



External Site Coding

This document outlines how to determine if a location qualifies as an external instructional site, request an external site code, configure the location in Banner, and confirm that the code is collected through the Academic Data Collection.

Determine Whether the Location Qualifies

If an institution provides face-to-face instruction at a location geographically separate from its main campus, and a student must be present at this location to receive instruction, then this location is classified as an off-campus instructional site.

Examples of qualifying Off-Campus Instructional Sites:

- A location where the institution offers a face-to-face or hybrid credit-bearing course and students are physically present.
- A location where the institution offers a non-credit workshop that awards continuing educational units (CEUs) and students are physically present.

Locations that do not qualify as Off-Campus Instructional Sites:

- A location used only to support virtual participation, with no students receiving instruction at that location.
- Clinical or internship locations that do not provide traditional classroom instruction.
- Conference locations, unless the conference is formally part of the institution's continuing education offerings and the institution is providing instruction.
- Exchange program sites where instruction is provided by the cooperating institution rather than the USG institution.

Determine the Site Category

An off-campus instructional site can be categorized as follows:

- Institutional site: A site included in the institution's Facilities Inventory, such as space owned by the institution or leased for the institution's exclusive occupancy.
- External site: A site located in space that is not leased for the institution's exclusive occupancy, such as a high school, hospital, or military base.

NOTE: All external sites are off-campus instructional sites, but not all off-campus instructional sites are external sites. The remaining instructions apply specifically to external sites.

For additional policy information, refer to [Academic and Student Affairs Handbook 02.03.07.01](#)

Request an External Site Code

After the campus President and Provost/VPAA approve the external site request, the institution's designated official may submit the [Off-Campus Instructional Site Request Form](#). Once approved by



USG, the external site will be assigned a code and listed in the [USG External Site Report](#).

Configure the External Site in Banner

External site codes are in the USG External Site Database and are collected during the Academic Data Collection (ADC) through specific coding in Banner. These codes are not part of the Facilities Master File submitted during the Facilities Data Collection.

Once the external site code has been issued, follow the steps below to ensure accurate reporting of external sites for the Academic Data Collection.

1. **Create building code(s).** All building(s) and rooms where instruction may occur must be added in Banner on STVBLDG. Institutions may use the external site code or an institutional code to set up the facility.
2. **Identify each new building code as an external site.** On SLABLDG, assign Campus Code Z to the building code so that SLBBLDG_CAMP_CODE = 'Z'.

Term: 202408	CRN: 80252	Subject: ACCT	Course: 6200	Title: Accounting for Managers	Course Alias:	Start Over		
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology								
▼ COURSE SECTION INFORMATION								
Subject	ACCT	ACCOUNTING	Campus *	Z	Unreported Facility	Grade Mode	N	Normal
Course Number	6200		Status *	A	Active	Session	D	Off campus, in assigned space
Course Alias			Schedule Type	M	Asynchronous Instruction	Special Approval		
Title	Accounting for Managers		Instructional Method	E	Entirely at a distance	Duration		
Section *	01		Integration Partner			☐ Override Duration		
Cross List								

3. **Create the RGTBLDG crosswalk.** On SOAXREF, use label code RGTBLDG to translate the institution's Banner building code to the approved USG external site code.
NOTE: For the Academic Data Collection, the RGTBLDG translation is returned **only** when the building code is initially identified as an external site with Campus Code Z (SLBBLDG_CAMP_CODE = Z)
4. **Enter the section meeting arrangement.** For any course section where instruction may occur at the external site, the section location code should be listed on SSASECT with Session Code: D = "Off Campus, in assigned space" or E = "At a specific off-campus site with unassigned space."

Term: 202408	CRN: 80252	Subject: ACCT	Course: 6200	Title: Accounting for Managers	Course Alias:	Start Over		
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology								
▼ COURSE SECTION INFORMATION								
Subject	ACCT	ACCOUNTING	Campus *	Z	Unreported Facility	Grade Mode	N	Normal
Course Number	6200		Status *	A	Active	Session	D	Off campus, in assigned space
Course Alias			Schedule Type	M	Asynchronous Instruction	Special Approval		
Title	Accounting for Managers		Instructional Method	E	Entirely at a distance	Duration		
Section *	01		Integration Partner			☐ Override Duration		
Cross List								



5. **Enter the meeting location.** On the Meeting Locations tab, enter the Banner building code. When Session Code D is used, enter the room code as well.

Term: 202408	CRN: 80252	Subject: ACCT	Course: 6200	Title: Accounting for Managers	Course Alias:	Start Over		
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology								
Times and Instructors Scheduler Preferences								
Meeting Dates Meeting Location and Credits								
▼ SCHEDULE								
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	0003	101	M	3.00		3.000	☐	☐
10 Per Page							Record 1 of 1	

Confirm the Code is collected in the Academic Data Collection

During the Academic Data Collection, review the Course Section Report at Submission Summary > Course > Class Section to verify the external site codes are collected in the EXTERNAL_SITE_CODE column.

Academic Data Submission	Academic Financial Aid	Facilities Inventory	Financial	Human Resources																																																								
Back to default entry																																																												
Data Submission Errors		Submission Term: 20271 - MT																																																										
Name Institution Summary System Summary		<table><thead><tr><th>Category</th><th>Record Type</th><th>Record Count</th><th>Download Data (Opens in new window)</th></tr></thead><tbody><tr><td>Common</td><td>Institution Sorxref Table (ods_common_sorxref_mimic)</td><td>1,523</td><td>View / Download</td></tr><tr><td>Course</td><td>Catalog (ods_admcrcs_catalog_mimic)</td><td>168</td><td>View / Download</td></tr><tr><td></td><td>Class Session (ods_admcrcs_cls_session_mimic)</td><td>307</td><td>View / Download</td></tr><tr><td></td><td>Enrollment (ods_admcrcs_enroll_mimic)</td><td>3,607</td><td>View / Download</td></tr><tr><td></td><td>Faculty (ods_admcrcs_faculty_mimic)</td><td>204</td><td>View / Download</td></tr><tr><td></td><td>Grade (ods_admcrcs_grade_mimic)</td><td>3,369</td><td>View / Download</td></tr><tr><td></td><td>Section (ods_admcrcs_section_mimic)</td><td>306</td><td>View / Download</td></tr><tr><td></td><td>Section Attributes (ods_admcrcs_section_attr_mimic)</td><td>319</td><td>View / Download</td></tr><tr><td>Graduation</td><td>Address (ods_admgrad_address_mimic)</td><td>598</td><td>View / Download</td></tr><tr><td></td><td>Confidential (ods_admgrad_confidential_mimic)</td><td>276</td><td>View / Download</td></tr><tr><td></td><td>Cumulative (ods_admgrad_student_mimic)</td><td>276</td><td>View / Download</td></tr><tr><td></td><td>Program Awarded (ods_admgrad_program_mimic)</td><td>471</td><td>View / Download</td></tr><tr><td>Student</td><td>Address (ods_admstu_enr_address_mimic)</td><td>5,202</td><td>View / Download</td></tr></tbody></table>			Category	Record Type	Record Count	Download Data (Opens in new window)	Common	Institution Sorxref Table (ods_common_sorxref_mimic)	1,523	View / Download	Course	Catalog (ods_admcrcs_catalog_mimic)	168	View / Download		Class Session (ods_admcrcs_cls_session_mimic)	307	View / Download		Enrollment (ods_admcrcs_enroll_mimic)	3,607	View / Download		Faculty (ods_admcrcs_faculty_mimic)	204	View / Download		Grade (ods_admcrcs_grade_mimic)	3,369	View / Download		Section (ods_admcrcs_section_mimic)	306	View / Download		Section Attributes (ods_admcrcs_section_attr_mimic)	319	View / Download	Graduation	Address (ods_admgrad_address_mimic)	598	View / Download		Confidential (ods_admgrad_confidential_mimic)	276	View / Download		Cumulative (ods_admgrad_student_mimic)	276	View / Download		Program Awarded (ods_admgrad_program_mimic)	471	View / Download	Student	Address (ods_admstu_enr_address_mimic)	5,202	View / Download
Category	Record Type	Record Count	Download Data (Opens in new window)																																																									
Common	Institution Sorxref Table (ods_common_sorxref_mimic)	1,523	View / Download																																																									
Course	Catalog (ods_admcrcs_catalog_mimic)	168	View / Download																																																									
	Class Session (ods_admcrcs_cls_session_mimic)	307	View / Download																																																									
	Enrollment (ods_admcrcs_enroll_mimic)	3,607	View / Download																																																									
	Faculty (ods_admcrcs_faculty_mimic)	204	View / Download																																																									
	Grade (ods_admcrcs_grade_mimic)	3,369	View / Download																																																									
	Section (ods_admcrcs_section_mimic)	306	View / Download																																																									
	Section Attributes (ods_admcrcs_section_attr_mimic)	319	View / Download																																																									
Graduation	Address (ods_admgrad_address_mimic)	598	View / Download																																																									
	Confidential (ods_admgrad_confidential_mimic)	276	View / Download																																																									
	Cumulative (ods_admgrad_student_mimic)	276	View / Download																																																									
	Program Awarded (ods_admgrad_program_mimic)	471	View / Download																																																									
Student	Address (ods_admstu_enr_address_mimic)	5,202	View / Download																																																									
Submission Status																																																												
Name Submission Status Submission Summary																																																												
Course Data Submission Review																																																												
Name Credit Hours Generated by Budget Program Area Semester Credit Hours Summary Student Transfer Course Data																																																												
Graduation Data Submission Review																																																												
Name Graduation - Degrees Conferred Data Submission Summary																																																												
Student Data Submission Review																																																												

University System of Georgia																				
Table Dump - Course Class Session (ods_admcrcs_cls_session_mimic)																				
SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_SEC_IDENTIFIER	BUILDING_CODE	ROOM_CODE	SESSION_START_DATE	SESSION_END_DATE	SESSION_START_TIME	SESSION_END_TIME	MON	TUE	WED	THUR	FRI	SAT	SUN	MEETS_VARIABLE_DAYS	SESSION_INSTRUCTION_TYPE_CODE	EXTERNAL_SITE_CODE	
20271	MT	50673	NONFIR			May 14, 2026	Jul 28, 2026			N	N	N	N	N	N	N	Y	30		
20271	MT	50682	WIREGR			May 14, 2026	Jul 28, 2026	0945	1115	N	N	N	Y	N	N	N	N	10		309800
20271	MT	50682	WIREGR			May 14, 2026	Jul 28, 2026	1445	1615	N	Y	N	N	N	N	N	N	10		309800
20271	MT	50683	WIREGR			May 14, 2026	Jul 28, 2026	1300	1600	Y	N	N	N	N	N	N	N	10		309800
20271	MT	50689	NONFIR			Jun 9, 2026	Jul 28, 2026			N	N	N	N	N	N	N	Y	10		
20271	MT	50694	NONFIR			Jun 9, 2026	Jul 28, 2026			N	N	N	N	N	N	N	Y	30		
20271	MT	50722	NONFIR			Jun 9, 2026	Jul 28, 2026			N	N	N	N	N	N	N	Y	10		
20271	MT	50750	NONFIR			Jun 9, 2026	Jul 28, 2026			N	N	N	N	N	N	N	Y	10		
20271	MT	50837	NONFIR			May 14, 2026	Jun 4, 2026			N	N	N	N	N	N	N	Y	10		

As always, we appreciate all you do for the Academic Data Collection. Please contact us at support@usg.edu if you have any questions.