level: Level must equal zero.
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0035
**Faculty/
Administration**

Definition: An office allocated to faculty members with administrative responsibilities. Also space allocated to administrative officers with responsibilities related to the instructional program.

Description: This category includes the offices of deans, department and division chairmen, and the Office of the Chief Instructional Officer (e.g., the Dean of Instruction). If doubt exists as to whether a space should be classified as Faculty/Administration or Administration, refer to campus operating budget. Positions listed under instructional-support should be classified as Faculty/Administration. Positions listed under administration should be classified as Administration.

Limitations: This category does NOT include such spaces as should be classified as Faculty Offices or Administrative Offices. (See 0030 and 0040).

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS:
inst_level: Level must equal zero.
st_code:
num_sta: Stn count must not equal zero.

0036
**Faculty/
Administration-
Clerical**

Definition: Space occupied by staff members who directly serve the faculty members with administrative responsibilities, as well as those who serve administrative officers with responsibilities related to the instructional program.

Description: This category includes clerks, technicians, supports, receptionists, etc. Space allocated for technicians, shop, warehouse, and other materials processing personnel, may also be included if it is in the nature of an instructional office.

Limitations: This category does NOT include space allocated for materials processing personnel if it is a work preparatory station. Such space should be described under the instructional discipline or the instructional-support unit controlling it.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS:
inst_level: Level must equal zero.
st_code:
num_sta: Stn count must not equal zero.

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**0037
Faculty/
Administration-
Service**

Definition: A room which directly serves a Faculty/Administration office as an extension of the activities that take place there.

Description: This category includes such areas as file rooms, office supplies, duplicating, mail handling, and personnel interviewing. It also includes other auxiliary rooms, such as vaults, restrooms and internal corridors within Faculty/Administration suites.

Limitations: This category does NOT include office service related to administration or other central areas serving the whole campus such as centralized mimeograph and printing shops.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

st_code:

num_sta:

**0040
Administration**

Definition: An office space which serves as the primary work area of any person assigned as an administrative position including organized activities, student services and staff benefits, maintenance and operation of plant, and general administration.

Description: This category includes directors' offices, dean of students, dean of housing, head librarian's offices, business offices, personnel offices, counselors' offices, coordinators' offices, admissions offices, registrar's and business manager's offices, President's and Vice-President's offices, alumni offices, supervisors' offices, security offices, etc.

If doubt exists as to whether a space should be classified as Administration or Faculty/Administration, refer to your operating budget. Those positions listed under administration should be classified as Administration. Those positions listed under instructional support should be classified as Faculty/Administration.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must begin with 8 or 9.

inst_level: Level must equal zero.

st_code:

num_sta: Stn count must not equal zero.

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**0041
Administration-
Support**

Definition: A space occupied staff who directly serve the administrative personnel.

Description: This category includes clerks, technicians, admin, receptionists, typists, etc. Space allocated for technicians, shop repairmen, warehousemen, and other materials processing personnel may also be included if it is in the nature of an administrative office.

Limitations: This category does NOT include space allocated for materials handling personnel if it is a work preparatory station. Such space should be described under the instructional discipline or the instructional-support unit controlling it.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0042
Administration-
Service**

Definition: A space which directly serves an administrative office (or group of offices as an extension of the activities in that office [or group of offices]).

Description: This category includes file rooms, vaults, waiting and reception rooms, interview rooms, closets, private restrooms, record rooms, supply and storage rooms, lockers and shower rooms, testing rooms, reading rooms, general purpose rooms, conference rooms, duplicating rooms, mail rooms, coat rooms, work rooms, dark rooms, equipment rooms, etc. This category also includes centralized copy centers.

Limitations: This category does NOT include any service areas that serve a Faculty/Administrative office. (See 0037).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
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**0045
Student
Organization**

Definition: As space used by student organization.

Description: This category includes the editorial offices of the college newspaper, the yearbook, the president of the student body, and other student organizations.

Limitations: This category does NOT include teaching assistants or students with instructional responsibilities.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
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**0049
Other Office**

Definition: Offices not readily classifiable under specific office areas.

Description: This category includes physician examining rooms in Health Services, counseling-therapy rooms, campus lab school teaching offices and coaches offices.

Limitations: This category does NOT include offices readily classified under other office categories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0051
Conference Room**

Definition: A space used for meetings rather than regularly scheduled classes.

Description: This category includes rooms typically equipped with a large table and chairs and used as a general purpose meeting room. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as department meetings, student government, and administrative conferences.

Limitations: This category does NOT include lecture rooms.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0052
Lounge**

Definition: A room used for rest and relaxation.

Description: This category includes space typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: This category does NOT include conference rooms.

Validation Error Messages:

ASF: ASF must not equal zero.
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 inst_level: Level must equal zero.
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**0053
Recreation**

Definition: A space (non-instructional) used by students, staff and/or the public for recreational purposes, extra-curricular events and activities.

Description: This category includes such spaces as bowling alleys, pool and billiard rooms, ping-pong rooms, ballrooms, chess rooms, card-playing rooms, music listening rooms, and hobby rooms.

Limitations: This category does NOT include spaces used for regularly scheduled credit classes.

Validation Error Messages:

ASF:

HEGIS: HEGIS must begin with 8 or 9.

inst_level: Level must equal zero.

st_code:

num_sta:

**0055
Administrative
Stockroom**

Definition: A room used for the storage of clerical and other instruction- support materials.

Description: This category includes spaces used for the frequent issuance of materials, supplies and equipment NOT directly involved w/classroom instruction.

Limitation: This category does NOT include a stockroom servicing instructional spaces (e.g., laboratories, lectures, etc.).

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must begin with 8 or 9.

inst_level: Level must equal zero.

st_code:

num_sta:

**0056
General Storage**

Definition: Space used for storage of materials typically used in the course of an academic year, when not directly related to classroom instruction.

Description: This category includes such spaces as the centralized storage facilities for the purchasing department.

Limitations: This category does NOT include refrigerated food storage, controlled environment storage, or other housing for materials directly related to instructional programs; it also does NOT include warehouses or administrative stockrooms.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

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**0057
Warehouse**

Definition: Major centralized facility used primarily for long-term storage, including the materials receiving space (e.g., loading docks).

Description: This category includes spaces associated with shipping and receiving functions or a space where materials are deposited for a short time pending distribution to storage or stockrooms elsewhere.

Limitations: This category does NOT include such spaces as general storage or administrative stockroom.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

st_code:

num_sta:

**0060
Library Study Hall**

Definition: A large room within a library facility predominantly devoted to study rather than stack areas.

Description: This category includes reading spaces typically equipped with tables and chairs and containing less than two parallel rows of double based book shelving units.

Limitations: This category does NOT include study areas or carrels in an open stack area.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must equal 90301.

inst_level: Level must equal zero.

st_code:

num_sta:

**0062
Library Carrel Area**

Definition: A group of study stations within or adjacent to a stack area.

Description: This category includes space generally referred to as carrel study rooms, individual study rooms, study booths, and similar rooms that are intended for general study purpose.

Limitations: This category does NOT include single carrels, very small groups of carrels, and other study stations in stack areas. These are part of the library's total student reading station capacity, but are NOT to be reported independently.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must equal 90301.

inst_level: Level must equal zero.

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0063
**Library - Other
Specialized
Study Areas**

Definition: Space used for study purposes which is not classifiable as either library study hall, library carrels or an open stack study area.

Description: This category may include study areas that contain typewriters, remote terminals of a computer, electronic display material, etc.

Limitations: This category does NOT include library study halls, library carrels, or an open stack study area.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must equal 90301.
inst_level: Level must equal zero.
st_code:
num_sta:

0064
**Library - Book
Housing - Stacks**

Definition: Space for housing books or other circulating or reference materials.

Description: This category includes not only books, but also audiovisual aids (film strips, slides, phonograph and tape recordings), microfilms, pamphlets, maps, charts, and other library materials not in book form, book stacks and housing for other publications in stack areas, including circulation areas, stairways within stack areas, and collections of art objects and historical and/or scientific specimens. Such specimens may be in rack, trays, or cabinets that are reasonably accessible for study.

Limitations: This category does NOT include book-shelving units in library study halls or in rooms where study stations occupy the majority of floor space.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must equal 90301.
inst_level: Level must equal zero.
st_code:
num_sta:

0066
**Library - Open
Stack Study Area**

Definition: Space for combined book storage and reading in which ranges of shelving units are open to library users.

Description: This category includes space generally referred to as open stack reading rooms.

Limitations: This category does NOT include study halls or carrels.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must equal 90301.
inst_level: Level must equal zero.
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0068
Library Service -
Book Processing -
Technical Service

Definition: Other assignable square footage in libraries not categorized elsewhere.

Description: Library service can be divided into three major categories:
Technical Processing Space - space required for book acquisition, ordering and processing, and other technical procedures.
Circulation Desk/Public Areas - including card catalogues and microfilm reading areas.
Miscellaneous Spaces - occasional display areas, staff lockers, etc.

Limitations: This category does NOT include such library space as staff offices, campuswide or centralized A/V areas, or spaces readily classified using instructional-support or administrative categories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

0069
Library - Movable
Aisle Compact
Shelving

Definition: Space which provides high density storage for collections (books, bound periodicals and serials) not housed in "open stack" areas.

Description: This category includes shelving areas that are calculated to hold 35 volumes to the assignable square foot of library space. Storage units in this category may be industrial shelving or moving aisle shelves.

NOTE: Automatic Retrieval Systems (ARS) are included in this category.

Limitations: This category does NOT include conventional stack or space used to store library supplies and other non-circulation materials.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
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**0070
Museums and
Galleries**

Definition: Space used for exhibition areas, or departmental collections, and related work areas used primarily for the operation of museums or art galleries.

Description: This category includes collection areas such as display of various specimens.

Limitations: This category does NOT include the following space or areas: Hallways, custodial rooms and lobbies that are NOT part of the museum space. Reasonably accessible collection housing space (as in classified racks or trays): this is classified as Book Housing - Stack. Relatively inaccessible and/or inactive storage (as in packing cases, crates, etc.): this is classified as storage or warehouse. Any rooms more appropriately classified elsewhere, i.e., office, conference, work-prep, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: Must not be 00000.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0075
Auditoria**

Definition: Space for auditoria, theaters, and music halls only if designed and equipped for performing arts, and is NOT regularly scheduled for classes.

Description: A large room accommodating a number of seated people, and containing a proscenium, a stage and related facility normally found in a theater. This category also includes the seating areas, aisles, and orchestra pit.

Limitations: This category does NOT include the storage area, or other related service areas. It also does NOT include lobbies regarded as part of the building's general circulation area. A modern music hall with no proscenium arch, no fixed boundary between the audience seating area and the stage area, and no extensive back stage or stage wing areas, should be reported as a single space under the classification of auditoria.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin w/10.
 inst_level: Level must equal zero.
 st_code: Must be 05.
 num_sta: Stn count must not equal zero.

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**0077
Stage**

Definition: Square footage specifically for performances and other presentations in an auditorium.

Description: This category includes space used for actual performances, rehearsals, and presentations.

Limitations: This category does NOT include auditoria service space or seating.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001 or between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
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**0079
Auditoria Service**

Definition: Specialized space directly related to the activities occurring in an auditorium.

Description: This category includes dressing rooms, check rooms, ticket sales areas, projection rooms, equipment, prop, and storage spaces.

Limitations: This category does NOT include spaces readily classifiable elsewhere, e.g., offices.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin w/10.
 inst_level: Level must equal zero.
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**0081
Locker Rooms**

Definition: Space used for changing clothes and/or storing personal materials.

Description: This category includes locker rooms associated with the disciplines of art (10021) and home economics (13xxx).

Limitations: This category does NOT include Physical Education lockers that should be included in Physical Education - Indoor (0022).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must not equal 08351, 08352, 08353, 08354, 08355 or 08356.
 inst_level: Level must equal zero.
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**0082
Parking**

Definition: Any area used for the parking or storing of motor vehicles, or related wheeled or track apparatus.

Description: This category includes all floor surfaces in facilities and structures used for parking or storing automobiles, buses, trucks, etc.

Limitations: This category does NOT include structures for the parking and/or storing of farm vehicles and equipment (See 0084).

Validation Error Messages:

ASF:
HEGIS:
inst_level: Level must equal zero.
st_code:
num_sta:

**0083
Equipment
Maintenance and
Repair Shops**

Definition: Space for manufacturing, maintenance, and repair operations for either instructional or administrative units.

Description: This category includes shops for laboratory equipment maintenance and repair, such as those supporting the Departments of Engineering or Agriculture, and shops under the control of plant operations.

Limitations: The category does NOT include similar spaces used primarily by students for academic credit.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS:
inst_level: Level must equal zero.
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num_sta:

**0084
Field Areas**

Definition: Building and other structures for the handling, storage and/or protection of farm produce, supplies, tools and vehicles, and other facilities generally related to agricultural activities (01xxx).

Description: This category includes barns, animal shelters, sheds, and other facilities typically of light frame construction with unfinished interiors.

Limitations: This category does NOT include spaces in a field building that are finished and classifiable elsewhere, such as offices, work prep, etc.

Validation Error Messages:

ASF:
HEGIS:
inst_level: Level must equal zero.
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**0085
Other Specialized
Instructional
Support Space**

Definition: All such space clearly identifiable as instructional-support, but not readily classifiable in another category.

Limitations: This classification should be used only as a last resort.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

st_code:

num_sta:

**0091
Student Use**

Definition: To be used only when student space cannot be reasonably categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: Must begin with 8 or 9.

inst_level: Level must equal zero.

st_code:

num_sta:

**0092
Administrative Use**

Definition: To be used only when administration space cannot be reasonably categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: Must begin with 8 or 9.

inst_level: Level must equal zero.

st_code:

num_sta:

**0093
Faculty Use**

Definition: To be used only when faculty space cannot be reasonably categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must equal 00001 or between 01000 and 49999.

inst_level: Level must equal zero.

st_code:

num_sta:

| | | | |
|---|------------------|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision June 2013 | Chapter Appendix I |
| | Space Type Codes | Effective October 3, 2001 | Page I.23 |

**0095
Dormitory Room**

Definition: A residential room designed for one or more unmarried individuals typically furnished with beds, desks, and chairs.

Description: This space may serve as a sleep/study or exclusively for sleeping.

Limitations: This category does NOT include dining halls, kitchens or any space that services or contains food. Space associated with food in residential space should be coded 0096. Offices that service residential space should be classified as offices 0040, likewise, other space should be classified in the appropriate space type code, such as: lounges 0052, recreation rooms 0053, study halls 0060, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 80151, 80152.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0096
Food Service in
Residential Space**

Definition: A space where food is prepared and served to the occupants in a residence hall.

Description: This category includes all dining halls, kitchens, and food service spaces.

Limitations: This category does NOT include rooms that are used primarily for the public or for faculty.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 80151, 80152.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0098
Living Quarters**

Definition: A residential room typically used as group living rooms furnished with tables and chairs and furniture. Not designed for sleeping quarters.

Limitations: This category does NOT include dining halls, which should be coded as 0096; offices that serve residential activities should be classified as offices 0040, likewise, other space should be classified in the appropriate space type code, such as: lounges 0052, recreation rooms 0053, study halls 0060, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 80151, 80152.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

| | | | |
|---|------------------|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision June 2013 | Chapter Appendix I |
| | Space Type Codes | Effective October 3, 2001 | Page I.24 |

0099 **Definition:** To be used only when space cannot reasonably be categorized elsewhere.
Other General Use

Validation Error Messages:
ASF: ASF must not equal zero.
HEGIS:
inst_level: Level must equal zero.
st_code:
num_sta:

NONASSIGNABLE SPACE TYPE CODES

- 1000 *Electrical*
- 1001 *Telephone*
- 1002 *Custodian/Janitor*
- 1003 *Public Restroom*
- 1004 *Corridor*
- 1005 *Lobby (general circulation)*
- 1006 *Stairway*
- 1007 *Telecom Closet*
- 1008 *Miscellaneous Nonassignable*
- 1009 *Elevator*
- 1010 *Mechanical*

| | | | |
|---|--------------------|-------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision | Chapter Appendix J |
| | Station Type Codes | Effective October 1, 1994 | Page J.1 |

| <u>Code</u> | <u>Station Type</u> |
|-------------|-------------------------------|
| 00 | Unclassified |
| 01 | Tables and Chairs |
| 02 | Tablet Armchairs |
| 03 | Built-in Workstations |
| 04 | Desk and Chair |
| 05 | Auditorium Seating |
| 06 | Other Fixed or Tiered Seating |
| 07 | Bed |
| 08 | Furniture |
| 09 | Other |
| 10 | Computer Workstation |
| 12 | Combination |

| | | | |
|---|--|-----------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision | Chapter Appendix K |
| | Standard and B/A Report Abbreviations | Effective July 21, 2004 | Page K.1 |

Report Abbreviations

| | | |
|---------------|---|-------------------------------|
| COMPL | = | Completion |
| DESC | = | Description |
| EFFC | = | Efficiency |
| FAC | = | Facility |
| FAC Office/FO | = | Faculty Office |
| FAC ADM/FAO | = | Faculty Administration/Office |
| INST LVL | = | Instructional Level |
| LEC | = | Lecture |
| LD | = | Lower Division |
| NUM | = | Number |
| RM | = | Room |
| SFX | = | Suffix |
| SP | = | Space |
| STA | = | Station |
| SS | = | Number of Stations |
| TRAN | = | Transaction |
| UD | = | Upper Division |

| | | | |
|---|------------------------|--------------------------------------|------------------------------|
| SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL | Subject | Revision | Chapter Appendix L |
| | Standard Space Reports | Effective February 1, 2020 | Page L.1 |

The following space reports are available on the Space Management webpage at:
<https://update.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/operations-center/Pages/space-management.aspx>

- [Campus Space Report \(Fall 2001 - Current\)](#)
- [Campus Facility Report \(Fall 2003 - Current\)](#)
- [Campus Capacity Report \(Fall 2003 - Current\)](#)
- [Campus Complete Space Report by Facility \(Fall 2003 - Current\)](#)
- [Campus Summary Space Type Report by Discipline \(Fall 2003 - Current\)](#)

You can also search for specific report by going to the Resource Library at:
<https://update.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Pages/cpdc-resource-library.aspx>

Space and Facilities Database Management System

Report: FP_B4_AFTER

Space Update Room by Room Before & After Review

Page 1 of 2

18-MAR-2008 09:19:44

Appendix M

Campus: 80 San Jose
Center: 00 Main campus
Facility: 001 - AUTO BANK TELLER FAC

Space No: 0102 --
Transaction Type: U

| | Before | | After | | Diff / Change |
|------------------------|--------|---------------|-------|---------------|---------------|
| Space Type | 0099 | Otr-Gen Misc | 0099 | Otr-Gen Misc | Same |
| Discipline Type | 80141 | Student Union | 80141 | Student Union | Same |
| Inst Level | 0 | | 0 | | Same |
| ASF | 88 | | 888 | | 800 |
| Num of Stations | 0 | | 0 | | 0 |
| FTE | | | | | |
| Room Status | P | | T | | Change |
| Station Type | 00 | Unapplicable | 00 | Unapplicable | Same |
| Function Code | 000 | Undefined | 000 | Undefined | Same |
| Department Code | 000 | Undefined | 000 | Undefined | Same |
| School Code | 00 | Undefined | 00 | Undefined | Same |

Space and Facilities Database Management System

Report: FP_B4_AFTER

Space Update Room by Room Before & After Review

Page 2 of 2

18-MAR-2008 09:19:44

Campus: 80 San Jose
Center: 00 Main campus
Facility: 003 - STUDENT UNION

Space No: 0032 --
Transaction Type: U

| | Before | | After | | Diff / Change |
|------------------------|--------|--------------|-------|--------------|---------------|
| Space Type | 0049 | Other Office | 0083 | Maint Rpr Sp | Change |
| Discipline Type | 90431 | Placement | 90431 | Placement | Same |
| Inst Level | 0 | | 0 | | Same |
| ASF | 88 | | 1000 | | 912 |
| Num of Stations | 1 | | 0 | | -1 |
| FTE | | | | | |
| Room Status | P | | P | | Same |
| Station Type | 04 | Dsk/Ch | 00 | Unapplicable | Change |
| Function Code | 000 | Undefined | 000 | Undefined | Same |
| Department Code | 000 | Undefined | 000 | Undefined | Same |
| School Code | 00 | Undefined | 00 | Undefined | Same |

Space and Facilities Database Management System

Before & After Capacity Analysis

Campus: 80 San Jose
Center: 00 Main campus
P/T: Permanent

| Facility | Before | | | | | | | | | After | | | | | | | | | Diff | | | | | | ASF | | | | | | | |
|---------------------------|---------|---------|---------|------|-----------|-------|---------|---------|---------|---------|---------|---------|------|-----------|-------|---------|---------|---------|---------|--------|---------|------|-----------|-----|--------|---------|---------|---------|---------|---------|--------|---|
| | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Before | After | Diff | | |
| | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | | | | | |
| 003 - STUDENT UNION | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 104,414 | 105,326 | 912 | | |
| 004 - CENTRAL PLANT | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 485 | 485 | 0 | |
| 006 - SPARTAN MEMORIAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 1,755 | 1,755 | 0 | |
| 007 - FACULTY OFFICE BUI | | | | | | | | | 86 | 3 | | | | | | | 86 | 3 | | | | | | | | | 0 | 0 | 0 | 9,613 | 9,613 | 0 |
| 012 A CORPORATION YARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 7,993 | 7,993 | 0 | |
| 012 B CORPORATION YARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 19,568 | 19,568 | 0 | |
| 019 - UNIVERSITY HOUSE | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 3,983 | 3,983 | 0 | |
| 020 - WASHINGTON SQUAR | 325 | 757.3 | 58 | 30.2 | 103 | 40.2 | 827.6 | 44 | 13 | 145 | 337.9 | 91 | 47.3 | 123 | 48.0 | 433.1 | 48 | 14 | -180 | -419.4 | 33 | 17.2 | 20 | 7.8 | -394.4 | 4 | 1 | 34,332 | 36,165 | 1,833 | | |
| 021 - DWIGHT BENTEL HAL | 75 | 174.8 | | | 119 | 46.4 | 221.2 | 22 | 1 | 75 | 174.8 | | | 119 | 46.4 | 221.2 | 22 | 1 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 21,903 | 21,903 | 0 | |
| 023 - BUILDING BB | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 5,220 | 5,220 | 0 | |
| 025 - MORRIS DAILEY AUDI | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 10,358 | 10,358 | 0 | |
| 027 - COMPUTER CENTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 10,792 | 10,792 | 0 | |
| 028 - CAFETERIA | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 18,745 | 18,745 | 0 | |
| 030 - ADMINISTRATION | | | | | | | | | 11 | | | | | | | | 11 | | | | | | | | | | 0 | | 0 | 24,289 | 24,289 | 0 |
| 031 - ART | 70 | 163.1 | 95 | 49.4 | 330 | 128.7 | 341.2 | 60 | 4 | 70 | 163.1 | 95 | 49.4 | 330 | 128.7 | 341.2 | 60 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 54,386 | 54,386 | 0 |
| 033 - IRC RICHARD B. LEWI | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 11,691 | 11,691 | 0 | |
| 034 - DUDLEY MOORHEAD | 1,097 | 2,556.0 | | | 62 | 24.2 | 2,580.2 | 85 | 7 | 1,097 | 2,556.0 | | | 62 | 24.2 | 2,580.2 | 85 | 7 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 36,077 | 36,077 | 0 |
| 035 - ENGINEERING | 449 | 1,046.2 | 107 | 55.6 | 946 | 368.9 | 1,470.8 | 115 | 8 | 449 | 1,046.2 | 107 | 55.6 | 946 | 368.9 | 1,470.8 | 115 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 220,179 | 220,179 | 0 | |
| 036 - SWEENEY HALL | 990 | 2,306.7 | 117 | 60.8 | 179 | 69.8 | 2,437.4 | 98 | 16 | 990 | 2,306.7 | 117 | 60.8 | 179 | 69.8 | 2,437.4 | 98 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 54,988 | 54,988 | 0 | |
| 038 - HEALTH BUILDING | 213 | 496.3 | | | 25 | 9.8 | 506.0 | 29 | 1 | 213 | 496.3 | | | 25 | 9.8 | 506.0 | 29 | 1 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 22,503 | 22,503 | 0 | |
| 039 - INDUSTRIAL STUDIE | 102 | 237.7 | 153 | 79.6 | 572 | 223.1 | 540.3 | 32 | 1 | 102 | 237.7 | 153 | 79.6 | 572 | 223.1 | 540.3 | 32 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 84,063 | 84,063 | 0 | |
| 044 - MUSIC | 171 | 398.4 | 41 | 21.3 | 131 | 51.1 | 470.8 | 38 | 1 | 171 | 398.4 | 41 | 21.3 | 131 | 51.1 | 470.8 | 38 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35,394 | 35,394 | 0 | |
| 045 - YOSHIHIRO UCHIDA H | 40 | 93.2 | | | 13 | 5.1 | 98.3 | 22 | 1 | 40 | 93.2 | | | 13 | 5.1 | 98.3 | 22 | 1 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 28,852 | 28,852 | 0 | |
| 046 - SPX EAST | 47 | 109.5 | | | | | 109.5 | 8 | | 47 | 109.5 | | | | | 109.5 | 8 | | 0 | 0 | | | | | | | 0 | 0 | 20,286 | 20,286 | 0 | |

Before & After Capacity Analysis

Campus: 80 San Jose
 Center: 00 Main campus
 P/T: Permanent

| Facility | Before | | | | | | | | | | After | | | | | | | | | | Diff | | | | | | ASF | | | | | | | |
|---------------------------|-----------------|-------------|----------------|------------|-------------------|---------------|-----------|------------|-------------|--|-----------------|-------------|----------------|------------|-------------------|---------------|-----------|------------|-------------|--|-----------------|-------------|----------------|------------|-------------------|---------------|-----------|------------|-------------|-----------|-----------|---------|---------|---|
| | Lecture Num Sta | Lecture FTE | LD Lab Num Sta | LD Lab FTE | UD/GD Lab Num Sta | UD/GD Lab FTE | Total FTE | FO Num Sta | FAO Num Sta | | Lecture Num Sta | Lecture FTE | LD Lab Num Sta | LD Lab FTE | UD/GD Lab Num Sta | UD/GD Lab FTE | Total FTE | FO Num Sta | FAO Num Sta | | Lecture Num Sta | Lecture FTE | LD Lab Num Sta | LD Lab FTE | UD/GD Lab Num Sta | UD/GD Lab FTE | Total FTE | FO Num Sta | FAO Num Sta | Before | After | Diff | | |
| 047 - SPX CENTRAL | 60 | 139.8 | 60 | 31.2 | 60 | 23.4 | 194.4 | 24 | 2 | | 60 | 139.8 | 60 | 31.2 | 60 | 23.4 | 194.4 | 24 | 2 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 56,093 | 56,093 | 0 |
| 048 - SCIENCE | 516 | 1,202.3 | 185 | 96.2 | 92 | 35.9 | 1,334.4 | 37 | 3 | | 516 | 1,202.3 | 185 | 96.2 | 92 | 35.9 | 1,334.4 | 37 | 3 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 55,907 | 55,907 | 0 |
| 049 - HUGH GILLIS HALL | 337 | 785.2 | 26 | 13.5 | 59 | 23.0 | 821.7 | 45 | 5 | | 337 | 785.2 | 26 | 13.5 | 59 | 23.0 | 821.7 | 45 | 5 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 42,841 | 42,841 | 0 |
| 052 - DUNCAN HALL | 485 | 1,130.1 | 342 | 177.8 | 518 | 202.0 | 1,509.9 | 141 | 7 | | 485 | 1,130.1 | 342 | 177.8 | 518 | 202.0 | 1,509.9 | 141 | 7 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 178,427 | 178,427 | 0 |
| 053 - NORTH PARKING FAC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 691 | 691 | 0 | |
| 053 A STUDENT SERVICES C | | | | | | | | | 6 | | | | | | | | | | 6 | | | | | | | | | | 0 | 0 | 79,945 | 79,945 | 0 | |
| 054 - SOUTH PARKING FAC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 3,596 | 3,596 | 0 | | |
| 055 - WEST PARKING FACIL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 595 | 595 | 0 | | |
| 059 - ROBERT D. CLARK LIE | 543 | 1,265.2 | 740 | 384.8 | 281 | 109.6 | 1,759.6 | 180 | 46 | | 543 | 1,265.2 | 740 | 384.8 | 281 | 109.6 | 1,759.6 | 180 | 46 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 116,482 | 116,482 | 0 |
| 071 - CENTRAL CLASSROOM | 77 | 179.4 | | | 217 | 84.6 | 264.0 | 27 | 2 | | 77 | 179.4 | | | 217 | 84.6 | 264.0 | 27 | 2 | | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21,224 | 21,224 | 0 |
| 072 - TOWER HALL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 3,930 | 3,930 | 0 | | |
| 078 - MACQUARRIE HALL | 524 | 1,220.9 | 19 | 9.9 | 303 | 118.2 | 1,349.0 | 74 | 11 | | 524 | 1,220.9 | 19 | 9.9 | 303 | 118.2 | 1,349.0 | 74 | 11 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,093 | 50,093 | 0 |
| 090 - JOE WEST HALL (STU | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 69,552 | 69,552 | 0 | | |
| 091 - DINING COMMONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 22,606 | 22,606 | 0 | | |
| 092 - BOCCARDO BUSINES | 2,061 | 4,802.1 | | | | | 4,802.1 | 9 | | | 2,061 | 4,802.1 | | | | | 4,802.1 | 9 | | | 0 | 0 | | | | | | | 0 | 0 | 50,020 | 50,020 | 0 | |
| 092 T BUSINESS TOWER | | | | | | | | 149 | 17 | | | | | | | | | 149 | 17 | | | | | | | | | | 0 | 0 | 0 | 24,348 | 24,348 | 0 |
| 100 - STUDENT UNION REC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 82,944 | 82,944 | 0 | | |
| 133 - UNIVERSITY POLICE I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 20,274 | 20,274 | 0 | | |
| 134 - MLK, JR. LIBRARY | 42 | 97.9 | | | | | 97.9 | | | | 42 | 97.9 | | | | | 97.9 | | | | 0 | 0 | | | | | | | 0 | | 408,857 | 408,857 | 0 | |
| 135 - CHILD DEVELOPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 7,651 | 7,651 | 0 | | |
| 999 - TESTING-ENGINEERIN | 2,002 | 4,664.7 | 387 | 201.2 | 393 | 153.3 | 5,019.2 | 211 | 23 | | 2,002 | 4,664.7 | 387 | 201.2 | 393 | 153.3 | 5,019.2 | 211 | 23 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 183,206 | 183,206 | 0 |
| Center Total: | 10,226 | 23,826.6 | 2,330 | 1,211.6 | 4,403 | 1,717.2 | 26,755.4 | 1,536 | 189 | | 10,046 | 23,407.2 | 2,363 | 1,228.8 | 4,423 | 1,725.0 | 26,360.9 | 1,540 | 190 | | -180 | -419.4 | 33 | 17.2 | 20 | 7.8 | -394.4 | 4 | 1 | 2,321,151 | 2,323,896 | 2,745 | | |

Before & After Capacity Analysis

Campus: 80 San Jose
 Center: 02 South Campus
 P/T: Permanent

| Facility | Before | | | | | | | | | After | | | | | | Diff | | | | | | ASF | | | | | | | | | |
|---------------------------|--------------------|-----|-------------------|-----|----------------------|-----|--------------|---------------|----------------|--------------------|-----|-------------------|-----|----------------------|-----|--------------|---------------|----------------|--------------------|-----|-------------------|-----|----------------------|-----|--------------|---------------|----------------|--------|--------|--------|-----|
| | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Before | After | Diff | |
| 062 - FIELD HOUSE | | | | | | | | 6 | | | 50 | 116.5 | 20 | 10.4 | 30 | 11.7 | 138.6 | 13 | 5 | 50 | 116.5 | 20 | 10.4 | 30 | 11.7 | 138.6 | 7 | 5 | 10,320 | 10,655 | 335 |
| 125 - SIMPKINS STADIUM C | | | | | | | | | 7 | | | | | | | | | | 7 | | | | | | | | 0 | 0 | 15,967 | 15,967 | 0 |
| 132 - SIMPKINS ATHLETICS | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | | 17,610 | 17,990 | 380 |
| 141 - ATHLETIC TRAINING F | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | | 10,906 | 10,906 | 0 |
| Center Total: | | | | | | | | 6 | 7 | | 50 | 116.5 | 20 | 10.4 | 30 | 11.7 | 138.6 | 13 | 12 | 50 | 116.5 | 20 | 10.4 | 30 | 11.7 | 138.6 | 7 | 5 | 54,803 | 55,518 | 715 |

Before & After Capacity Analysis

Campus: 80 San Jose

Center: 03 San Jose Municipal Airport

P/T: Permanent

| Facility | Before | | | | | | | | | After | | | | | | Diff | | | | | | ASF | | | | | | | | | | | |
|-------------------------|--------------------|----------|-------------------|---------|----------------------|---------|--------------|---------------|----------------|--------------------|----------|-------------------|---------|----------------------|---------|--------------|---------------|----------------|--------------------|--------|-------------------|------|----------------------|------|--------------|---------------|----------------|-----------|-----------|-------|--------|--------|---|
| | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Before | After | Diff | | | |
| 032 - AVIATION BUILDING | | | 40 | 20.8 | 82 | 32.0 | 52.8 | 1 | 12 | | | 40 | 20.8 | 82 | 32.0 | 52.8 | 1 | 12 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38,486 | 38,486 | 0 |
| Center Total: | | | 40 | 20.8 | 82 | 32.0 | 52.8 | 1 | 12 | | | 40 | 20.8 | 82 | 32.0 | 52.8 | 1 | 12 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38,486 | 38,486 | 0 |
| Campus Total: | 10,226 | 23,826.6 | 2,370 | 1,232.4 | 4,485 | 1,749.2 | 26,808.1 | 1,543 | 208 | 10,096 | 23,523.7 | 2,423 | 1,260.0 | 4,535 | 1,768.7 | 26,552.3 | 1,554 | 214 | -130 | -302.9 | 53 | 27.6 | 50 | 19.5 | -255.8 | 11 | 6 | 2,414,440 | 2,417,900 | 3,460 | | | |

Before & After Capacity Analysis

Campus: 80 San Jose
Center: 00 Main campus
P/T: Temporary

| Facility | Before | | | | | | | | | After | | | | | | Diff | | | | | | ASF | | | | | | | | |
|-----------------------------|---------|-----|---------|-----|-----------|-----|-------|---------|---------|---------|-----|---------|-----|-----------|------|-------|---------|---------|---------|-----|---------|-----|-----------|------|-------|---------|---------|--------|--------|--------|
| | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Before | After | Diff |
| | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | | | |
| 001 - AUTO BANK TELLER F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 011 - BUILDING Q | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 087 - HOOVER HALL (STU R | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 088 - ROYCE HALL (STU RE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 089 - WASHBURN HALL (ST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 140 B MODULAR B | | | | | | | | | | | 40 | 20.8 | | | 20.8 | | | | | 40 | 20.8 | | | 20.8 | | | | 0 | 500 | 500 |
| 140 C MODULAR C | | | | | | | | | | | 40 | 20.8 | | | 20.8 | | | | | 40 | 20.8 | | | 20.8 | | | | 0 | 400 | 400 |
| 140 F MODULAR F | | | | | | | | | | | | | 30 | 11.7 | 11.7 | | | | | | | 30 | 11.7 | 11.7 | | | | 3,195 | 811 | -2,384 |
| <u>Center Total:</u> | | | | | | | | | | | 80 | 41.6 | 30 | 11.7 | 53.3 | | | | | 80 | 41.6 | 30 | 11.7 | 53.3 | | | | 76,455 | 75,771 | -684 |

Before & After Capacity Analysis

Campus: 80 San Jose
 Center: 02 South Campus
 P/T: Temporary

| Facility | Before | | | | | | | | | After | | | | | | Diff | | | | ASF | | | | | | | | | | |
|----------------------|--------------------|-----|-------------------|-----|----------------------|-----|--------------|---------------|----------------|--------------------|-----|-------------------|-----|----------------------|-------|--------------|---------------|----------------|--------------------|-----|-------------------|-----|----------------------|-------|--------------|---------------|----------------|--------|-------|------|
| | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Before | After | Diff |
| 009 A MODULAR A | | | | | | | | 7 | | 100 | 233 | | | | 233 | 5 | | 100 | 233 | | | | | | 233 | -2 | | 1,230 | 1,286 | 56 |
| 009 B MODULAR B | | | | | | | | 12 | | | | | 50 | 19.5 | 19.5 | 11 | | | | | | 50 | 19.5 | 19.5 | -1 | | | 1,237 | 1,237 | 0 |
| 009 C MODULAR C | | | | | | | | | | | | | | | | | | | | | | | | | 0 | | | 1,230 | 1,230 | 0 |
| Center Total: | | | | | | | | 19 | | 100 | 233 | | 50 | 19.5 | 252.5 | 16 | | 100 | 233 | | | 50 | 19.5 | 252.5 | -3 | | 3,697 | 3,753 | 56 | |

Space and Facilities Database Management System

Before & After Capacity Analysis

Campus: 80 San Jose
Center: 04 Art Foundry

P/T: Temporary

| Facility | Before | | | | | | | | | After | | | | | | Diff | | | | | | ASF | | | | | | | | | |
|-----------------------------|---------|-----|---------|-----|-----------|-----|-------|---------|---------|---------|-----|---------|-----|-----------|-----|-------|---------|---------|---------|-----|---------|-----|-----------|-----|-------|---------|---------|--------|-------|-------|-------|
| | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Lecture | | LD Lab | | UD/GD Lab | | Total | FO | FAO | Before | After | Diff | |
| | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | Num Sta | FTE | Num Sta | FTE | Num Sta | FTE | FTE | Num Sta | Num Sta | | | | |
| 095 - ART SCULPTURE FAC | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 5,916 | 8,916 | 3,000 |
| <u>Center Total:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 5,916 | 8,916 | 3,000 |

Before & After Capacity Analysis

Campus: 80 San Jose
 Center: 05 Leased Space
 P/T: Temporary

| Facility | Before | | | | | | | | | After | | | | | | Diff | | | | | | ASF | | | | | | | | |
|--------------------------|--------------------|-----|-------------------|-----|----------------------|-----|--------------|---------------|----------------|--------------------|-----|-------------------|------|----------------------|------|--------------|---------------|----------------|--------------------|-----|-------------------|------|----------------------|------|--------------|---------------|----------------|---------|---------|-------|
| | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Lecture Num Sta | FTE | LD Lab Num Sta | FTE | UD/GD Lab Num Sta | FTE | Total FTE | FO Num Sta | FAO Num Sta | Before | After | Diff |
| 925 - 4TH STREET BUILDIN | | | | | | | | 14 | | | | | | | | | 14 | | | | | | | | | 0 | 0 | 23,248 | 23,248 | 0 |
| 926 - NASA BUILDING | | | | | | | | 6 | | | | | | | | | 6 | | | | | | | | | 0 | 0 | 10,913 | 10,913 | 0 |
| Center Total: | | | | | | | | 20 | | | | | | | | 20 | | | | | | | | | | 0 | 0 | 34,161 | 34,161 | 0 |
| Campus Total: | | | | | | | | 19 | 20 | 100 | 233 | 80 | 41.6 | 80 | 31.2 | 305.8 | 16 | 20 | 100 | 233 | 80 | 41.6 | 80 | 31.2 | 305.8 | -3 | 0 | 120,229 | 122,601 | 2,372 |