

MN - MCCC Course Record

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Summary, Scope, and Purpose

The Minnesota Common Course Catalogue (MCCC) is a course classification and data collection system intended to provide uniform information about courses that are taught by Minnesota teachers and completed by Minnesota students.

The MCCC was implemented to meet state and federal requirements, including: Minnesota Statutes, section 120B.35 Student Academic Achievement and Growth; Minnesota Session Laws 2009, Chapter 96, Article 2, Section 60 Implementing Rigorous Coursework Measures Related to Student Performance; and HR 2272 America COMPETES Act of 2007 SEC. 6401. Required Elements of a Statewide Longitudinal Data System.

The legacy system (flat file extract) will no longer be available except for organizations that report data that does not sync through Ed-Fi. The exceptions are schools reporting project-based student work and organizations that course report but do not report MARSS.

Due Dates

[Minnesota Common Course Catalogue](#)

Extract Editor Requirements

Path: Reporting > MN State Reporting > MCCC Extracts

#	Editor Options	Field Type	Requirements
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EE1	Extract Type	Drop List	Contains the following values: • MCCC Course Record • MCCC Staff Course Record • MCCC Student Course Record
EE2	Date Range (Start Date - End Date)	Date Field	
EE3	Inactive Courses	Checkbox	Checking this checkbox will include Inactive courses in the population for this report. • By default, only Active courses are included in the population for this report.
EE4	Validate	Checkbox	
EE5	Report District-wide	Checkbox	Checking this checkbox will include all Calendars (except excluded Calendars) in the population for this report. • By default, only the Calendar(s) selected will be included in the population for this report.
EE6	File Format	Drop list	Drop list will contain: • Comma Separated (CSV) • HTML • XML (State Format)
EE7	Calendar Selector	Multiple calendar selector	• Defaults to the Calendar selected in the Campus Toolbar • At least one calendar is Required
EE8	Generate Extract	Trigger Button	Trigger the creation of the extract when clicked.

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EE9	Submit to Batch	Trigger Button	Send extract to Batch Queue when clicked.
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Reporting Population and Business Rules

#	Business Rule(s)
R1	Reports a record for each course in the selected calendar(s) that are: • Marked as Active ◦ Inactive courses are excluded by default. ◦ Inactive courses WILL be included when the Inactive Courses checkbox is checked. • Have a value for SCED Subject Area • Have a value for SCED Course Identifier
R1.BR1	The following act as excludes: • Course Inactive is checked ◦ Only an exclude when Inactive Courses checkbox is NOT checked. • Course State Report Exclude is checked • Course SCED Subject Area is NULL • Course SCED Course Identifier is NULL • Course Cross-Site is checked • Calendar Exclude is checked
R1.BR2	Only one record will generate for per unique State Course Code. • If more than one Course with the same State Course Code is found, use the Course with the highest courseID.
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be generated in the following formats: • CSV • HTML • XML (State Format)

R4	The report will be ordered using the following: • District Number • Course Number • Grading Task Code
R4.BR1	When Report District-wide is checked, the report will be ordered using the following: • District Number • School Number • Course Number • Grading Task Code
R5	The file name that is generated will be titled A[State District Number][District Type].F[End School Year].

Report Data Elements Logic

	XML Collection	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field
1	<SERVSCourseSubmission>	SchemaVersion (<i>integer</i>)	<i>This Common Course Catalog Schema v04 01/02/2016, represents the schema design for the Common Course Catalog District Course Catalogue submission format.</i> Reports 4.	M	N/A	N/A

2	<SERVSCourseSubmission> <Header> <OrganizationID>	UnitNumber (<i>integer</i>)	<i>The Org Unit ID number of a district.</i> Reports the State District Number . Data Element Restrictions: • Minimum value allowed is 0001. • Maximum value allowed is 9999. • Total allowable length is exactly 4 characters.	M	District Information	District .number
3	<SERVSCourseSubmission> <Header> <OrganizationID>	UnitType (<i>integer</i>)	<i>The district type.</i> Reports the District Type . Data Element Restrictions: • Minimum value allowed is 01. • Maximum value allowed is 99. • Total allowable length is exactly 2 characters.	M	District Information	District .type

4	<SERVSCourseSubmission> <Header>	Year (<i>gYear</i>)	<i>This field is the year number representing the reporting year. For the 10-11 school year, this value would be 2011.</i> Reports the Calendar End Year.	M	Calendar Information	Calendar .endYear
5	<SERVSCourseSubmission> <Header> <Sites>	SiteNumber (<i>integer</i>)	<i>The list of sites in this file to which the data applies.</i> Reports the State School Number. • 000 will be used when <i>Report District-wide</i> is checked. Data Element Restrictions: • Minimum value allowed is 000. • Maximum value allowed is 999. • Total allowable length is exactly 3 characters.	M	School Information	School .number

6	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	LocalCourseCode (string)	<i>The alpha/numeric identifier used by the district or school to uniquely identify each course in the local curriculum.</i> Reports the Course Number. Data Element Restrictions: • Total allowable length is 1 to 20 characters.	M	Course Information	Course .number
7	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	LocalTitle (string)	<i>The alpha/numeric title of the course used by the district or school.</i> Reports the Course Name. Data Element Restrictions: • Total allowable length is 255 characters.	M	Course Information	Course .name

8	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	SiteNumber (<i>integer</i>)	<i>Identifies the course as district-wide (000) or associated to a specific school (3-digit MDE OrgUnit school code).</i> Reports the State School Number. • 000 will be used when <i>Report District-wide</i> is checked. Data Element Restrictions: • Minimum value allowed is 000. • Maximum value allowed is 999. • Total allowable length is exactly 3 characters.	M	School Information	School .number
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9	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	StateCourseCode (<i>integer</i>)	<i>The MCCC index number that most closely represents the local course.</i> Reports the combination of SCED Subject Area and SCED Course Identifier. • 000 will be used when <i>Report District-wide</i> is checked. Data Element Restrictions: • Total allowable length is exactly 5 characters.	C	Course Information	Course . scedSubjectArea Course .scedCourseID
10	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <CourseLevels>	CourseLevel (<i>string</i>)	<i>Description of the course level e.g. basic or enriched. See list of permitted values</i>	C	Course Information	Course . scedSubjectArea Course . scedCourseLevel CustomCourse .value

- When the SCED Subject Area is less than 81:
 - Reports the **SCED Course Level** and the **Secondary Course Level**.
 - Does not report if the SCED Course Level and Secondary Course Level are NULL.
- When the SCED Subject Area is greater than or equal to 81:
 - Reports **P** and the **Secondary Course Level**.

Notes:

- SCED Course Level will show up as "CourseLevel1" in HTML/CSV extracts.
- Secondary Course Level will show up as "CourseLevel2" in HTML/CSV extracts.

Data Element Restrictions:

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			• Total allowable length is exactly 1 character. • The only allowable values are: ◦ B (Basic or remedial) ◦ G (General or regular courses) ◦ E (Enriched, honors, or advanced) ◦ D (Dual/concurrent enrollment) ◦ A (Articulation agreement) ◦ C (Industry /occupational certification courses) ◦ X (Not applicable) ◦ N (No credit) ◦ P (Preschool / Early Education)			
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11	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	SequenceNumber (<i>integer</i>)	<i>Identifies where a course falls in a sequence of courses, e.g. 1st, 2nd or 3rd.</i> Reports the SCED Sequence "Part n" . - Defaults to 1 if the SCED Sequence "Part n" is NULL. Data Element Restrictions: - Minimum value allowed is 1. - Maximum value allowed is 99.	C	Course Information	Course . scedSequenceNum
12	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	SequenceLimit (<i>integer</i>)	<i>Identified the maximum number courses in a sequence.</i> Reports the SCED Sequence "Part m" . - Defaults to 1 if the SCED Sequence "Part m" is NULL. Data Element Restrictions: - Minimum value allowed is 1. - Maximum value allowed is 99.	C	Course Information	Course . scedSequenceMax

13	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	StandardAddressed (<i>string</i>)	<i>Standards or benchmarks used to assess student learning in the course. See list of permitted values.</i> - When the SCED Subject Area is less than 81: - Reports the Standard Addressed. - Defaults to A (None addressed) when the Standard Addressed is NULL. - In all other situations: - Reports the Standard Addressed. - Defaults to S (State) when the Standard Addressed is NULL. Data Element Restrictions: - Total allowable length is exactly 1 character. - The only allowable values are: N (National) S (State) L (Local) C (Combination of national, state and/or local) A (None addressed)	C	Course Information	Course . scedSubjectArea CustomCourse .value
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14	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	GradRequirementIndicator <i>(boolean)</i>	<i>Defines the course as meeting all or part of a graduation requirement for its subject.</i> • Reports True when the Course Number or Course State Code matches a Graduation Program Course Requirement's Course Number(s) or State Code(s). ◦ The associated Graduation Program must have a Code of GRAD, the State Reported checkbox checked, and the Active checkbox checked to qualify. • Reports False in all other situations.	C	Course Information Graduation Program Setup	Course .number Course .stateCode CourseRequirement . courseNumberString CourseRequirement . courseStateCodeString Program .code Program . stateReported Program .active
15	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	EndOfCourseIndicator (<i>boolean</i>)	<i>If set to true, then this course represents completion of state standards required for subject assessments.</i> • Reports True when the End Of Course Indicator checkbox is checked. • Reports False in all other situations.	C	Course Information	CustomCourse .value

16	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <Colleges> <College>	CollegeCourseLevel (string))	<i>Local course level that requires college documentation.</i> - When the SCED Subject Area is less than 81: - Reports the SCED Course Level. - Does not report if the SCED Course Level is NULL. - In all other situations: - Does not report. Data Element Restrictions: - Total allowable length is exactly 1 character. - The only allowable values are: D (Dual/concurrent enrollment) A (Articulation agreement) X (Not applicable)	C	Course Information	Course . scedSubjectArea Course . scedCourseLevel
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17	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <Colleges> <College>	CollegeCode (<i>string</i>)	<i>Federal code representing post-secondary institution.</i> - When the SCED Subject Area is less than 81: - Reports the College Code. - Does not report if the College Code is NULL. - In all other situations: - Does not report. Data Element Restrictions: - Total allowable length is exactly 6 characters.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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18	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <Colleges> <College>	CollegeCourseCode (<i>string</i>)	<i>Course code assigned by Post-secondary institution.</i> - When the SCED Subject Area is less than 81: - Reports the College Course Code. - Does not report if the College Course Code is NULL. - In all other situations: - Does not report. Data Element Restrictions: - Total allowable length is 1 to 20 characters.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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19	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <Colleges> <College>	CollegeCourseCredits (<i>decimal</i>)	<i>Number of post-secondary credits earned by this student for this course section. Submission format: 9999.999.</i> - When the SCED Subject Area is less than 81: - Reports the College Course Credits. - Does not report if the College Course Credits is NULL. - In all other situations: - Does not report. Data Element Restrictions: - Minimum value allowed is 0. - Maximum value allowed is 9999.999. - Total allowable length is 1 to 20 characters.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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20	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	LocalDescription (<i>string</i>)	<i>The local description of the course used by the district or school. Value needs to be submitted if the MCCC course classification is Other for any subject area.</i> Reports the Description . - Does not report if the Description is NULL. Data Element Restrictions: - Total allowable length is 1500 characters.	C	Course Information	Course .description
21	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <Curriculums> <Curriculum>	CurriculumCode (<i>string</i>)	<i>The organized delivery of subject area content used in teaching and learning.</i>	C	Course Information	Course . scedSubjectArea CustomCourse .value

			- When the SCED Subject Area is greater than or equal to 81: - Reports the first portion of the value selected for Curriculum and Implementation. - Does not report if the Curriculum and Implementation is NULL. - Reports each Curriculum and Implementation value separately. - In all other situations: - Does not report. Notes: - CurriculumCode will be combined with ImplementationCode and labeled as "Curriculum /Implementation" in HTML /CSV extracts. Data Element Restrictions: - Total allowable length is 1 to 10 characters.			
22	<SERVSCourseSubmission>	ImplementationCode (string		C	Course	

	<CourseRecords> <CourseRecord> <Curriculums> <Curriculum>	)	<i>The level of implementation of an Assessment Tool from Installation to Full Implementation. (Installation, Initial Implementation Year 1, Initial Implementation Year 2, Full Implementation, Does not apply)</i> - When the SCED Subject Area is greater than or equal to 81: - Reports the second portion of the value selected for Curriculum and Implementation. - Does not report if the Curriculum and Implementation is NULL. - Reports each Curriculum and Implementation value separately. - In all other situations: - Does not report. Notes: - CurriculumCode will be combined with ImplementationCode and labeled as "Curriculum /Implementation" in HTML /CSV extracts.		Information Course . scedSubjectArea CustomCourse .value
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			Data Element Restrictions: Total allowable length is 1 to 4 characters.			
23	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <AssessmentTools> <AssessmentTool>	AssessmentToolCode (<i>string</i>)	<i>The tool used to assess early education student achievement.</i> - When the SCED Subject Area is greater than or equal to 81: - Reports the first portion of the value selected for Assessment Tool and Implementation. - Does not report if the Assessment Tool and Implementation is NULL. - Reports each Assessment Tool and Implementation value separately. - In all other situations: - Does not report. Notes:	C	Course Information	Course . scedSubjectArea CustomCourse .value

			- AssessmentToolCode will be combined with ImplementationCode and labeled as "AssessmentTool/Implementation" in HTML/CSV extracts. Data Element Restrictions: - Total allowable length is 1 to 10 characters.			
24	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <AssessmentTools> <AssessmentTool>	ImplementationCode (string)	<i>The level of implementation of an Assessment Tool from Installation to Full Implementation. (Installation, Initial Implementation Year 1, Initial Implementation Year 2, Full Implementation, Does not apply)</i>	C	Course Information	Course . scedSubjectArea CustomCourse .value

- When the SCED Subject Area is greater than or equal to 81:
 - Reports the **second** portion of the value selected for **Assessment Tool and Implementation**.
 - Does not report if the Assessment Tool and Implementation is NULL.
 - Reports each Assessment Tool and Implementation value separately.
- In all other situations:
 - Does not report.

Notes:

- AssessmentToolCode will be combined with ImplementationCode and labeled as "AssessmentTool/Implementation" in HTML/CSV extracts.

Data Element Restrictions:

- Total allowable length is 1 to 4 characters.

25	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	EELocationCode (<i>string</i>)	<i>The location in which the student instruction is delivered.</i> - When the SCED Subject Area is greater than or equal to 81: - Reports the Standard Code of the value selected for Instruction Method / EE Location. - Reports OTHER if the Standard Code is NULL or Instruction Method / EE Location is NULL. - In all other situations: - Does not report. Data Element Restrictions: - Total allowable length is 1 to 10 characters.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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26	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	StateProgramIndicator (<i>boolean</i>)	<i>Is this course a MN State Program. (true, false)</i> - When the SCED Subject Area is greater than or equal to 81: - Reports True when EE State/Federal Program Indicator is set to one of the following values: 1: State Program 3: State and Federal Program - Reports False when EE State/Federal Program Indicator is NULL or any other value not mentioned above. - In all other situations: - Does not report.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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27	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	FederalProgramIndicator (<i>boolean</i>)	<i>Is this course a Federal Program. (true, false)</i> - When the SCED Subject Area is greater than or equal to 81: - Reports True when EE State/Federal Program Indicator is set to one of the following values: 2: Federal Program 3: State and Federal Program - Reports False when EE State/Federal Program Indicator is NULL or any other value not mentioned above. - In all other situations: - Does not report.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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28	<SERVSCourseSubmission> <CourseRecords> <CourseRecord>	ABEIndicator (<i>boolean</i>)	<i>Is this course tied to an Adult Basic Education (ABE) Class. (true, false)</i> - When the SCED Subject Area is greater than or equal to 81: - Reports True when EE Adult Ed. (ABE) Indicator is checked. - Reports False when EE Adult Ed. (ABE) Indicator is NOT checked. - In all other situations: - Does not report.	C	Course Information	Course . scedSubjectArea CustomCourse .value
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29	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <EEPrograms>	EEProgramCode (string)	<i>The type of program under which this course is being reported.</i> - When the SCED Subject Area is greater than or equal to 81: - Reports the EE Program Type Code. - Does not report if the EE Program Type Code is NULL. - In all other situations: - Does not report. Data Element Restrictions: - Total allowable length is 1 to 10 characters.	C	Course Information	Course . scedSubjectArea CustomCourse .value
30	<SERVSCourseSubmission> <CourseRecords> <CourseRecord> <StandardPlacements>	StandardCode (string)	<i>Unique code(s) to identify the specific state standard(s) placed in the Local Course as a focus for student learning.</i> When the SCED Subject Area is greater than or equal to 81:	C	Course Standards Course Grading Tasks Standards Bank Grading Task Setup	Course . scedSubjectArea GradingTask .code GradingTask . statereported GradingTask .final

- Reports the **Code** of Standards associated with the Course.
 - The Standard must be marked as State Reported, Final, and the Code cannot be NULL.
 - Does not report if the Standard does not meet the requirements.
 - Reports only **99.EB**. **All** when all of the following codes are present on Standards associated with the Course:
 - 99.EB.1
 - 99.EB.2
 - 99.EB.3
 - 99.EB.4
 - Reports only **99.E3**. **All** when all of the following codes are present on Standards associated with the Course:
 - 99.E3.1
 - 99.E3.2
 - 99.E3.3
 - 99.E3.4
 - 99.E3.5
 - 99.E3.6

			• In all other situations: ◦ Reports the Code of Grading Tasks associated with the Course. ▪ The Grading Task must be marked as State Reported, Final, and the Code cannot be NULL. • Does not report if the Standard does not meet the requirements. Data Element Restrictions: • Total allowable length is 1 to 20 characters.			
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Appendix