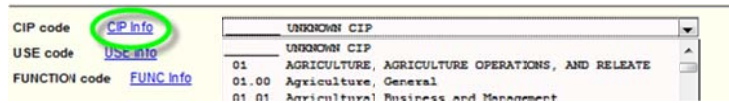


# ASPIRE Room Information Screen

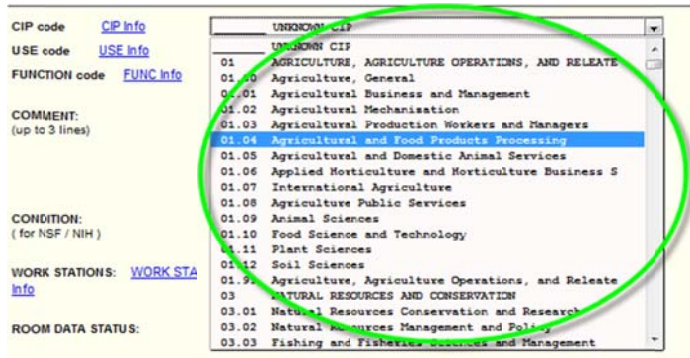
## Section 2 – CIP Code & USE Code

Classification of Instructional Programs (CIP Codes) is a classification system developed by the National Center for Educational Statistics and used by universities to have a standard system for reporting fields of study. ONLY academic departments are required to assign CIP Codes.

To determine the correct CIP code, select the “CIP Info” link to the left of the pull down in the room information screen. A new window will open with the ASPIRE resource page for CIP Codes. This page will provide a list of the codes, their sub-codes, and their definitions.

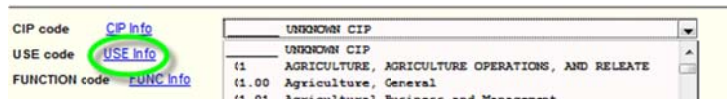


To assign a CIP code to a room, select the CIP pull down menu in the room information screen. Scroll down the list to find the desired code and select it by clicking on it once. Hit the gold UPDATE button to save the change.



USE Codes is another taxonomy created by the National Center for Education Statistics for specific reporting on university room use. ALL rooms must have a USE code assigned to them.

To determine the correct USE code, if unknown, select the “USE Info” link to the left of the pull down in the room information screen. A new window will open with the ASPIRE resource page for USE Codes. This page will provide a list of the codes, their sub-codes, and their definitions.



From the room information screen, select the USE pull down menu. Scroll down the list to find the desired code and select it by clicking on it once. Hit the gold UPDATE button to save the change.

