Florida College System Admissions Database

Reporting Year 2016-17

August 4, 2016

Version 12.1

Summary of Change

- o Defined Florida Education Identifier (FLEID) as DE 1000 and added Data Element Description and Edit criteria (page 20)
- o DE 1004: Deleted Edits 3 and 4 (page 23)
- o Deleted DE 1006 and all associated edits and references
- o DE 1007: Added edit that triggers a critical error if name contains special or Unicode characters (page 25).
- o DE 1008: Added edit that triggers a critical error if name contains special or Unicode characters (page 26).
- o DE 1009: Added edit that triggers a critical error if name contains special or Unicode characters (page 27).
- o DE 1010: Changed Edit 2 to allow institution 0001533 to submit (page 28)
- o DE 1015: Deleted Edit 2, and Edit 8 now returns a critical error (page 33)
- o DE 1019: Deleted Edit 5 and Note 1 (page 37)
- o DE 1020: Deleted Edit 3 (page 38)
- o DE 1022: Deleted Edit 3 (page 40)
- o DE 1023: Deleted Edit 3 (page 41)
- o Revised Record Format to identify FLEID as DE 1000 and deleted DE 1006 (page 52)

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Documents and Procedures

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I.	**SUMMER END-OF-TERM (1E) DATA**

August 22, 2016	Submission Period Start Date. Colleges begin submitting Summer End-of-Term data.
September 19, 2016	Due Date – colleges must load data by this date.
September 20, 2016	If data has not been loaded, CCTCMIS contacts College Reports Coordinators by letter with a copy to the College President.
October 3, 2016	End of Submission Period. Summer End-of-Term data must be loaded by this date. Database is closed out for the term.
October 4, 2016	Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
October 5, 2016	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

Admissions Database Data Submission Dates – 2016-17 Reporting Year

II.	FALL END-OF-TERM (2E) DATA

December 27, 2016	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term data if CCTCMIS has provided notification to that effect.
January 3, 2017	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term data.
January 30, 2017	Due Date – colleges must load data by this date.
January 31, 2017	If data has not been loaded, CCTCMIS contacts Reports Coordinator by letter with a copy to the College President.
March 6, 2017	End of Submission Period. Fall End-of-Term data must be loaded. Database is closed out for the term.
March 7, 2017	Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
March 8, 2017	If certification corm has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

Admissions Database Data Submission Dates – 2016-17 Reporting Year

III.	WINTER/SPRING END-OF-TERM (3E) DATA

April 3, 2017	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Winter/Spring End-of-Term data if CCTCMIS has provided notification to that effect.
April 17, 2017	Official Submission Period Start Date. Colleges begin submitting Winter/Spring End-of-Term data.
May 8, 2017	Due Date - colleges must load data by this date.
May 9, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
June 12, 2017	End of Submission Period. Winter/Spring End-of-Term data must be loaded. Database is closed out for the term.
June 13, 2017	Term Close. Certification Form due to CCTCMIS. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the Reports Coordinator.
June 14, 2017	If certification form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the Reports Coordinator.
June 15, 2017 through July 3, 2017	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
July 5, 2017	Annual Close. No resubmission of data or a supplemental file will be accepted.

Admissions Database (1E, 2E, 3E) Verification Reports List

The following reports are generated for every data submission and are available when the edit processing run completes. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Description File	Name	FNAM
Exceptions (EXCP)	CCxx.ADB.EXCPLST.Tttyyyy	EXCPLST
Admissions Headcount Report	CCxx.ADB.ADMREPT.Tttyyyy	ADMREPT

Additional executions of these reports may be requested by generating a trigger file using XMITFINI and coding the 'TYPE=' parameter as defined in the parenthesis beside the report description.

Sample Instructions to Retrieve Admissions Reports

WS-FTP

	TEXT file		**PDF File**
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*	*User_ID:*	*Your NWRDC Userid*
Password:	*Your NWRDC Password*	*Password:*	*Your NWRDC Password*
Account:	*NWRDC IP Address*	*Account:*	*NWRDC IP Address*
*Remote Host:	'CCcc.ADB.fnam.TtEyyyy'	*Remote Host:	'CCcc.ADB.ADtEyyyy(fnam)'
Local PC:	*Your local Directory*	Local PC:	*Your local Directory*
Transfer Mode:	ASCII	Transfer Mode:	Binary

NOTES:

1. *Single quotes are required for the NWRDC "Remote Host" parameter.*
2. *The entire directory of PDF files can be downloaded together.*

DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp          (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)              (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.ADB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.ADB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where:

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	sysout lines in thousands
t	=	term(i.e., 3)
yyyy	=	year (i.e., 2006)
fnam	=	For the Verification reports use the FNAM parameter listed on the Admissions Data Base Certification forms.

NOTE: *You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.*

Procedures and Definitions

Purpose

The Admissions Database (ADB) was designed to collect data comparable to the State University System on student applications and admissions to baccalaureate programs at the Florida Colleges per Florida Statute 1004.04 and Administrative Rule 6A-1.0014. The data is primarily required for reporting to Teacher Certification for Teacher Preparation Programs.

Record Types

The ADB has one record type. This record type includes demographic information, test data, and admission status.

Term Submission Process

College data are edited by programs that check for possible problems:

1. Valid fields – any invalid value causes the rejection of the record.

In general, editing occurs during the day the data arrives at NWRDC. Due to the small size of the ADB, the error reports and file error records will be available when the edit run completes. The following are the dataset names of the edit reports and file of records with errors generated during the editing process:

> CCxx.ADB.ERRLST.Tttyyyy
> CCxx.ADB.ERRSUM.Tttyyyy
> CCxx.ADB.ERRREC.Tttyyyy
> CCxx.ADB.INFOLST.Tttyyyy
>
> Where xx = college number,
>   tt = term and term submission, and
>   yyyy = the reporting year (i.e. 2015)

If the college has a clean edit process (no critical errors), the verification reports will be available shortly after the completion of the IDB edit run. Please note that the quick verification report turnaround is unique to the ADB.

Submissions

The ADB is reported by term in three submission windows:

Submission	Term Number	Term Description	File Name (where xx = College Number)
I.	1E	Summer End-of-Term	CCxx.ADB.ADMISS.T1E2015
II.	2E	Fall End-of-Term	CCxx.ADB.ADMISS.T2E2015
III.	3E	Winter/Spring End-of-Term	CCxx.ADB.ADMISS.T3E2015

Database Criteria

Baccalaureate programs at the Florida colleges may enroll only upper level (Junior and Senior) students. Colleges are required to report all upper level students, by term, who formally apply (written application is submitted) for admission to a baccalaureate program for that term. Colleges will report the final admission status, whether admitted to the college or not. The admission status applies to one of the College's approved Baccalaureate programs (Admission to the specific program is on the Student Data Base (SDB) program record when enrolled). Multiple records may be submitted for students who apply to multiple programs for the same term. Once the student enrolls, the student will not be reported again in future terms, unless the student applies for another program or drops out and must reapply for admission. A student who is not admitted must reapply for admission and a new record must be sent. A student who is admitted has one year to enroll before a new record must be submitted. Students who are admitted will be matched against the Student Data Base to report enrollments and students who are enrolled will be matched against the Admissions Data Base.

In the 2010-11 submission year, due to the changes necessary to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, the Data Element Ethnic Origin (DE 1002) was deleted from the Admission Record format. CCTCMIS staff will keep the Ethnic Origin on the Admission Database and use it for the IPEDS reporting conversion.

Section II:
Data Element Dictionary

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Note that the language used for edit descriptions may not coincide perfectly with the edit descriptions that are printed in the Exceptions Report.

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Admission Test Indicator	1023
Admission Test Score	1024
Citizenship	1001
College GPA	1019
Date of Last Attendance	1017
Degree - Highest Level Held	1020
Ethnic Origin	
Ethnicity – Hispanic/Latino	1030
Exception Status	1018
Final Admission Action	1015
First Name	1007
Florida Education Identifier	1000
Gender	1005
Institution Granting Highest Degree	1021
Last Name	1008
Middle Name	1009
Name Suffix	1033
Program of Study - CIP	1014
Race - American Indian/Alaskan Native	1028
Race - Asian	1027
Race - Black/African American	1026
Race - Native Hawaiian/Pacific Islander	1029
Race - White	1025
Reason for State Approved Teacher Prep Waiver	1032
Reporting Institution	1010
State Approved Teacher Prep Waiver	1031
Student Birth Date	1011
Student Identification Number	1012
Term Identifier	1013
Transfer Language Requirement	1022
Type of Student at Time of Application	1004

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
1000	Florida Education Identifier
1001	Citizenship
	Ethnic Origin
1004	Type of Student at Time of Application
1005	Gender
1007	First Name
1008	Last Name
1009	Middle Name
1010	Reporting Institution
1011	Student Birth Date
1012	Student Identification Number
1013	Term Identifier
1014	Program of Study - CIP
1015	Final Admission Action
1017	Date of Last Attendance
1018	Exception Status
1019	College GPA
1020	Degree - Highest Level Held
1021	Institution Granting Highest Degree
1022	Transfer Language Requirement
1023	Admission Test Indicator
1024	Admission Test Score
1025	Race - White
1026	Race - Black/African American
1027	Race - Asian
1028	Race - American Indian/Alaskan Native
1029	Race - Native Hawaiian/Pacific Islander
1030	Ethnicity - Hispanic/Latino
1031	State Approved Teacher Prep Waiver
1032	Reason for State Approved Teacher Prep Waiver
1033	Name Suffix

Data Element 1000

Florida Education Identifier

Data Element is used in the Following Reports:

None

Description:

The Florida Education Identifier (FLEID) is a unique identifier assigned to a student by the Florida Department of Education. FLEID is used across Student and Admissions database systems. F.S. 1008.386(2) (2014) mandates the establishment of the FLEID to replace the use of social security numbers as student identification numbers.

The FLEID numbering convention is 14 alphanumeric characters, always beginning with the letters FL, followed by 12 numbers.

Edit:

1.	Missing or Invalid	Critical
2.	Duplicated within College	Informational
3.	LT 2000 (positions 3-12)	Critical

PHYSICAL DESCRIPTION: PIC X (14)   **CREATE/CHANGE DATE:** 04/13/2016

Data Element 1001

Citizenship

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates student's United States citizenship status.

TABLE VALUES

A	Non-resident alien
C	Citizen of the United States
P	Permanent resident alien
X	Unknown or not reported

Edit:

1.	Missing or Invalid	Critical
2.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2005

Ethnic Origin

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Ethnic origin of the student, generated from DE 1025 to 1030 based on IPEDS reporting specifications.

TABLE VALUES

A   Asian (not of Hispanic Origin): 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.

B   Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.

H   Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic or Latino'.

I   American Indian or Alaskan Native (not of Hispanic Origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.

M   Multi-Racial (not of Hispanic Origin): A combination of two or more races.

P   Native Hawaiian or Other Pacific Islander (not of Hispanic Origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

W   White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

X   Ethnic origin was not reported by the student.

NOTE: Ethnic origin is a derived Data Element based on reported race and ethnicity data.

Edit:

1.   Different Student Identification Number (DE 1012) with same First Name   Critical
           (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix
           (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin

Data Element 1004

Type of Student at Time of Application

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Type of student for which application is being submitted.

TABLE VALUES

A   Freshman or Sophomore, not admitted
B   AA graduate, Articulated AS graduate, or Student with 60+ credit hours from the reporting community college
C   Transfer from a Florida Public Community College
D   Transfer from a Florida Public University
E   Other Transfer

Edit:

1.	Missing or Invalid	Critical
2.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
3.	*Edit Deleted*	
4.	*Edit Deleted*	
5.	EQ A and Final Admission Action (DE 1015) NE D	Critical
6.	EQ A or B and Exception Status (DE 1018) NE N	Critical
7.	EQ A and College GPA (DE 1019) NE 999	Critical
8.	EQ B and College GPA (DE 1019) EQ 980	Critical
9.	EQ A and Degree – Highest Level Held (DE 1020) NOT IN (G, H, N)	Critical
10.	EQ A or B and Transfer Language Requirement (DE 1022) NE X	Critical
11.	EQ A and Admission Test Indicator (DE 1023) NE N	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1005
Gender

Data Element is used in the Following Reports:

❑ Exceptions

Description:

The gender of the student, as reported by the student.

TABLE VALUES

F   Female
M   Male
X   Not reported

Edit:

1.	Missing or Invalid	Critical
2.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
3.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 1007

First Name

Data Element is used in the Following Reports:

None

Description:

First name, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the Name-First field and use Name-Last field to report the name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1.	Missing	Critical
2.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
3.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
4.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (15)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 1008

Last Name

Data Element is used in the Following Reports:

None

Description:

Last name or surname, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the Name-First field and use Name-Last field to report the name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1.	Missing	Critical
2.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
3.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
4.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (20)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 1009

Middle Name

Data Element is used in the Following Reports:

None

Description:

Student's middle name, as reported by the student.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
2.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
3.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (20)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 1010

Reporting Institution

Data Element is used in the Following Reports:

❑ Admissions Headcount

Description:

The Florida College reporting this information. This number should be right justified, filled with leading zeroes.

TABLE VALUES

0001470 - Eastern Florida	0001493 - Indian River	0001514 - Polk
0001500 - Broward	0001501 - Florida Gateway	0001523 - St. Johns River
0001471 - Central Florida	0001502 - Lake-Sumter	0001528 - St. Petersburg
0001472 - Chipola	0001504 - State College FL	0001519 - Santa Fe
0001475 - Daytona	0001506 - Miami Dade	0001520 - Seminole
0001477 - FL SouthWestern	0001508 - North Florida	0001522 - South Florida
0001484 - Fla SC at Jax	0001510 - Northwest Fla	0001533 - Tallahassee
0001485 - Florida Keys	0001512 - Palm Beach State	0006750 - Valencia
0001490 - Gulf Coast	0010652 - Pasco-Hernando	
0007870 - Hillsborough	0001513 - Pensacola	

Edit:

1.	Missing or Invalid	Critical
2.	NOT IN (0001470, 0001471, 0001472, 0001475, 0001477, 0001484, 0001490, 0001493, 0001500, 0001501, 0001502, 0001504, 0001506, 0001510, 0001512, 0001513, 0001514, 0001519, 0001520, 0001522, 0001523, 0001528, 0006750, 0010652)	Critical

PHYSICAL DESCRIPTION: PIC 9 (7)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1011

Student Birth Date

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Student's legal date of birth.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century (18 - 20), and YY is a numeric year.

NOTE: Code 99999999 for unknown.

Edit:

1.	Missing, Non-numeric, or Invalid range month, day or century	Critical
2.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
3.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
4.	GT Date of Last Attendance (DE 1017)	Critical

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 1012

Student Identification Number

Data Element is used in the Following Reports:

❑ Admissions Headcount

Description:

A number assigned to a student for identification purposes. If the Social Security Number is available, it should be used as the identification number. If the Social Security Number is not available, this element may reflect a derived number assigned for the purposes of student identification, if the number is unique within the college. If the number used is not a Social Security Number, the Student Identification Number must begin with an alphabetic character.

NOTE: This field is left justified, filled with trailing spaces.

Edit:

1.	Missing or Invalid	Critical
2.	All zeroes	Critical
3.	Duplicate ID within college	Informational
4.	First nine positions are numeric and tenth position non-blank	Critical
5.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical

PHYSICAL DESCRIPTION: PIC X (10) **CREATE/CHANGE DATE:** 12/03/2014

Data Element 1013

Term Identifier

Data Element is used in the Following Reports:

❑   Admissions Headcount

Description:

Code indicating the academic term within the fiscal year.

TABLE VALUES
1YY   Summer Term
2YY   Fall Term
3YY   Spring Term

Where YY is the last two digits of the calendar year of the term being reported.

Edit:

1.   Missing or Invalid   Critical

Data Element 1014

Program of Study – CIP

Data Element is used in the Following Reports:

❑ Admissions Headcount
❑ Exceptions

Description:

A code identifying the classification associated with the College's declared program of study. The Program of Study - CIP is a ten character code composed of a three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one digit unique identifier.

FOR BACCALAUREATE DEGREE PROGRAMS

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES
CLUSTER VALUES: (Decimal point is implied.)
      1.10 - Baccalaureate

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:
      For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Florida Colleges and the college.

UNIQUE IDENTIFIER:
      0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

NOTES:
1. *If the student is awaiting entry into a Limited Access Program, code the student under the specific CIP.*
2. *Code 9999999999 for Upper Division Non-degree seeking students*
3. *The Community College and Technical Center MIS (CCTCMIS) staff will provide files for colleges to determine if the CIP code is a valid code.   The files that can be retrieved by the colleges are named:*
      DCC.COLLEGE.CIP.YTT2015
      DCC.COLLEGE.BACCIP.YTT2015

Edit:

1.	Non-numeric, Missing, or Invalid	Critical
2.	Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution	Critical

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PHYSICAL DESCRIPTION: PIC X (10)   **CREATE/CHANGE DATE:** 04/16/2014

Data Element 1015
Final Admission Action

Data Element is used in the Following Reports:

❑ Admissions Headcount
❑ Exceptions

Description:

For each student submitting a formal application for admission to a baccalaureate program, code the type of admission action. Final Admission Action is admission to a College's approved Baccalaureate program. Admission to the specific program is on the Student Data Base (SDB) program record when enrolled.

TABLE VALUES

A   Admitted to a College's approved Baccalaureate program (Admission to the specific program is on the SDB program record when enrolled).
B   Cancelled prior to admission decision.
C   Cancelled after admission.
D   Denied.
P   Provisionally Admitted, not an Exception to Policy. Applicant must have provided a qualifying test score or a qualifying GPA.
X   Provisionally Admitted, is an Exception to Policy. Applicant must have provided a qualifying test score or a qualifying GPA.

NOTES:

1. *'P' – Applicants whose current credentials indicate admissibility subject to the receipt of some final documents and who are offered admission subject to the receipt and review of these credentials shall be coded as provisional admits.*
2. *'X' – Applicants whose current credentials indicate admissibility (as an exception to policy) subject to the receipt of some final documents and who are offered admission subject to the receipt and review of these credentials shall be coded as provisional admits.*
3. *An updated admission status is required for students with Provisional Admittance ('P' or 'X').*

Edit:

1.	Missing or Invalid	Critical
2.	*Edit Deleted*	
3.	*Edit Deleted*	
3	NE D and Type of Student at Time of Application (DE 1004) EQ A	Critical
5.	IN (A, P, X) and Date of Last Attendance (DE 1017) EQ 999999	Critical
6.	IN (B, C, D) and Date of Last Attendance (DE 1017) NE 999999	Critical
7.	Combination of EQ A and CIP, match prior three terms record submitted	Critical
8.	(current term) NOT IN (A, B, C, D) and prior term NOT IN (A, B, C, D) and two terms prior IN (P, X)	Critical

IDB Edit:

1. SDB Baccalaureate Flag (DE 2013) EQ Y and no Admissions record exists in current term or prior 3 terms where ADB Final Admission Action (DE 1015) IN (A, P, X)   Critical

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 04/13/2016

Data Element 1017
Date of Last Attendance

Data Element is used in the Following Reports:

❑   Exceptions

Description:

The date of last attendance at the most recent postsecondary educational institution for admitted students.

Code 999999 for DE 1015 – Final Admission Action = B – Cancelled prior to admission decision, C – Canceled after admission, or D – Denied.

The format for coding this element is MMCCYY, where MM is a valid month (01-12), CC is a valid century (19-20), and YY is a numeric year.

Edit:

1.	Non-numeric, Missing, or Invalid	Critical
2.	NE 999999 and Final Admission Action (DE 1015) NOT IN (A, P, X)	Critical
3.	EQ 999999 and Final Admission Action (DE 1015) NOT IN (B, C, D)	Critical
4.	LT Student Birth Date (DE 1011)	Critical

Data Element 1018

Exception Status

Data Element is used in the Following Reports:

❑ Exceptions

Description:

For all transfer applicants who are enrolled (registered) this, indicates if the applicant was an exception to admissions policy as stated in Board of Governor's regulation 6.004 4(a).

TABLE VALUES

N   Not Registered, or Non-transfer Student, or Transfer Student - Non-exception

T   Registered Transfer Student, Undergraduate Exception (Board of Governor's regulation-6.004 4(a))

M   Registered Transfer Student with disability(ies), Substitutions and/or Modifications (Board of Governor's regulation 6.018)

NOTE: *'M' - A university shall provide reasonable substitution or modification for any requirement for entry into the upper division, or for graduation for any student who is hearing impaired, visually impaired, or dyslexic, or who has a specific learning disability where documentation can be provided that the student's failure to meet the requirement is related to the disability, and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program.*

Edit:

1.	Missing or Invalid	Critical
2.	IN (T, M) and Type of Student at Time of Application (DE 1004) IN (A, B)	Critical
3.	EQ T and Transfer Language Requirement (DE 1022) EQ X	Critical
4.	IN (N, M) and Transfer Language Requirement (DE 1022) NE X	Critical

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2005

Data Element 1019

College GPA

Data Element is used in the Following Reports:

❑   Exceptions

Description:

The grade point average (GPA) based on a 4.0 system from the previous postsecondary institution upon which the student's application is being evaluated. The GPA reported here should include all credit as defined in the Admissions Policy.

NOTES:

1. *Code 980 for any student who transferred from institutions with nontraditional grading systems. New College is the only SUS campus with a nontraditional grading system.*
2. *Code 999 for any student applying for an undergraduate program who cannot provide a grade point average from the previous schools or institutions attended. This code may include resident and non-resident aliens.*
3. *Report the GPA calculated from the hours used according to the criteria in the local admissions policy, whether it is from the most recent postsecondary institution or all previous postsecondary institutions and whether it is 60 hours or all transferable hours accepted.*

Edit:

1.	Missing or Non-numeric	Critical
2.	GT 4.00 and LT 9.80	Critical
3.	EQ 980 and Type of Student at Time of Application (DE 1004) EQ B	Critical
4.	NE 999 and Type of Student at Time of Application (DE 1004) EQ A	Critical
5.	*Edit Deleted*	

Data Element 1020

Degree – Highest Level Held

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates the highest degree level held by the applicant.

TABLE VALUES

High School Level Degree Codes

G   GED
H   High School Diploma

POSTSECONDARY Level Undergraduate Degree Codes

A   Associate in Arts (AA)
B   Baccalaureate
C   Associate in Science (AS)
J   Associate Degree (Used When AA/AS/AAS Is Not Known)
Y   Associate in Applied Science (AAS)

POSTSECONDARY Level Graduate Degree Codes

D   Doctorate
E   Advanced Master's
F   Dentistry, DDS or DMD
L   Law, LLB or JD
M   Masters
O   Other
P   First Professional (Other Than F, L, V, W, or X)
R   Engineer
S   Specialist
V   Veterinary Medicine, DVM
W   Pharmacy (PharmD)
X   Medicine, MD

OTHER

N   No Degree
Z   Not Reported

Edit:

1.	Missing or Invalid	Critical
2.	IN (G, H) and Type of Student at Time of Application (DE 1004) NE A	Informational
3.	*Edit Deleted*	
4	IN (G, H, N, Z) and Institution Granting Highest Degree (DE 1021) NOT IN (0000000, 9999999)	Informational

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 02/27/2009

Data Element 1021
Institution Granting Highest Degree

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Code of the postsecondary institution where the student received his/her highest degree.

NOTES:
1. *Use code '4444444' for the Florida education institutions not listed in the file.*
2. *The Community College and Technical Center MIS (CCTCMIS) staff will provide a file for colleges to determine if the Institution code is a valid code. The file that can be retrieved by the colleges is named:*

DCC.COLLEGE.XFERINST.YTT2015

Edit:

1.	Missing, Non-numeric, or Invalid	Critical
2.	IN (0000000, 9999999) and Degree – Highest Level Held (DE 1020) NOT IN (G, H, N, Z)	Critical

Data Element 1022

Transfer Language Requirement

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if a registered transfer applicant admitted as an exception (DE 1018 = T) meets the foreign language requirement of Board of Governor's regulation 6.004.

TABLE VALUES

Student is registered as a Transfer and admitted as an exception.

N	No – Language requirements were not met.
Y	Yes – Language requirements were met.

Student is not registered or not a Transfer or not admitted as an exception.

X	Not applicable

Edit:

1.	Missing or Invalid	Critical
2.	EQ N or Y and Type of Student at Time of Application (DE 1004) EQ A or B	Critical
3.	*Edit Deleted*	
4.	*Edit Deleted*	
5.	IN (N, Y) and Exception Status (DE 1018) NE T	Critical
6.	EQ X and Exception Status (DE 1018) EQ T	Critical

Data Element 1023

Admission Test Indicator

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Specifies the type of test, for which scores are used to determine admission status.

TABLE VALUES

A   American College Testing Program (ACT)
S   Scholastic Aptitude Test (SAT)
N   No test scores submitted or not required for admission

Edit:

1.	Missing or Invalid	Critical
2.	NE N and Type of Student at Time of Application (DE 1004) EQ A	Critical
3.	*Edit Deleted*	
4.	EQ A and Admission Test Score (DE 1024) NOT IN (3 – 36)	Critical
5.	EQ S and Admission Test Score (DE 1024) NOT IN (400 – 1600)	Critical
6.	EQ N and Admission Test Score (DE 1024) NE 0	Critical

Data Element 1024

Admission Test Score

Data Element is used in the Following Reports:

❑   Exceptions

Description:

For ACT:

      The composite raw score assigned to the applicant by the American College Testing Program. The valid range of scores is 3 – 36.

For SAT:

      The total combined score of the subtests for the Scholastic Aptitude Test. The valid range of scores is 400 – 1600.

For No Test:

      Report 0 if no test is reported.

Edit:

1.	Missing or Non-numeric	Critical
2.	NOT IN (3 – 36) and Admissions Test Indicator (DE 1023) EQ A	Critical
3.	NOT IN (400 – 1600) and Admissions Test Indicator (DE 1023) EQ S	Critical
4.	NE 0 and Admissions Test Indicator (DE 1023) EQ N	Critical

---

PHYSICAL DESCRIPTION: PIC X (4)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1025

Race – White

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the student has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1.	Missing or Invalid	Critical
2.	EQ X and (DE 1026 thru DE 1029) NE X	Critical

PHYSICAL DESCRIPTION: PIC X (4)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1026

Race – Black or African American

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates if the student has origins in any of the black racial groups of Africa.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1.	Missing or Invalid	Critical
2.	EQ X and (DE 1025 thru DE 1029) NE X	Critical

Data Element 1027

Race – Asian

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates if the student has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES
Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1.	Missing or Invalid	Critical
2.	EQ X and (DE 1025 thru DE 1029) NE X	Critical

PHYSICAL DESCRIPTION: PIC X (4)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1028

Race – American Indian/Alaskan Native

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

TABLE VALUES
Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1.	Missing or Invalid	Critical
2.	EQ X and (DE 1025 thru DE 1029) NE X	Critical

PHYSICAL DESCRIPTION: PIC X (4)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1029

Race – Native Hawaiian/Pacific Islander

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES
Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1.	Missing or Invalid	Critical
2.	EQ X and (DE 1025 thru DE 1028) NE X	Critical

PHYSICAL DESCRIPTION: PIC X (4)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 1030
Ethnicity – Hispanic/Latino

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES
Y   Yes
N   No
X   Unknown, ethnicity was not reported by the student

Edit:

1.   Missing or Invalid   Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 03/01/2009

Data Element 1031

State Approved Teacher Prep Waiver

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates if student was admitted as an exception to the teacher preparation program admissions requirements (6A-5.066, Approval of Teacher Preparation Programs). This rule states that at least 90% of students admitted to a teacher preparation program meet the minimum admission requirements.

TABLE VALUES

Y   Yes - student was admitted with an admissions criteria waiver.

N   No - student met the minimum admissions requirements or student did not apply for admission to a State Approved Teacher Prep program.

***NOTE:** Bureau of Educator Recruitment, Development, and Retention (ERDR) formally Bureau of Educator Recruitment and Professional Development (ERPD).*

Edit:

1.	Missing or Invalid	Critical
2.	EQ Y and Final Admission Action (DE 1015) NE A	Critical
3.	EQ Y and College Number (DE 1010) does not match with ERDR list of colleges.	Critical

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 04/18/2013

Data Element 1032

Reason for State Approved Teacher Prep Waiver

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates the reason the student was admitted as an exception to the teacher preparation program admissions requirements (6A-5.066, Approval of Teacher Preparation Programs).

TABLE VALUES

1   GPA was under a 2.5 on a 4.0 scale.
2   Mastery not achieved on the General Knowledge Test (GKT).
3   GPA was under a 2.5 on a 4.0 scale and Mastery not achieved on the GKT.
9   Not Applicable

Edit:

1.	Missing, Non-numeric, or Invalid	Critical
2.	IN (1, 2, 3) and State Approved Teacher Prep Waiver (DE 1031) NE Y	Critical
3.	EQ 9 and State Approved Teacher Prep Waiver (DE 1031) NE N	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 04/16/2014

Data Element 1033
Name Suffix

Data Element is used in the Following Reports:

None

Description:

Suffix (if any), of a student's name, to denote a person's generation in his or her family. Record as reported by the student. Ex. Jr., Sr., III, etc.

NOTE: Lowercase letters are converted to uppercase letters.

Edit:

1.	Different value(s) for same Student Identification Number (DE 1012) on multiple records	Critical
2.	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical

Admissions Record Format

Field Characteristics A Alphabetic Only A/N Alphanumeric N Numeric Only					Admissions Information Record Type 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1010	1-7	7	N	College	Reporting Institution (OPEID Code)
1012	8-17	10	A/N	Student_ID	Student Identification
1013	18-20	3	N	Term	Term Identifier
1014	21-30	10	A/N	Program of Study – CIP	CIP
	31	1	N	Record Type	Record Type = 1
1008	32-51	20	A/N	Last Name	Last Name
1007	52-66	15	A/N	First Name	First Name
	67	1			FILLER
1005	68	1	A/N	Gender	Gender
	69	1			FILLER
1011	70-77	8	N	Birth Date	Student Birth Date
	78-79	2			FILLER
1001	80	1	A/N	Citizenship	Citizenship
1004	81	1	A/N	Student Type	Type of Student at Time of Admission
	82	1			FILLER
1015	83	1	A/N	Final Admission Action	Admission Action
	84	1	A/N		Filler
1017	85-90	6	N	Date of Last Attendance	Last Attendance Date
1018	91	1	A/N	Exception Status	Exception Status for Transfers
1019	92-94	3	N	College GPA	GPA used for Admission
1020	95	1	A/N	Degree – Highest Level Held	Highest Degree Earned
1021	96-102	7	N	Institution Granting Highest Degree	Institution Granting Highest Degree
1022	103	1	A/N	Transfer Language Requirement	Language Requirements met
1023	104	1	A/N	Admission Test Indicator	Admission Test Indicator
1024	105-108	4	N	Admission Test Score	Admission Test Score
1025	109	1	A	Race-White	Race – White
1026	110	1	A	Race-Black	Race – Black
1027	111	1	A	Race-Asian	Race – Asian
1028	112	1	A	Race-Indian	Race - American Indian/Alaskan Native
1029	113	1	A	Race-Hawaiian	Race - Native Hawaiian/Pacific Islander

Field Characteristics					Admissions Information
A Alphabetic Only					Record Type 1
A/N Alphanumeric					
N Numeric Only					

DE#	From/To	Size	Field Char	Field Name	Field Description
1030	114	1	A	Hispanic	Ethnicity – Hispanic/Latino
1031	115	1	A	Teacher Prep Waiver	State Approved Teacher Prep Waiver
1032	116	1	N	Reason for State Approved Teacher Prep Waiver	Reason for State Approved Teacher Prep Waiver
1009	117-136	20	A/N	Middle Name	Middle Name
1033	137-146	10	A/N	Name Suffix	Name Suffix
	147-176	30			FILLER
1000	177-190	14	A/N	FLEID	Florida Education ID
	191-200	10			FILLER

NOTE: *Shaded fields are unique key elements*

.

Sample Instructions to Send Admissions Data

WS-FTP

	Text File
Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*
Password:	*Your NWRDC Password*
Account:	*NWRDC IP Address*
Remote Host:	'CCcc.ADB.ADMISS.Tttyyyy'
Local PC:	*Your local Directory*
Transfer Mode: ASCII	

NOTES:

1. *Single quotes are required for the NWRDC "Remote Host" parameter.*
2. *You need to set up the **logical record length** with the site command.*
3. *For detailed instructions, refer to the Data Submission Procedures guide.*

DIS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp              (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)                  (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE100,PROJ=ADB,CNUM=cc,FNAM=ADMISS,
//      YEAR=yyyy,TERM=tt,LRECL=200,BLKSZ=27800,
//      SPACE='(TRK,(5,1),RLSE)'
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)   (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE100,PROJ=ADB,CNUM=cc,FNAM=ADMISS,
//      YEAR=yyyy,TERM=tt,LRECL=200,BLKSZ=27800,
//      SPACE='(TRK,(5,1),RLSE)'
```

Where:

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	SYSOUT lines in thousands
yyyy	=	year (i.e., 2002)
tt	=	term (i.e., 3E)

Section III:
Verification Reports Selection Criteria

Exceptions Report

The Exceptions Report displays the frequency of table values or ranges for Data Elements. The following are included on this report:

1001	Citizenship
	Ethnic Origin
1004	Type of Student at Time of Admission
1005	Gender
1011	Student Birth Date
1015	Final Admission Action
1017	Date of Last Attendance
1018	Exception Status
1019	College GPA
1020	Degree – Highest Level Held
1021	Institution Granting Highest Degree
1022	Transfer Language Requirement
1023	Admission Test Indicator
1024	Admission Test Score
1025	Race – White
1026	Race – Black/African American
1027	Race – Asian
1028	Race – American Indian/Alaskan Native
1029	Race – Native Hawaiian/Pacific Islander
1030	Ethnicity – Hispanic/Latino
1031	State Approved Teacher Prep Waiver
1032	Reason for State Approved Teacher Prep Waiver

Admissions Headcount Report

SELECTION CRITERIA

College   DE 1010
PSNID   DE 1012
Program of Study – CIP   DE 1014
Final Admission Action   DE 1015

Where
Term Identifier   DE 1013 EQ (1E, 2E, 3E)

PROCESSES AND CALCULATIONS

1. Create a dataset with the unduplicated counts by College, Student Identification Number, and Program of Study – CIP and sort the counts by Program of Study – CIP.
2. If Final Admission Action (DE 1015) IN (A, P, X), then Admit_Headcount = 1
   Else NoAdmit_Headcount = 1.
   Applied_Headcount = 1.
3. Print the report by College (DE 1010) and Program of Study – CIP (DE 1014) with Admit_Headcount, NoAdmit_Headcount, and Applied_Headcount totals along with College totals.