



**Statewide Student Profile System  
System Specifications**

**February 1, 2019**



**LOUISIANA BOARD OF REGENTS  
Statewide Student Profile System**

February 1, 2019  
Memorandum to Users

New codes for the Accuplacer Next Generation test has been added.

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November 1, 2018  
Memorandum to Users

Two new fields have been added: Birth Day and Online Only Student flag. Score range for SAT (2016) – Writing & Language Test has been updated. The definition for High School Grade Point Average has been updated.

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February 6, 2018  
Memorandum to Users

Other Professional (OP) has been added as a student level.

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August 10, 2017  
Memorandum to Users

Revisions were made to English Placement Test Type.

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June 30, 2017  
Memorandum to Users

Valid test score ranges were specified for each Admission Test Type, as well as for each English and Math Placement Test Type. Cohort Identifier definition was updated to denote “degree-seeking” students. Specific Parish and State code tables were provided in Appendix B & C, replacing the former web links.

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April 4, 2017  
Memorandum to Users

Revisions were made to Admission Test Type and Score, English and Math Placement Test Type and Score (formerly named English and Math Subscore), and updated the Country code table (Appendix D).

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December, 2016  
Memorandum to Users

Effective with Academic Year 2016: Student Level descriptions have been revised to better clarify the categories; New test types were added to Admission Test, English Subscore Test and Math Subscore Test; The Cohort Identifier definition was updated, where a matching Admission Status is now required. Removed Transfer Students (admission status “4”) from same data requirements as First Time Students (admission status “1”).



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December 11, 2015  
Memorandum to Users

The High School English and Math Grade Point Average fields have been revised to provide additional details in the descriptions.

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July 29, 2015  
Memorandum to Users

Due to the merging of collecting Student Credit Hour (SCH) data with SSPS, many new fields are being added to accurately compile SCH data from the SSPS submission. In addition to the new fields, several fields are being expanded upon to add additional values to report. The following fields are being added or modified as a result of this effort:

**Academic Term**  
**Term Part**  
**Prisoner Indicator**

In addition to the fields above, the Board of Regents would like to more accurately capture information related to minimum admission standards and placement. In regards to those efforts, the following fields are being added or modified:

**Admission Test Type**  
**Full-Time/Part-Time Status**  
**Cohort Identifier**  
**Admitted by Exception Flag**  
**Regents' Core Grade Point Average**  
**High School English Grade Point Average**  
**High School Math Grade Point Average**  
**English Subscore Test Type – renamed to English Placement Test Type**  
**English Subscore – renamed to English Placement Score**  
**Math Subscore Test Type – renamed to Math Placement Test Type**  
**Math Subscore – renamed to Math Placement Score**  
**Developmental Course Flag**

As a result of these combined efforts, the **ENROLLED AT CENSUS DATE FLAG** for each course will no longer be captured. All of these modifications are effective beginning with the 2015-2016 academic year.

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February 24, 2015  
Memorandum to Users

To comply with Act 837 of the 2014 Legislative Session, running **FTFEDIT** and **FTFMTCH** will no longer be required. All references to the above programs have been removed.

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September 12, 2013  
Memorandum to Users

The First-Time Full-Time Edit report (FTFEDITRPT) and the First-Time Full-time Freshmen Match report (FTFMTCHRPT) have been added to the SSPSWEB application and is set to run automatically. Users will see two new columns on their respective report pages showing the FTFEDITRPT and FTFMTCHRPT reports. Both of these reports should be looked over and verified. To that end checkboxes have been added to the Certify form and are required to be checked as part of the certification process.



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April 5, 2013  
Memorandum to Users

With the growth in the development of and interest in distance learning technologies, it is important to have information about the choices students make in their academic course offerings. The *E-Learning* field deals with whether the course section is taken (completed by the student) through electronic/distance education, and the degree to which that is so. For example, students enrolled in a course section that is 100% online will never have to show up on campus, even though they might choose to take some other courses on site; students in a course section that is 50-99% online (Hybrid) would have to come on campus, at least for an occasional exam. Choose the code corresponding to the level of *E-Learning* delivery the student experiences for the course section. There should be no blank fields. The choices are below. Effective by Fall 2013-2014 data collection cycle.

**E-Learning:**      Indicate whether the course is taken  
                         **O** = 100% Online  
                         **H** = 50-99% Online = Hybrid  
                         **S** = Less than 50% Online (or > 50% on site)

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December 05, 2012  
Memorandum to Users

Beginning with the Fall 2012-2013 SSPS data collection cycle, institutions will submit SSPS data using the new web interface application accessible from the Board of Regents Web Applications Menu.

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December 07, 2011  
Memorandum to Users

Beginning with the Fall 2011-2012 SSPS data collection cycle, institutions will begin reporting those students working towards graduate certificates using the new degree level of **70**.

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September 16, 2010  
Memorandum to Users

Beginning with the Fall 2010-2011 SSPS data collection cycle, institutions will begin reporting the cumulative hours earned for each student. See the record layout for the proper placement and format of the new data. As mentioned above, submission of this new metric is mandatory for the Fall 2010-2011 data collection cycle.

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March 30, 2010  
Memorandum to Users

For the Winter/Spring 2009-2010 SSPS data collection, institutions may report SSPS data using the newest ethnicity codes if they choose. In an earlier memorandum, you were told that the Board of Regents will not be implementing these new codes until Fall 2010-2011. We have since decided that we will, in fact, implement the new ethnicity codes. Submission of these new ethnicity codes will be optional during the Winter/Spring submission and mandatory for the Fall 2010-2011 submission.

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December 21, 2009  
Memorandum to Users

Beginning Fall 2009-2010, institutions may report the new Admission Test Type using the new code "E" for the International English Language Testing System for those students using this system rather than TOEFL. The Board of Regents will also accept the associated test score for this new admission test. Reporting this new test score will be optional for Fall 2009-2010, and will become mandatory in Fall 2010-2011. See the updated definition for Admission Test Score for an example on how to code the IELTS score.

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November 03, 2009  
Memorandum to Users

Beginning Fall 2009-2010, institutions may report using the new ethnicity codes if they choose. However, the Board of Regents will not be implementing these new codes until Fall 2010-2011. In the meantime, the editing process will:

- a) cross-walk the new ethnicity code of 5 (Native Hawaiian or Other Pacific Islander) into the old ethnicity code of 1 (Asian or Pacific Islander)
- b) cross-walk the new ethnicity code of 9 (Two or more races) into the old ethnicity code of 8 (Race/Ethnicity Unknown).

Please keep this in mind in order to avoid confusion.

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March 01, 2008  
Memorandum to Users

Beginning Winter/Spring 2007-2008, institutions can report an institutional common id (12 bytes) which can be used to assist in editing the student unit data. The SSN is still a **required** field, but will not be used to identify students in the Edit/Error reports. The institutional common id will be printed on the reports instead. See Definitions for specific instructions in using the institutional common id.

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October 05, 2004  
Memorandum to Users

The Student Transcript System (Louisiana high school transcript data) has now been implemented. Therefore, the following data elements are required for Academic Year 2004-2005 (Fall, Winter, and Spring):

- 1) High School Grade Point Average,
- 2) High School Percentile Rank, and
- 3) Board of Regents' Core Flag

These elements are now **ACTIVE** and **REQUIRED** in Fall 2004.

Please see **Appendix H** for helpful notes and information.

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July 15, 2003  
Memorandum to Users



Due to the development and implementation timeline of the Student Transcript System (Louisiana high school transcript data), the following data elements for academic year 2003-04 (Fall, Winter, or Spring):

- 1) High School Grade Point Average,
- 2) High School Percentile Rank, and
- 3) Board of Regents' Core Flag

will:

- a) **NOT** be required for in-state students and
- b) be **OPTIONAL** for out-of-state students.

These elements will become active and required in Fall 2004.



**LOUISIANA BOARD OF REGENTS  
Statewide Student Profile System**

Systems Specifications

|                  |                         |            |
|------------------|-------------------------|------------|
| <u>Due Date:</u> | Fall Semester/Quarter   | January 15 |
|                  | Winter Quarter          | March 15   |
|                  | Spring Semester/Quarter | June 15    |

**NOTE: As this data will be presented at the first Board of Regents monthly meeting following the above due dates, it is expected that the completed file is received on the above due dates.**

Report Scope: 14<sup>th</sup> class day (or equivalent) census of current term enrollment, but collected at the end of term to facilitate the compilation of student level term outcomes. See **Appendix H**.

Reporting Medium: The preferred reporting method is via the Board of Regents' SSPS web application. The URL to the Board of Regents Web Applications Menu is:

<https://regents.louisiana.gov/>

The Statewide Student Profile System portal is the last entry at the bottom of the right column.

Institutions are to call the Board of Regents at (225) 342-4253 for an access ID and password.

A user guide is available.



# **RECORD DESCRIPTION**

| <b>Data Element Name</b>                  | <b>Code or Source of Code</b> | <b>Field Position</b> | <b>Field Format</b> | <b>Field Length</b> |
|-------------------------------------------|-------------------------------|-----------------------|---------------------|---------------------|
| Academic Date                             | See Definitions               | 01-05                 |                     | 5                   |
| Academic Year Begin                       | 'YYYY'                        | 01-04                 | PIC X(4)            | 4                   |
| Academic Term                             |                               | 05                    | PIC X(1)            | 1                   |
| Summer Semester/Quarter                   | 1                             |                       |                     |                     |
| Fall Semester/Quarter                     | 2                             |                       |                     |                     |
| Winter Quarter                            | 3                             |                       |                     |                     |
| Spring Semester/Quarter                   | 4                             |                       |                     |                     |
| Other                                     | 5                             |                       |                     |                     |
| Summer Intersession                       | 6                             |                       |                     |                     |
| Fall Intersession                         | 7                             |                       |                     |                     |
| Winter Intersession                       | 8                             |                       |                     |                     |
| Spring Intersession                       | 9                             |                       |                     |                     |
| Institution Code                          | Appendix A                    | 06-07                 | PIC X(2)            | 2                   |
| Student Identification Number             | See Definitions               | 08-16                 | PIC X(9)            | 9                   |
| Student Name                              | See Definitions               | 17-60                 |                     | 44                  |
| Last Name                                 |                               | 17-36                 | PIC X(20)           | 20                  |
| First Name                                |                               | 37-56                 | PIC X(20)           | 20                  |
| Middle Initial                            |                               | 57                    | PIC X(1)            | 1                   |
| Suffix                                    |                               | 58-60                 | PIC X(3)            | 3                   |
| Student Race                              | See Definitions               | 61                    | PIC X(1)            | 1                   |
| Asian                                     | 1                             |                       |                     |                     |
| American Indian or Alaskan Native         | 2                             |                       |                     |                     |
| Black, Non-Hispanic                       | 3                             |                       |                     |                     |
| Hispanic                                  | 4                             |                       |                     |                     |
| Native Hawaiian or Other Pacific Islander | 5                             |                       |                     |                     |
| White, Non-Hispanic                       | 6                             |                       |                     |                     |
| Foreign/Non-Resident Alien                | 7                             |                       |                     |                     |
| Race/Ethnicity Unknown                    | 8                             |                       |                     |                     |
| Two or more races                         | 9                             |                       |                     |                     |
| Student Gender                            |                               | 62                    | PIC X(1)            | 1                   |
| Male                                      | M                             |                       |                     |                     |
| Female                                    | F                             |                       |                     |                     |
| Fee Residence                             | See Definitions               | 63                    | PIC X(1)            | 1                   |
| Yes                                       | Y                             |                       |                     |                     |
| No                                        | N                             |                       |                     |                     |
| U.S. Citizenship                          |                               | 64                    | PIC X(1)            | 1                   |
| Yes                                       | Y                             |                       |                     |                     |
| No                                        | N                             |                       |                     |                     |
| Parish/State/Country                      | See Definitions               | 65-66                 | PIC X(2)            | 2                   |
| Birth Date                                | See Definitions               | 67-74                 |                     | 8                   |
| Birth Month                               | 'MM'                          | 67-68                 | PIC X(2)            | 2                   |
| Birth Day                                 | 'DD'                          | 69-70                 | PIC X(2)            | 2                   |
| Birth Year                                | 'YYYY'                        | 71-74                 | PIC X(4)            | 4                   |
| Admission Status                          | See Definitions               | 75                    | PIC X(1)            | 1                   |
| Student Level                             | See Definitions               | 76-77                 | PIC X(2)            | 2                   |
| Preparatory                               | PR                            |                       |                     |                     |
| Freshman                                  | FR                            |                       |                     |                     |



|                                                          |                         |         |              |    |
|----------------------------------------------------------|-------------------------|---------|--------------|----|
| Sophomore                                                | SO                      |         |              |    |
| Junior                                                   | JR                      |         |              |    |
| Senior                                                   | SR                      |         |              |    |
| Professional                                             | P1/P2/P3/P4             |         |              |    |
| Graduate I                                               | G1                      |         |              |    |
| Graduate II                                              | G2                      |         |              |    |
| Specialist                                               | SP                      |         |              |    |
| Other Undergraduate                                      | OU                      |         |              |    |
| Other Graduate                                           | OG                      |         |              |    |
| Other Professional                                       | OP                      |         |              |    |
| Program Classification                                   | See Definitions         | 78-87   |              | 10 |
| CIP Code                                                 | See Definitions         | 78-83   | PIC X(6)     | 6  |
| Degree Level Code                                        |                         | 84-85   | PIC X(2)     | 2  |
| Diploma                                                  | DP                      |         |              |    |
| CareerTech 1-8cr                                         | A1                      |         |              |    |
| CareerTech 9+cr                                          | A2                      |         |              |    |
| Certificate (one-year)                                   | C1                      |         |              |    |
| Certificate (two-year)                                   | C2                      |         |              |    |
| Associate (two years)                                    | 10                      |         |              |    |
| Post-Associate Certificate                               | 11                      |         |              |    |
| Baccalaureate                                            | 20                      |         |              |    |
| Post-Baccalaureate Certificate                           | 21                      |         |              |    |
| Masters                                                  | 30                      |         |              |    |
| Post-Masters Certificate                                 | 31                      |         |              |    |
| Doctorate                                                | 40                      |         |              |    |
| Post-Doctoral Certificate                                | 41                      |         |              |    |
| Professional                                             | 50                      |         |              |    |
| Post-Professional Certificate                            | 51                      |         |              |    |
| Educational Specialist                                   | 60                      |         |              |    |
| Graduate Certificate                                     | 70                      |         |              |    |
| Non-degree Seeking Student                               | ND                      |         |              |    |
| Increment Key                                            | See Definitions         | 86-87   | PIC X(2)     | 2  |
| Program Admission Flag                                   | See Definitions         | 88      | PIC X(1)     | 1  |
| High School Graduation Year                              | 'YYYY', See Definitions | 89-92   | PIC X(4)     | 4  |
| High School Code                                         | See Definitions         | 93-98   | PIC X(6)     | 6  |
| High School Grade Point Average                          | See Definitions         | 99-102  | PIC 9(1)V999 | 4  |
| High School Class Percentile Rank                        | See Definitions         | 103-105 | PIC 9(3)     | 3  |
| Admission Test Type                                      | See Definitions         | 106     | PIC X(1)     | 1  |
| ACT                                                      | A                       |         |              |    |
| International English Language Testing System (IELTS)    | E                       |         |              |    |
| Michigan Test of English Language Proficiency (MTELP)    | F                       |         |              |    |
| SAT (2016)                                               | R                       |         |              |    |
| SAT (Pre-March 2016)                                     | S                       |         |              |    |
| Test of English as a Foreign Language (TOEFL - Paper)    | T                       |         |              |    |
| Test of English as a Foreign Language (TOEFL - Computer) | X                       |         |              |    |
| Test of English as a Foreign Language (TOEFL – Internet) | I                       |         |              |    |
| Admit By Core GPA                                        | G                       |         |              |    |
| Adults age ≥ 25 with no admission test                   | Z                       |         |              |    |
| Admission Test Score                                     | See Definitions         | 107-110 | PIC 9(4)     | 4  |



|                                                                    |                 |         |              |    |
|--------------------------------------------------------------------|-----------------|---------|--------------|----|
| Board of Regents' Core Flag                                        | See Definitions | 111     | PIC X(1)     | 1  |
| Yes                                                                | Y               |         |              |    |
| No                                                                 | N               |         |              |    |
| Current Term Grade Point Average                                   | See Definitions | 112-115 | PIC 9(1)V999 | 4  |
| Cumulative Overall Grade Point Average                             | See Definitions | 116-119 | PIC 9(1)V999 | 4  |
| Academic Standing at End of Term                                   | See Definitions | 120     | PIC X(1)     | 1  |
| Good Standing                                                      | G               |         |              |    |
| Probation                                                          | P               |         |              |    |
| Suspension                                                         | S               |         |              |    |
| Withdrawn from institution                                         | W               |         |              |    |
| Total Student Credit Hours Scheduled                               | See Definitions | 121-124 | PIC 9(3)V9   | 4  |
| Total Student Contact Hours Scheduled                              | See Definitions | 125-128 | PIC 9(3)V9   | 4  |
| For use by LSUHSC campuses only                                    | See Appendix F  | 129     | PIC X(01)    | 1  |
| Institution Common Identification Number                           | See Definitions | 130-141 | PIC X(12)    | 12 |
| Cumulative Hours Earned                                            | See Definitions | 142-146 | PIC 9(4)V9   | 5  |
| Attended Summer Session (Fall Only)                                | See Definitions | 147     | PIC X(1)     | 1  |
| Term Part                                                          | See Definitions | 148     | PIC X(1)     | 1  |
| Full-time/Part-time Status                                         | See Definitions | 149     | PIC X(1)     | 1  |
| Full-time                                                          | F               |         |              |    |
| Part-time                                                          | P               |         |              |    |
| Online Only Student Flag                                           | See Definitions | 150     | PIC X(1)     | 1  |
| 100% Online Only Out-of-State                                      | O               |         |              |    |
| 100% Online Only Resident                                          | R               |         |              |    |
| Not 100% Online Only                                               | blank           |         |              |    |
| Cohort Identifier                                                  | See Definitions | 151     | PIC X(1)     | 1  |
| First Time in College                                              | 1               |         |              |    |
| Transfer                                                           | 4               |         |              |    |
| Not Cohort Eligible                                                | blank           |         |              |    |
| Prisoner Indicator                                                 | See Definitions | 152     | PIC X(1)     | 1  |
| Prisoner                                                           | P               |         |              |    |
| Non-prisoner                                                       | blank           |         |              |    |
| Admitted by Exception Flag                                         | See Definitions | 153     | PIC X(1)     | 1  |
| Regents Core Grade Point Average                                   | See Definitions | 154-157 | PIC 9(1)V999 | 4  |
| High School English Grade Point Average                            | See Definitions | 158-161 | PIC 9(1)V999 | 4  |
| High School Math Grade Point Average                               | See Definitions | 162-165 | PIC 9(1)V999 | 4  |
| English Placement Test Type                                        | See Definitions | 166     | PIC X(1)     | 1  |
| Accuplacer Sentence Skills                                         | C               |         |              |    |
| Accuplacer Next Generation - Writing                               | H               |         |              |    |
| ACT                                                                | A               |         |              |    |
| ASSET Writing Skills                                               | 9               |         |              |    |
| COMPASS-Writing                                                    | 8               |         |              |    |
| International English Language Testing System (IELTS)              | E               |         |              |    |
| Michigan Test of English Language Proficiency (MTELP)              | F               |         |              |    |
| SAT (2016)                                                         | R               |         |              |    |
| SAT (Pre-March 2016)                                               | S               |         |              |    |
| Test of English as a Foreign Language (TOEFL - Paper)              | T               |         |              |    |
| Test of English as a Foreign Language (TOEFL - Computer)           | X               |         |              |    |
| Test of English as a Foreign Language (TOEFL – Internet)           | I               |         |              |    |
| Recently passed a qualifying developmental or co-requisite English | P               |         |              |    |



|                                                                                              |                                                                                                                                                                |         |            |    |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----|
| course with grade $\geq$ "C"                                                                 |                                                                                                                                                                |         |            |    |
| English Placement Score                                                                      | See Definitions                                                                                                                                                | 167-170 | PIC 9(4)   | 4  |
| Math Placement Test Type                                                                     | See Definitions                                                                                                                                                | 171     | PIC X(1)   | 1  |
| Accuplacer Arithmetic                                                                        | B                                                                                                                                                              |         |            |    |
| Accuplacer College-Level Math                                                                | C                                                                                                                                                              |         |            |    |
| Accuplacer Elem Algebra                                                                      | D                                                                                                                                                              |         |            |    |
| Accuplacer Next Generation – Arithmetic                                                      | J                                                                                                                                                              |         |            |    |
| Accuplacer Next Generation – QAS                                                             | K                                                                                                                                                              |         |            |    |
| Accuplacer Next Generation – AAF                                                             | L                                                                                                                                                              |         |            |    |
| ACT                                                                                          | A                                                                                                                                                              |         |            |    |
| ASSET Elem. Algebra                                                                          | 9                                                                                                                                                              |         |            |    |
| COMPASS-Algebra                                                                              | 8                                                                                                                                                              |         |            |    |
| SAT (2016)                                                                                   | R                                                                                                                                                              |         |            |    |
| SAT (Pre-March 2016)                                                                         | S                                                                                                                                                              |         |            |    |
| Recently passed a qualifying developmental or co-requisite Math course with grade $\geq$ "C" | M                                                                                                                                                              |         |            |    |
| Math Placement Score                                                                         | See Definitions                                                                                                                                                | 172-175 | PIC 9(4)   | 4  |
| Student Course Information                                                                   |                                                                                                                                                                | 176-203 |            | 28 |
| Filler                                                                                       | blank                                                                                                                                                          | 176     | PIC X(1)   | 1  |
| Developmental Course Flag                                                                    | See Definitions                                                                                                                                                | 177     | PIC X(1)   | 1  |
| Developmental                                                                                | D                                                                                                                                                              |         |            |    |
| Co-requisite                                                                                 | C                                                                                                                                                              |         |            |    |
| Non-developmental                                                                            | blank                                                                                                                                                          |         |            |    |
| Contact Hour Course Flag                                                                     | Blank or C                                                                                                                                                     | 178     | PIC X(1)   | 1  |
| E-Learning Flag                                                                              | O, H, or S                                                                                                                                                     | 179     | PIC X(1)   | 1  |
| Course Abbreviation                                                                          | See Definitions                                                                                                                                                | 180-183 | PIC X(4)   | 4  |
| Course Classification (CIP)                                                                  | See Definitions                                                                                                                                                | 184-189 | PIC X(6)   | 6  |
| Course Number                                                                                | See Definitions                                                                                                                                                | 190-193 | PIC X(4)   | 4  |
| Section Number                                                                               | See Definitions                                                                                                                                                | 194-197 | PIC X(4)   | 4  |
| Course Credit/Contact Hours                                                                  | See Definitions                                                                                                                                                | 198-201 | PIC 9(3)V9 | 4  |
| Course Grade                                                                                 | Examples: 'A', 'B', 'C', 'D', 'F', 'I', 'M', 'P', 'S', 'U', 'AU', 'CR', 'NC', 'W', 'WA', 'WB', 'WC', 'WD', 'WF', 'E', 'IF', 'IS', 'IU', 'PI', 'HP', 'NG', 'XF' | 202-203 | PIC X(2)   | 2  |
| Repeats positions 176-203 for student's 2 <sup>nd</sup> course, blank if none                |                                                                                                                                                                | 204-231 |            | 28 |
| Repeats positions 176-203 for student's 3 <sup>rd</sup> course, blank if none                |                                                                                                                                                                | 232-259 |            | 28 |
| Repeats positions 176-203 for student's 4 <sup>th</sup> course, blank if none                |                                                                                                                                                                | 260-287 |            | 28 |
| Repeats positions 176-203 for student's 5 <sup>th</sup> course, blank if none                |                                                                                                                                                                | 288-315 |            | 28 |
| Repeats positions 176-203 for student's 6 <sup>th</sup> course, blank if none                |                                                                                                                                                                | 316-343 |            | 28 |
| Repeats positions 176-203 for student's 7 <sup>th</sup> course, blank if none                |                                                                                                                                                                | 344-371 |            | 28 |
| Repeats positions 176-203 for student's 8 <sup>th</sup> course, blank if none                |                                                                                                                                                                | 372-399 |            | 28 |
| Repeats positions 176-203 for student's 9 <sup>th</sup> course, blank if none                |                                                                                                                                                                | 400-427 |            | 28 |
| Repeats positions 176-203 for student's 10 <sup>th</sup> course, blank if none               |                                                                                                                                                                | 428-455 |            | 28 |
| Repeats positions 176-203 for student's 11 <sup>th</sup> course, blank if none               |                                                                                                                                                                | 456-483 |            | 28 |
| Repeats positions 176-203 for student's 12 <sup>th</sup> course, blank if none               |                                                                                                                                                                | 484-511 |            | 28 |
| Repeats positions 176-203 for student's 13 <sup>th</sup> course, blank if none               |                                                                                                                                                                | 512-539 |            | 28 |



|                                                                                |         |    |
|--------------------------------------------------------------------------------|---------|----|
| Repeats positions 176-203 for student's 14 <sup>th</sup> course, blank if none | 540-567 | 28 |
| Repeats positions 176-203 for student's 15 <sup>th</sup> course, blank if none | 568-595 | 28 |
| Repeats positions 176-203 for student's 16 <sup>th</sup> course, blank if none | 596-623 | 28 |
| Repeats positions 176-203 for student's 17 <sup>th</sup> course, blank if none | 624-651 | 28 |
| Repeats positions 176-203 for student's 18 <sup>th</sup> course, blank if none | 652-679 | 28 |
| Repeats positions 176-203 for student's 19 <sup>th</sup> course, blank if none | 680-707 | 28 |
| Repeats positions 176-203 for student's 20 <sup>th</sup> course, blank if none | 708-735 | 28 |

### DEFINITIONS

**Academic Date:** This data element will span five positions of the record. The fifth position will indicate the academic term as specified below. **This field cannot be blank.**

| <u>TERM</u>             | <u>CODE</u> |
|-------------------------|-------------|
| Summer Semester/Quarter | 1           |
| Fall Semester/Quarter   | 2           |
| Winter Quarter          | 3           |
| Spring Semester/Quarter | 4           |
| Other                   | 5           |
| Summer Intersession     | 6           |
| Fall Intersession       | 7           |
| Winter Intersession     | 8           |
| Spring Intersession     | 9           |

The first four positions will be the **beginning year** of the academic/fiscal year; that is, if the academic year is 2001-2002, code **2001**.

For example:

- 1) For Fall Semester/Quarter of Academic Year 2001-2002, code as **20012**.
- 2) For Spring Semester/Quarter Academic Year 2001-2002, code as **20014**.

**NOTE: The Summer semester/quarter is considered as the beginning of the academic year.**

Summer Intersession is defined as the period of time between the regular Summer and regular Fall terms. Fall Intersession is defined as the period of time between the regular Fall and regular Spring terms. Winter Intersession is defined as the period of time between the regular Winter Quarter and the regular Spring Quarter. Spring Intersession is defined as the period of time between the regular Spring term and the regular Summer term.

**Academic Standing at End of Term:** The student's academic standing, as determined by the reporting institution, at the end of the reported term. Code **G** for Good Standing, **P** for Probation, **S** for Suspension and **W** for Withdrawn from school. **This field cannot be blank.**

**Admission Status:** The student's current standing with regard to his/her attendance experience at the reporting institution. **This field cannot be blank.**

| <u>Code</u> | <u>Title</u>       | <u>Description</u>                                                                                                                                                                                                                                                                                                                |
|-------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | First-Time Student | An entering student who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). |



- |   |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | New Graduate Student | A student who enters the institution classified as a Graduate Level Student ( <b>G1</b> or <b>G2, see page 8</b> ) for the first time (e.g., a student who attended the institution as an undergraduate will still be classified as a new graduate student when he/she is first admitted to this level).                                                                                                                                                                          |
| 3 | Other Student        | Any student who fails to fit into any of the other admission status categories.                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4 | Transfer Student     | A student who enrolls at an institution for the first time who has previously attended another postsecondary institution. This includes new students enrolled in the fall term who transferred into the institution the prior summer. <b>Students classified as visiting students or First-time Student should be excluded.</b> See the exception to this definition for First-Time Student above.                                                                                |
| 5 | Continuing Student   | A student enrolled in a particular term who also enrolled in the previous regular term or summer term and who do not qualify as first-time students or transfer students. <b>A regular term is defined as a fall or spring semester and a fall, winter, or spring quarter.</b>                                                                                                                                                                                                    |
| 6 | Readmitted Student   | A student enrolled for a particular term who previously enrolled at your institution but <b>were not</b> enrolled under the conditions specified above for continuing students.                                                                                                                                                                                                                                                                                                   |
| 7 | New Professional     | A student who enters the institution as a professional student (law, dentistry, medicine, veterinary medicine) for the first time. A student who attended the institution at another level will be classified as a new professional student when he/she is first admitted to this level.                                                                                                                                                                                          |
| X | Visiting Student     | A student who is enrolled in one or more courses at, or being taught by, your institution, but whose home institution is another campus or high school. Include all students who are visiting your campuses (e.g., cross-registered, cross-enrolled, dual-enrolled, concurrently enrolled, summer only, etc.) by formal or in-formal inter-institutional cooperative programs or agreements. <b>Include preparatory (PR) students here. See Appendix G regarding PR students.</b> |

If a student is enrolled in course work on both campuses, **both institutions**, irrespective of the conditions of the programs or agreements, should report these students.

*For example: A student enrolled in a degree program at institution A and cross-enrolled in a course at (or being taught by) institution B would be reported as Admissions Status "1", "2", "3", etc. at institution A and as Admissions Status "X" at institution B.*

If a student is enrolled in course work as a visiting student only and not enrolled on the home campus, the campus he/she is visiting should report the student.

*For example: A student enrolled in a degree program at institution A does not enroll at institution A for the summer semester, but enrolls at institution B as a visiting student. Institution B would report that student as Admissions Status "X".*

**Admission Test Score:** To be reported for **FIRST-TIME STUDENTS**. This should be the highest composite or total score (four characters) achieved by the student on the standardized test used to determine admission. **(Note: In the absence of ACT or SAT, TOEFL (or IELTS or MTELP) scores would be submitted for all foreign students and non-resident aliens, regardless of age.)** Numeric scores must be right justified and left-filled with zeroes. For example, an ACT score of 27 would be coded as **0027**; an SAT total score of 1600 would be coded as **1600**; or a TOEFL score of 550 would be coded as **0550**. An



IELTS score of 7.5 would be coded as **0075**. For students age 25 and above, only use Admission Test Type "Z" when there is no other Admission Test Score (in which the Admission Test Score is blank). If a student has an Admission Test and a Test Score, including international students from non-English-speaking countries, report the Admission Test Type and Test Score, regardless of age. Admission Test Score may be blank if the student was admitted based on the Core GPA (Admission Test Type "G").

**Admission Test Type:** To be reported for **FIRST-TIME STUDENTS**. This is the type of standardized test taken by the student used to determine admission. (May be blank for 2-year schools, if the information is not available.) Use the following codes:

| <u>Test Type</u>                                         | <u>Code</u> | <u>Valid Score Range</u> |
|----------------------------------------------------------|-------------|--------------------------|
| ACT                                                      | A           | 1 – 36                   |
| International English Language Testing System (IELTS)    | E           | 0 – 95                   |
| Michigan Test of English Language Proficiency (MTELP)    | F           | 0 – 100                  |
| SAT (2016)                                               | R           | 400 – 1600               |
| SAT (Pre-March 2016)                                     | S           | 1 – 1600                 |
| Test of English as a Foreign Language (TOEFL - Paper)    | T           | 1 – 677                  |
| Test of English as a Foreign Language (TOEFL – Computer) | X           | 1 – 300                  |
| Test of English as a Foreign Language (TOEFL – Internet) | I           | 1 – 120                  |
| Admit By Core GPA (no admission test)                    | G           | blank                    |
| Adults with no admission test, age 25 or above           | Z           | blank                    |

**Admitted By Exception Flag:** To be reported for **FIRST-TIME STUDENTS**. If the student was admitted to your institution as an exception to the minimum admission standards, code a "Y"; otherwise code an "N".

**Attended Summer Session:** If the student attended any of the summer sessions directly prior to the Fall semester being reported, code a "Y" in column 145. If the student **did not** attend any of the summer sessions directly prior to the Fall semester being reported, leave column 145 **blank**. See additional Information on Page 26.

**Birth Date:** The calendar date of birth as designated on the individual's legal birth registration or certificate. Code birth month as 01 (January), 02 (February), etc. The birth month will occupy positions 67 and 68. The birth day will occupy positions 69 and 70. Code the birth year as the last four characters, i.e., if the student was born in 1981, code **1981** in positions 71-74.

**Board of Regents' Core Flag:** To be reported for **FIRST-TIME STUDENTS**. Code **Y** if the student completed the Regents' high school core curriculum. Also code **Y** for out-of-state or international students if they have completed comparable core requirements, otherwise code **N**.

**CIP Code:** A six-character code developed for the National Center for Educational Statistics, which corresponds to a major field of study.

**Cohort Identifier:** Align the Cohort Identifier to the IPEDS definition for both full and part-time cohorts. Code **1** if the student is eligible for inclusion in the First-Time in College cohort and is a First-Time Student with Admission Status of 1. Code **4** if the student is eligible for inclusion in a Transfer cohort and is a Transfer Student with Admission Status of 4. Otherwise, enter a blank space. Additional note: Regardless of full-time / part-time status, a degree-seeking, First-Time Student with Admission Status of 1 must have a Cohort code of 1, and Transfer Student with Admission Status of 4 must have a Cohort code of 4.

**Contact Hour Flag:** Code **C** if the course is a contact hour course. Code a **blank space** if a credit hour course (do NOT code low-values).

**Course Abbreviation:** The official assigned institutional identifier that serves to uniquely identify a course. This field should be **left justified**. For example, English would probably be coded as **ENGL** and Electrical Engineering as **EE with two trailing blank spaces**. **This field cannot be blank.**

**Course Classification:** A CIP classification must be assigned to each course on a student's schedule. **This field cannot be blank.**

**Course Credit/Contact Hours:** The amount, to tenths, of semester credit hours (SCH equivalents) or contact hours given for a course. "No credit" or non-credit courses should have a value of 000.0 (zero) and be coded as **0000**. Actual credit earned should be reflected for variable credit courses. **This field cannot be blank.**



**Course Grade:** The grade given for the course. Single-character grades should be reported left justified and right-filled with a space, e.g., an A would be coded as “A “. **This field cannot be blank, there must be a grade.**

**Course Number:** The standard official institutionally-assigned number or other identification that serves to uniquely identify a course and is usually related to the academic level of the course. This field should be left justified and padded with blanks if necessary. The course abbreviation and course number should match the course identification scheme as suggested in the institution catalog. **This field cannot be blank.**

**Cumulative Hours Earned:** The student’s cumulative hours earned (including all transfer work) as recognized by the submitting institution. This may be defined at your institution as total hours earned or total hours completed. Data are reported as a five (5) character data field, to tenths. For example, a student with total hours earned of 95.5 would be coded as **00955**.

**Cumulative Overall Grade Point Average:** The student’s average on all courses attempted (including all transfer work) as recognized by the submitting institution. This may be defined at your institution as cumulative, overall and/or adjusted GPA. Data are reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a COGPA of 2.854 would be coded as **2854**.

**Current Term Grade Point Average:** The student’s GPA for the current reported term, as recognized by the submitting institution. Data are reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a term GPA of 3.854 would be coded as **3854**.

**Developmental Course Flag:** Code **D** for a Developmental Course, a **C** for a Co-requisite developmental course, otherwise code a blank space (do NOT code low-value).

**E-Learning Flag:** Indicates whether the course is taken:

**O** = 100% Online

**H** = 50-99% Online (Hybrid)

**S** = Less than 50% Online (or > 50% on Site)

**Note: This field cannot be blank.**

**English Placement Score:** To be reported for **FIRST-TIME STUDENTS of any age or citizenship**. This should be the highest English score (four characters) achieved by the student on the standardized test used to determine admission. Numeric scores must be right justified and left-filled with zeroes. For example, an ACT score of 27 would be coded as **0027**; an SAT total score of 800 would be coded as **0800**. The score for a recently passed qualifying course with a grade greater than or equal to “C” would be blank.

**English Placement Test Type:** To be reported for **FIRST-TIME STUDENTS**. This is the type of standardized test taken by the student used to determine placement. Use the following codes:

| <b>Test Type</b>                                                                                | <b>Code</b> | <b>Valid<br/>Score Range</b> |
|-------------------------------------------------------------------------------------------------|-------------|------------------------------|
| Accuplacer Sentence Skills                                                                      | C           | 20 – 120                     |
| Accuplacer Next Generation - Writing                                                            | H           | 200 – 300                    |
| ACT                                                                                             | A           | 1 – 36                       |
| ASSET Writing Skills                                                                            | 9           | 1 – 55                       |
| COMPASS – Writing                                                                               | 8           | 1 – 99                       |
| SAT (2016) – Writing & Language Test                                                            | R           | 10 – 800                     |
| SAT (Pre-March 2016)                                                                            | S           | 1 – 800                      |
| Recently passed a qualifying developmental or co-requisite<br>English Course with a grade ≥ “C” | P           | blank                        |
| International English Language Testing System (IELTS)                                           | E           | 0 – 95                       |
| Michigan Test of English Language Proficiency (MTELP)                                           | F           | 0 – 100                      |
| Test of English as a Foreign Language (TOEFL - Paper)                                           | T           | 1 – 677                      |
| Test of English as a Foreign Language (TOEFL – Computer)                                        | X           | 1 – 300                      |
| Test of English as a Foreign Language (TOEFL – Internet)                                        | I           | 1 – 120                      |



**Fee Residence:** A student who is not assessed out-of-state fees will be considered a Louisiana resident. The determination of whether or not a student should pay out-of-state fees rests with the institution. (This data should be used for determining a student's residency for fee purposes only and may not necessarily represent his actual home residence.) Students who **are not assessed** out-of-state fees should be coded **Y**. Students who **are assessed** out-of-state fees should be coded **N**. **This field cannot be blank.**

**Full-Time/Part-Time Status:** Enter **F** for full-time student status, or **P** for part-time student status. The status reported should be relative to the number of credit hours the institution considers to be full-time.

**High School Class Percentile Rank:** To be reported for **FIRST-TIME STUDENTS**. The student's high school class rank, as reported by the submitting institution. Three-character numeric data field that is right justified and left-filled with zeroes. For example, a student who ranks 42nd in a class of 200 students would be reported as (200-42)/200 and therefore at the 79th percentile and would be coded as **079**. If the student was home-schooled, or has earned a **GED**, there will be no High School Percentile Rank included on his/her transcript, and this field can be blank.

**High School Code:** For all high school graduates, code the six-character code assigned to each high school by ACT (see **Appendix E** for Louisiana High School Codes). For unknown Louisiana codes, code all zeroes, i.e., **000000**. For GED students, code **999997**. For out-of-state high schools in which the ACT code is unknown or not available, code **999998**. For foreign graduates, code all nines, i.e., **999999**. For home-schooled students, code **999996**. **This field cannot be blank for Freshmen, regardless of age.**

**High School English Grade Point Average:** To be reported for **FIRST-TIME STUDENTS**. The student's high school GPA on all English courses, as calculated by the admitting institution. The final transcript should be used, calculating the GPA by using the best four non-remedial English courses, or by using all courses numbered 120XXX. Data is reported as a four-character data field, to thousandths. For example, a student with a HSGPA of 3.854 would be coded as **3854**. This should not be blank, but *may* be for those students with GEDs, adults age  $\geq 25$ , international students, or first-time students at open admission (2-year) institutions who did not submit a HS transcript.

**High School Grade Point Average:** To be reported for both **PREPARATORY** and **FIRST-TIME STUDENTS**. For Preparatory students, report the HSGPA as reported for Dual Enrollment eligibility each semester. For First-Time Students (Admit Status 1): the student's final overall high school GPA, as recorded by the admitting institution. Data is reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a HSGPA of 3.854 would be coded as **3854**. The formula to be used for determining a converted 4.000 GPA is as follows: **Converted GPA = HSGPA / (Scale / 4.0)**. This should not be blank, but *may* be for those students with GEDs, adults age  $\geq 25$ , international students, or first-time students at open admission (2-year) institutions who did not submit a HS transcript.

**High School Graduation Year:** A four-character numeric code for the calendar year in which the student received his/her high school diploma or the equivalent thereof. If the student did not receive a diploma or the equivalent, leave this field blank.

**High School Math Grade Point Average:** To be reported for **FIRST-TIME STUDENTS**. The student's high school GPA on all Math courses, as calculated by the submitting institution. The GPA can be calculated using the best four non-remedial math courses, or by using all courses numbered 16XXXX. Data is reported as a four-character data field, to thousandths. For example, a student with a HSGPA of 3.854 would be coded as **3854**. This should not be blank, but *may* be for those students with GEDs, adults age  $\geq 25$ , international students, or first-time students at open admission (2-year) institutions who did not submit a HS transcript.

**Increment Key:** A two-digit numeric key assigned by the Board of Regents' staff, which gives each academic program record a unique key. (See Inventory of Degree and Certificate Programs for details.) **This field cannot be blank.**

**Institution Common ID:** Student ID other than the social security number. This field is included to assist the campus' editing process. If your college does not assign student ID's, then leave this field blank, and the last four (4) digits of the students' SSN will be included in the edit reports instead.

**Institution Code:** A two-character code developed by the Board of Regents for Louisiana Institutions. The



first character identifies the institutional system. This code provides for the state systems of colleges and universities and the classification of other traditional institutions. To permit an improved representation, the institution code in **Appendix A** includes a period to separate the system designation from the institutional designation. The code is processed, however, as a two-character code without periods.

**Math Placement Score:** To be reported for **FIRST-TIME STUDENTS of any age or citizenship**. This should be the highest Math score (four characters) achieved by the student on the standardized test used to determine admission. Numeric scores must be right justified and left-filled with zeroes. For example, an ACT score of 27 would be coded as **0027**; an SAT total score of 800 would be coded as **0800**. The score for a recently passed qualifying course with a grade greater than or equal to "C" would be blank.

**Math Placement Test Type:** To be reported for **FIRST-TIME STUDENTS**. This is the type of standardized test taken by the student used to determine placement. Use the following codes:

| <b>Test Type</b>                                                                                         | <b>Code</b> | <b>Valid<br/>Score Range</b> |
|----------------------------------------------------------------------------------------------------------|-------------|------------------------------|
| Accuplacer Arithmetic                                                                                    | B           | 20 – 120                     |
| Accuplacer College-Level Math                                                                            | C           | 20 – 120                     |
| Accuplacer Elem Algebra                                                                                  | D           | 20 – 120                     |
| Accuplacer Next Generation – Arithmetic                                                                  | J           | 200 – 300                    |
| Accuplacer Next Generation – QAS                                                                         | K           | 200 – 300                    |
| Accuplacer Next Generation – AAF                                                                         | L           | 200 – 300                    |
| ACT                                                                                                      | A           | 1 – 36                       |
| ASSET Elem Algebra                                                                                       | 9           | 1 – 55                       |
| COMPASS – Algebra                                                                                        | 8           | 1 – 99                       |
| SAT (2016) – Math Section                                                                                | R           | 200 – 800                    |
| SAT (Pre-March 2016)                                                                                     | S           | 1 – 800                      |
| Recently passed a qualifying developmental or co-requisite<br>Mathematics Course with a grade $\geq$ "C" | M           | blank                        |

**Online Only Student Flag:** To be reported for all out-of-state students enrolled only in online classes. If the student resides out of state, report "O". If the student is living in Louisiana (a resident for the respective term/semester), on or off campus, report "R". If there is a special circumstance such as military deployment or training which would require on-line course enrollment, you may also report the student as an "R". If the student is NOT enrolled in all online courses, please leave this field blank.

**Parish/State/Country:**

- (1) If a student is a resident of the State of Louisiana, code the high school parish from which he/she graduated. (**See Appendix B.**)
- (2) If the student is not a Louisiana high school graduate, but is a Louisiana resident, code the parish of residency.
- (3) For students who are either U.S. citizens or lawful residents of the United States of America and not Louisiana residents, code the state/U.S. territory of origin. (**See Appendix C**)
- (4) For students who are not U.S. Citizens and
  - (a) carry F or J visas, or some other visa, and are in this country on a temporary basis without the right to remain indefinitely, code the country of origin. (**See Appendix D.**)
  - (b) Have been lawfully admitted to the U.S. (hold a Permanent Residence Card, formerly called a "green card"), or have been granted political asylum or refugee status, code the country of origin. (**See Appendix D.**)

**Note: This field cannot be blank.**

**Prisoner Identifier:** Code **P** if the student is incarcerated and is attending an institution that is authorized to teach prisoners. Otherwise, enter a blank space.

**Program Admission Flag:** Code **N** if the Program Classification has additional admission criteria which have NOT been met by the student. Code a blank space if the program does not have additional admission criteria or the student has been formally admitted to the program of study (do NOT code low-



values).

**Program Classification:** A six-digit CIP (Classification of Instructional Programs) code followed by a two-digit Degree Level Code and Increment Key. The two-digit increment key completes the full unique program classification taxonomy. Together, these codes should correspond to an individual student's major field of study or curriculum/program objective identified in the BoR Inventory of Degree and Certificate Programs. **This field cannot be blank.**

- (1) Each institution should assure that reported CIP code (declared major), Degree Level Code, and Increment Key fields correspond to approved curricula as currently reported on the Board of Regents' *Inventory of Degree and Certificate Programs*
- (2) For students uncommitted to a program of study, such as a first-time entering students, non-matriculating students or exchange students, code all zeroes in the CIP field, but code the level of the degree they are seeking in the Degree Level Code field and **00** in the Increment Key field.
- (3) For non-degree seeking students, code all zeroes in the CIP field, but code **ND** in the Degree Level Code field and **00** in the Increment Key field.
- (4) For undergraduate students who choose a major that is not approved for the reporting institution, and who intend to transfer to an institution which does grant his/her chosen undergraduate degree, code **240000** for the CIP code and the appropriate undergraduate Degree Level Code for the program to which the student intends to transfer. For these programs, code **00** in the Increment Key field.

**Regents' Core Grade Point Average:** To be reported for **FIRST-TIME STUDENTS**. The student's high school GPA on the Regents' Core, as calculated by the admitting institution from the final transcript for admission purposes. Data is reported as a four-character data field, to thousandths. For example, a student with a HSGPA of 3.854 would be coded as **3854**. This should not be blank, but *may* be for those students with GEDs, adults age  $\geq 25$ , international students, or first-time students at open admission (2-year) institutions who did not submit a HS transcript.

**Section Number:** The official institution number or other identifier(s) that serve to uniquely identify the section of a course. This field should be right justified and padded with zeroes if necessary. **This field cannot be blank.**

**Student Identification Number:** The number assigned to the student by the Social Security Administration.

**For those students not having a Social Security number, (e.g., foreign students) the institution will assign a student identifier. The student identifier should include a "T" in the first position (indicating a temporary number), followed by the Institutional Code in the next two positions.** If an institution reports students with temporary SSNs, these same temporary SSNs should be reported for the affected students throughout their college careers. **This field cannot be blank.**

**Student Name:** The format of the name fields are as shown in the record layout of this document and consists of Last Name, First Name, Middle Initial and Suffix. Changes in student name status, like changes in Student Identification Number, should be forwarded to the Board of Regents. **This field cannot be blank.**

**Student Level:** The total accredited work by a student which reflects institutionally accepted progress toward a degree or certificate. **This field cannot be blank.**

| <u>Code</u> | <u>Category</u>     | <u>Description</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PR          | Preparatory         | A student concurrently enrolled in high school and college.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| FR          | Freshman            | A student who has earned the equivalent of 0 to 29 semester credit hours.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SO          | Sophomore           | A student who has earned the equivalent of 30 to 59 semester credit hours.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| OU          | Other Undergraduate | Students who are (1) enrolled in a non-degree-seeking status (Degree Level="ND"), or (2) enrolled at two-year institutions who have accumulated more than 59 semester credit hours, or (3) enrolled as a visiting student (admission status="X" <b>and not in High School</b> ) or (4) are pursuing a Post-Associate or Post-Baccalaureate certificate. This category should be a "catch all" in case none of the categories above apply. <b>This category should be rarely used at 4-</b> |



**Year institutions** except for PBC and visiting students.

|    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JR | Junior             | A student at a 4-Year institution who has earned the equivalent of 60 to 89 semester credit hours.                                                                                                                                                                                                                                                                                                                 |
| SR | Senior             | A student at a 4-Yr institution who has earned the equivalent of 90 or more semester credit hours and who is seeking an undergraduate degree or credential up to the baccalaureate.                                                                                                                                                                                                                                |
| G1 | Graduate I         | A student admitted to and enrolled in a graduate degree program who is (1) pursuing a Master's degree, or (2) completing the first 30 hours of graduate credit work.                                                                                                                                                                                                                                               |
| G2 | Graduate II        | A student who is (1) admitted to and enrolled in a doctoral (not "professional") degree or post-doctoral program and (2) has accumulated at least 30 hours of graduate credit (e.g., as a G1).                                                                                                                                                                                                                     |
| OG | Other Graduate     | A student who holds a baccalaureate or higher degree and either (1) is taking graduate courses but has not been formally admitted to a graduate degree program; or (2) is pursuing a graduate credential (e.g., Graduate Certificate, Post-Masters Certificate). This category should be a "catch all" in case none of the categories above apply.                                                                 |
| SP | Specialist         | A student who holds a bachelor's degree or the equivalent ( "professional" degree) and is pursuing an educational specialist certificate/degree.                                                                                                                                                                                                                                                                   |
| P1 | Professional 1     | A student enrolled in the first year of the curriculum at a professional school (audiology, dentistry, law, medicine, nursing practice, pharmacy, physical therapy, and veterinary medicine).                                                                                                                                                                                                                      |
| P2 | Professional 2     | A student enrolled in the second year of the curriculum at a professional school (See <u>P1</u> ).                                                                                                                                                                                                                                                                                                                 |
| P3 | Professional 3     | A student enrolled in the third year of the curriculum at a professional school (See <u>P1</u> ).                                                                                                                                                                                                                                                                                                                  |
| P4 | Professional 4     | A student enrolled in the fourth year of the curriculum at a professional school (See <u>P1</u> ).                                                                                                                                                                                                                                                                                                                 |
| OP | Other Professional | A student who holds a baccalaureate or higher degree and either (1) is taking professional courses but has not been formally admitted to a professional degree program; or (2) is currently pursuing a professional credential elsewhere and is enrolled in professional courses at this institution in support of that program. This category should be a "catch all" in case none of the categories above apply. |

**Student Race - Civil Rights Racial Category:** An indication of the student's ethnic origin. The codes to be used are as follows:

| <b><u>Code</u></b> | <b><u>Category</u></b>            | <b><u>Description</u></b>                                                                                                                                                                                                                            |
|--------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                  | Asian                             | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| 2                  | American Indian or Alaskan Native | A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.                                              |
| 3                  | Black, Non-Hispanic               | A person having origins in any of the black racial groups of Africa.                                                                                                                                                                                 |
| 4                  | Hispanic                          | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.                                                                                                                         |
| 5                  | Native Hawaiian or Other Pacific  | A person having origins in any of the original peoples of Hawaii, Guam,                                                                                                                                                                              |



|   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Islander                   | Samoa, or other Pacific Islands.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6 | White, Non-Hispanic        | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7 | Foreign/Non-Resident Alien | A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens. |
| 8 | Race/ethnicity Unknown     | This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 9 | Two or more races          | Two or more races                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Note: This field cannot be blank.**

**Term Part:** A one-character code to allow the designation of multiple teaching modules within a regular term but are not a full term in length. This field can be blank for full semester/quarter terms; otherwise, if modules exist, code each part using numbers and/or letters.

**Total Student Contact Hours Scheduled:** The amount, to tenths, of semester contact hours scheduled for the semester/quarter. "No credit" or non-credit courses should have a value of 000.0 (zero)., coded as **0000**. Actual credit earned should be reflected for variable contact hour courses.

**Total Student Credit Hours Scheduled:** The amount, to tenths, of semester credit hours (SCH equivalents) scheduled for the semester/quarter. "No credit" or non-credit courses should have a value of 000.0 (zero), coded at **0000**. Actual credit earned should be reflected for variable credit courses. **All students must have at least one course.**



## **Appendix A**

### **Institution Codes**

[http://regents.louisiana.gov/pdfs/ssps/General\\_Info/Institution\\_Code.pdf](http://regents.louisiana.gov/pdfs/ssps/General_Info/Institution_Code.pdf)



## Appendix B

### Parishes and Codes

**Note:** Parish codes 1 through 9 should all have leading zeros.

**Example:** Acadia should have a parish code of 01.

| <u>Code</u> | <u>STATE</u>     | <u>Code</u> | <u>Country</u>   |
|-------------|------------------|-------------|------------------|
| 01          | Acadia           | 33          | Madison          |
| 02          | Allen            | 34          | Morehouse        |
| 03          | Ascension        | 35          | Natchitoches     |
| 04          | Assumption       | 36          | Orleans          |
| 05          | Avoyelles        | 37          | Ouachita         |
| 06          | Beauregard       | 38          | Plaquemines      |
| 07          | Bienville        | 39          | Point Coupee     |
| 08          | Bossier          | 40          | Rapides          |
| 09          | Caddo            | 41          | Red River        |
| 10          | Calcasieu        | 42          | Richland         |
| 11          | Caldwell         | 43          | Sabine           |
| 12          | Cameron          | 44          | St. Bernard      |
| 13          | Catahoula        | 45          | St. Charles      |
| 14          | Claiborne        | 46          | St. Helena       |
| 15          | Concordia        | 47          | St. James        |
| 16          | DeSoto           | 48          | St. John         |
| 17          | East Baton Rouge | 49          | St. Landry       |
| 18          | East Carroll     | 50          | St. Martin       |
| 19          | East Feliciana   | 51          | St. Mary         |
| 20          | Evangeline       | 52          | St. Tammany      |
| 21          | Franklin         | 53          | Tangipahoa       |
| 22          | Grant            | 54          | Tensas           |
| 23          | Iberia           | 55          | Terrebonne       |
| 24          | Iberville        | 56          | Union            |
| 25          | Jackson          | 57          | Vermilion        |
| 26          | Jefferson        | 58          | Vernon           |
| 27          | Jefferson Davis  | 59          | Washington       |
| 28          | Lafayette        | 60          | Webster          |
| 29          | Lafourche        | 61          | West Baton Rouge |
| 30          | LaSalle          | 62          | West Carroll     |
| 31          | Lincoln          | 63          | West Feliciana   |
| 32          | Livingston       | 64          | Winn             |



## Appendix C

### US State Codes and Abbreviations

| <u>Code</u> | <u>STATE</u>          | <u>Code</u> | <u>Country</u> |
|-------------|-----------------------|-------------|----------------|
| AA          | Armed Forces Americas | MO          | Missouri       |
| AE          | Armed Forces EU/ME/CA | MS          | Mississippi    |
| AK          | Alaska                | MT          | Montana        |
| AL          | Alabama               | NC          | North Carolina |
| AP          | Armed Forces Pacific  | ND          | North Dakota   |
| AR          | Arkansas              | NE          | Nebraska       |
| AZ          | Arizona               | NH          | New Hampshire  |
| CA          | California            | NJ          | New Jersey     |
| CO          | Colorado              | NM          | New Mexico     |
| CT          | Connecticut           | NV          | Nevada         |
| DC          | District of Columbia  | NY          | New York       |
| DE          | Delaware              | OH          | Ohio           |
| FL          | Florida               | OK          | Oklahoma       |
| GA          | Georgia               | OR          | Oregon         |
| HI          | Hawaii                | PA          | Pennsylvania   |
| IA          | Iowa                  | RI          | Rhode Island   |
| ID          | Idaho                 | SC          | South Carolina |
| IL          | Illinois              | SD          | South Dakota   |
| IN          | Indiana               | TN          | Tennessee      |
| KS          | Kansas                | TX          | Texas          |
| KY          | Kentucky              | UT          | Utah           |
| LA          | Louisiana             | VA          | Virginia       |
| MA          | Massachusetts         | VT          | Vermont        |
| MD          | Maryland              | WA          | Washington     |
| ME          | Maine                 | WI          | Wisconsin      |
| MI          | Michigan              | WV          | West Virginia  |
| MN          | Minnesota             | WY          | Wyoming        |

Note: American Protectorates are in the Countries of the World table, Appendix D.



## **Appendix D**

### **Countries of the World**



## Countries of the World

| <u>Code</u> | <u>Country</u>                 | <u>Code</u> | <u>Country</u>                            |
|-------------|--------------------------------|-------------|-------------------------------------------|
| AF          | Afghanistan                    | KT          | Christmas Island                          |
| AL          | Albania                        | IP          | Clipperton Island                         |
| AG          | Algeria                        | CK          | Cocos (Keeling) Islands                   |
| AQ          | American Samoa *               | CO          | Colombia                                  |
| AN          | Andorra                        | CN          | Comoros                                   |
| AO          | Angola                         | CG          | Congo, Democratic Republic of the (Zaire) |
| AV          | Anguilla                       | CF          | Congo, Republic of the                    |
| AY          | Antarctica                     | CW          | Cook Islands                              |
| AC          | Antigua and Barbuda            | CR          | Coral Sea Island                          |
| AR          | Argentina                      | CS          | Costa Rica                                |
| AM          | Armenia                        | IV          | Cote D'ivoire (Ivory Coast)               |
| AA          | Aruba                          | HR          | Croatia                                   |
| AT          | Ashmore and Cartier Islands    | CU          | Cuba                                      |
| AS          | Australia                      | CY          | Cyprus                                    |
| AU          | Austria                        | EZ          | Czech Republic                            |
| AJ          | Azerbaijan                     | DA          | Denmark                                   |
| BF          | Bahamas, The                   | DJ          | Djibouti                                  |
| BA          | Bahrain                        | DO          | Dominica                                  |
| FQ          | Baker Island                   | DR          | Dominican Republic                        |
| BG          | Bangladesh                     | EC          | Ecuador                                   |
| BB          | Barbados                       | EG          | Egypt                                     |
| BS          | Bassas Da India                | ES          | El Salvador                               |
| BO          | Belarus                        | EK          | Equatorial Guinea                         |
| BE          | Belgium                        | ER          | Eritrea                                   |
| BH          | Belize                         | EN          | Estonia                                   |
| BN          | Benin                          | ET          | Ethiopia                                  |
| BD          | Bermuda                        | EU          | Europa Island                             |
| BT          | Bhutan                         | FK          | Falkland Islands (Islas Malvinas)         |
| BL          | Bolivia                        | FO          | Faroe Islands                             |
| BK          | Bosnia and Herzegovina         | FM          | Federated States of Micronesia            |
| BC          | Botswana                       | FJ          | Fiji                                      |
| BV          | Bouvet Island                  | FI          | Finland                                   |
| BR          | Brazil                         | FR          | France                                    |
| IO          | British Indian Ocean Territory | FG          | French Guiana                             |
| VI          | British Virgin Islands         | FP          | French Polynesia                          |
| BX          | Brunei                         | FS          | French Southern and Antarctic Lands       |
| BU          | Bulgaria                       | GB          | Gabon                                     |
| UV          | Burkina                        | GA          | Gambia, The                               |
| BM          | Burma                          | GZ          | Gaza Strip                                |
| BY          | Burundi                        | GG          | Georgia                                   |
| CB          | Cambodia                       | GM          | Germany                                   |
| CM          | Cameroon                       | GH          | Ghana                                     |
| CA          | Canada                         | GI          | Gibraltar                                 |
| CV          | Cape Verde                     | GO          | Glorioso Islands                          |
| CJ          | Cayman Islands                 | GR          | Greece                                    |
| CT          | Central African Republic       | GL          | Greenland                                 |
| CD          | Chad                           | GJ          | Grenada                                   |
| CI          | Chile                          | GP          | Guadeloupe                                |
| CH          | China                          | GQ          | Guam *                                    |

\* American Protectorate



## Countries of the World

| <u>Code</u> | <u>Country</u>                         | <u>Code</u> | <u>Country</u>           |
|-------------|----------------------------------------|-------------|--------------------------|
| GT          | Guatemala                              | MY          | Malaysia                 |
| GK          | Guernsey                               | MV          | Maldives                 |
| GV          | Guinea                                 | ML          | Mali                     |
| PU          | Guinea-Bissau                          | MT          | Malta                    |
| GY          | Guyana                                 | IM          | Man, Isle Of             |
| HA          | Haiti                                  | RM          | Marshall Islands         |
| HM          | Heard Island and McDonald Islands      | MB          | Martinique               |
| HO          | Honduras                               | MR          | Mauritania               |
| HK          | Hong Kong                              | MP          | Mauritius *              |
| HQ          | Howland Island                         | MF          | Mayotte                  |
| HU          | Hungary                                | MX          | Mexico                   |
| IC          | Iceland                                | MQ          | Midway Islands           |
| IN          | India                                  | MD          | Moldova                  |
| ID          | Indonesia                              | MN          | Monaco                   |
| IR          | Iran                                   | MG          | Mongolia                 |
| IZ          | Iraq                                   | MW          | Montenegro               |
| EI          | Ireland                                | MH          | Montserrat               |
| IS          | Israel                                 | MO          | Morocco                  |
| IT          | Italy                                  | MZ          | Mozambique               |
| JM          | Jamaica                                | MM          | Myanmar                  |
| JN          | Jan Mayen                              | WA          | Namibia                  |
| JA          | Japan                                  | NR          | Nauru                    |
| DQ          | Jarvis Island                          | BQ          | Navassa Island           |
| JE          | Jersey                                 | NP          | Nepal                    |
| JQ          | Johnston Atoll                         | NL          | Netherlands              |
| JO          | Jordan                                 | NT          | Netherlands Antilles     |
| JU          | Juan De Nova Island                    | NC          | New Caledonia            |
| KZ          | Kazakhstan                             | NW          | New Hebrides             |
| KE          | Kenya                                  | NZ          | New Zealand              |
| KQ          | Kingman Reef                           | NU          | Nicaragua                |
| KR          | Kiribati                               | NG          | Niger                    |
| KN          | Korea, Democratic People's Republic of | NI          | Nigeria                  |
| KS          | Korea, Republic of                     | NE          | Niue                     |
| KV          | Kosovo                                 | NF          | Norfolk Island           |
| KU          | Kuwait                                 | CQ          | Northern Mariana Islands |
| KG          | Kyrgyzstan                             | NO          | Norway                   |
| LA          | Laos                                   | ZZ          | Not Provided by Student  |
| LG          | Latvia                                 | MU          | Oman                     |
| LE          | Lebanon                                | PK          | Pakistan                 |
| LT          | Lesotho                                | PI          | Palestine                |
| LI          | Liberia                                | LQ          | Palmyra Atoll            |
| LY          | Libya                                  | PM          | Panama                   |
| LS          | Liechtenstein                          | PP          | Papua New Guinea         |
| LH          | Lithuania                              | PF          | Paracel Islands          |
| LU          | Luxembourg                             | PA          | Paraguay                 |
| MC          | Macau                                  | PE          | Peru                     |
| MK          | Macedonia                              | RP          | Philippines              |
| MA          | Madagascar                             | PC          | Pitcairn Islands         |
| MI          | Malawi                                 | PL          | Poland                   |

\* American Protectorate



## Countries of the World

| <u>Code</u> | <u>Country</u>                                 | <u>Code</u> | <u>Country</u>           |
|-------------|------------------------------------------------|-------------|--------------------------|
| PO          | Portugal                                       | TX          | Turkmenistan             |
| RQ          | Puerto Rico *                                  | TK          | Turks and Caicos Islands |
| QA          | Qatar                                          | TV          | Tuvalu                   |
| RE          | Reunion                                        | UG          | Uganda                   |
| RO          | Romania                                        | UP          | Ukraine                  |
| RS          | Russia                                         | TC          | United Arab Emirates     |
| RW          | Rwanda                                         | UK          | United Kingdom           |
| SM          | San Marino                                     | US          | United States            |
| TP          | Sao Tome and Principe                          | UY          | Uruguay                  |
| SA          | Saudi Arabia                                   | UZ          | Uzbekistan               |
| SG          | Senegal                                        | NH          | Vanuatu                  |
| SR          | Serbia                                         | VT          | Vatican City             |
| SE          | Seychelles                                     | VE          | Venezuela                |
| SL          | Sierra Leone                                   | VM          | Vietnam                  |
| SN          | Singapore                                      | VQ          | Virgin Islands *         |
| LO          | Slovakia                                       | WQ          | Wake Island              |
| SI          | Slovenia                                       | WF          | Wallis and Futuna        |
| BP          | Solomon Islands                                | WE          | West Bank                |
| SO          | Somalia                                        | WI          | Western Sahara           |
| SF          | South Africa                                   | WS          | Western Samoa            |
| SX          | South Georgia And The South Sandwich Islands   | YM          | Yemen                    |
| SS          | South Sudan                                    | YU          | Yugoslavia               |
| SP          | Spain                                          | ZA          | Zambia                   |
| PG          | Spratly Islands                                | ZI          | Zimbabwe                 |
| CE          | Sri Lanka                                      |             |                          |
| SH          | St. Helena                                     | ZZ          | Not Provided by Student  |
| SC          | St. Kitts And Nevis                            |             |                          |
| ST          | St. Lucia                                      |             |                          |
| SB          | St. Pierre And Miquelon                        |             |                          |
| VC          | St. Vincent And The Grenadines                 |             |                          |
| SU          | Sudan                                          |             |                          |
| NS          | Suriname                                       |             |                          |
| SV          | Svalbard                                       |             |                          |
| WZ          | Swaziland                                      |             |                          |
| SW          | Sweden                                         |             |                          |
| SZ          | Switzerland                                    |             |                          |
| SY          | Syria                                          |             |                          |
| TW          | Taiwan                                         |             |                          |
| TI          | Tajikistan                                     |             |                          |
| TZ          | Tanzania                                       |             |                          |
| TH          | Thailand                                       |             |                          |
| TO          | Togo                                           |             |                          |
| TL          | Tokelau                                        |             |                          |
| TN          | Tonga                                          |             |                          |
| TD          | Trinidad and Tobago                            |             |                          |
| TE          | Tromelin Island                                |             |                          |
| PS          | Trust Territory of the Pacific Islands (Palau) |             |                          |
| TS          | Tunisia                                        |             |                          |
| TU          | Turkey                                         |             |                          |

\* American Protectorate



## **Appendix E**

### **ACT High School Codes**

<https://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>



## **Appendix F**

### **Special Instructions for LSU Health Sciences Center**

**Source:** Board of Regents



## Special Instructions for LSU Health Sciences Center

### RECORD DESCRIPTION

Use the following record specifications for positions 127-732.

| <b>Data Element Name</b> | <b>Code or Source of Code</b> | <b>Field Position</b> | <b>Field Format</b> | <b>Field Length</b> |
|--------------------------|-------------------------------|-----------------------|---------------------|---------------------|
| Full-time Flag           |                               | 127                   | PIC X(01)           | 1                   |
| Yes                      | Y                             |                       |                     |                     |
| No                       | N                             |                       |                     |                     |
| Institution Common ID    |                               | 128-139               | PIC X(12)           | 12                  |
| Not Used                 | Blanks                        | 140-172               |                     | 33                  |

### NOT REQUIRED

| <b>Data Element Name</b>               | <b>Code or Source of Code</b> | <b>Field Position</b> | <b>Field Format</b> | <b>Field Length</b> |
|----------------------------------------|-------------------------------|-----------------------|---------------------|---------------------|
| Program Admission Flag                 | Blanks                        | 86                    | PIC X(01)           | 1                   |
| High School Graduation Year            | Blanks                        | 87-90                 | PIC X(04)           | 4                   |
| High School Code                       | Blanks                        | 91-96                 | PIC X(06)           | 6                   |
| High School Grade Point Average        | Blanks                        | 97-100                | PIC X(4)            | 4                   |
| High School Percentile Rank            | Blanks                        | 101-103               | PIC X(3)            | 3                   |
| Admission Test Type                    | Blanks                        | 104                   | PIC X(01)           | 1                   |
| Admission Test Score                   | Blanks                        | 105-108               | PIC X(4)            | 4                   |
| Board of Regents' Core Flag            | Blanks                        | 109                   | PIC X(01)           | 1                   |
| Current Term Grade Point Average       | Blanks                        | 110-113               | PIC 9(1)V999        | 4                   |
| Cumulative Overall Grade Point Average | Blanks                        | 114-117               | PIC 9(1)V999        | 4                   |
| Total Student Credit Hours Scheduled   | Blanks                        | 119-122               | PIC 9(3)V9          | 4                   |
| Total Student Contact Hours Scheduled  | Blanks                        | 123-126               | PIC 9(3)V9          | 4                   |
| <b>Student Course Information</b>      | <b>Blanks</b>                 | <b>173-732</b>        |                     | <b>560</b>          |



## **Appendix G**

### **Helpful Notes and Information**

**Source:** Board of Regents



## Helpful Notes and Information

### 1. Sources for the SSPS Data File:

The sources for the revised student profile are actually a combination of both the census date snapshot and the end-of-term enrollment files. This reporting protocol change was necessary to meet two seemingly unrelated goals of the revision process:

- a) inclusion of "end-of-term" outcomes in the new SSPS
- b) minimize the reporting burden on our campuses

Technically, a suggested methodology for "building your file" would be to:

- a) Freeze the file at the census date (include all necessary components available at the census date).
- b) During the fall semester, internally edit/validate fields such as SSN, Name, Admission status, degree level, Major, High School information, Gender, and other "non-outcomes" fields that will be included in the report.
- c) Freeze the end-of-term file that includes the outcomes measures required for reporting.
- d) Perform a full outer join of the two files (by internally defined key). This will allow you to include students who added after the census date as well as "pick-up" the end of term outcomes required in the report.
- e) Edit/validate data based on internally defined criteria.
- f) Submit file to BoR - begin edit cycle.

Although the above methodology is somewhat oversimplified, it does provide a summary of the processes necessary for building the final file reported to the Regents by January 15 (for fall). The same process applies to the Winter, Spring and Summer submissions.

### 2. Preparatory Students:

These students are defined as still attending high school and have not yet received their high school diplomas (or GEDs). When a preparatory student is concurrently enrolled in high school and a college, the **student level** of the student is **PR** and the **Admission Status** of the student is **X = Visiting**.

### 3. Inclusion of Intersessions:

The best test for inclusion of an inter-session with the regular semester data would be if the inter-session is part of the term grading cycle. For example, consider the Spring semester. When a student receives Spring grades, are the intersession grades on the Spring grade report? If they are, then include the intersession course data. If they are not, then send the intersession data as a separate file.



## Helpful Notes and Information

### 4. Downloading the SSPS COBOL Program:

The SSPS Edit/Error COBOL program can be found at the Board of Regents FTP site. It will be in the file called **COBOLPGMS** with the member name **SSPSEDCPY**. The command language program is in the same file, **COBOLPGMS**, with the member name **SSPSCLCPY**.

If there are any questions regarding these programs, please contact helpdesk at [helpdesk@regents.state.la.us](mailto:helpdesk@regents.state.la.us) or (225) 342-4253.

### 5. Downloading the CRIN Master file:

A copy of the CRIN Master file can be found at the Board of Regents FTP site. It will be in the file called **CRINMAST** with the member name **CRINMAST**.

If there are any questions regarding these programs, please contact helpdesk at [helpdesk@regents.state.la.us](mailto:helpdesk@regents.state.la.us) or (225) 342-4253.

### 6. Special Course Designations:

- For Degree Only students, use **DEGO** as the course abbreviation.
- For Exchange students, use **EXCH** as the course abbreviation.
- For students registered in absentia, use **ABST** as the course abbreviation.
- For those students having withdrawn from the institution, use **WDRW** as the course abbreviation.

Example:

| Course Abbrev | Enrolled at Census Date | Course Number | Section Number | 6-Digit CIP Code | Credit Hours | Course Grade |
|---------------|-------------------------|---------------|----------------|------------------|--------------|--------------|
| DEGO          | Y or N                  | 9999          | 0001           | 000000           | 0.0          | NC* or NG*   |
| DEGR          | Y or N                  | 9999          | 0001           | 000000           | 0.0          | NC* or NG*   |
| EXCH          | Y or N                  | 9999          | 0001           | 000000           | 0.0          | NC* or NG*   |
| ABST          | Y or N                  | 9999          | 0001           | 000000           | 0.0          | NC* or NG*   |

*Note: Course abbreviation, course number, section number and course grade are institutional specific and should be reported consistent with institution taxonomy. For example, if the reporting institution uses a three-byte course number, 999 should be used. In addition, the institutional "no grade" code should be reported for course grade.*

\*NC is No Credit

\*NG is No Grade



## Helpful Notes and Information

### 7. Reporting those fields on which final admission decisions were made:

The Board of Regents expects those fields affecting final admission decisions to be reported. These fields are:

- High School Grade Point Average
- High School Percentile Rank
- High School Graduation Year
- Admission Test Type
- Admission Test Score
- Board of Regents' Core Flag

Additionally, beginning Fall 2015:

- Admitted by Exception Flag
- Regents' Core Grade Point Average
- English Subscore Test Type – renamed to English Placement Test Type
- English Subscore – renamed to English Placement Score
- Math Subscore Test Type – renamed to Math Placement Test Type
- Math Subscore – renamed to Math Placement Score
- High School English Grade Point Average
- High School Math Grade Point Average

### 8. Reporting Students that Attended a Summer Session Prior to the Fall Semester

This deals with the new variable called **Attended Summer Session** (page 8) and applies to all students.

Code “Y” in column 145 if the student attended any of the summer sessions directly prior to the Fall semester being reported. This includes students that:

- a) registered by the census day, or
- b) added classes after the census day, or
- c) completed the summer session, or
- d) failed to complete the summer session and have no grades

Otherwise, leave the column **blank** if the student **did not** attend any of the Summer sessions directly prior to the Fall semester being reported.