Enrollment File Layouts – Excel – Abbreviated Format (New Ethnicity/Race Reporting)

TAPE.STUDENTE REQUIREMENTS

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 <u>exclusively</u> in courses not creditable toward a diploma, certificate, degree, or other formal award;
2. Students enrolled <u>exclusively</u> in courses not creditable toward the completion of a vocational or occupational program;
3. Students enrolled <u>exclusively</u> in remedial programs;
4. Students <u>exclusively</u> 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 <u>Joint Programs</u> 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.

Enrollment File Layouts – Excel – Abbreviated Format (New Ethnicity/Race Reporting)

Student Enrollment Transactions (<mark>New Race Format</mark>)

Excel – Abbreviated Format

Column	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	Dec Posn	DATA DICT PG#
Enrollment Record						
1		REC_TYPE	Record Type	1A		114
2		DATA_TYPE	Data Type	1A		36
3		INST_CODE	Institution Code	6N	0	71
4		REPORT_YEAR	Report Year	4N	0	122
5		REPORT_SEM	Report Semester	2N	0	120
6		STUDENT_ID	Student Identifier	9N	0	141
7		BIRTH_DATE	Birth Date	8N	0	11
8		GENDER	Gender	1A		62
9		~~RACE~~	~~Civil Rights Racial Category~~	~~1A~~		~~101~~
10		STATE	Geographic Origin/State	2A		140
11		COUNTY_ID	Geographic Origin/County Identifier	2N	0	23
12		HIGH_SCHOOL	High School CEEB Code	6N	0	68
13		HIGH_YEAR	High School Graduation Year	4N	0	69
14		HIGH_RANK	High School Rank	2N	0	67

ATTRIBUTE LEDGER

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

Enrollment File Layouts – Excel – Abbreviated Format (New Ethnicity/Race Reporting)

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

Excel – Abbreviated Format

FILE NAME	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	Dec Posn	DATA DICT PG#
Enrollment Record Continued						
15		ACT_COMP	ACT Composite Score	2N	0	5
16		SAT_VERBAL	SAT Verbal Score	3N	0	133
17		SAT_VN	SAT Verbal Redesigned Indicator (New)	1A		134
18		SAT_MATH	SAT Math Score	3N	0	131
19		SAT_MN	SAT Math Redesigned Indicator (New)	1A		132
20		STU_LEVEL	Student Level	2N	0	145
21		REGIS_STAT	Registration Status	1A		115
22		ENROLL_STAT	Enrollment Status	1A		52
23		RES_CLASS	Residency Classification	1A		123
24		DEG_LEVEL	Degree Level	2N	0	40
25		PROG_CODE	Program Code	6N	0	101
26		PROG_SUFFIX	Program Suffix	3N	0	102
27		CREDIT_HRS	Credit Hours Enrolled	4N	2	32
28		CUMUL_HRS	Cumulative Credit Hours	5N	2	35
29		CUMUL_GPA	Cumulative GPA	3N	2	34
30		HIGH_GPA	High School GPA	3N	2	66
31		LIFE_HRS	Cumulative Credit Hours for LIFE	5N	2	77
32		LIFE_GPA	Cumulative GPA for LIFE	3N	2	76
33		CERT_LIC	Certification/Licensure	1A		16
34		RF1_HISP	Hispanic	1N	0	105
35		RF2_AI_AN	American Indian or Alaska Native	1N	0	106
36		RF3_ASIAN	Asian	1N	0	107
37		RF4_BL_AF	Black or African American	1N	0	108
38		RF5_NH_PI	Native Hawaiian or Other Pacific Islander	1N	0	109
39		RF6_White	White	1N	0	110
40		RF7_NRA	Non-Resident Alien	1N	0	111
41		RF8_UNK	Race/Ethnicity Unknown	1N	0	112

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Enrollment File Layouts – Excel – Abbreviated Format (New Ethnicity/Race Reporting)

Student Enrollment Transactions <mark>(New Race Format)</mark> (cont'd)

Excel – Abbreviated Format

FILE NAME/ Column	REPORTING REQUIREMENT	FIELD NAME	TITLE	ATTRIB.	Dec Posn	DATA DICT PG#
(Transfer Record)						
1		REC_TYPE	Record Type	1A		114
2		DATA_TYPE	Data Type	1A		36
3		INST_CODE	Institution Code (to)	6N	0	71
4		REPORT_YEAR	Report Year	4N	0	122
5		REPORT_SEM	Report Semester	2N	0	120
6		STUDENT_ID	Student Identifier	9N	0	141
7		TRAN_INST	Transfer Institution (from)	6N	0	151
(Double Major Data Record)**						
1		REC_TYPE	Record Type	1A		114
2		DATA_TYPE	Data Type	1A		36
3		INST_CODE	Institution Code	6N	0	71
4		REPORT_YEAR	Report Year	4N	0	122
5		REPORT_SEM	Report Semester	2N	0	120
6		STUDENT_ID	Student Identifier	9N	0	141
7		PROG_CODE	Program Code	6N	0	101
8		PROG_SUFFIX	Program Suffix	3N	0	102
9		DEG_LEVEL	Degree Level	2N	0	40

ATTRIBUTE LEDGER

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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, this record is optional.