Note: The following data interface specifications have been revised from the April 29, 2004 version. All outline information submitted electronically starting May 15, 2006 will need to comply with these revised specifications. The "Telemediated Indicator" and "Honors Description" data elements have been removed. The "Lecture Hours" and "Lab Hours" data elements have been changed to reflect hours per term. The "Advisories" and "Enrollment Limitations" data elements have been added.

OSCAR (Online Services for Curriculum and Articulation Review) is a web-based system developed by ASSIST and the California State University in close collaboration with the University of California. OSCAR is for California Community Colleges to use in submitting course outlines to CSU and UC for review during the annual IGETC, CSU GE-B, CSU AI, and UC TCA update cycles. Colleges using OSCAR have three methods for submitting course outlines:

- 1) Hand-enter the course outline information on the OSCAR web site
- 2) Cut-and-paste the course outline information from an existing computerized source into the OSCAR web site
- 3) Electronically transmit course outline data to be loaded into OSCAR from the college's computerized curriculum management system to ASSIST

The specifications in this document define the process and format for course outline data to be transmitted via the third option.

Electronic Course Outline Submission Process

- 1. Colleges who use a computerized curriculum management system should have an electronic copy of course outlines for all new or revised courses that are to be submitted for UC TCA/IGETC/CSU GE-B/CSU AI review. Based on Title V and CCC Academic Senate guidelines there can only be one official course outline of record for a given course at any point in time. The college will have to determine which course outlines are to be submitted in a given review cycle based on local criteria for proposing new courses for UC TCA/IGETC/CSU GE-B/CSU AI and resubmitting existing courses for consideration in a new area or for rereview because of content changes in the courses.
- 2. The course must already exist in the ASSIST database for any outline that is being submitted through OSCAR for a UC TCA/IGETC/CSU GE-B/CSU AI update cycle. All colleges are currently required to maintain basic information in ASSIST on all transferable courses. Courses are entered into ASSIST via the "ASSIST Curriculum Update System" or via the "ASSIST Curriculum Additions and Changes" reporting form. If an ASSIST Curriculum Update Cycle has passed and there will be not be another cycle in time for the UC TCA/IGETC/CSU GE-B/CSU AI review cycle, courses must be added to the ASSIST database using the "Additions and Changes" reporting form. OSCAR will reject any attempt to submit an outline for a course that does not exist in ASSIST. Regardless of whether a submission for UC TCA, IGETC, CSU GE-B, or CSU AI is made

through OSCAR or paper copies of outlines, results of the review cannot be conveyed to the college until all proposed courses are in the ASSIST database.

- 3. Outline information is to be transmitted in a set of two files: outline.dat (which is mandatory) and textbook.dat (which is optional). For all course outlines that are being submitted through OSCAR for a UC TCA/IGETC/CSU GE-B/CSU AI update cycle, a single record for each outline must be included in a the outline.dat file. The format of both files must correspond to the "OSCAR Course Outline Data Interface Specifications" described in the next section of this document. If outline information for multiple courses is being submitted, all of the information should be grouped into a single set of outline.dat and textbook.dat files. Subsequent submissions of one or more courses is not a problem.
- 4. Each OSCAR UC TCA/IGETC/CSU GE-B/CSU AI update cycle will include a published schedule that defines the deadline dates for campuses to submit course outlines. Outlines can be submitted electronically through OSCAR at any time during the update cycle up to the deadline date. The campus articulation officer should be contacted for further schedule information. After course outlines are loaded into the OSCAR database, authorized campus staff must review and finalize outline submissions.
- 5. The set of text files containing outline data must be named outline.dat (a mandatory file that contains the detailed outline information) and textbook.dat (an optional file that contains discrete textbook references corresponding to the outline submission). This set of files should then be transmitted to ASSIST via email attachments to oscar@assist.org.
- 6. When a set of files is emailed, ASSIST will begin processing them. An email confirmation will be sent to the address specified in the third data element of the outline.dat file. This email confirmation will include information about the success or failure of processing the outlines included in the set of files. For example, any courses transmitted that cannot be matched with courses in ASSIST will be identified. If an email confirmation is not received within 1 day, there may have been a problem with the transmission and the ASSIST Coordination Site should be contacted at (949) 824-4385.
- 7. After outlines have been submitted electronically and the college has received notification that the data were loaded successfully, the authorized campus staff must then log into the OSCAR web site and confirm the accuracy of the outlines. Additional outline information can be hand-entered or corrected as needed. In addition to confirming the accuracy of the outlines, campus staff must specify for which areas of UC TCA/IGETC/CSU GE-B/CSU AI review each outline is proposed. All outlines must be finalized by the authorized campus staff member before the pertinent submission deadline.

OSCAR Course Outline Data Interface Specifications

The following specifications describe the format for course outline data to be submitted for use in OSCAR. The data elements included in this specification correspond to the information that is required by the UC TCA/IGETC/CSU GE-B/CSU AI review committees and are intended to be as general as possible in order to provide a common structure for submitting information where local formats and storage methods vary from college to college.

Since most course outline information is textual and variable length in nature, the string of character "<ENDCOL>" (without the quotation marks) must be used to separate data elements (columns) in each record (row), and the string of characters "<ENDROW>" must be used to separate records. AN end-of-file indicator should not be used. This will allow carriage return/line feed characters to be used within individual text data elements to aid in formatting and readability.

The TEXT data type is used for most of the textual data elements in these specifications. This is a variable length data type and any number of characters up to 2GB can be supplied. Textual data elements do not need to be padded.

One complete record is to be included for each course outline that is being submitted. Since each campus may organize and store course outlines in different ways, it is up to the campus to determine the most appropriate mapping from local outline data elements to the OSCAR data elements.

If a course outline is being submitted through OSCAR for a course that is cross-listed with ("same as") other courses at the college and the outlines for all of these courses are the same, this cross-listing information should already be specified in ASSIST. Only one outline needs to be submitted to OSCAR for the group of cross-listed courses; it may be identified as the outline for any course of the group. Courses whose outlines are different should not be identified in ASSIST as cross-listed and should be submitted separately.

Two files may be needed to represent complete outline information. The first file, outline.dat, is mandatory and includes most of the outline information. The second file, textbook.dat, is optional and includes discrete textbook references related to outlines. Since there can be a variable number of textbook references for a single outline, a second file is needed to transmit this data accurately.

The following is an ordered list of data elements to be included for each outline in the outline.dat file:

1.	ASSIST Institution Abbreviation	VARCHAR(10)	Required
2.	OSCAR Submission Year	CHAR(4)	Required
3.	Confirmation Email Address	VARCHAR(40)	Required
4.	Course Prefix	VARCHAR(40)	Required
5.	Course Number Information	VARCHAR(40)	Required

6.	Course Title	VARCHAR(255)	Required
7.	Course Minimum Units	DECIMAL(5,2)	Required
8.	Course Maximum Units	DECIMAL(5,2)	Required
9.	Repeatable Indicator	CHAR(1)	Required
10.	Honors Level Indicator	CHAR(1)	Required
11.	Lecture Hours	DECIMAL(5,2)	Required
12.	Lab Hours	DECIMAL(5,2)	Required
13.	Campus Outline Approval Date	SHORT DATE(mm/dd/yyyy)Required
14.	Course Description	TEXT	Required
15.	Prerequisites	TEXT	Optional
16.	Corequisites	TEXT	Optional
17.	Advisories	TEXT	Optional
18.	Enrollment Limitations	TEXT	Optional
19.	Course Objectives	TEXT	Required
20.	Course Content	TEXT	Required
21.	Lab Content	TEXT	Optional
22.	Instruction Methods	TEXT	Required
23.	Out of Class Assignments	TEXT	Optional
24.	Evaluation Methods	TEXT	Optional
25.	Other Appropriate Texts	TEXT	Optional
26.	Other Information	TEXT	Optional

The following is an ordered list of data elements to be included for each textbook reference in the textbook.dat file:

1.	ASSIST Institution Abbreviation	VARCHAR(10)	Required
2.	OSCAR Submission Year	CHAR(4)	Required
3.	Course Prefix	VARCHAR(40)	Required
4.	Course Number Information	VARCHAR(40)	Required
5.	Textbook Title	VARCHAR(255)	Required
6.	Textbook Author	VARCHAR(255)	Required
7.	Textbook Date	SHORT DATE(mm/dd	/yyyy)Required

The following is a more detailed description of all of the above data elements:

ASSIST Institution Abbreviation – VARCHAR(10)

The ASSIST Institution Abbreviation is a required data element that identifies the college that is submitting the course outline. The acceptable values for this data element are listed in Appendix A1 of this document.

OSCAR Submission Year - CHAR(4)

The OSCAR Submission Year is a required data element that identifies the update cycle in which the course is proposed for UC TCA, IGETC, or CSU GE-B. OSCAR Submission Years must be a four digit year representing the calendar

year in which the course outline is being submitted (as opposed to the year the UC TCA, IGETC, CSU GE-B, or CSU AI information is to become effective).

Confirmation Email Address – VARCHAR(40)

The Confirmation Email Address is a required data element that specifies the address to which an email will be sent upon completion of the processing of all course outlines in the transmitted file. All course outlines in the file should include the same Confirmation Email Address. OSCAR will only use the Confirmation Email Address in the first course outline record of a transmitted file. The acceptable value for this data element should conform to the standard Internet email address of the person (generally a technician) who has transmitted the file.

Course Prefix - VARCHAR(40)

The Course Prefix is a required data element that specifies the discipline or academic unit with which the course is associated. The Course Prefix and Course Number data elements are combined by OSCAR (e.g. MATH V10A) to uniquely identify a course in ASSIST. The Course Prefix must match with the discipline abbreviation used by the college in the ASSIST database. This should match with the discipline prefix that the college uses on transcripts.

Course Number Information – VARCHAR(40)

The Course Number Information is a required data element that specifies the precise course within the Course Prefix discipline. The Course Prefix and Course Number Information data elements are combined by OSCAR (e.g. MATH V10A) to identify a course uniquely in ASSIST. The Course Number Information must match the corresponding information in the ASSIST database. Leading zeros in the numeric part of the Course Number Information should not be included. For example, the Course Number Information for the course "MATH V010A" should be transmitted to OSCAR as "V10A".

It is important to note that ASSIST discriminates four parts of a Course Name – Course Prefix, Course Number Prefix, Course Number, and Course Number Suffix. The last three constitute the Course Number Information). For the course "MATH V10A", the Course Prefix is "MATH", the Course Number Prefix is "V", the Course Number is "10" and the Course Number Suffix is "A". These four data elements are combined to identify a course uniquely for a specific college at a specific time within ASSIST. OSCAR treats the Course Number Prefix, Course Number, and Course Number Suffix information as a single data element called Course Number Information.

Course Title – VARCHAR(255)

The Course Title is a required data element that identifies the college's short, descriptive title for the course with which the outline is associated. Since the ASSIST database already contains valid titles for all courses, the Course Titles transmitted via the OSCAR Data Interface are not stored within OSCAR or ASSIST. This data element is used only to help college staff visually compare information submitted to detect problems and ensure correct matches. During the automated loading of course outlines for OSCAR this data element is ignored.

Course Minimum Units – DECIMAL(5,2)

The Course Minimum Units is a required data element that specifies the minimum number of units a student may receive for the course. The Course Minimum Units is compared to the corresponding data in ASSIST to ensure an accurate course match when outline data is being loaded for OSCAR. If the course is not offered for variable unit credit, the Course Minimum Unit and Course Maximum Unit data elements should be identical. Values in this data element should be numeric with no more than 2 decimal units of precision (e.g. 3, 1.5, 12.75, 0). This data element is used only to help college staff visually compare information submitted to detect problems and ensure correct matches. During the automated loading of course outlines for OSCAR this data element is ignored.

Course Maximum Units – DECIMAL(5,2)

The Course Maximum Units is a required data element that specifies the maximum number of units a student may receive for the course. The Course Maximum Units is compared to the corresponding data in ASSIST to ensure an accurate course match when outline data is being loaded for OSCAR. If the course is not offered for variable unit credit, the Course Minimum Unit and Course Maximum Unit data elements should be identical. Acceptable values for this data element are numeric with no more than 2 decimal units of precision (e.g. 3, 1.5, 12.75, 0). This data element is used only to help college staff visually compare information submitted to detect problems and ensure correct matches. During the automated loading of course outlines for OSCAR this data element is ignored.

Repeatable Indicator – CHAR(1)

The Repeatable Indicator is a required data element that specifies whether or not the course can be repeated for credit. Acceptable values for this data element are Y or N. While course repeatability at colleges can be described in much greater detail, for purposes of OSCAR all that is needed is a general indication that the course can or cannot be repeated for credit. Additional information about restraints on repeatability are not needed.

Honors Level Indicator – CHAR(1)

The Honors Level Indicator is a required data element that specifies whether or not the course associated with the outline is an honors-level course. Acceptable values for this data element are Y or N. Only this data element will identify a course as honors level. Inclusion of an "H" in the Course Number Information is not sufficient to indicate that this is an honors-level course.

Lecture Hours – DECIMAL(5,2)

The Lecture Hours is a required data element that specifies the number of lecture hours per term for a semester-long or quarter-long course. Acceptable values for this data element are numeric with no more than 2 decimal units of precision (e.g. 3, 1.5, 12.75, 0). If the course has zero lecture hours per term a value of 0 should be used.

Lab Hours – DECIMAL(5,2)

The Lab Hours is a required data element that specifies the number of laboratory hours per term for a semester-long or quarter-long course. Acceptable values for this data element are numeric with no more than 2 decimal units of precision (e.g. 3, 1.5, 12.75, 0). If the course has zero lab hours per term a value of 0 should be used.

Campus Outline Approval Date – SHORT DATE(mm/dd/yyyy)

The Campus Outline Approval Date is a required data element that specifies the date in which the campus last approved the outline for the course. Acceptable values for this data element are short dates in the format of mm/dd/yyyy.

Course Description – TEXT

The Course Description is a required data element that indicates the content and key special features of the course. It will ordinarily be the description of the course that is printed in the college catalog. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Prerequisites – TEXT

Prerequisites is an optional data element that describes any prerequisites for the course. (Courses proposed for certain areas of IGETC and CSU GE-B will have to have prerequisites to qualify for approval). Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not

to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Corequisites – TEXT

Corequisites is an optional data element that describes any corequisites for the course. (Courses proposed for certain areas of IGETC and CSU GE-B will have to have pre- or corequisites to qualify for approval). Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Advisories – TEXT

Advisories is an optional data element that describes any recommended (but not necessarily enforced) student preparation for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Enrollment Limitations – TEXT

Enrollment Limitations is an optional data element that describes any conditions that may limit the ability of a student to enroll in the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Course Objectives – TEXT

Course Objectives is a required data element that describes the student learning outcomes for the course (what students completing the course successfully are expected to know and be able to do). Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Course Content - TEXT

Course Content is a required data element that describes the content of the course in terms of a specific body of knowledge. Carriage return/line feed/new line

characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Lab Content - TEXT

Lab Content is an optional data element that describes the content of the lab component of the course. (Courses that have laboratory components and that are proposed for certain areas of IGETC and CSU GE-B will have to have Lab Content specified to qualify for approval). Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

If the "Lab Hours" data element value is greater than zero this data element is required.

Instruction Methods - TEXT

Instruction Methods is a required data element that describes the methods of instruction employed for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Out of Class Assignments – TEXT

Out of Class Assignments is an optional data element that describes or provides illustrative examples of out-of-class assignments for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Evaluation Methods – TEXT

Evaluation Methods is an optional data element that describes how the instructor will evaluate the extent to which each student achieves the stated objectives of the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Other Appropriate Texts – TEXT

Other Appropriate Texts is an optional data element that identifies examples of appropriate texts or other required reading for the course that are not explicitly referenced in the textbook.dat file. If there are any reading materials for the course that do not fit the title/author/date format of the textbook.dat file, or if the campus cannot generate explicit data in the textbook.dat format then the corresponding information should be included in this data element. This data element should include the author, title, and date of publication for any appropriate references. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Other Information – TEXT

Other Information is an optional data element that provides additional information about the course that is pertinent to the review and that is a customary part of course outlines at the college but which did not fit into any of the categories above. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde and back-tick characters are not to be included as they will interfere with the data element and record delimiters.

Textbook Title - VARCHAR(255)

Textbook Title is a required data element (if a discrete textbook reference is being provided) that identifies the title of the textbook being supplied as an example of "Appropriate Texts" for the outline.

Textbook Author - VARCHAR(255)

Textbook Author is a required data element (if a discrete textbook reference is being provided) that identifies the author of the textbook being supplied as an example of "Appropriate Texts" for the outline.

Textbook Date - SHORT DATE(mm/dd/yyyy)

Textbook Date is a required data element (if a discrete textbook reference is being provided) that identifies the publication or edition date of the textbook being supplied as an example of "Appropriate Texts" for the outline. Acceptable values for this data element are short dates in the format of mm/dd/yyyy.

Appendix A1 - List of ASSIST Institution Abbreviations

AHC	Allan Hancock College	FULLRTON	Fullerton College
ARC	American River College	GAVILAN	Gavilan College
AVC	Antelope Valley College	GLENDALE	Glendale College
BAKRFLD	Bakersfield College	GWC	Golden West College
BARSTOW	Barstow College	GMCC	Grossmont College
BUTTE	Butte College	HARTNELL	Hartnell College
CABRILLO	Cabrillo College	IMPERIAL	Imperial Valley College
CANADA	Canada College	IRVINE	Irvine Valley College
CERRITOS	Cerritos College	TAHOE	Lake Tahoe Community
CERRO	Cerro Coso College	1111102	College
CHABOT	Chabot College	LANEY	Laney College
CHAFFEY	Chaffey College	POSITAS	Las Positas Community
CITRUS	Citrus College		College
SFCITY	City College of San	LASSEN	Lassen College
	Francisco	LBCC	Long Beach City College
COASTLIN	Coastline Community	LACC	Los Angeles City College
	College	LAHC	Los Angeles Harbor
ALAMEDA	College of Alameda		College
MARIN	College of Marin	LAMC	Los Angeles Mission
MATEO	College of San Mateo		College
CANYONS	College of the Canyons	LAPC	Los Angeles Pierce
DESERT	College of the Desert		College
REDWOODS	College of the Redwood	LASC	Los Angeles Southwest
SEQUOIAS	College of the Sequoias		College
SISKIYOU	College of the Siskiyous	LATT	Los Angeles Trade
COLUMBIA	Columbia College		Technical College
COMPTON	Compton College	LAVC	Los Angeles Valley
CONTRA	Contra Costa College		College
COPPER	Copper Mountain College	MEDANOS	Los Medanos College
CRC	Cosumnes River College	MENDOCIN	Mendocino College
CRAFTON	Crafton Hills College	MERCED	Merced College
CUESTA	Cuesta College	MERRITT	Merritt College
	A Cuyamaca College	MIRACSTA	MiraCosta College
CYPRESS	Cypress College	MISSION	Mission College
DAC	De Anza College	MODESTO	Modesto Junior College
DIABLO	Diablo Valley College	MONTEREY	Monterey Peninsula
LAEC	East Los Angeles College		College
CAMINO	El Camino College		Moorpark College
EVERGRN	Evergreen Valley College	MTSAC	Mount San Antonio
FEATHER	Feather River College		College
FOLSOM	Folsom College	MTSJC	Mt. San Jacinto College
FOOTHILL	Foothill College	NAPA	Napa Valley College
FRESNO	Fresno City College		

Appendix A1 - List of ASSIST Institution Abbreviations – Continued

OHLONE Ohlone College

OCC Orange Coast College

OXNARD Oxnard College

PALOVRDE Palo Verde College

PALOMAR Palomar College

PASADENA Pasadena City College

PORTER Porterville College REEDLEY Reedley College

DIOHONDO Die Hende College

RIOHONDO Rio Hondo College

RCC Riverside Community

College

SCC Sacramento City College

SADDLBK Saddleback College

SBVC San Bernardino Valley

College

SDCC San Diego City College

MESA San Diego Mesa College

MIRAMAR San Diego Miramar

College

SJDELTA San Joaquin Delta

College

SJCC San Jose City College

SAC Santa Ana College

SBCC Santa Barbara City

College

SMCC Santa Monica College

SRC Santa Rosa Junior

College

SANTIAGO Santiago Canyon College

SHASTA Shasta College SIERRA Sierra College

SKYLINE Skyline College

SOLANO Solano Community

College

SWSTRN Southwestern College

TAFT Taft College VENTURA Ventura College

VVCC Victor Valley College

VISTA Vista College WHC West Hills College

LAWC West Los Angeles

College

WVC West Valley College

YUBA Yuba College