

AS/400 MASTER FILE LAYOUTS/STUDENT

TAPE.STUDENTE REQUIREMENTS

Date Last Revised: 04/24/01

The following information will describe in detail which enrolled students should be included in the TAPE.STUDENTE file.

Reporting Period. Institutions are to report Enrollment data for the Fall, Spring, and Summer (Summer I and Summer II) semesters. The Enrollment data included in the TAPE.STUDENTE file is as of the reporting institution's matriculation date and is due at the Commission on October 31, March 31, and August 15, respectively.

Definition of "Matriculation Date". "Matriculation date" is defined as the actual date when a student can drop a course without penalty at the reporting institution.

Enrolled Students to be Included. Report all students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, including those enrolled at off-campus centers. Include high school students taking regular courses for credit.

Enrolled Students to be Excluded. The following enrolled students should not be included in the TAPE.STUDENTE file.

1. Students enrolled exclusively in courses not creditable toward a diploma, certificate, degree, or other formal award;
2. Students enrolled exclusively in courses not creditable toward the completion of a vocational or occupational program;
3. Students enrolled exclusively in remedial programs;
4. Students exclusively auditing classes;
5. Students studying abroad (e.g., at a foreign university), if their enrollment at this institution is only administrative record and the fee is only nominal;
6. Students in any branch campus located in a foreign country; and
7. Students earning continuing education units (CEU's), unless they are also enrolled in courses creditable toward a diploma, certificate, degree, or other formal award.

Note: The following clarification for Joint Programs specifies which institution receives the headcount enrollment and which institution receives the course credit hours:

Headcount Enrollment (TAPE.STUDENTE)

1. The institution where the student applied for and was accepted into a specific degree seeking program will report the student to the CHEMIS. In other words, the student's home institution where he/she is seeking a degree will report the headcount enrollment unless otherwise specified in a prior agreement, previously approved by CHE, between the participating institutions.

Course Credit Hours (TAPE.COURSE)

1. The institution that sponsors the course (pays the faculty) "owns" the course and will report the credit hours to the CHEMIS unless otherwise specified in a prior agreement, previously approved by CHE, between the participating institutions.

These instructions apply to all existing Joint Programs Agreements as well as any new ones approved after November 1, 1993.

AS/400 MASTER FILE LAYOUTS/STUDENT

Student Enrollment Transactions(OLD Format for Reporting Race/Ethnicity-single field)

Date Last Revised: 07/22/09

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
TAPE.STUDENTE	(Enrollment Data Record)	REC_TYPE	Record Type	1A	1	1	112
		DATA_TYPE	Data Type	1A	2	2	35
		INST_CODE	Institution Code	6N	0 3	8	70
		REPORT_YEAR	Report Year	4N	0 9	12	120
		REPORT_SEM	Report Semester	2N	0 13	14	118
		STUDENT_ID	Student Identifier	9N	0 15	23	137
		BIRTH_DATE	Birth Date	8N	0 24	31	10
		GENDER	Gender	1A	32	32	61
		RACE	Civil Rights Racial Category	1A	33	33	101
		CITIZENSHIP	Citizenship	2A	34	35	16
		STATE	Geographic Origin/State	2A	36	37	136
		COUNTY_ID	Geographic Origin/County Identifier	2N	0 38	39	22
		HIGH_SCHOOL	High School CEEB Code	6N	0 40	45	67
		HIGH_YEAR	High School Graduation Year	4N	0 46	49	68
		HIGH_RANK	High School Rank	2N	0 50	51	66
	*	UG_DEGREE	Undergraduate Degree	1A	52	52	149
	*	PREQ_1	Prerequisite 1 ENGLISH	1A	53	53	88
	*	PREQ_2	Prerequisite 2 MATH	1A	54	54	89
	*	PREQ_3	Prerequisite 3 LAB SCIENCE	1A	55	55	90
	*	PREQ_4	Prerequisite 4 FOREIGN LANGUAGE	1A	56	56	91
	***	PREQ_5	Prerequisite 5 SOCIAL SCIENCE	1A	57	57	92

ATTRIBUTE LEDGER

A = Alphanumeric Format
 N = Numeric Format (Unpacked, Unsigned)

AS/400 MASTER FILE LAYOUTS/STUDENT

Student Enrollment Transactions (OLD Format for Reporting Race/Ethnicity-single field) (cont)

Date Last Revised: 07/22/09

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
TAPE.STUDENTE	(Enrollment Data Record)						
	***	PREQ_6	Prerequisite 6 ELECTIVES	1A	58	58	93
	***	PREQ_7	Prerequisite 7 NO LONGER USED	1A	59	59	94
	*	PREQ_8	Prerequisite 8 PHYSICAL EDUCATION	1A	60	60	95
		ACT_COMP	ACT Composite Score	2N	0 61	62	4
		SAT_VERBAL	SAT Verbal Score	3N	0 63	65	130
		SAT_MATH	SAT Math Score	3N	0 66	68	129
		STU_LEVEL	Student Level	2N	0 69	70	141
		REGIS_STAT	Registration Status	1A	71	71	113
		ENROLL_STAT	Enrollment Status	1A	72	72	51
		RES_CLASS	Residency Classification	1A	73	73	123
		DEG_LEVEL	Degree Level	2N	0 74	75	39
		PROG_CODE	Program Code	6N	0 76	81	99
		PROG_SUFFIX	Program Suffix	3N	0 82	84	100
		CREDIT_HRS	Credit Hours Enrolled	4N	2 85	88	29
		CUMUL_HRS	Cumulative Credit Hours	5N	2 89	93	34
		CUMUL_GPA	Cumulative GPA	3N	2 94	96	33
		ADMIT_TYPE	Admission Type	1A	97	97	6
		HIGH_GPA	High School GPA	3N	2 98	100	65
		LIFE_HRS	Cumulative Credit Hours for LIFE	5N	2 101	105	76
		LIFE_GPA	Cumulative GPA for LIFE	3N	2 106	108	75
		CERT_LIC	Certification/Licensure	1A	109	109	15
		FILL_1	Filler Field	11A	110	120	59

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AS/400 MASTER FILE LAYOUTS/STUDENT

Student Enrollment Transactions (OLD Format for Reporting Race/Ethnicity-single field) (cont)

Date Last Revised: 07/22/09

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
(Transfer Record)		REC_TYPE	Record Type	1A	1	1	112
		DATA_TYPE	Data Type	1A	2	2	35
		INST_CODE	Institution Code (to)	6N	0 3	8	70
		REPORT_YEAR	Report Year	4N	0 9	12	120
		REPORT_SEM	Report Semester	2N	0 13	14	118
		STUDENT_ID	Student Identifier	9N	0 15	23	137
		TRAN_INST	Transfer Institution (from)	6N	0 24	29	147
		FILL_1	Filler Field	91A	30	120	59
(Double Major Data Record)**		REC_TYPE	Record Type	1A	1	1	112
		DATA_TYPE	Data Type	1A	2	2	35
		INST_CODE	Institution Code	6N	0 3	8	70
		REPORT_YEAR	Report Year	4N	0 9	12	120
		REPORT_SEM	Report Semester	2N	0 13	14	118
		STUDENT_ID	Student Identifier	9N	0 15	23	137
		PROG_CODE	Program Code	6N	0 24	29	99
		PROG_SUFFIX	Program Suffix	3N	0 30	32	100
		DEG_LEVEL	Degree Level	2N	0 33	34	39
	FILL_1	Filler Field	86A	35	120	59	

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TAPE.STUDENTE contains data for all students for a given year and semester at institutions. Consistent with ASCII format, fields and files are delimited by physical position. Three record types are contained in this file and are identified as follows: Enrollment Data Record (**DATA_TYPE field = "E"**), Transfer Data Record (**DATA_TYPE field = "T"**), and Double Major Data Record (**DATA_TYPE field = "M"**). Each Enrollment Data Record will be followed by zero or more instances of the other two record types. The order in which the record types will be reported is: One Enrollment Data Record followed by zero or one Transfer Data Records followed zero or more Double Major Data Records. For all records, REC_TYPE is specified with the constant "E" to aid in identifying the record. If "E" is not present, then a discrepancy will be detected during the edit process. Nulls are represented as all nines in both alphanumeric as well as numeric fields. All fields are mandatory.

*For private institutions only, these fields should be reported as nulls.

**For private institutions, this record is optional.

***The Pre-Requisites are reported only by the public institutions and were changed in fall 2001. Data dictionary was changed with the effective date.

AS/400 MASTER FILE LAYOUTS/STUDENT

Student Enrollment Transactions (New Format for Reporting Race/Ethnicity-multiple fields)

Date Last Revised: 07/22/09

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
TAPE.STUDENTE	(Enrollment Data Record)	REC_TYPE	Record Type	1A	1	1	112
		DATA_TYPE	Data Type	1A	2	2	35
		INST_CODE	Institution Code	6N	0 3	8	70
		REPORT_YEAR	Report Year	4N	0 9	12	120
		REPORT_SEM	Report Semester	2N	0 13	14	118
		STUDENT_ID	Student Identifier	9N	0 15	23	137
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		GENDER	Gender	1A	32	32	61
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		COUNTY_ID	Geographic Origin/County Identifier	2N	0 38	39	22
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	*	PREQ_4	Prerequisite 4 FOREIGN LANGUAGE	1A	56	56	90
	***	PREQ_5	Prerequisite 5 SOCIAL SCIENCE	1A	57	57	91

ATTRIBUTE LEDGER92

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AS/400 MASTER FILE LAYOUTS/STUDENT

Student Enrollment Transactions (New Format for Reporting Race/Ethnicity-multiple fields) (cont)

Date Last Revised: 07/22/09

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TAPE.STUDENTE	(Enrollment Data Record)						
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		STU_LEVEL	Student Level	2N	0 69	70	141
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		PROG_CODE	Program Code	6N	0 76	81	99
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		CUMUL_HRS	Cumulative Credit Hours	5N	2 89	93	34
		CUMUL_GPA	Cumulative GPA	3N	2 94	96	33
		ADMIT_TYPE	Admission Type	1A	97	97	6
		HIGH_GPA	High School GPA	3N	2 98	100	65
		LIFE_HRS	Cumulative Credit Hours for LIFE	5N	2 101	105	76
		LIFE_GPA	Cumulative GPA for LIFE	3N	2 106	108	75
		CERT_LIC	Certification/Licensure	1A	109	109	15

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FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
TAPE.STUDENTE (Enrollment Data Record Cont)							
		RF1_HISP	Hispanic	IN	0	110	110 103
		RF2_AI_AN	American Indian or Alaska Native	IN	0	111	111 104
		RF3_ASIAN	Asian	IN	0	112	112 105
		RF4_BL_AF	Black or African American	IN	0	113	113 106
		RF5_NH_PI	Native Hawaiian or Other Pacific Islander	IN	0	114	114 107
		RF6_White	White	IN	0	115	115 108
		RF7_NRA	Non-Resident Alien	IN	0	116	116 109
		RF8_UNK	Race/Ethnicity Unknown	IN	0	117	117 110
		FILL_1	Filler Field	11A		118	128 59

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		TRAN_INST	Transfer Institution (from)	6N	0 24	29	147
		FILL_1	Filler Field	99A	30	128	59
(Double Major Data Record)**		REC_TYPE	Record Type	1A	1	1	112
		DATA_TYPE	Data Type	1A	2	2	35
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		PROG_CODE	Program Code	6N	0 24	29	99
		PROG_SUFFIX	Program Suffix	3N	0 30	32	100
		DEG_LEVEL	Degree Level	2N	0 33	34	39
		FILL_1	Filler Field	94A	35	128	59

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