

## Procedure for Uploading Completions, Scholarship, and Enrollment Data

1. Effective with any data submitted from fall 2006 forward.
2. Formats
  - a. Text
  - b. Excel – for all formats, the individual columns of data that are being reported have not changed.

An example of an **Excel Completion file** is presented below (New Race/Ethnicity Format):

The screenshot shows a Microsoft Excel spreadsheet titled "anderson completions 2009 completions 2010 reportg [Compatibility Mode] - Microsoft Excel". The spreadsheet has the following columns: REC\_TYPE, INST\_CODE, REPORT\_YEAR, REPORT\_SEM, STUDENT\_ID, GENDER, PROG\_CODE, PROG\_SUFFIX, DEG\_LEVEL, CERT\_LIC, Hispanic, American Indian/Al Native, Asian, Black/African American, Native Hawaiian/Other Pacific Islander, White, Non-Resident Alien, and Race/Ethnicity Unknown. The data rows start from row 2, with row 1 containing the column headers. The sheet name is "aCompletion".

| REC_TYPE | INST_CODE | REPORT_YEAR | REPORT_SEM | STUDENT_ID | GENDER | PROG_CODE | PROG_SUFFIX | DEG_LEVEL | CERT_LIC | Hispanic | American Indian/Al Native | Asian | Black/African American | Native Hawaiian/Other Pacific Islander | White | Non-Resident Alien | Race/Ethnicity Unknown |
|----------|-----------|-------------|------------|------------|--------|-----------|-------------|-----------|----------|----------|---------------------------|-------|------------------------|--|-------|--------------------|------------------------|
| F        | 003418    | 2009        | 10         |            | F      | 130101    |             | 09        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 0                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 130101    |             | 09        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 0                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 520201    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 520101    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 500701    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 521001    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | M      | 520201    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 131299    |             | 06        | Y        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | M      | 131328    |             | 06        | Y        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 420101    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 1                                      | 0     | 0                  | 0                      |
| F        | 003418    | 2009        | 10         |            | M      | 380203    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 500408    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | M      | 540101    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 521001    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 500701    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 131001    |             | 06        | Y        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 500701    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 131001    |             | 06        | Y        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 131311    |             | 06        | Y        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | M      | 310505    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 520201    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 131302    |             | 06        | Y        | 1        | 0                         | 0     | 0                      | 0                                      | 0     | 0                  | 0                      |
| F        | 003418    | 2009        | 10         |            | M      | 380203    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 310505    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |
| F        | 003418    | 2009        | 10         |            | F      | 380203    |             | 06        | N        | 0        | 0                         | 0     | 0                      | 0                                      | 0     | 1                  | 0                      |

1. Row 1 has the field descriptions for each column. Row 1, Column A must have information, such as the field description in it.
2. **Data will ALWAYS begin in ROW 2.** Our programs will start reading data in row 2 so if data has been placed in row 1, it will not be read.
3. Sheet name for completions data is **aCompletion**
4. Sheet name for double major data is **bDoublemajor**
5. If using the sheet that is posted on our web site, the third sheet will have the definitions.
6. When the spreadsheet is saved, it can be given any name.

An example of an **Excel Enrollment File** is presented below:  
 (These are the first columns of reporting the full format for Enrollment. See the file layouts for the different versions.)

| 1  | REC_TYPE | DATA_TY | INST_COD | REPORT_Y | REPORT_S | STUDENT | BIRTH_DA | GENDER | CITIZENSH | STATE | COUNTY | HIGH_SCH | HIGH_YEA | HIGH_RAN | UG | DEGR | PRE |
|----|----------|---------|----------|----------|----------|---------|----------|--------|-----------|-------|--------|----------|----------|----------|----|------|-----|
| 2  | E        | E       | 003431   | 2010     | 10       |         | 19901006 | F      | US        | SC    | 98     | 410494   | 2008     | 02       | 5  | 9    |     |
| 3  | E        | E       | 003431   | 2010     | 10       |         | 19720118 | F      | US        | SC    | 98     | 666666   | 9999     | 12       | 5  | 9    |     |
| 4  | E        | E       | 003431   | 2010     | 10       |         | 19890324 | F      | US        | SC    | 98     | 410430   | 2007     | 12       | 5  | 9    |     |
| 5  | E        | E       | 003431   | 2010     | 10       |         | 19741020 | F      | US        | SC    | 44     | 666666   | 9999     | 12       | 6  | 9    |     |
| 6  | E        | E       | 003431   | 2010     | 10       |         | 19890130 | F      | US        | SC    | 98     | 411852   | 2008     | 05       | 5  | 9    |     |
| 7  | E        | E       | 003431   | 2010     | 10       |         | 19890911 | F      | US        | SC    | 98     | 410902   | 2007     | 12       | 5  | 9    |     |
| 8  | E        | E       | 003431   | 2010     | 10       |         | 19891121 | F      | US        | SC    | 98     | 411295   | 2008     | 01       | 5  | 9    |     |
| 9  | E        | E       | 003431   | 2010     | 10       |         | 19860528 | F      | US        | GA    | 96     | 666666   | 9999     | 12       | 5  | 9    |     |
| 10 | E        | E       | 003431   | 2010     | 10       |         | 19890217 | F      | US        | SC    | 98     | 411827   | 2007     | 01       | 5  | 9    |     |
| 11 | E        | E       | 003431   | 2010     | 10       |         | 19881123 | F      | US        | SC    | 98     | 412010   | 2007     | 02       | 5  | 9    |     |
| 12 | E        | E       | 003431   | 2010     | 10       |         | 19840809 | F      | US        | SC    | 98     | 666666   | 9999     | 12       | 5  | 9    |     |
| 13 | E        | E       | 003431   | 2010     | 10       |         | 19890417 | F      | US        | SC    | 98     | 411275   | 2010     | 12       | 5  | 9    |     |
| 14 | E        | E       | 003431   | 2010     | 10       |         | 19841008 | M      | US        | SC    | 98     | 666666   | 9999     | 12       | 6  | 9    |     |
| 15 | E        | E       | 003431   | 2010     | 10       |         | 19890916 | F      | US        | SC    | 98     | 410000   | 2007     | 12       | 5  | 9    |     |
| 16 | E        | E       | 003431   | 2010     | 10       |         | 19910616 | F      | US        | SC    | 98     | 411842   | 2009     | 01       | 5  | 9    |     |
| 17 | E        | E       | 003431   | 2010     | 10       |         | 19901120 | F      | US        | SC    | 98     | 411085   | 2009     | 01       | 5  | 9    |     |
| 18 | E        | E       | 003431   | 2010     | 10       |         | 99999999 | F      | US        | SC    | 98     | 666666   | 9999     | 12       | 6  | 9    |     |
| 19 | E        | E       | 003431   | 2010     | 10       |         | 19800217 | F      | US        | SC    | 98     | 666666   | 9999     | 12       | 6  | 9    |     |
| 20 | E        | E       | 003431   | 2010     | 10       |         | 19900404 | F      | US        | SC    | 98     | 411225   | 2008     | 01       | 5  | 9    |     |
| 21 | E        | E       | 003431   | 2010     | 10       |         | 19830930 | F      | US        | SC    | 98     | 666666   | 9999     | 12       | 5  | 9    |     |
| 22 | E        | E       | 003431   | 2010     | 10       |         | 19820427 | F      | US        | SC    | 98     | 666666   | 9999     | 12       | 6  | 9    |     |
| 23 | E        | E       | 003431   | 2010     | 10       |         | 19881123 | F      | US        | SC    | 98     | 410902   | 2007     | 12       | 5  | 9    |     |

1. Row 1 has the field descriptions for each column. Row 1, Column A must have information, such as the field description in it.
2. **Data will ALWAYS begin in ROW 2.** Our programs will start reading data in row 2 so if data has been placed in row 1, it will not be read.
3. Sheet name for enrollment data is **aEnrollment**
4. Sheet name for transfer data is **bTransfer**
5. Sheet name for doublemajor is **cDoublemajor**
6. If using the sheet that is posted on our web site, the definitions will not be included as you see above.
7. When the spreadsheet is saved, it can be given any name.

An example of an **Excel Scholarship Report** is presented below:

| 1  | A        | B         | C         | D           | E          | F          | G         | H          | I            | J         | K       | L   |
|----|----------|-----------|-----------|-------------|------------|------------|-----------|------------|--------------|-----------|---------|-----|
| 1  | REC_TYPE | DATA_TYPE | INST_CODE | REPORT_YEAR | REPORT_SEM | STUDENT_ID | AWARD_AMT | CST_ATTEND | EXP_FAM_CONT | GIFT_AID  | CST_PER | EXP |
| 2  | E        | E         | 003425    | 2005        | 10         |            | 2000.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 3  | E        | E         | 003425    | 2005        | 10         |            | 200.00    | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 4  | E        | E         | 003425    | 2005        | 10         |            | 700.00    | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 5  | E        | E         | 003425    | 2005        | 10         |            | 1050.00   | 21228.00   | 999999.00    | 999999.00 | A       | €   |
| 6  | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 7  | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 8  | E        | E         | 003425    | 2005        | 10         |            | 300.00    | 29252.00   | 999999.00    | 999999.00 | A       | €   |
| 9  | E        | E         | 003425    | 2005        | 10         |            | 200.00    | 21228.00   | 999999.00    | 999999.00 | A       | €   |
| 10 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 29252.00   | 999999.00    | 999999.00 | A       | €   |
| 11 | E        | E         | 003425    | 2005        | 10         |            | 450.00    | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 12 | E        | E         | 003425    | 2005        | 10         |            | 1650.00   | 17610.00   | 999999.00    | 999999.00 | A       | €   |
| 13 | E        | E         | 003425    | 2005        | 10         |            | 1800.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 14 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 15 | E        | E         | 003425    | 2005        | 10         |            | 1700.00   | 21228.00   | 999999.00    | 999999.00 | A       | €   |
| 16 | E        | E         | 003425    | 2005        | 10         |            | 1150.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 17 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 18 | E        | E         | 003425    | 2005        | 10         |            | 2000.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 19 | E        | E         | 003425    | 2005        | 10         |            | 800.00    | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 20 | E        | E         | 003425    | 2005        | 10         |            | 200.00    | 29252.00   | 999999.00    | 999999.00 | A       | €   |
| 21 | E        | E         | 003425    | 2005        | 10         |            | 1750.00   | 29252.00   | 999999.00    | 999999.00 | A       | €   |
| 22 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 23 | E        | E         | 003425    | 2005        | 10         |            | 1300.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 24 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 25 | E        | E         | 003425    | 2005        | 10         |            | 1400.00   | 21228.00   | 999999.00    | 999999.00 | A       | €   |
| 26 | E        | E         | 003425    | 2005        | 10         |            | 500.00    | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 27 | E        | E         | 003425    | 2005        | 10         |            | 1500.00   | 21228.00   | 999999.00    | 999999.00 | A       | €   |
| 28 | E        | E         | 003425    | 2005        | 10         |            | 900.00    | 21228.00   | 999999.00    | 999999.00 | A       | €   |
| 29 | E        | E         | 003425    | 2005        | 10         |            | 1950.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 30 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |
| 31 | E        | E         | 003425    | 2005        | 10         |            | 2025.00   | 19628.00   | 999999.00    | 999999.00 | A       | €   |

1. Row 1 has the field descriptions for each column. Row 1, Column A must have information, such as the field description in it.
2. **Data will ALWAYS begin in ROW 2.** Our programs will start reading data in row 2 so if data has been placed in row 1, it will not be read.
3. For the scholarship data, the sheet name is aScholarship.
4. When the spread sheet is saved, it can be given any name.

The web address for the Excel formats is

<http://www.che.sc.gov/Forms/>

South Carolina Commission On Higher Education - FORMS - Windows Internet Explorer

http://www.che.sc.gov/Forms/

## FORMS

**Web Form**

- [CHE Report 14-A,B,C - Questions](#) - contact: [Rao Korrapati](#) (Public Institutions Only)

In completing the information below you may find this page useful [CHEMIS Technical Documentation](#)

**Excel Forms to be Submitted Via Upload:** <https://connect.che.sc.gov/upload/data/chefiles/default.htm>

- [Abbreviated File Layout for Completions and Double Major](#)
- [Abbreviated File Layout for Completions and Double Major \(New Ethnicity/Race Format\)](#)
- [Full File Layout for Completions and Double Major](#)
- [Full File Layout for Completions and Double Major \(New Ethnicity/Race Format\)](#)

- [Full Scholarship Disbursement Layout \(Updated form with Pell Grant code\)](#)  
**NOTE: Independent Institutions do NOT report Need-based Grant data - it is reported by Tuitions Grants.**

The only option offered for Enrollment, fall 2010 reporting is the new ethnicity/race format since it is mandatory for fall 2010. The original Race data field has been removed from the file layouts below. **New layout without the race code was replaced on 10/21/10.**

- [Abbreviated File Layout for Enrollment, Transfers and Double Majors \(New Ethnicity/Race Format\)](#)
- [Full File Layout for Enrollment, Transfers, and Double Majors \(New Ethnicity/Race Format\)](#)

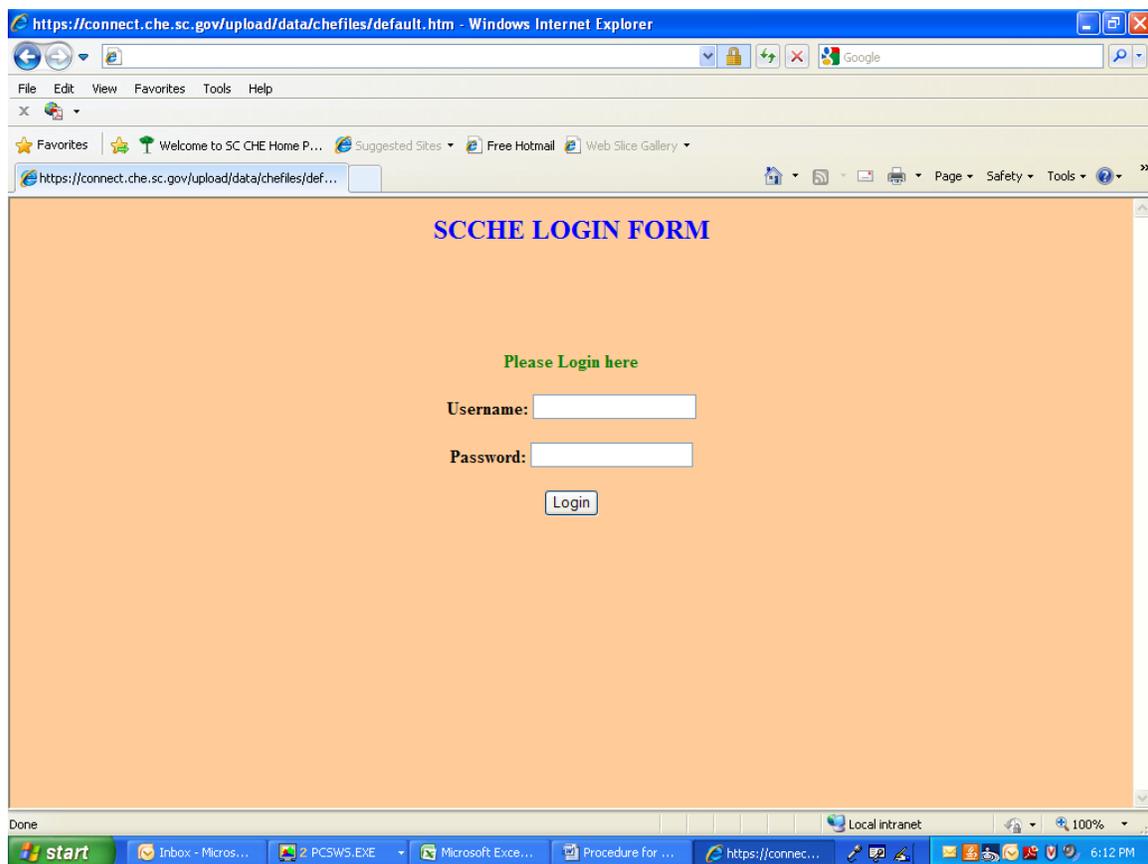
Local intranet 100%

start | Inbox - Micros... | PCSWS.EXE | Microsoft Exce... | Procedure for ... | South Carolina... | 6:09 PM

## The DATA UPLOAD process

1. Enter the user id and password received from CHE. (If a user id and password is needed, please contact Camille Brown.)
2. This will apply to uploading enrollment, completion, scholarship, identifier, course, facilities, and faculty data.
3. You can upload either a text file (.txt) for any of the components or an excel file (.xls, xlsx) for enrollment, completion, or scholarship.

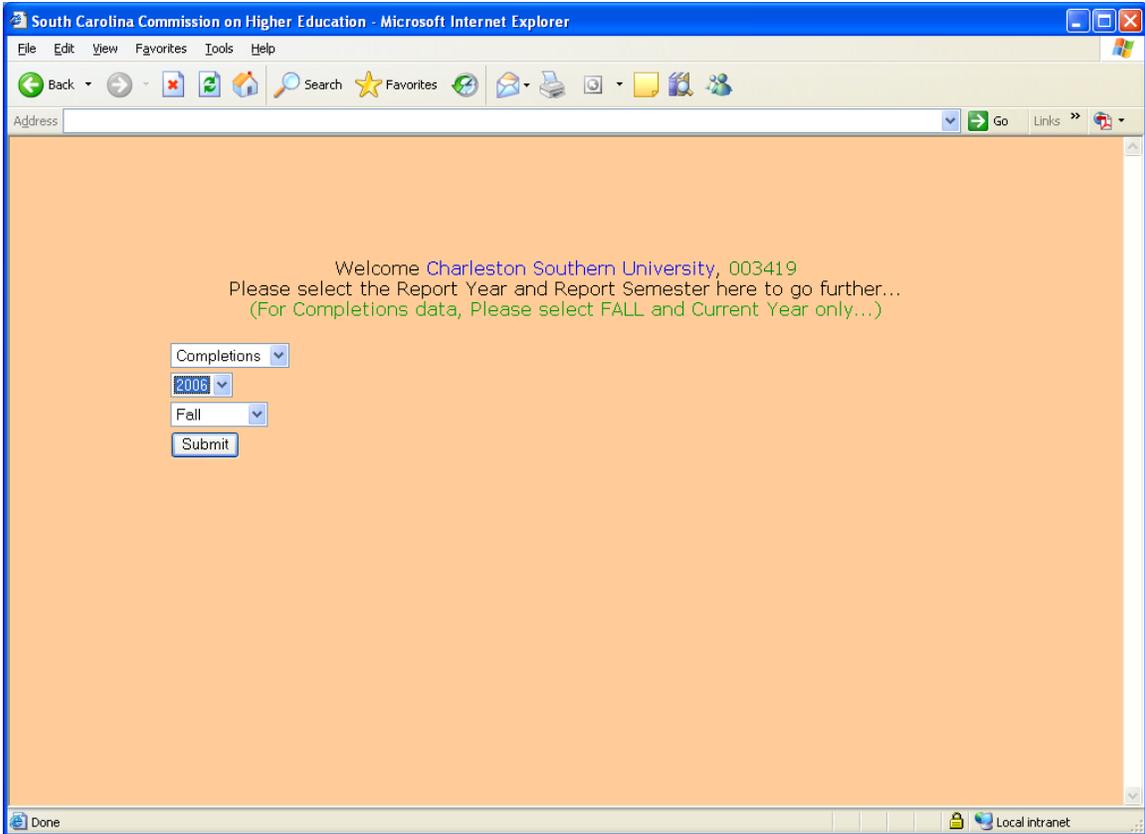
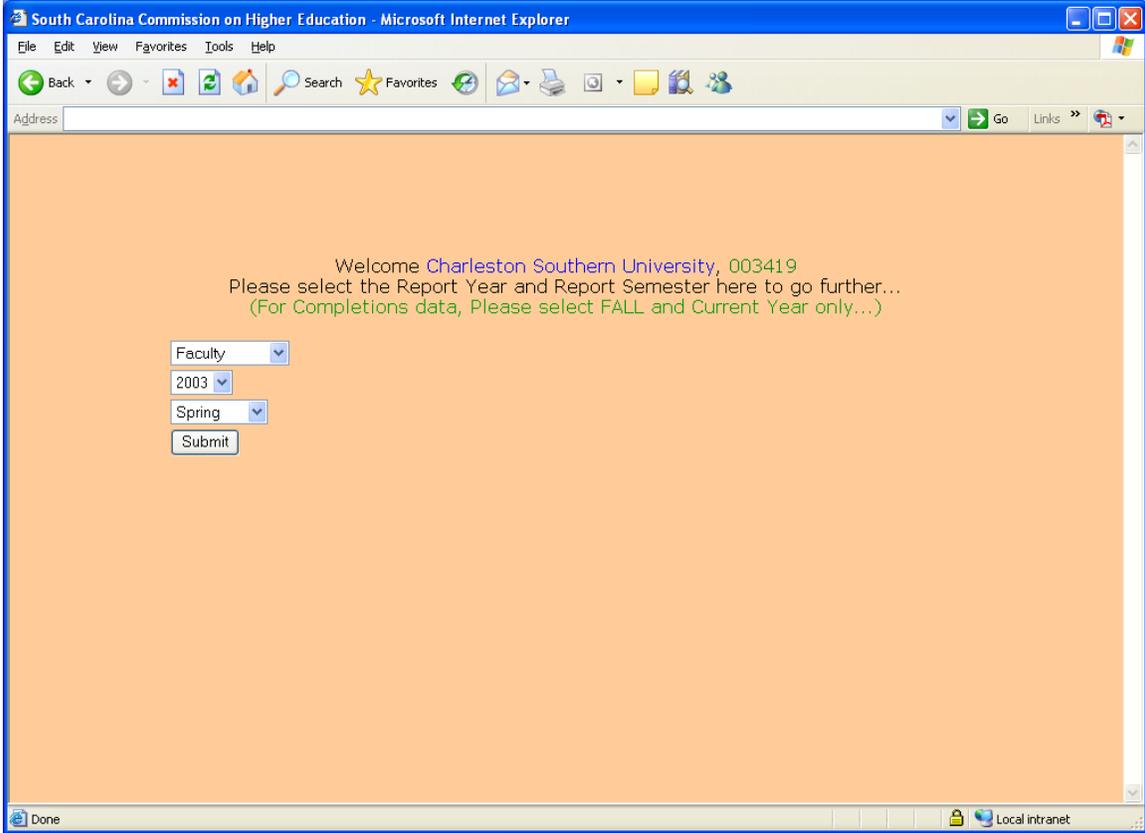
This is a secure web site as noted with the https. The web address for the page below is <https://connect.che.sc.gov/upload/data/chefiles/default.htm> and can also be found on the forms page shown above, <http://www.che.sc.gov/Forms/>.

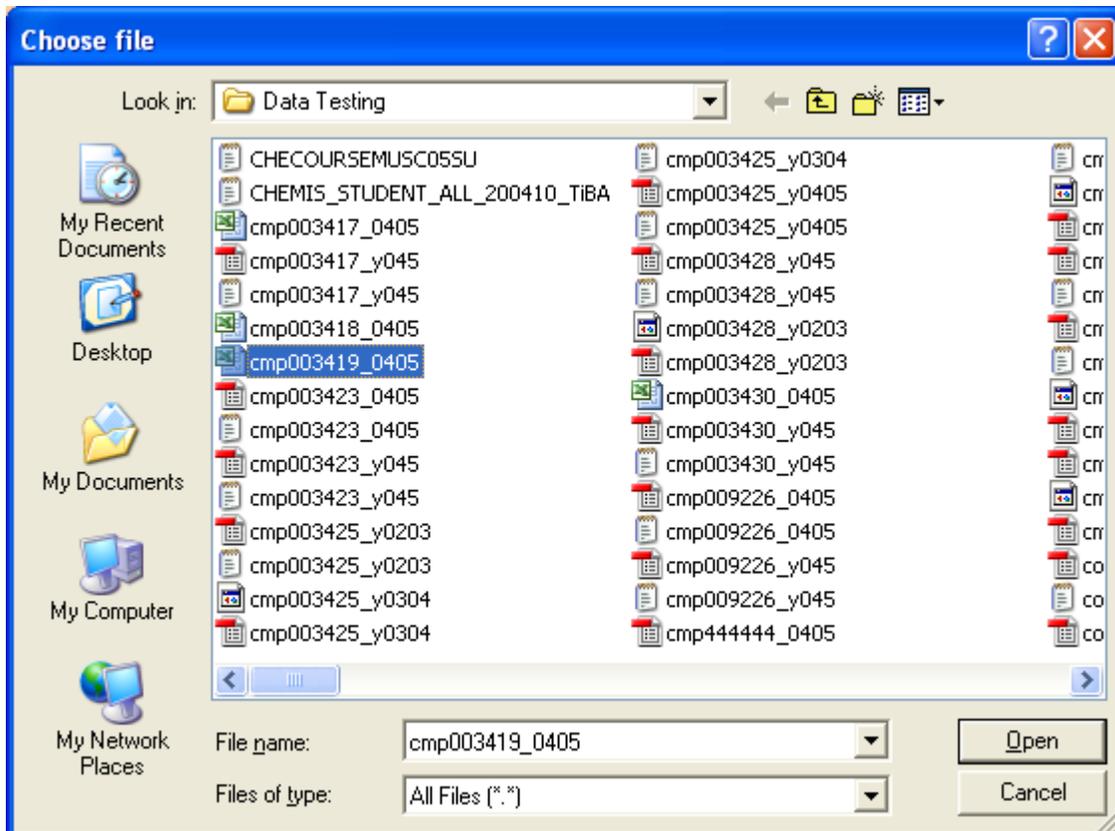
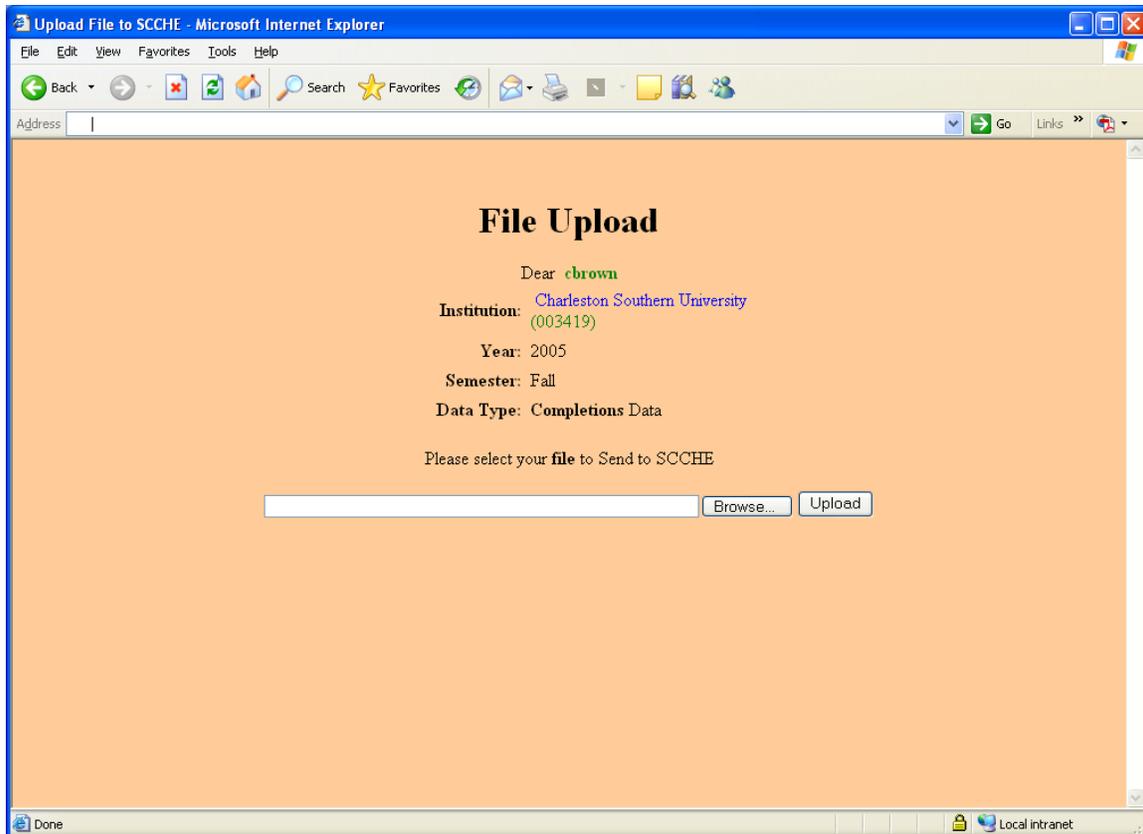


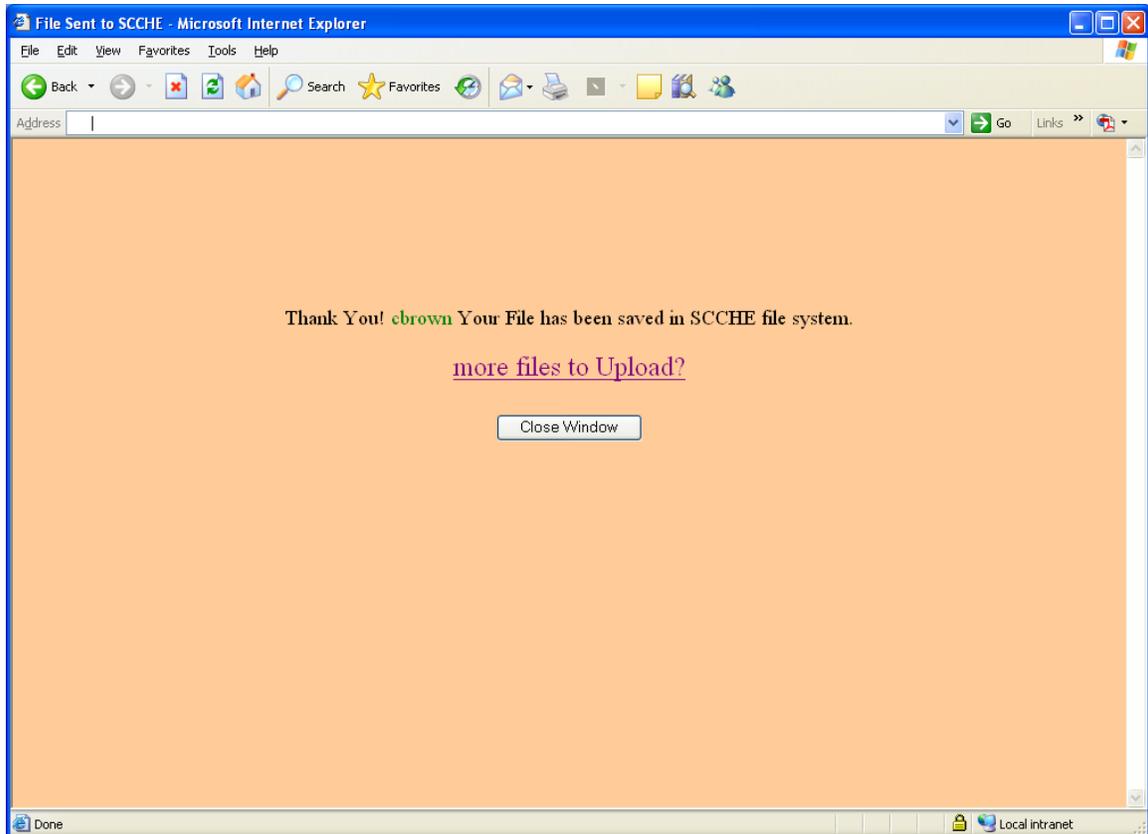
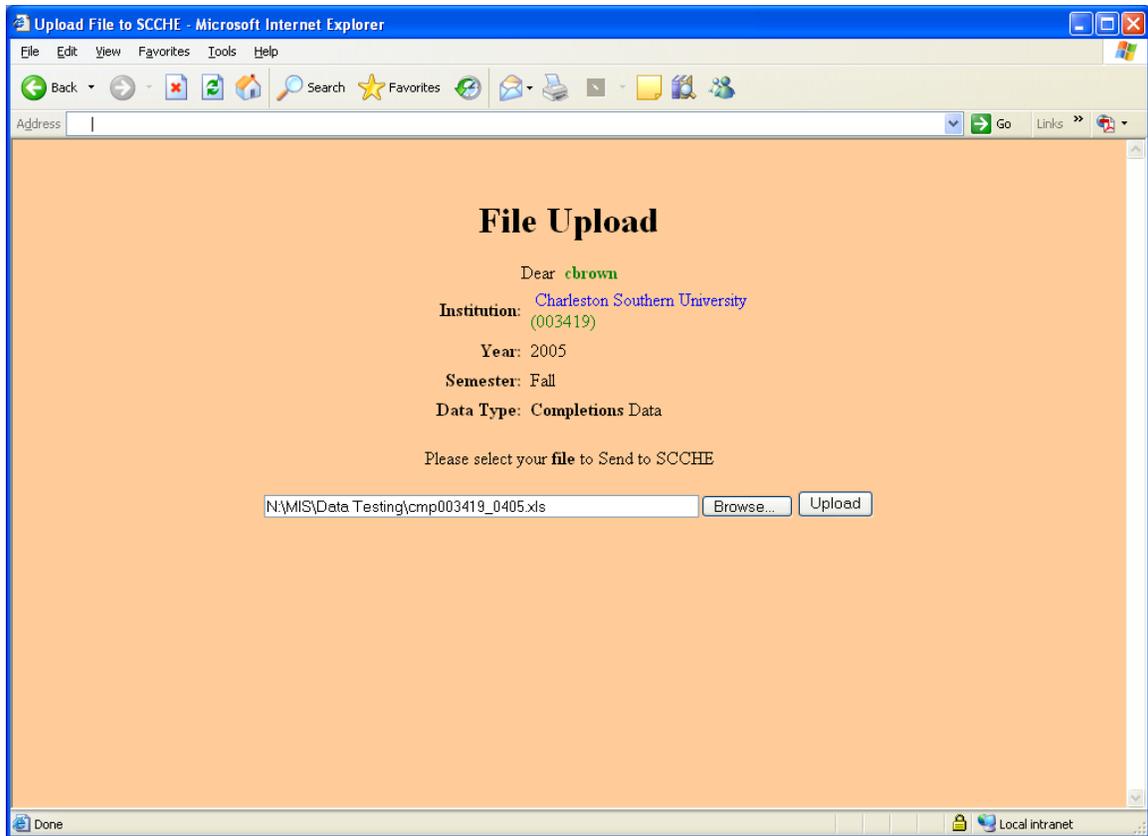
The screenshot shows a Windows Internet Explorer browser window displaying the "SC CHE LOGIN FORM". The browser's address bar shows the URL <https://connect.che.sc.gov/upload/data/chefiles/default.htm>. The page content is centered on an orange background and includes the following elements:

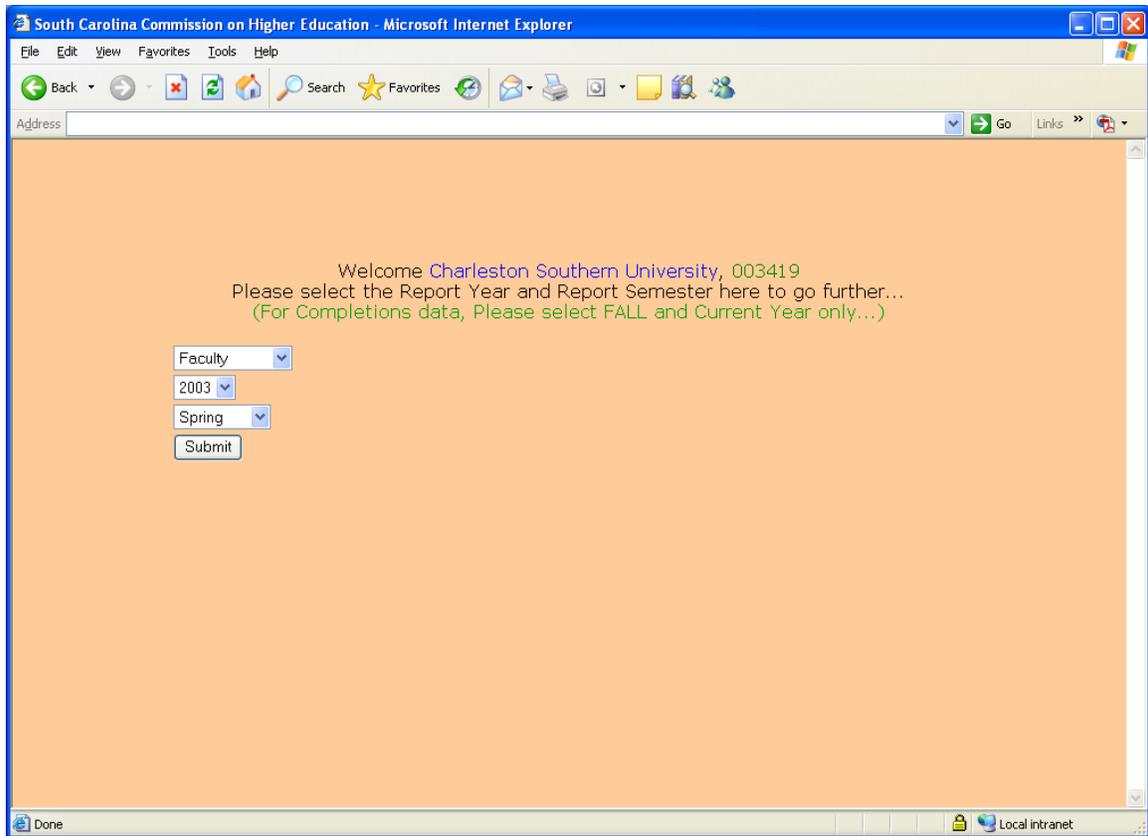
- SC CHE LOGIN FORM** (Title)
- Please Login here** (Text)
- Username:** followed by a text input field.
- Password:** followed by a text input field.
- Login** button.

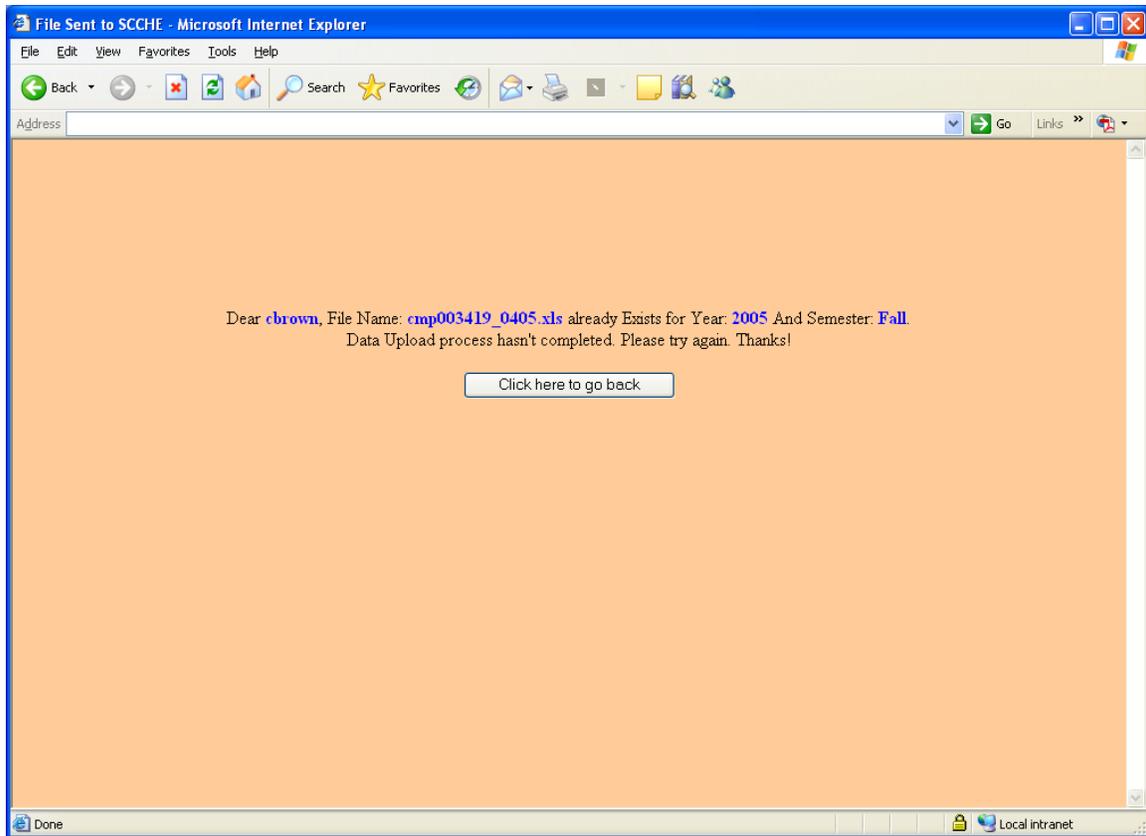
The browser's taskbar at the bottom shows the Start button, several open applications (Inbox, PCSWS.EXE, Microsoft Excel, Procedure for...), and the current browser window. The system tray on the right shows the Local Intranet icon, a 100% zoom level, and the time 6:12 PM.



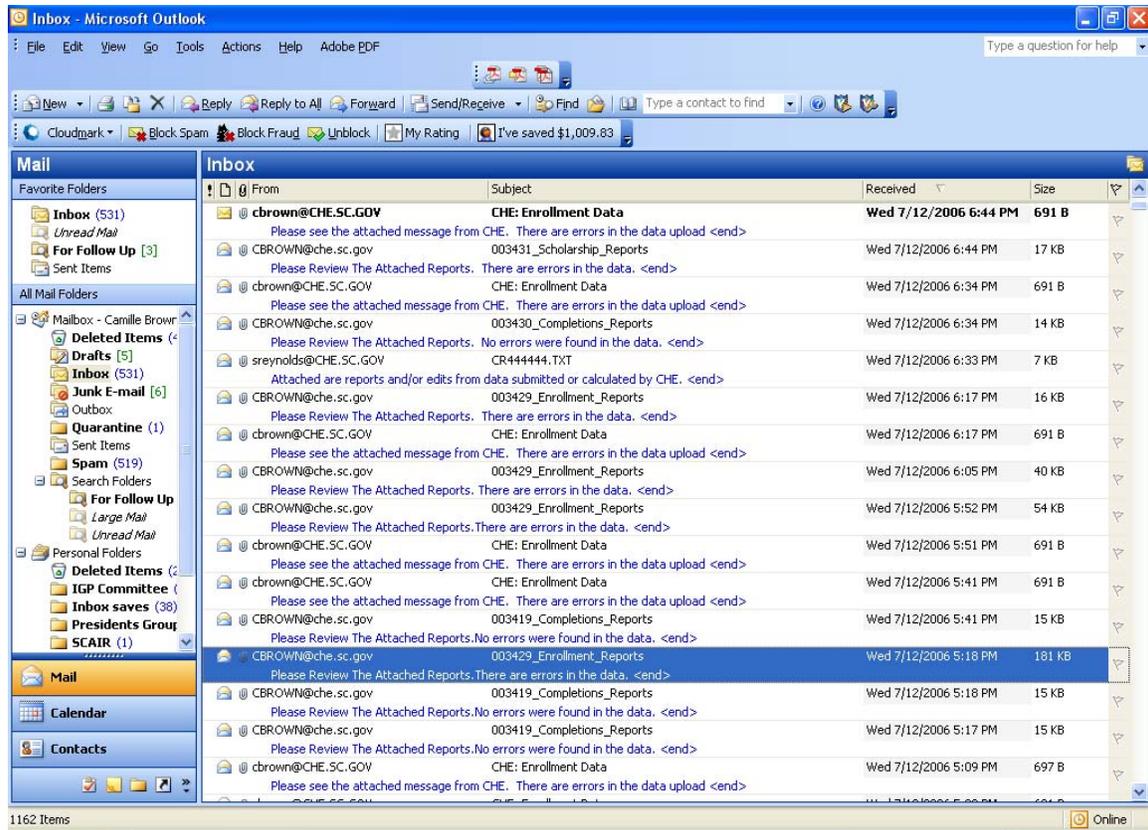








Scenario: You have just uploaded a data file and realized that you need to make a correction. When the message that your file was saved was displayed, processing was not completed. If the message above is displayed, processing for your file is still underway, and you must wait until that process is completed before you can upload your data again. Recommended waiting time is about 5 minutes.



1. Data will be uploaded to our file server and processed automatically at 8:30, 12:30, 2:30, 4:30, and 6:30, Monday through Friday. If you upload your data at 8:30, the editing process may not execute until 12:30. If you haven't received an edit from us in a timely fashion, please call or e-mail Camille Brown.
2. The e-mail notifications will look like the above. We have added to the general messages that will be received.
  - a. Subject – CHE: Enrollment Data
    - i. Text – Please see the attached message from CHE. There are errors in the data upload.
  - b. Subject – 003419\_Completions\_Reports
    - i. Text – Please review the attached reports. No errors were found in the data.
    - ii. Text – Please review the attached reports. There are errors in the data.
3. Reports will be in Adobe Format.
4. Edit reports will look the same.
5. When all errors have been corrected, the last report produced will be the summary report of the data that is uploaded to IPEDS. This information can be checked, and if it is not correct, completions data can be submitted again. Below is an example of a completions report that was created.
6. This same type of data also exists for enrollment.

Adobe Acrobat Professional - [003419Completions.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign Forms

Select 95% Help

2004 - 2005  
PROGRAM : CHES606FAP

S.C. COMMISSION ON HIGHER EDUCATION  
GRAND TOTAL BY FIRST MAJOR

PAGE: 1  
DATE: 07/12/06  
TIME: 17:38:34

| INSTITUTION/DEGREE LEVEL       | NON-RESIDENT ALIEN |       | BLACK/AFRICAN AMERICAN |       | AMER. IND. ALASKAN NAT |       | ASIAN/PAC. ISLANDER |       | HISPANIC |       | WHITE/NON-HISP. |       | UNKNOWN |       | TOTAL |       |
|--------------------------------|--------------------|-------|------------------------|-------|------------------------|-------|---------------------|-------|----------|-------|-----------------|-------|---------|-------|-------|-------|
|                                | MEN                | WOMEN | MEN                    | WOMEN | MEN                    | WOMEN | MEN                 | WOMEN | MEN      | WOMEN | MEN             | WOMEN | MEN     | WOMEN | MEN   | WOMEN |
| Charleston Southern University |                    |       |                        |       |                        |       |                     |       |          |       |                 |       |         |       |       |       |
| Associate                      | 0                  | 0     | 0                      | 0     | 0                      | 0     | 0                   | 0     | 1        | 0     | 0               | 0     | 0       | 0     | 0     | 1     |
| Bachelors                      | 2                  | 2     | 22                     | 45    | 0                      | 0     | 2                   | 3     | 2        | 2     | 70              | 108   | 31      | 27    | 129   | 187   |
| Masters                        | 1                  | 2     | 3                      | 7     | 0                      | 0     | 0                   | 1     | 0        | 1     | 16              | 36    | 5       | 5     | 25    | 52    |
| TOTAL                          | 3                  | 4     | 25                     | 52    | 0                      | 0     | 2                   | 5     | 2        | 3     | 86              | 144   | 36      | 32    | 154   | 240   |
| GRAND TOTAL                    | 7                  |       | 77                     |       | 0                      |       | 7                   |       | 5        |       | 230             |       | 68      |       | 394   |       |

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GRAND TOTAL BY SECOND MAJOR

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TIME: 17:38:34

| INSTITUTION/DEGREE LEVEL       | NON-RESIDENT ALIEN |       | BLACK/AFRICAN AMERICAN |       | AMER. IND. ALASKAN NAT |       | ASIAN/PAC. ISLANDER |       | HISPANIC |       | WHITE/NON-HISP. |       | UNKNOWN |       | TOTAL |       |
|--------------------------------|--------------------|-------|------------------------|-------|------------------------|-------|---------------------|-------|----------|-------|-----------------|-------|---------|-------|-------|-------|
|                                | MEN                | WOMEN | MEN                    | WOMEN | MEN                    | WOMEN | MEN                 | WOMEN | MEN      | WOMEN | MEN             | WOMEN | MEN     | WOMEN | MEN   | WOMEN |
| Charleston Southern University |                    |       |                        |       |                        |       |                     |       |          |       |                 |       |         |       |       |       |
|                                |                    |       |                        |       |                        |       |                     |       |          |       |                 |       |         |       |       |       |

11.00 x 8.50 in 7 of 7