

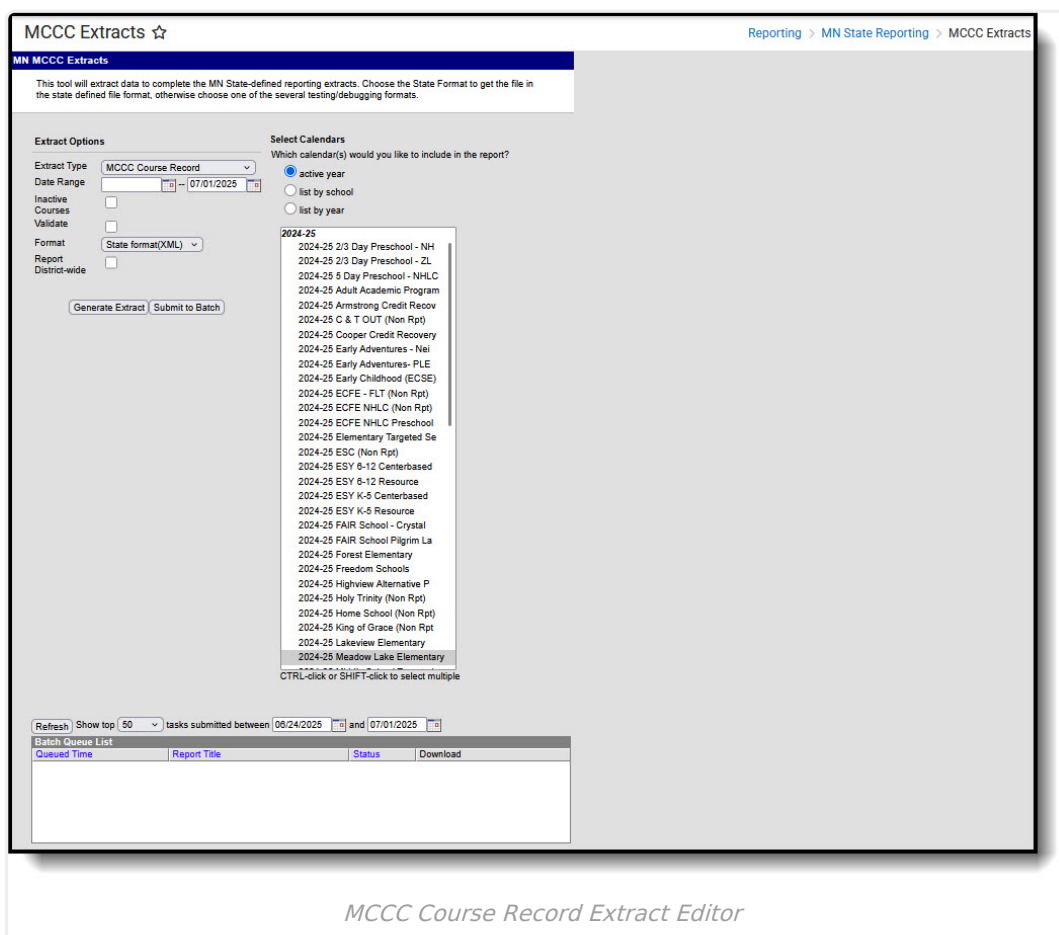
# MCCC Course Index Record (Minnesota)

Last Modified on 07/01/2025 9:49 am CDT

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Tool Search: MCCC Extracts

The Minnesota Common Course Catalog is a course classification system designed to provide uniform information about courses provided in Minnesota schools. The MCCC Course Record Extract collects course information for courses aligned to the MCCC.



The screenshot shows the 'MCCC Extracts' tool interface. At the top, there's a breadcrumb trail: 'Reporting > MN State Reporting > MCCC Extracts'. Below this is a header 'MN MCCC Extracts' and a brief instruction: 'This tool will extract data to complete the MN State-defined reporting extracts. Choose the State Format to get the file in the state defined file format, otherwise choose one of the several testing/debugging formats.'

The main area is divided into two sections: 'Extract Options' and 'Select Calendars'.

**Extract Options:**

- Extract Type: MCCC Course Record (dropdown)
- Date Range: [ ] - [07/01/2025] (calendar icon)
- Inactive Courses: ☐
- Validate: ☐
- Format: State format(XML) (dropdown)
- Report District-wide: ☐
- Buttons: Generate Extract, Submit to Batch

**Select Calendars:**

Which calendar(s) would you like to include in the report?

- ☒ active year
- ☐ list by school
- ☐ list by year

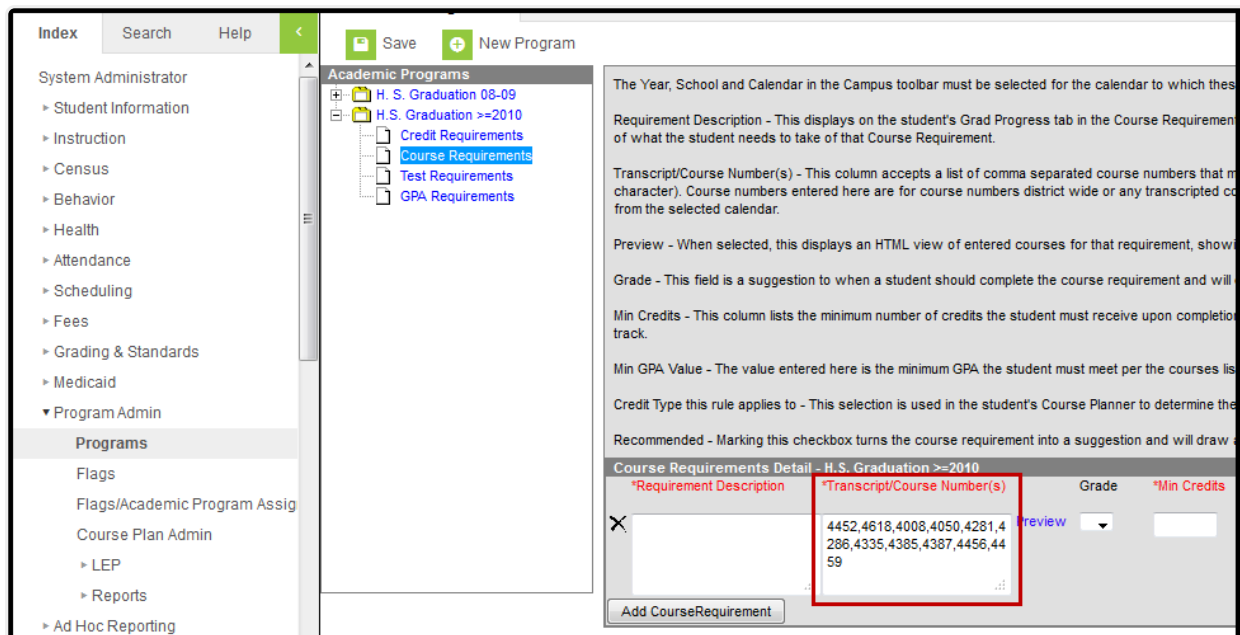
A scrollable list of schools is shown, including: 2024-25 2/3 Day Preschool - NH, 2024-25 2/3 Day Preschool - ZL, 2024-25 5 Day Preschool - NHLC, 2024-25 Adult Academic Program, 2024-25 Armstrong Credit Recov, 2024-25 C & T OUT (Non Rpt), 2024-25 Cooper Credit Recovery, 2024-25 Early Adventures - Nel, 2024-25 Early Adventures- PLE, 2024-25 Early Childhood (ECSE), 2024-25 ECFE - FLT (Non Rpt), 2024-25 ECFE NHLC (Non Rpt), 2024-25 ECFE NHLC Preschool, 2024-25 Elementary Targeted Se, 2024-25 ESC (Non Rpt), 2024-25 ESY 6-12 Centerbased, 2024-25 ESY 6-12 Resource, 2024-25 ESY K-5 Centerbased, 2024-25 ESY K-5 Resource, 2024-25 FAIR School - Crystal, 2024-25 FAIR School Pilgrim La, 2024-25 Forest Elementary, 2024-25 Freedom Schools, 2024-25 Highview Alternative P, 2024-25 Holy Trinity (Non Rpt), 2024-25 Home School (Non Rpt), 2024-25 King of Grace (Non Rpt), 2024-25 Lakeview Elementary, 2024-25 Meadow Lake Elementary.

At the bottom, there's a 'Refresh' button, a 'Show top' dropdown (set to 50), and a filter for 'tasks submitted between' (06/24/2025 and 07/01/2025). Below this is a table with columns: Refresh Course List, Queued Time, Report Title, Status, and Download.

*MCCC Course Record Extract Editor*

## Required Setup - Program Course Requirements

Course Requirements for an Academic Program are set by entering a list of course numbers in the Transcript/Course Numbers field shown below. The course numbers entered here determine how the Grade Requirement Indicator field reports. Academic Programs must also have a Code of GRAD and be marked as State Reported.



Setting Up Course Requirements in an Academic Program

## Extract Examples

```
- <Header>
- <OrganizationID>
  <UnitNumber>0281</UnitNumber>
  <UnitType>35</UnitType>
</OrganizationID>
- <Sites>
  <SiteNumber>045</SiteNumber>
  <SiteNumber>053</SiteNumber>
</Sites>
<Year>2011</Year>
</Header>
- <CourseRecords>
- <CourseRecord>
  <LocalCourseCode>0000</LocalCourseCode>
  <LocalTitle>Advisory</LocalTitle>
  <SiteNumber>045</SiteNumber>
  <StateCourseCode>01001</StateCourseCode>
- <CourseLevels>
  <CourseLevel>D</CourseLevel>
</CourseLevels>
  <StandardAddressed>A</StandardAddressed>
  <GradRequirementIndicator>false</GradRequirementIndicator>
  <EndOfCourseIndicator>false</EndOfCourseIndicator>
  <APIndicator>false</APIndicator>
  <IBIndicator>true</IBIndicator>
</CourseRecord>
```

MCCC Course Record - State Format (XML)

Records: 5

| LocalCourseCode | LocalTitle       | SiteNumber | StateCourseCode | CourseLevel1 | CourseLevel2 | SequenceNumber | SequenceLimit | StandardAddressed |
|-----------------|------------------|------------|-----------------|--------------|--------------|----------------|---------------|-------------------|
| 0000            | Advisory         | 045        | 01001           | D            |              |                |               | A                 |
| 0058            | Life Skills      | 045        | 02004           | B            |              |                |               | A                 |
| 0000            | Advisory         | 053        | 10531           | B            | C            | 1              | 20            | L                 |
| 0001            | Applied Skills   | 053        | 18053           | E            | D            | 6              | 20            | A                 |
| 0002            | Applied Skills B | 053        | 05355           | A            |              | 1              | 1             | A                 |

MCCC Course Record - HTML Format

|   | A         | B           | C        | D         | E         | F         | G        | H        | I         | J        | K        | L         | M          |
|---|-----------|-------------|----------|-----------|-----------|-----------|----------|----------|-----------|----------|----------|-----------|------------|
| 1 | LocalCour | LocalTitle  | SiteNumb | StateCour | CourseLev | CourseLev | Sequence | Sequence | StandardA | GradRequ | EndOfCou | APIndicat | IBIndicato |
| 2 | 0         | Advisory    | 45       | 6476      | D         |           |          |          | A         | FALSE    | FALSE    | FALSE     | TRUE       |
| 3 | 58        | Life Skills | 45       | 4659      | B         |           |          |          | A         | FALSE    | FALSE    | FALSE     | FALSE      |
| 4 | 0         | Advisory    | 53       | 12345     | B         | C         | 1        | 20       | L         | FALSE    | TRUE     | FALSE     | TRUE       |
| 5 | 1         | Applied S   | 53       | 23425     | E         | D         | 6        | 20       | A         | TRUE     | TRUE     | FALSE     | FALSE      |
| 6 | 2         | Applied S   | 53       | 78654     | A         |           | 1        | 1        | A         | FALSE    | FALSE    | FALSE     | FALSE      |

MCCC Course Record - CSV Format

## Report Logic

All active courses that have SCED Subject Area and SCED Course Identifier Code populated on the Course tool in the selected calendar will appear in the report. Courses which have the State Exclude checkbox marked will not be included in the report.

These fields are set in the [NCES Data section](#) of the Courses tool.

## Early Education Subreport

An [Early Education subreport](#) generates with records for each course when the following is true:

- Course has an SCED Course Identifier selected.
- Course has an SCED Subject Area of 81 or higher.
- Course is active (unless the Inactive Courses checkbox is marked).

If more than one record is found with the same State Course Code, the record with the highest courseID reports.

For guidance in validating the XML file against your state's schema using a free, third-party

program, see the [Validating an XML File Against a Schema File](#) article.

# MCCC Course Record Layout

| Element Name             | Description & Format   | Campus Location   |
|--------------------------|--|---|
| <b>Local Course Code</b> | The identification number of the course.<br><br><i>Numeric, 4 digits</i>   | Scheduling > Courses > Course > Number<br><br>Course.number                           |
| <b>Local Title</b>       | The name of the course.<br><br><i>Alphanumeric</i>   | Scheduling > Courses > Course > Name<br><br>Course.name                               |
| <b>Site Number</b>       | The state school number of the school reporting the course. If Report District-wide is selected, this field will report as 000.<br><br><i>Numeric</i>        | System Administration > Resources > School > State School Number<br><br>School.number |
| <b>State Course Code</b> | The NCES state code of the course.<br><br><i>Numeric, 5 digits</i>   | Scheduling > Courses > Course > NCES Code<br><br>Course.stateCode                     |
| <b>Course Level 1</b>    | The difficulty level of the course.<br><br><i>Alphanumeric, 1 character</i>  | Scheduling > Courses > Course > Course Level<br><br>Course.courseLevel1               |
| <b>Course Level 2</b>    | An additional description of the difficulty level of the course.<br><br><i>Alphanumeric, 1 character</i>   | Scheduling > Courses > Course > Secondary Course Level<br><br>Course.courseLevel2     |
| <b>Sequence Number</b>   | The first number selected for the SCED Sequence, indicating if the course occurs as part of a consecutive series of courses.<br><br><i>Numeric, 2 digits</i> | Scheduling > Courses > Course > SCED Sequence<br><br>Course.scedSequence              |
| <b>Sequence Limit</b>    | The second number selected for the SCED Sequence.<br><br><i>Numeric, 2 digits</i>  | Scheduling > Courses > Course > SCED Sequence<br><br>Course.scedSequence              |

| Element Name                      | Description & Format   | Campus Location  |
|-----------------------------------|--|--|
| <b>Standard Addressed</b>         | <p>Indicates the type of state-reported standard(s) addressed in the course. Options are:</p> <ul style="list-style-type: none"> <li>• N: National</li> <li>• S: State</li> <li>• L: Local</li> <li>• C: Combination of national, state or local</li> <li>• A: None Addressed (or NULL)</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | <p>Scheduling &gt; Courses &gt; Course &gt; Standard Addressed</p> <p>Course.standardAddressed</p>   |
| <b>Grad Requirement Indicator</b> | <p>Indicates if the course is required for graduation. Reports as true if the course is listed in a state-reported Academic Program with a Code of GRAD. Reports as true or false.</p> <p><i>Alphanumeric, 5 characters</i></p>  | <p>Programs &gt; Academic Programs &gt; Program Detail &gt; Code; Programs &gt; Academic Programs &gt; Program &gt; Course Requirements &gt; Transcript/Course Number(s)</p> <p>Not dynamically stored</p> |
| <b>End of Course Indicator</b>    | <p>Indicates if the course represent the completion of state standards required for subject assessments.</p> <p><i>Alphanumeric, 5 characters</i></p>  | <p>Scheduling &gt; Courses &gt; Course &gt; End of Course Indicator</p> <p>Course.endOfCourseIndicator</p>   |
| <b>College Course Level</b>       | <p>Reports the SCED Course Level if there is a College Code reported.</p> <p><i>Alphanumeric, 1 character</i></p>  | <p>Scheduling &gt; Courses &gt; Course &gt; NCES &gt; SCED Course Level</p> <p>Course.scedCourseLevel</p>  |
| <b>College Code</b>               | <p>The FICE/FAFSA code assigned to a post-secondary institution.</p> <p><i>Numeric, 6 digits</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; College Code</p> <p>Course.collegeCode</p>   |
| <b>College Course Code</b>        | <p>The course code relating to a post-secondary institution.</p> <p><i>Numeric, 6 digits</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; College Course Code</p> <p>Course.collegeCourseCode</p>  |
| <b>College Course Credits</b>     | <p>The number of post-secondary course credits assigned to the course.</p> <p><i>Decimal, 6 characters, XXX.XX</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; College Course Credit</p> <p>Course.collegeCourseCredit</p>  |

| Element Name             | Description & Format   | Campus Location   |
|--------------------------|--|---|
| <b>Local Description</b> | Reports the locally-defined Description of the course.<br><br><i>Alphanumeric, 1500 characters</i> | Scheduling > Courses > Course > Description<br><br>Course.description |

## Early Education Subreport Layout

| Element Name             | Description & Format   | Campus Location   |
|--------------------------|--|---|
| <b>Local Course Code</b> | The identification number of the course.<br><br><i>Numeric, 4 digits</i>   | Scheduling > Courses > Course > Number<br><br>Course.number                           |
| <b>Local Title</b>       | The name of the course.<br><br><i>Alphanumeric</i>   | Scheduling > Courses > Course > Name<br><br>Course.name                               |
| <b>Site Number</b>       | The state school number of the school reporting the course. If Report District-wide is selected, this field will report as 000.<br><br><i>Numeric</i>        | System Administration > Resources > School > State School Number<br><br>School.number |
| <b>State Course Code</b> | The NCES state code of the course.<br><br><i>Numeric, 5 digits</i>   | Scheduling > Courses > Course > NCES Code<br><br>Course.stateCode                     |
| <b>Course Level</b>      | A description of the difficulty level of the course.<br><br><i>Alphanumeric, 1 character</i>   | Scheduling > Courses > Course > Secondary Course Level<br><br>Course.courseLevel2     |
| <b>Sequence Number</b>   | The first number selected for the SCED Sequence, indicating if the course occurs as part of a consecutive series of courses.<br><br><i>Numeric, 2 digits</i> | Scheduling > Courses > Course > SCED Sequence<br><br>Course.scedSequence              |

| Element Name                      | Description & Format   | Campus Location  |
|-----------------------------------|--|--|
| <b>Sequence Limit</b>             | <p>The second number selected for the SCED Sequence.</p> <p><i>Numeric, 2 digits</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; SCED Sequence</p> <p>Course.scedSequence</p>   |
| <b>Standard Addressed</b>         | <p>Indicates the type of state-reported standard(s) addressed in the course. Options are:</p> <ul style="list-style-type: none"> <li>• N: National</li> <li>• S: State</li> <li>• L: Local</li> <li>• C: Combination of national, state or local</li> <li>• A: None Addressed (or NULL)</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | <p>Scheduling &gt; Courses &gt; Course &gt; Standard Addressed</p> <p>Course.standardAddressed</p>   |
| <b>Grad Requirement Indicator</b> | <p>Indicates if the course is required for graduation. Reports as true if the course is listed in a state-reported Academic Program with a Code of GRAD. Reports as true or false.</p> <p><i>Alphanumeric, 5 characters</i></p>  | <p>Programs &gt; Academic Programs &gt; Program Detail &gt; Code; Programs &gt; Academic Programs &gt; Program &gt; Course Requirements &gt; Transcript/Course Number(s)</p> <p>Not dynamically stored</p> |
| <b>End of Course Indicator</b>    | <p>Indicates if the course represent the completion of state standards required for subject assessments.</p> <p><i>Alphanumeric, 5 characters</i></p>  | <p>Scheduling &gt; Courses &gt; Course &gt; End of Course Indicator</p> <p>Course.endOfCourseIndicator</p>   |
| <b>Local Description</b>          | <p>The first 1500 characters of the description of the course.</p> <p><i>Alphanumeric, 1500 characters</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; Description</p> <p>Course.description</p>  |
| <b>Curriculum/ Implementation</b> | <p>Currently reports as NONE.</p>  | N/A  |

| Element Name                           | Description & Format   | Campus Location  |
|--|--|--|
| <b>Assessment Tool/ Implementation</b> | Reports the assessment tool used and how it is implemented.<br><br>Alphanumeric  | Scheduling > Courses > Course > Early Education Fields > Assessment Tool and Implementation<br><br>Course.eeAssessmentToolAndImp |
| <b>EE Location Code</b>                | Where Early Education instruction takes place. Reports the Instruction Method/EE Location if entered or the default value if not. If no default value is entered, reports as OTHER.<br><br><i>Alphanumeric, 5 characters</i> | Scheduling > Courses > Course > Instruction Method/EE Location<br><br>Course.teachingMethod                                      |
| <b>State Program Indicator</b>         | If EE State/Federal Program indicator is 1 or 3, reports as 'true.' Otherwise reports as 'false.'<br><br><i>Alphanumeric, 5 characters</i>   | Scheduling > Courses > Course > Custom Data Elements > EE State/Federal Program Indicator<br><br>Course.eeStateFedProgram        |
| <b>Federal Program Indicator</b>       | If EE State/Federal Program indicator is 2 or 3, reports as 'true.' Otherwise reports as 'false.'<br><br><i>Alphanumeric, 5 characters</i>   | Scheduling > Courses > Course > Custom Data Elements > EE State/Federal Program Indicator<br><br>Course.eeStateFedProgram        |
| <b>ABE Indicator</b>                   | Reports as 'true' if the EE Adult Basic Ed (ABE) Indicator is marked or as 'false' if not.<br><br><i>Alphanumeric, 5 characters</i>  | Scheduling > Courses > Course > Custom Data Elements > EE Adult Basic Ed. (ABE) Indicator<br><br>Course.eeAdultBasicEd           |
| <b>EE Program Code</b>                 | Reports the EE Program Type Code if entered, or as the default value if not. If no default value is entered, reports as null.<br><br><i>Alphanumeric, 4 characters</i>   | Scheduling > Courses > Course > Custom Data Elements > EE Program Type Code<br><br><i>Course.eeProgram TypeCode</i>              |



| Element Name         | Description & Format  | Campus Location  |
|----------------------|---|--|
| <b>Standard Code</b> | <p>The Codes of the standards assigned to the course.</p> <p>Reports a &lt;StandardCode&gt; record for each standard marked as Final and State Reported that has a Code entered.</p> <p>Reports 99.EB.All when standards 99.EB.1-.4 are assigned to the course.</p> <p>Reports as 99.E3.All when all standards 99.E3.1-.6 are assigned to the course.</p> <p><i>Alphanumeric, 10 characters</i></p> | <p>Grading &amp; Standards &gt; Standards Bank &gt; Standards &gt; Code</p> <p>Standard.code</p> |