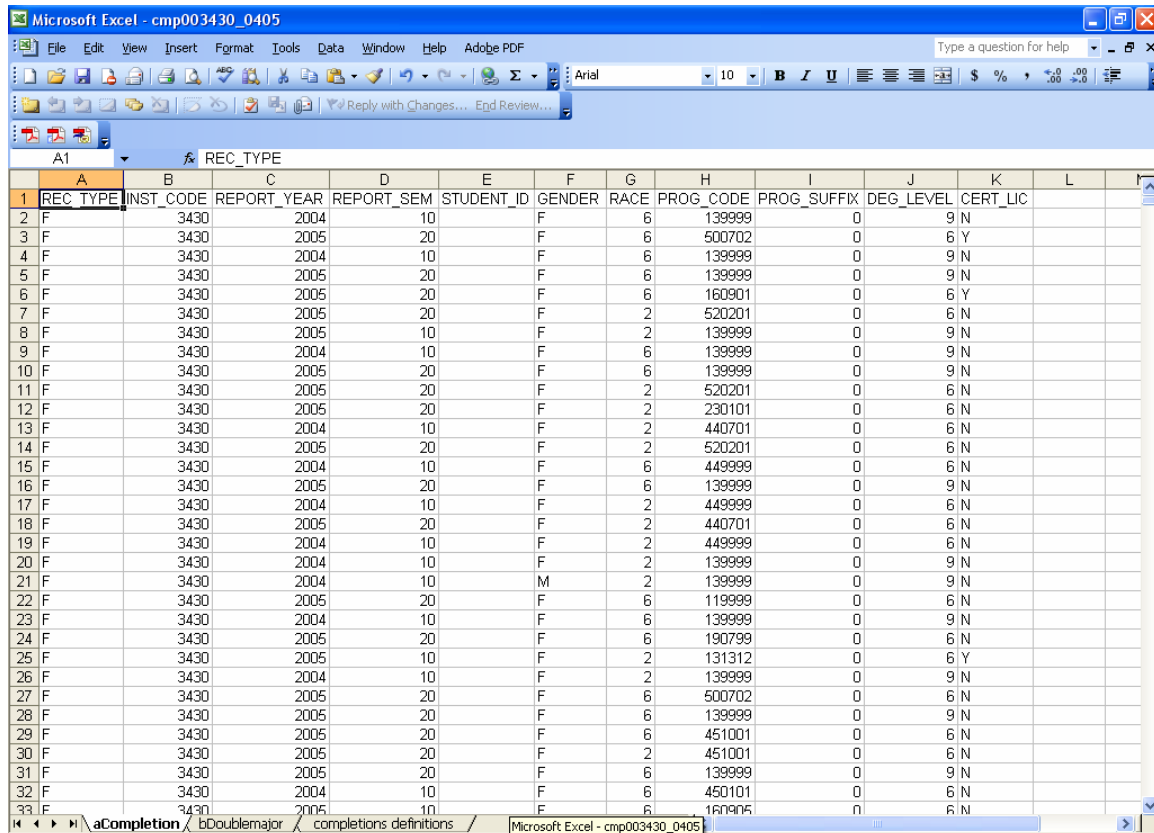


Procedure for Uploading Completions, Scholarship, and Enrollment Data

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

An example of a **Completion file** is presented below:



1	REC_TYPE	INST_CODE	REPORT_YEAR	REPORT_SEM	STUDENT_ID	GENDER	RACE	PROG_CODE	PROG_SUFFIX	DEG_LEVEL	CERT_LIC
2	F	3430	2004	10		F	6	139999	0	9	N
3	F	3430	2005	20		F	6	500702	0	6	Y
4	F	3430	2004	10		F	6	139999	0	9	N
5	F	3430	2005	20		F	6	139999	0	9	N
6	F	3430	2005	20		F	6	160901	0	6	Y
7	F	3430	2005	20		F	2	520201	0	6	N
8	F	3430	2005	10		F	2	139999	0	9	N
9	F	3430	2004	10		F	6	139999	0	9	N
10	F	3430	2005	20		F	6	139999	0	9	N
11	F	3430	2005	20		F	2	520201	0	6	N
12	F	3430	2005	20		F	2	230101	0	6	N
13	F	3430	2004	10		F	2	440701	0	6	N
14	F	3430	2005	20		F	2	520201	0	6	N
15	F	3430	2004	10		F	6	449999	0	6	N
16	F	3430	2005	20		F	6	139999	0	9	N
17	F	3430	2004	10		F	2	449999	0	6	N
18	F	3430	2005	20		F	2	440701	0	6	N
19	F	3430	2004	10		F	2	449999	0	6	N
20	F	3430	2004	10		F	2	139999	0	9	N
21	F	3430	2004	10		M	2	139999	0	9	N
22	F	3430	2005	20		F	6	119999	0	6	N
23	F	3430	2004	10		F	6	139999	0	9	N
24	F	3430	2005	20		F	6	190799	0	6	N
25	F	3430	2005	10		F	2	131312	0	6	Y
26	F	3430	2004	10		F	2	139999	0	9	N
27	F	3430	2005	20		F	6	500702	0	6	N
28	F	3430	2005	20		F	6	139999	0	9	N
29	F	3430	2005	20		F	6	451001	0	6	N
30	F	3430	2005	20		F	2	451001	0	6	N
31	F	3430	2005	20		F	6	139999	0	9	N
32	F	3430	2004	10		F	6	450101	0	6	N
33	F	3430	2005	10		F	6	160905	0	6	N

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 spread sheet is saved, it can be given any name.

An example of an **Enrollment File** is presented below:

1	REC_TYPE	DATA_TYPE	INST_CODE	REPORT_YEAR	REPORT_SEM	STUDENT_ID	BIRTH_DATE	GENDER	RACE	STATE	COUNTY_ID	HIGH_SCHOOL	HIG
2	E	E	3429	2005	10	19860213	M	6	NH	96	666666	20C	
3	E	E	3429	2005	10	19851221	F	6	NH	96	666666	20C	
4	E	E	3429	2005	10	19810130	M	6	NH	96	666666	999	
5	E	E	3429	2005	10	19870309	M	6	NH	96	666666	20C	
6	E	E	3429	2005	10	19830630	F	6	ME	96	666666	20C	
7	E	E	3429	2005	10	19860502	M	6	FL	96	666666	999	
8	E	E	3429	2005	10	19830621	F	6	NH	96	666666	20C	
9	E	E	3429	2005	10	19851109	F	4	CA	96	666666	20C	
10	E	E	3429	2005	10	19840514	F	6	MA	96	666666	20C	
11	E	E	3429	2005	10	19840101	M	6	RI	96	666666	20C	
12	E	E	3429	2005	10	19820827	M	6	TX	96	666666	20C	
13	E	E	3429	2005	10	19851125	F	6	CT	96	666666	20C	
14	E	E	3429	2005	10	19871001	M	2	SC	92	410335	20C	
15	E	E	3429	2005	10	19810506	F	6	CT	96	666666	199	
16	E	E	3429	2005	10	19880630	F	6	NY	96	666666	999	
17	E	E	3429	2005	10	19840312	F	7	PA	96	666666	20C	
18	E	E	3429	2005	10	19860807	M	7	SC	40	411101	20C	
19	E	E	3429	2005	10	19751023	M	5	FL	96	666666	20C	
20	E	E	3429	2005	10	19870502	F	6	NY	96	666666	20C	
21	E	E	3429	2005	10	19851202	F	6	NY	96	666666	20C	
22	E	E	3429	2005	10	19840702	M	6	XX	96	666666	20C	
23	E	E	3429	2005	10	19830412	F	6	TX	96	666666	20C	
24	E	E	3429	2005	10	19870519	F	6	XX	96	666666	20C	
25	E	E	3429	2005	10	19760620	M	6	NY	96	666666	199	
26	E	E	3429	2005	10	19821004	M	6	FL	96	666666	20C	
27	E	E	3429	2005	10	19861028	F	6	PA	96	666666	20C	
28	E	E	3429	2005	10	19860328	M	6	OH	96	666666	999	
29	E	E	3429	2005	10	19851230	F	6	PA	96	666666	20C	
30	E	E	3429	2005	10	19840724	M	6	NY	96	666666	20C	
31	E	E	3429	2005	10	19840905	F	6	NY	96	666666	999	
32	E	E	3429	2005	10	19850420	F	6	NY	96	666666	20C	
33	F	F	3429	2005	10	19851201	F	6	NY	96	666666	20C	

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 spread sheet is saved, it can be given any name.

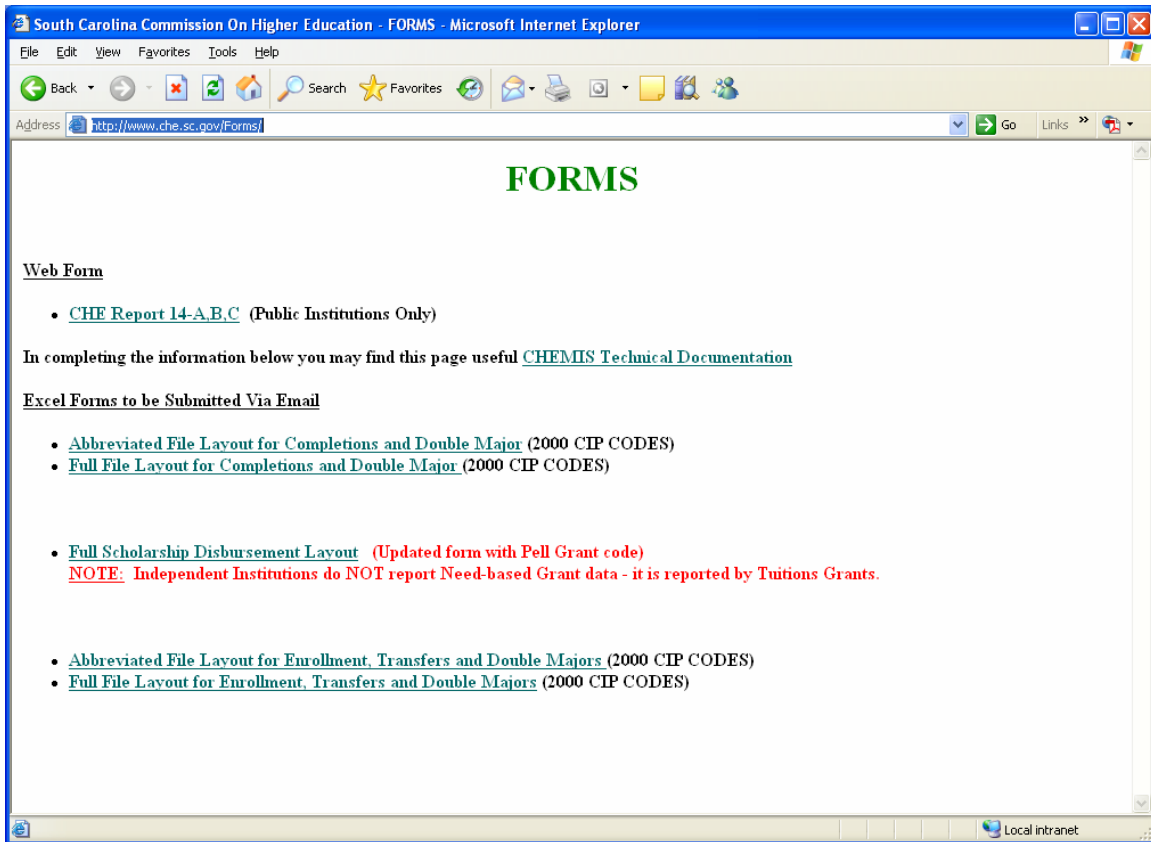
An example of a **Scholarship Report** is presented below:

1	REC_TYPE	DATA_TYPE	INST_CODE	REPORT_YEAR	REPORT_SEMES	STUDENT_ID	AWARD_AMT	COST_ATTEND	EXT_FAM_CONT	GIFT_AID	COST_PER
2	E	D	3431	2006	20		2500	31486	99999	999999	A
3	E	D	3431	2006	20		2500	30486	99999	999999	A
4	E	D	3431	2006	20		2500	30486	99999	999999	A
5	E	D	3431	2006	20		2500	26426	99999	999999	A
6	E	D	3431	2006	20		2500	30486	99999	999999	A
7	E	D	3431	2006	20		2500	30486	99999	999999	A
8	E	D	3431	2006	20		2500	26426	99999	999999	A
9	E	D	3431	2006	20		2500	30486	99999	999999	A
10	E	D	3431	2006	20		2500	30486	99999	999999	A
11	E	D	3431	2006	20		2500	30486	99999	999999	A
12	E	D	3431	2006	20		2500	30486	99999	999999	A
13	E	D	3431	2006	20		2500	30486	99999	999999	A
14	E	D	3431	2006	20		2500	30486	99999	999999	A
15	E	D	3431	2006	20		2500	30486	99999	999999	A
16	E	D	3431	2006	20		2500	30486	99999	999999	A
17	E	D	3431	2006	20		2500	30486	99999	999999	A
18	E	D	3431	2006	20		2500	30486	99999	999999	A
19	E	D	3431	2006	20		2500	30486	99999	999999	A
20	E	D	3431	2006	20		2500	26426	99999	999999	A
21	E	D	3431	2006	20		2500	26426	99999	999999	A
22	E	D	3431	2006	20		2500	30486	99999	999999	A
23	E	D	3431	2006	20		2500	30486	99999	999999	A
24	E	D	3431	2006	20		2500	30486	99999	999999	A
25	E	D	3431	2006	20		2500	30486	99999	999999	A
26	E	D	3431	2006	20		2500	30486	99999	999999	A
27	E	D	3431	2006	20		2500	30486	99999	999999	A
28	E	D	3431	2006	20		2500	30486	99999	999999	A
29	E	D	3431	2006	20		2500	26426	99999	999999	A
30	E	D	3431	2006	20		2500	30486	99999	999999	A
31	E	D	3431	2006	20		2500	30486	99999	999999	A
32	E	D	3431	2006	20		2500	30486	99999	999999	A
33	F	n	3431	2006	20		2500	30486	99999	999999	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, since we will be reading only one worksheet, there is no name requirement.
4. When the spread sheet is saved, it can be given any name.

The web address for these formats is

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

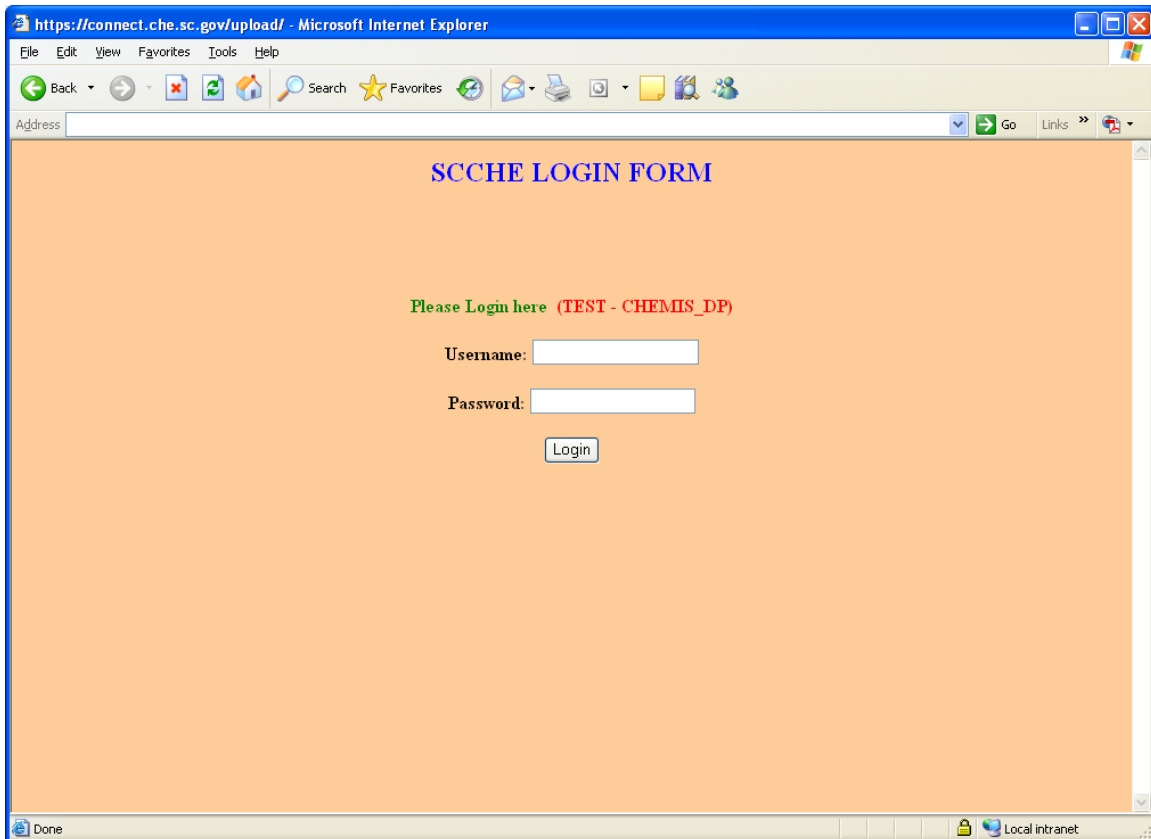


On this page, we will make the change, Excel Forms to be submitted via Browser Upload.

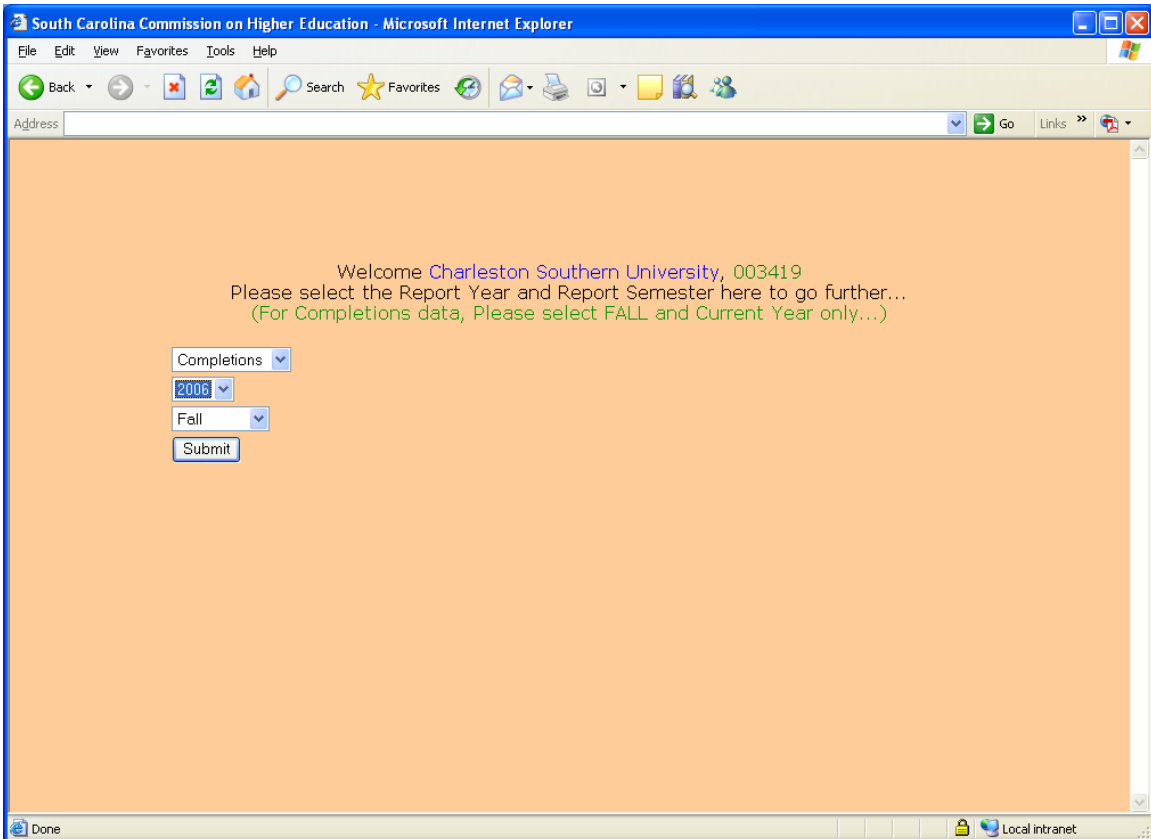
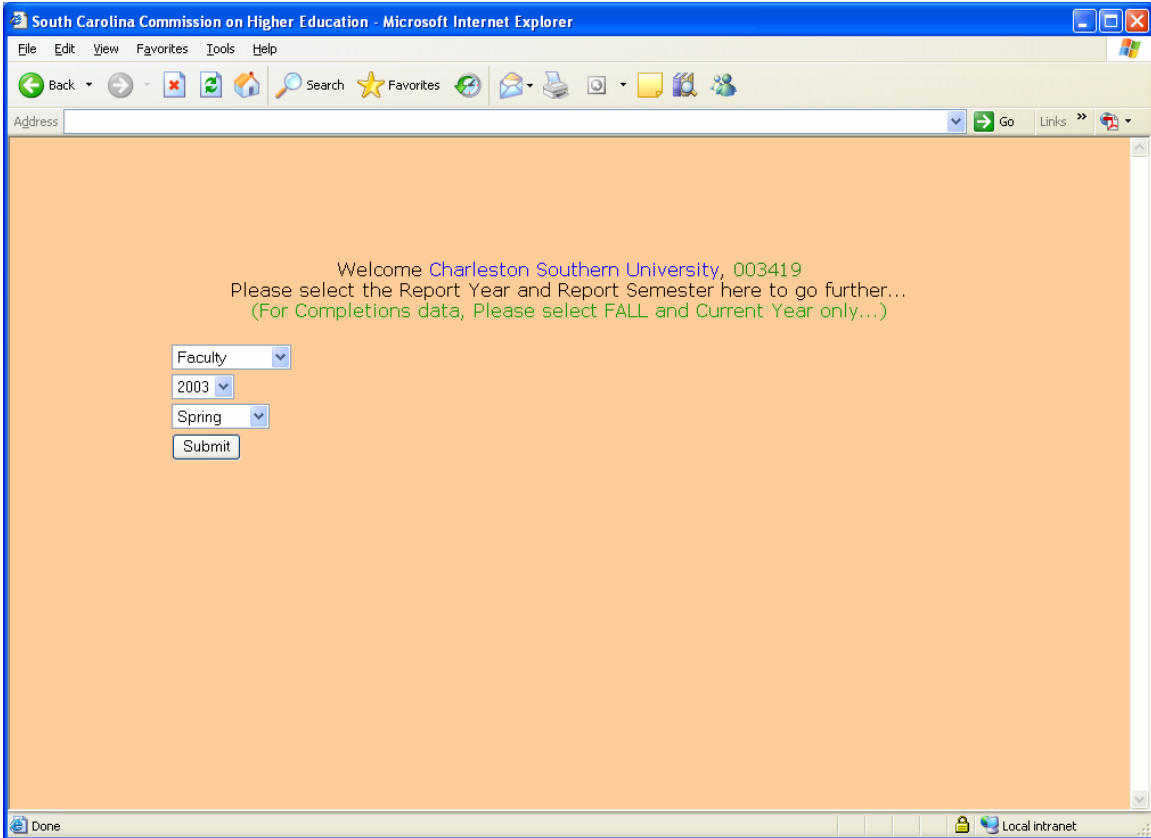
For completions and enrollment data, you can continue to report in the abbreviated format or full file layout as you have in the past. We have captured for each institution the layout that you have reported in the past and will continue to process your data in this format unless you instruct us otherwise.

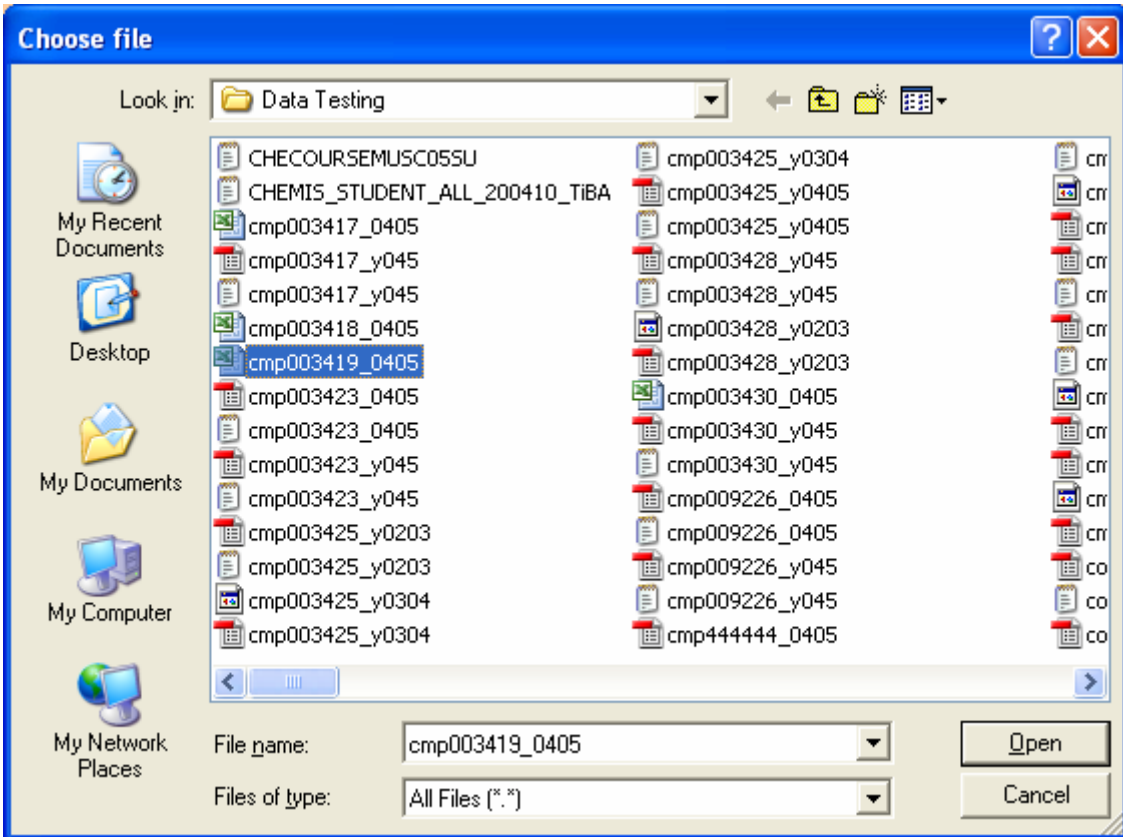
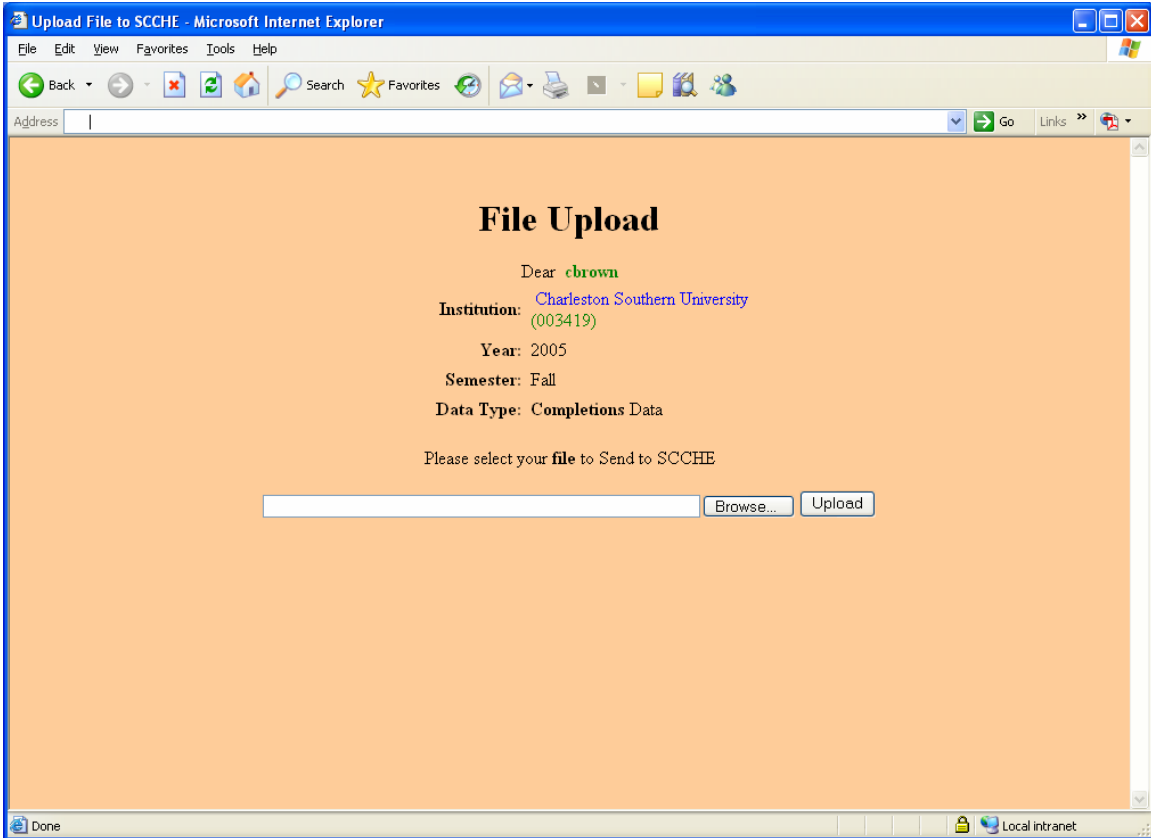
The DATA UPLOAD process

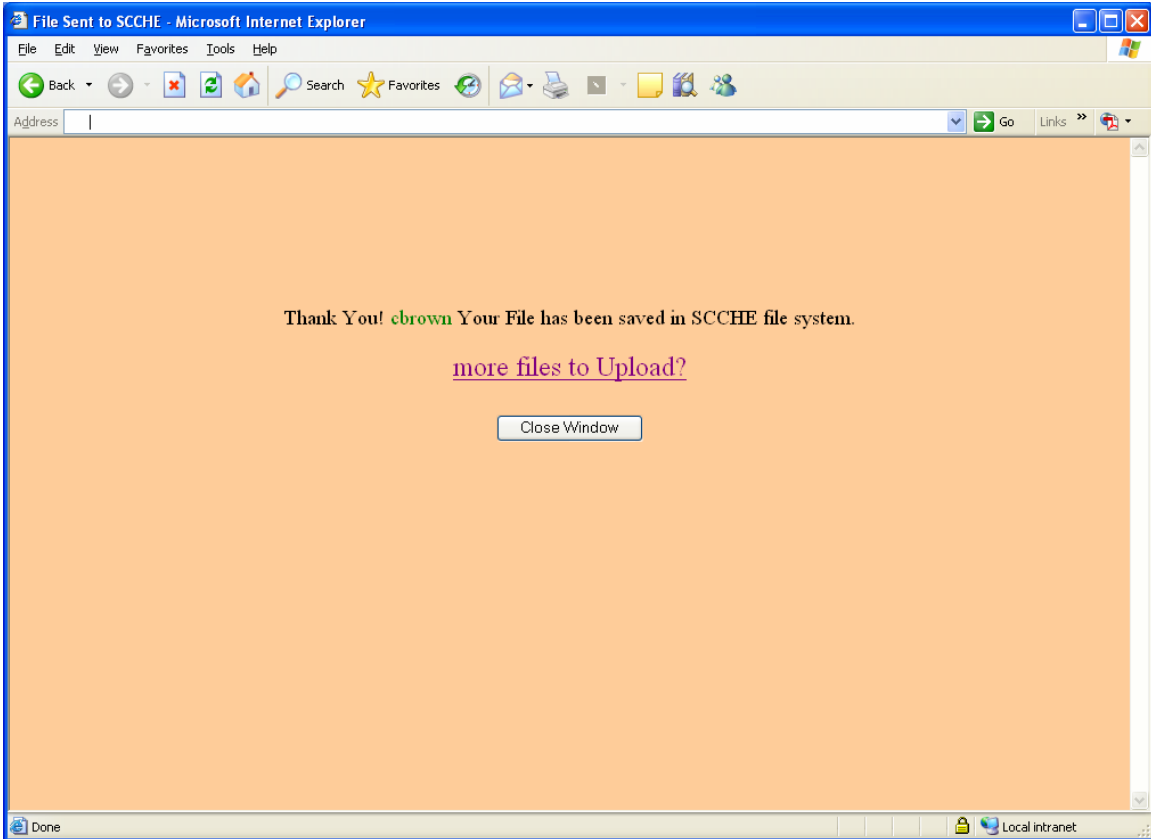
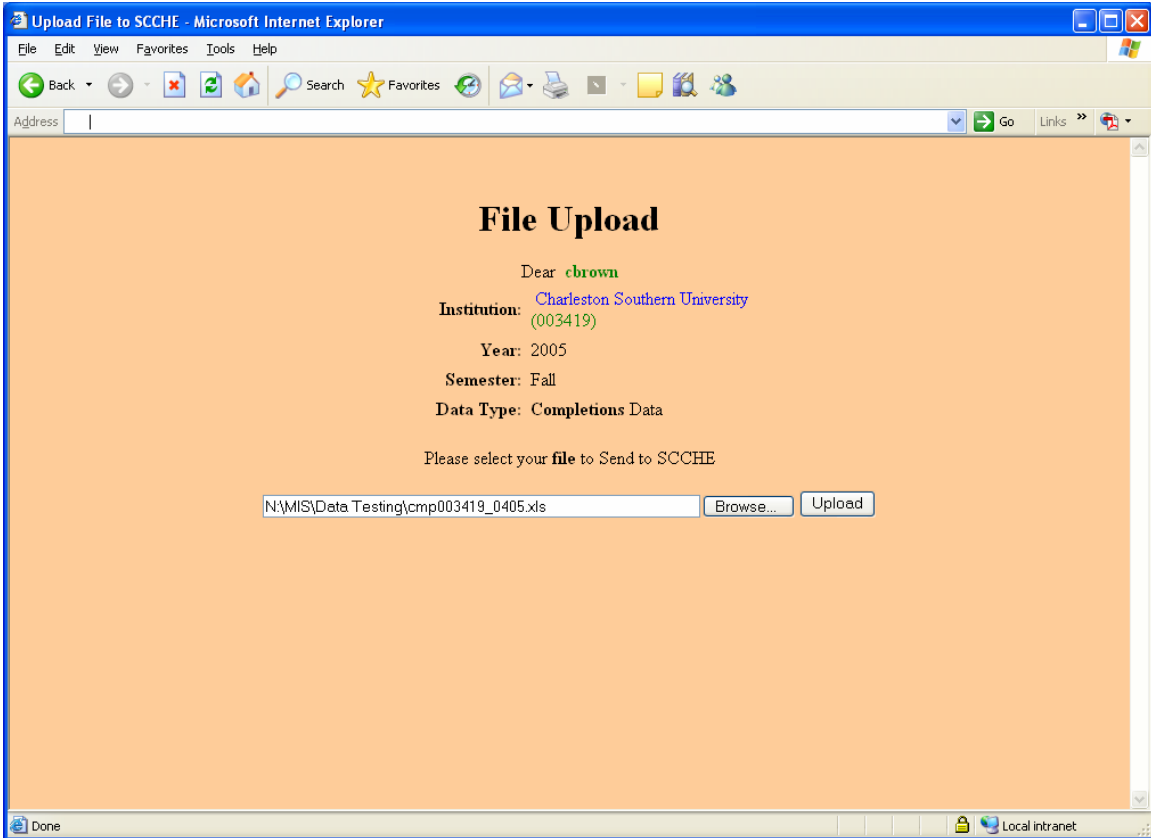
1. You will be sent the browser address, user id, and password.
2. This will apply for the components that have been discussed above.
3. You can upload either a text file (.txt) or an excel file (.xls).
4. If you've been sending text and would like to send excel, you can make that switch. We would expect, however, that you would continue to be reporting in the full file layout.
5. This is a secure web site as noted with the https.

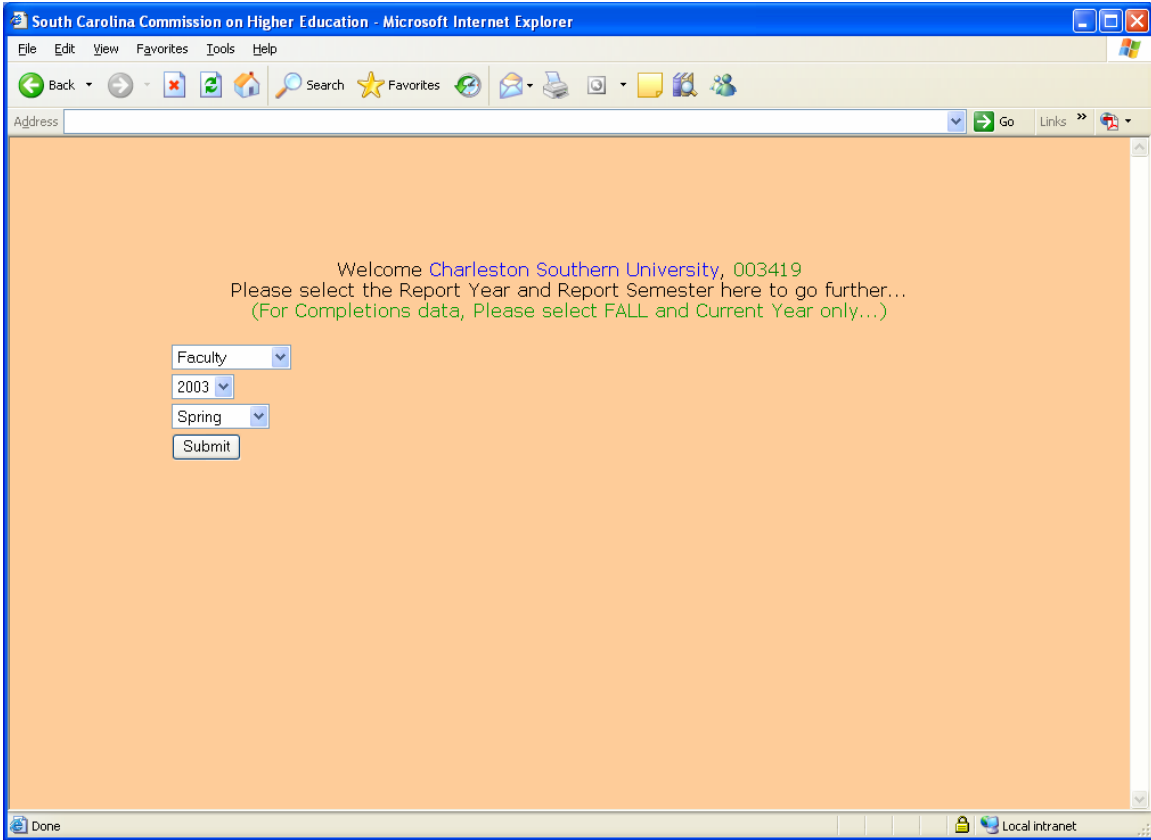


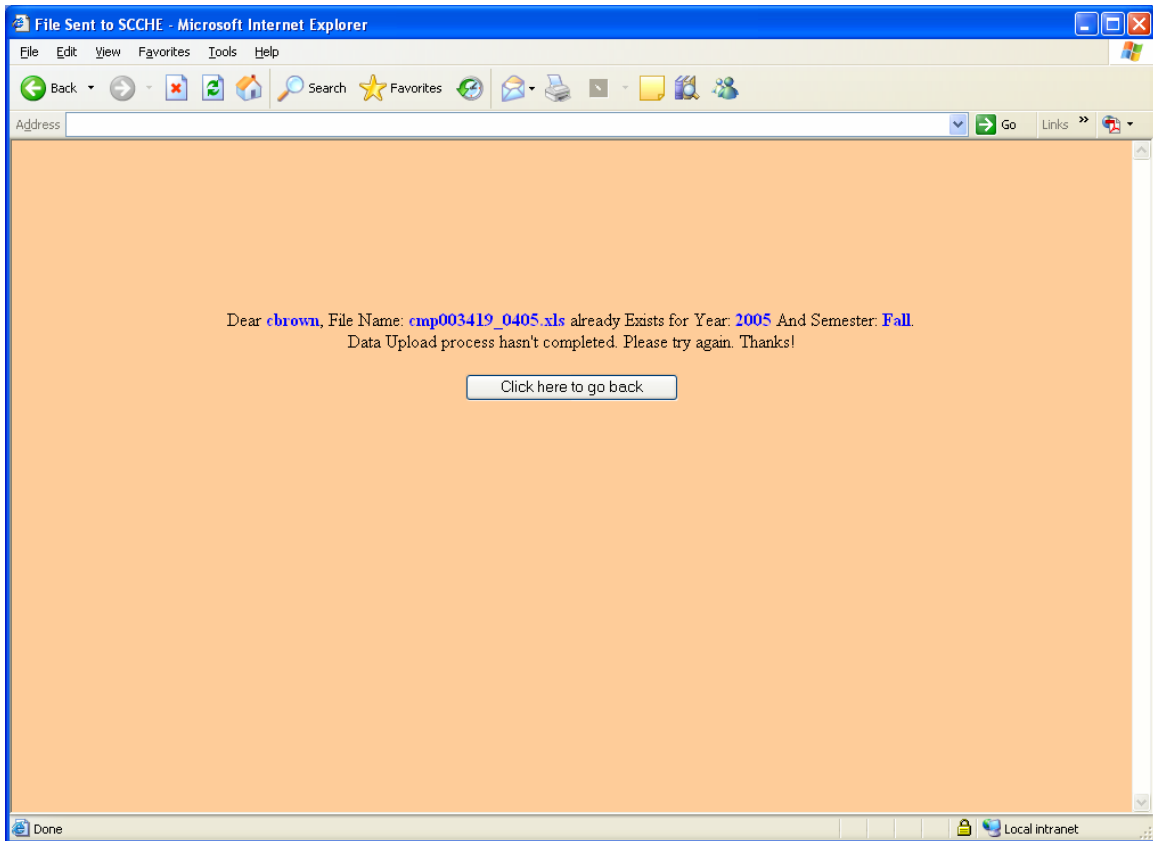
Once you log in, you will see the same options as the public institutions. Please don't be alarmed when the options in the first drop down box are faculty, facilities, course, enrollment, completions, and scholarship. We are not asking you to report any more components that are already being reported.



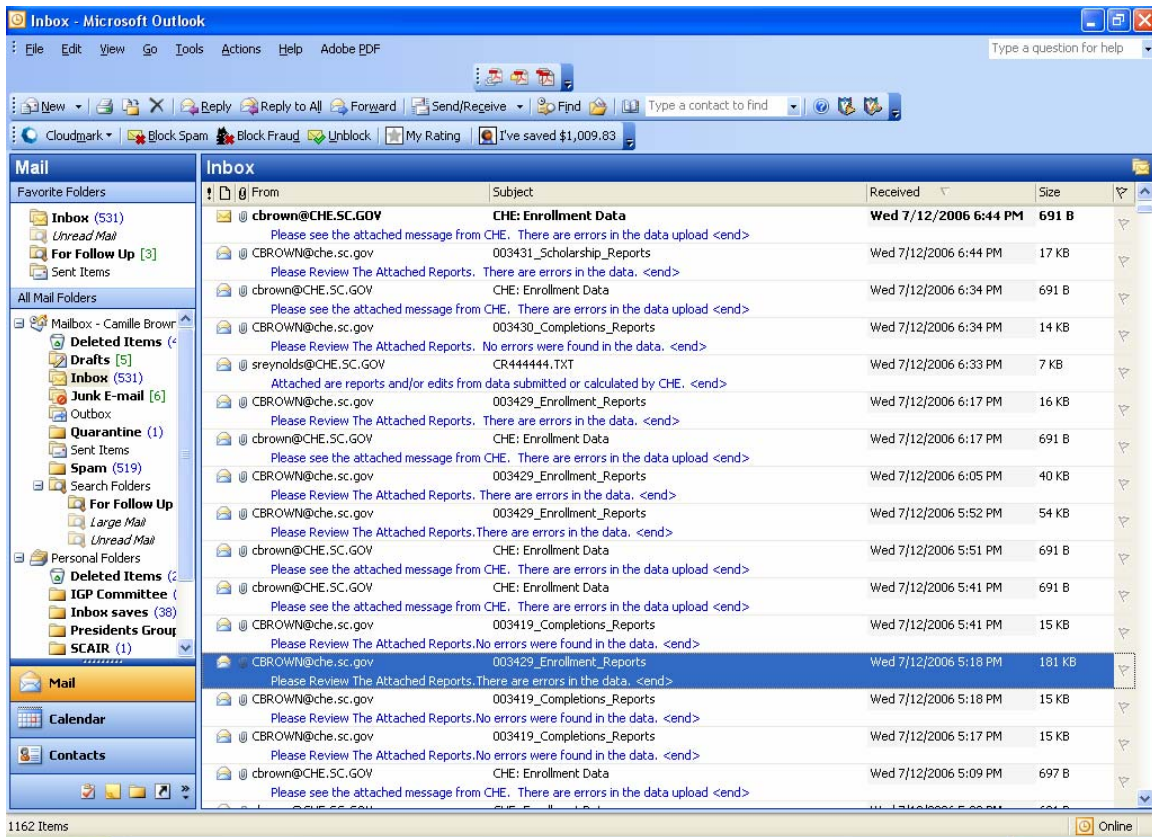








Scenario: You have just uploaded a data file and realized that you need to make a correction. When the message that your file was saved was displayed, we were not through processing. If the message above is displayed, processing for your file is still underway, and you must wait until that process is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



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 either Stephanie or me.
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. We have added a report to the Completions processing. When all errors have been corrected, the last report produced will be the summary report of the data that is uploaded to IPEDS. You can check this information, and if it is not correct, you can correct your completions data, and upload again. Below is an example of a completions report that we created:

Adobe Acrobat Professional - [003419Completions.pdf]

2004 - 2005
PROGRAM : CHES606PAP

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	

11.00 x 8.50 in | 6 of 7

Adobe Acrobat Professional - [003419Completions.pdf]

2004 - 2005
PROGRAM : CHES606PAP

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

PAGE: 2
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																

11.00 x 8.50 in | 7 of 7

We will also try to add the same type of reports for enrollment data so that you may verify your information for IPEDS while you're working with enrollment.