

## AS/400 MASTER FILE LAYOUTS/STUDENT

### TAPE.STUDENTE REQUIREMENTS

Date Last Revised: 9/28/16

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 (New Format for Reporting Race/Ethnicity)

Date Last Revised: 09/28/2016

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	114
		DATA_TYPE	Data Type	1A	2	2	36
		INST_CODE	Institution Code	6N	0 3	8	71
		REPORT_YEAR	Report Year	4N	0 9	12	122
		REPORT_SEM	Report Semester	2N	0 13	14	120
		STUDENT_ID	Student Identifier	9N	0 15	23	141
		BIRTH_DATE	Birth Date	8N	0 24	31	11
		GENDER	Gender	1A	32	32	62
		RACE	Civil Rights Racial Category	1A	33	33	103
		CITIZENSHIP	Citizenship	2A	34	35	17
		STATE	Geographic Origin/State	2A	36	37	140
		COUNTY_ID	Geographic Origin/County Identifier	2N	0 38	39	23
		HIGH_SCHOOL	High School CEEB Code	6N	0 40	45	68
		HIGH_YEAR	High School Graduation Year	4N	0 46	49	69
		HIGH_RANK	High School Rank	2N	0 50	51	67
	*	UG_DEGREE	Undergraduate Degree	1A	52	52	153
	***	PREQ_1	Prerequisite 1 ENGLISH	1A	53	53	89
	***	PREQ_2	Prerequisite 2 MATH	1A	54	54	90
	***	PREQ_3	Prerequisite 3 LAB SCIENCE	1A	55	55	91
	***	PREQ_4	Prerequisite 4 FOREIGN LANGUAGE	1A	56	56	92
	***	PREQ_5	Prerequisite 5 SOCIAL SCIENCE	1A	57	57	93

### ATTRIBUTE LEDGER

A = Alphanumeric Format

N = Numeric Format (Unpacked, Unsigned)

## AS/400 MASTER FILE LAYOUTS/STUDENT

### Student Enrollment Transactions (New Format for Reporting Race/Ethnicity) (cont)

Date Last Revised: 09/28/2016

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	94
	***	PREQ_7	Prerequisite 7 FINE ARTS	1A	59	59	95
	***	PREQ_8	Prerequisite 8 PHYSICAL EDUCATION	1A	60	60	96
		ACT_COMP	ACT Composite Score	2N	0 61	62	5
		SAT_VERBAL	SAT Verbal Score	3N	0 63	65	133
		SAT_VN	SAT Verbal Redesigned Indicator (New)	1	66	66	134
		SAT_MATH	SAT Math Score	3N	0 67	69	131
		SAT_MN	SAT Math Redesigned Indicator (New)	1	70	70	132
		STU_LEVEL	Student Level	2N	0 71	72	145
		REGIS_STAT	Registration Status	1A	73	73	115
		ENROLL_STAT	Enrollment Status	1A	74	74	52
		RES_CLASS	Residency Classification	1A	75	75	123
		DEG_LEVEL	Degree Level	2N	0 76	77	40
		PROG_CODE	Program Code	6N	0 78	83	101
		PROG_SUFFIX	Program Suffix	3N	0 84	86	102
		CREDIT_HRS	Credit Hours Enrolled	4N	2 87	90	32
		CUMUL_HRS	Cumulative Credit Hours	5N	2 91	95	35
		CUMUL_GPA	Cumulative GPA	3N	2 96	98	34
		ADMIT_TYPE	Admission Type	1A	99	99	7
		HIGH_GPA	High School GPA	3N	2 100	102	66
		LIFE_HRS	Cumulative Credit Hours for LIFE	5N	2 103	107	77
		LIFE_GPA	Cumulative GPA for LIFE	3N	2 108	110	76
		CERT_LIC	Certification/Licensure	1A	111	111	16

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**AS/400 MASTER FILE LAYOUTS/STUDENT**

**Student Enrollment Transactions (New Format for Reporting Race/Ethnicity)** (cont)

Date Last Revised: 09/28/2016

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.		START POS	END POS	DATA DICT PG#
TAPE.STUDENTE	(Enrollment Data Record Cont)							
		RF1_HISP	Hispanic	1N	0	112	112	105
		RF2_AI_AN	American Indian or Alaska Native	1N	0	113	113	106
		RF3_ASIAN	Asian	1N	0	114	114	107
		RF4_BL_AF	Black or African American	1N	0	115	115	108
		RF5_NH_PI	Native Hawaiian or Other Pacific Islander	1N	0	116	116	109
		RF6_White	White	1N	0	117	117	110
		RF7_NRA	Non-Resident Alien	1N	0	118	118	111
		RF8_UNK	Race/Ethnicity Unknown	1N	0	119	119	112
		FILL_1	Filler Field	11A		120	128	59

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## AS/400 MASTER FILE LAYOUTS/STUDENT

### Student Enrollment Transactions **(New Format for Reporting Race/Ethnicity)** (cont)

Date Last Revised: 09/28/2016

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
(Transfer Record)		REC_TYPE	Record Type	1A	1	1	114
		DATA_TYPE	Data Type	1A	2	2	36
		INST_CODE	Institution Code (to)	6N	0 3	8	71
		REPORT_YEAR	Report Year	4N	0 9	12	122
		REPORT_SEM	Report Semester	2N	0 13	14	120
		STUDENT_ID	Student Identifier	9N	0 15	23	141
		TRAN_INST	Transfer Institution (from)	6N	0 24	29	151
		FILL_1	Filler Field	99A	30	128	59
(Double Major Data Record)**		REC_TYPE	Record Type	1A	1	1	114
		DATA_TYPE	Data Type	1A	2	2	36
		INST_CODE	Institution Code	6N	0 3	8	71
		REPORT_YEAR	Report Year	4N	0 9	12	122
		REPORT_SEM	Report Semester	2N	0 13	14	120
		STUDENT_ID	Student Identifier	9N	0 15	23	141
		PROG_CODE	Program Code	6N	0 24	29	101
		PROG_SUFFIX	Program Suffix	3N	0 30	32	102
		DEG_LEVEL	Degree Level	2N	0 33	34	40
		FILL_1	Filler Field	94A	35	128	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. In 2011-12, Pre-Requisites were again revised. The Data dictionary reflects the 2011-12 effective date.