

Enrollment File Layouts – Excel – Full Format (Old Ethnicity/Race Reporting)

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.

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Student Enrollment Transactions (OLD Race Format)

Date Last Revised: 08/31/09

Excel – Full Format

FILE NAME/ Column Enrollment Data Record	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	Dec Posn.	DATA DICT PG#
1		REC_TYPE	Record Type	1A		112
2		DATA_TYPE	Data Type	1A		35
3		INST_CODE	Institution Code	6N	0	70
4		REPORT_YEAR	Report Year	4N	0	120
5		REPORT_SEM	Report Semester	2N	0	118
6		STUDENT_ID	Student Identifier	9N	0	137
7		BIRTH_DATE	Birth Date	8N	0	10
8		GENDER	Gender	1A		61
9		RACE	Civil Rights Racial Category	1A		101
10		CITIZENSHIP	Citizenship	2A		16
11		STATE	Geographic Origin/State	2A		136
12		COUNTY_ID	Geographic Origin/County Identifier	2N	0	22
13		HIGH_SCHOOL	High School CEEB Code	6N	0	67
14		HIGH_YEAR	High School Graduation Year	4N	0	68
15		HIGH_RANK	High School Rank	2N	0	66
16	*	UG_DEGREE	Undergraduate Degree	1A		149
17	*	PREQ_1	Prerequisite 1 ENGLISH	1A		88
18	*	PREQ_2	Prerequisite 2 MATH	1A		89
19	*	PREQ_3	Prerequisite 3 LAB SCIENCE	1A		90
20	*	PREQ_4	Prerequisite 4 FOREIGN LANGUAGE	1A		91
21	*	PREQ_5	Prerequisite 5 ADVANCED MATH	1A		92

ATTRIBUTE LEDGER

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

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Student Enrollment Transactions (Old Race Format) (cont'd)

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Excel – Full Format

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	Dec Posn.	DATA DICT PG#
Enrollment Data Record (Cont)						
22	*	PREQ_6	Prerequisite 6 U.S. HISTORY	1A		93
23	*	PREQ_7	Prerequisite 7 SOCIAL STUDIES	1A		94
24	*	PREQ_8	Prerequisite 8 PHYSICAL EDUCATION	1A		95
25		ACT_COMP	ACT Composite Score	2N	0	4
26		SAT_VERBAL	SAT Verbal Score	3N	0	130
27		SAT_MATH	SAT Math Score	3N	0	129
28		STU_LEVEL	Student Level	2N	0	141
29		REGIS_STAT	Registration Status	1A		113
30		ENROLL_STAT	Enrollment Status	1A		51
31		RES_CLASS	Residency Classification	1A		121
32		DEG_LEVEL	Degree Level	2N	0	39
33		PROG_CODE	Program Code	6N	0	99
34		PROG_SUFFIX	Program Suffix	3N	0	100
35		CREDIT_HRS	Credit Hours Enrolled	4N	2	31
36		CUMUL_HRS	Cumulative Credit Hours	5N	2	34
37		CUMUL_GPA	Cumulative GPA	3N	2	33
38		ADMIT_TYPE	Admission Type	1A		6
39		HIGH_GPA	High School GPA	3N	2	65
40		LIFE_HRS	Cumulative Credit Hours for LIFE	5N	2	76
41		LIFE_GPA	Cumulative GPA for LIFE	3N	2	75
42		CERT_LIC	Certification/Licensure	1A		15

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Student Enrollment Transactions (Old Race Format) (cont'd)

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FILE NAME/ Column (Transfer Record)	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	Dec Posn	DAT A DICT PG#
1		REC_TYPE	Record Type	1A		112
2		DATA_TYPE	Data Type	1A		35
3		INST_CODE	Institution Code (to)	6N	0	70
4		REPORT_YEAR	Report Year	4N	0	120
5		REPORT_SEM	Report Semester	2N	0	118
6		STUDENT_ID	Student Identifier	9N	0	137
7		TRAN_INST	Transfer Institution (from)	6N	0	147
(Double Major Data Record)**						
1		REC_TYPE	Record Type	1A		112
2		DATA_TYPE	Data Type	1A		35
3		INST_CODE	Institution Code	6N	0	70
4		REPORT_YEAR	Report Year	4N	0	120
5		REPORT_SEM	Report Semester	2N	0	118
6		STUDENT_ID	Student Identifier	9N	0	137
7		PROG_CODE	Program Code	6N	0	99
8		PROG_SUFFIX	Program Suffix	3N	0	100
9		DEG_LEVEL	Degree Level	2N	0	39

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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.