

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
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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# |
|---------------|--------------------------|-------------|-----------------------------------|---------|-----------|---------|---------------|
| 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 |
| | | 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 | 27 |
| | | HIGH_YEAR | High School Graduation Year | 4N | 0 46 | 49 | 67 |
| | | HIGH_RANK | High School Rank | 2N | 0 50 | 51 | 68 |
| | * | UG_DEGREE | Undergraduate Degree | 1A | 52 | 52 | 66 |
| | * | PREQ_1 | Prerequisite 1 ENGLISH | 1A | 53 | 53 | 149 |
| | * | PREQ_2 | Prerequisite 2 MATH | 1A | 54 | 54 | 88 |
| | * | PREQ_3 | Prerequisite 3 LAB SCIENCE | 1A | 55 | 55 | 89 |
| | * | 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

| FILE NAME | REPORTING REQUIREMENT | FIELD NAME | TITLE | ATTRIB. | START POS | END POS | DATA DICT PG# |
|---------------|--------------------------|-------------|-----------------------------------|---------|-----------|---------|---------------|
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| | *** | PREQ_6 | Prerequisite 6 ELECTIVES | 1A | 58 | 58 | 93 |
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| | | ACT_COMP | ACT Composite Score | 2N | 0 61 | 62 | 4 |
| | | SAT_VERBAL | SAT Verbal Score | 3N | 0 63 | 65 | 130 |
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| | | 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 |

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Student Enrollment Transactions (New Format for Reporting Race/Ethnicity-multiple fields) (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 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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| | | 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 | 99A | 30 | 128 | 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 | 94A | 35 | 128 | 59 |

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