Enrollment Information System (EIS)

(Includes Cumulative Errata Sheet and Special 2010 Reporting Revision
Addendum and 2012 Revision)

Enrollment Information System (EIS)

Addendum for the 2012 Reporting Revisions

July, 2012

(covers changes implemented in the collection year 2012)

Summary of changes:

There is a need to capture distance education information within the Enrollment Information System (EIS) to maintain consistency between federal and State information, reduce institution burden by consolidating this information and allowing it to be uploaded by MHEC for IPEDS Fall Enrollment.

The U.S. Dept. of Ed. (IPEDS) has added a new part, Enrollment by Distance Education Status, to the Enrollment survey. This new part will collect data on the number of students enrolled in distance education courses. For any students enrolled exclusively in distance education courses, the location of the student taking the courses is collected. IPEDS defines Distance Education as:

> Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

This addendum provides specific instructions for the EIS system including a revised file format and two new data dictionary field descriptions pertaining to EIS.

> **Additional 2 New Fields:**
> - **Distance Education Enrollment Code (position 32)**– Indicates if student is enrolled in distance education courses (**DD100**).
>   - 1 = enrolled exclusively in distance education
>   - 2 = enrolled in some but not all distance education
>   - 3 = not enrolled in any distance education
>
> - **Distance Education Location Code (position 33)**– Location of student who is enrolled exclusively in distance education courses (**DD101**)
>   - 1 = Located in the state of Maryland
>   - 2 = Located in the U. S. but not in Maryland
>   - 3 = Located in in U. S. but state unknown
>   - 4 = located outside the U. S.
>   - Blank if unknown or the student is not enrolled exclusively in distance education

A revised EIS file format below shows the Collection Year 2012 changes and new fields highlighted in yellow,

Enrollment Information System (EIS) Revised File Layout for 2012-13 Submission
New Fields are highlighted in Yellow

Record Position	Field Length	Data Element	Data Dictionary Reference	Description
1-2	2	Collection Period	DD2	Use Fall "01" for EIS
3-4	2	Collection Year	DD1	Calendar Year for fall data. 2 Digit
5-10	6	FICE	DD3	Institution identifier using FICE codes.
11	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
12-20	9	Identification Number	DD5	Social Security Number or alternative student identifier (when allowed).
21	1	Identification Number Type	DD6	Code "blank" if the identification number is a real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN. For independents use Code "2" to indicate a non-MD resident.
22	1	Gender	DD21	Student gender or assigned gender if unknown.
23	1	Race/Ethnicity (1977 Standard)	DD20	The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available 2010 and beyond.
24-27	4	Birth Year	DD22	Year in which student was born.
28-30	3	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.
31	1	Full Tuition Status	DD32	Tuition basis on which student pays fees.
32	1	Distance Education Enrollment Code	DD100	1 = enrolled exclusively in distance education 2 = enrolled in some but not all distance education 3 = not enrolled in any distance education
33	1	Distance Education Location Code	DD101	1 = Located in the state of Maryland 2 = Located in the U. S. but not in Maryland 3 = Located in in U. S. but state unknown 4 = located outside the U. S.
34-35	2	Filler		Blank
36-41	6	Program Taxonomy	DD31	MHEC academic program code student is enrolled in.
42-43	2	Degree Sought	DD30	Degree code associated with program taxonomy that student is seeking or non-degree if appropriate. New degree codes required starting 2009.
44	1	First Time Flag	DD37	Identifies whether student is first time to any college, concurrent high school, transfer or continuing student.
45-48	4	Fall Credit Hours Attempted	DD42	Number of credit hours student is registered for on freeze date. Note implied decimal format (6.00 HRS =0600).
49	1	Fall Attendance	DD33	Full or part time status of student on freeze date.
50-51	2	Fall Student Level	DD35	Student level on freeze date.
52	1	High School Prior Year Graduation Flag	DD41	Identifies whether student graduated from high school or got GED in prior year.
53	1	US Citizenship	DD24	Identifies whether student is in the US Citizenship Group or not.
54	1	Hispanic/Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards.
55	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards.
56	1	Black/ African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards.
57	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards.
58	1	American Indian/Alaskan Native (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards.
59	1	Native Hawaiian/Pacific Islander (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards.
60-80	21	Reserved for future.		Blank.

Data Dictionary additions:

ELEMENT TITLE:

Distance Education Enrollment Code

DEFINITION: Students enrollment in distance education courses at freeze date.

Any course in which the instructional content is delivered exclusively via distance education.

FORMAT: Numeric – 1 digit

CODES:
  1 = enrolled exclusively in distance education
  2 = enrolled in some but not all distance education
  3 = not enrolled in any distance education
  Blank = unknown

COMMENTS: Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

RELATED TO: Distance Education Location Code (DD101)

GLOSSARY:

SYSTEMS: EIS

SYSNAME: DECRSE

DOCUMENTED: 2012   Revised:

DD100

ELEMENT TITLE:

Distance Education Location Code

DEFINITION: Indicates the location (residence) of the student who is **exclusively** enrolled in distance education courses at freeze date.

FORMAT: Numeric – 1 digit (blank valid)

CODES:
    1 = Located in the state of Maryland
    2 = Located in the U.S. but not in Maryland
    3 = Located in the U.S. but state unknown
    4 = Located outside the U.S.
    blank = location unknown or student not exclusively enrolled in distance education
courses

COMMENTS: Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

RELATED TO: Distance Education Enrollment Code (DD100)

GLOSSARY:

SYSTEMS: EIS

SYSNAME: DELOC

DOCUMENTED: 2012   Revised:

<div align="center">DD101</div>

Enrollment Information System (EIS)

Addendum for the 2010 Reporting Revisions

February, 2009

(covers changes implemented in the collection years of 2009 and 2010)

Summary of changes:

In the past data collection standards allowed individuals to be identified in only one racial category. The federal government has developed new ethnic and racial categories to provide a more accurate picture of the nation's diversity. The new categories enable individuals to be identified in both ethnicity and race. They also allow more than one race to be identified.

- There is a need to capture transfer-in information within the Enrollment Information System (EIS) to maintain consistency between federal and State information, reduce institution burden by consolidating this information and allowing it to be uploaded by MHEC for IPEDS Fall Enrollment.

- There is a need to identify concurrently enrolled high school students within the Enrollment Information System.

- There is a need to capture prior year high school graduation information within the Enrollment Information System to maintain consistency between federal and State information, reduce institution burden by consolidating this information and allowing it to be uploaded by MHEC for IPEDS Fall Enrollment.

- The U.S. Dept. of Ed. (IPEDS) is making changes in the national collection of degree level data by eliminating the use of first-professional and first-professional certificate categories. Degrees in these categories are re-classified (moved) to one of three new Doctor's degree levels, the Master's level or the Certificates of Advanced Studies.

- MHEC has identified a new uniform degree coding system to be used in all MAC systems starting 2009 collection.

This addendum provides specific instructions for the EIS system including a revised file format and data dictionary changes.

For additional clarification see the 2010 Reporting Revisions Statewide Workgroup "Final Recommendations" available on the web at:
http://data.mhec.state.md.us/MACInfo/Final%202010%20Workgroup%20Recommendations.pdf

Collection Year 2009 –

Changes to 2 existing fields
- **Degree Sought (position 42-43)** New Degree codes. See new degree code table (**DD30 and DD30.1**).
- **First Time Flag (position 44)** New codes added for concurrent high school student and undergraduate transfer student (**DD37**).

Additional New Field
- **High School Prior Year Graduation Flag(position 52)–** Student graduated from high school or got GED in the preceding year e.g. Prior 12 months (**DD41**).

Collection Year 2010 –

Additional 7 New Fields
Citizenship, ethnicity and race **(positions 53 – 59)** are collected in seven new fields. Each student record has an indicator for US citizenship, Hispanic/Latino ethnic origin and five race categories using 1997 standards.

- **US Citizenship**   **(position 53) DD24**
- **Hispanic/Latino Ethnicity**   **(position 54) DD25**
- **White**   **(position 55) DD26.1**
- **Black/African American**   **(position 56) DD26.2**
- **Asian**   **(position 57) DD26.3**
- **American Indian/Alaskan Native**   **(position 58) DD26.4**
- **Native Hawaiian/Pacific Islander**   **(position 59) DD26.5**

A revised EIS file format below shows the Collection Year 2009 changes and new field highlighted in yellow, and the Collection Year 2010 new fields highlighted in green. The revised format includes an additional column labeled, "MAC Year Required" to note the collection year the new fields are to be reported.

Enrollment Information System (EIS) Version 2 File Format Specifications

Record Position	Field Length	Data Element	Data Dictionary Reference	Description	MAC Year Required
1-2	2	Collection Period	DD2	Use Fall "01" for EIS	
3-4	2	Collection Year	DD1	Calendar Year for fall data. 2 Digit	
5-10	6	FICE	DD3	Institution identifier using FICE codes.	
11	1	Sub-campus code	DD4	An identifier to define students within institution. Optional	
12-20	9	Identification Number	DD5	Social Security Number or alternative student identifier (when allowed).	
21	1	Identification Number Type	DD6	Code "blank" if the identification number is a real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN. For independents use Code "2" to indicate a non-MD resident.	
22	1	Gender	DD21	Student gender or assigned gender if unknown.	
23	1	Race/Ethnicity (1977 Standard)	DD20	The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available 2010 and beyond.	
24-27	4	Birth Year	DD22	Year in which student was born.	
28-30	3	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.	
31	1	Full Tuition Status	DD32	Tuition basis on which student pays fees.	
32-35	4	Filler		Blank-reserved for future.	
36-41	6	Program Taxonomy	DD31	MHEC academic program code student is enrolled in.	
42-43	2	Degree Sought	DD30	Degree code associated with program taxonomy that student is seeking or non-degree if appropriate. New degree codes required starting 2009.	2009
44	1	First Time Flag	DD37	Identifies whether student is first time to any college, concurrent high school, transfer or continuing student.	2009
45-48	4	Fall Credit Hours Attempted	DD42	Number of credit hours student is registered for on freeze date. Note implied decimal format (6.00 HRS =0600).	
49	1	Fall Attendance	DD33	Full or part time status of student on freeze date.	
50-51	2	Fall Student Level	DD35	Student level on freeze date.	
52	1	High School Prior Year Graduation Flag	DD41	Identifies whether student graduated from high school or got GED in prior year.	2009
53	1	US Citizenship	DD24	Identifies whether student is in the US Citizenship Group or not.	2010
54	1	Hispanic/Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards.	2010
55	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards.	2010
56	1	Black/ African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards.	2010
57	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards.	2010
58	1	American Indian/Alaskan Native (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards.	2010
59	1	Native Hawaiian/Pacific Islander (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards.	2010
60-80	21	Reserved for future.		Blank.	

Data Dictionary changes:

ELEMENT TITLE:
Race/Ethnicity (1977 Standard)

DEFINITION: Federal 1977 categories used to describe groups to which individuals identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

THESE CATEGORIES ARE NO LONGER DETERMINED FOR ALL STUDENTS OR EMPLOYEES AFTER THE 2010 REVISIONS. ALL REPORTING WHICH IS BASED ON THE AY 2010-2011 AND LATER USES THE NEW 1997 STANDARDS ON PAGES 26-26.5. THIS DATA IS CONTINUED TO BE SUBMITTED FOR STUDENTS WHO ENROLLED PRIOR TO 2010 AND REPORTED UNDER 1977 STANDARD.

FORMAT: numeric - 1 digit
CODES:

    0 = Unknown
    1 = Black (African American), non-hispanic
    2 = American Indian or Alaskan Native
    3 = Asian/Pacific Islander
    4 = Hispanic
    5 = White, non-hispanic
    6 = Foreign (in EDS 6 = All Other)
    7 = All Other (in EDS 7 not used)

COMMENTS: In EDS prior to 2010 reporting, citizenship is used to determine foreign employees. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: US Citizenship

GLOSSARY: UNKNOWN, BLACK, NON-HISPANIC (1977), ASIAN OR PACIFIC ISLANDER (1977), HISPANIC (1977), WHITE, NON-HISPANIC (1977), FOREIGN (1977), ALL OTHER (1977), NATIVE AMERICAN, AFRICAN AMERICAN, AMERICAN INDIAN OR ALASKAN NATIVE (1977)

SYSTEMS: EIS,TSS,HGS,DIS,EDS,AGGR,RTN,FAIS
SYSNAME: RACE
DOCUMENTED: 1/10/77 Revised: 1/30/09

-DD20-

ELEMENT TITLE:

US Citizenship

DEFINITION: The identification of whether a student or employee is a U.S. citizen or not (nonresident alien). The determination of U.S. citizen requires the use of a "group" concept that includes several types of individuals including U.S. citizens, U.S. nationals, resident aliens and other eligible non-citizens.

FORMAT: numeric - 1 digit

CODES: 1 = U.S. citizenship group consisting of U.S. citizens, U.S. nationals, resident aliens and other eligible non-citizens
2 = non-resident alien (also known as foreign)

COMMENTS: There is no allowance for unknown citizenship.
See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: RACE/ETHNICITY (1977), MULTI-RACE (1997), ETHNICITY (1997)

GLOSSARY: U.S. CITIZENSHIP GROUP, RESIDENT ALIEN, U.S. NATIONAL, NONRESIDENT ALIEN

SYSTEMS: EIS,HGS,AGGR,RTN,EDS,TSS,DIS,FAIS

SYSNAME: CITIZEN

DOCUMENTED: 1/10/77 Revised: 1/30/09

-DD24-

ELEMENT TITLE:

Hispanic Latino Ethnicity (1997 Standard)

DEFINITION: The identification of whether a student or employee is of Hispanic or Latino ethnicity.

FORMAT: alphanumeric - 1 character

CODES: Y = yes to Hispanic or Latino origin
                N = no to Hispanic or Latino origin
                blank = not answered or declared

COMMENTS: See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Race/Ethnicity (1977), Multi-race (1997), US Citizenship

GLOSSARY: U.S. CITIZENSHIP GROUP, RESIDENT ALIEN,

SYSTEMS: EIS,HGS,AGGR,RTN,EDS,TSS,DIS,FAIS

SYSNAME: HISPANIC

DOCUMENTED: 1/30/09 Revised:

-DD25-

ELEMENT TITLE:

Multi-race for 1997 Standard

DEFINITION: The student's multi-race responses to the race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 5 character array may be all blank

CODES: The coding is the same in each of the race fields in the array.
                Y = yes to the specific race category
                blank = not answered or declared

COMMENTS: There is no unknown coding. If the array is blank for all fields the students race is considered to be unknown.
                Each individual race field is defined on the pages for:
                - White
                - Black or African American
                - Asian
                - American Indian or Alaska Native
                - Native Hawaiian or Pacific Islander

                See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: US Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: WHITE (1997), BLACK (1997),AFRICAN AMERICAN,
                ASIAN (1997), AMERICAN INDIAN/ALASKA NATIVE (1997),
                NATIVE HAWAIIAN/PACIFIC ISLANDER (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RACEALL

DOCUMENTED: 1/30/09   Revised:

-DD26-

ELEMENT TITLE:

White (1997 Standard)

DEFINITION: The student's response to the White question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the White race category
                blank = not answered or declared

COMMENTS: Only for the one single White race category.
                See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: WHITE (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RWHITE

DOCUMENTED: 1/30/09   Revised:

-DD26.1-

ELEMENT TITLE:

Black/African American (1997 Standard)

DEFINITION: The student's response to the Race-Black/African American question of
                 the multi-race question of the 1997 two-question format. The data can be
                 directly from the student response (preferred method), an institution
                 mapping of the old 1977 standard or possibly by observer declaration
                 depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race-Black/African American race category
                 blank = not answered or declared

COMMENTS: Only for the one single Race-Black/African American race
                 category.   See 2010 Reporting Revisions Recommendations
                 document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: BLACK (19997), AFRICAN AMERICAN

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RBLACK

DOCUMENTED: 1/30/09   Revised:

-DD26.2-

ELEMENT TITLE:

Asian (1997 Standard)

DEFINITION: The student's response to the Race-Asian question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race-Asian race category
blank = not answered or declared

COMMENTS: Only for the one single Race-Asian race category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship

GLOSSARY: ASIAN (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RASIAN

DOCUMENTED: 1/30/09   Revised:

-DD26.3-

ELEMENT TITLE:

American Indian/Alaskan Native (1997 Standard)

DEFINITION: The student's response to the Race- American Indian/Alaskan Native question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race- American Indian/Alaskan Native race category
blank = not answered or declared

COMMENTS: Only for the one single Race- American Indian/Alaskan Native category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: AMERICAN INDIAN/ALASKAN NATIVE (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RAIAN

DOCUMENTED: 1/30/09   Revised:

-DD26.4-

ELEMENT TITLE:

Native Hawaiian/Pacific Islander (1997 Standard)

DEFINITION: The student's response to the Race- Native Hawaiian/Pacific Islander question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race- Native Hawaiian/Pacific Islander category
blank = not answered or declared

COMMENTS: Only for the one single Race- Native Hawaiian/Pacific Islander category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: NATIVE HAWAIIAN/PACIFIC ISLANDER (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RNHPI

DOCUMENTED: 1/30/09   Revised:

-DD26.5-

ELEMENT TITLE:

Degree Sought

DEFINITION: The student's most recent status in pursuing a formal award indicating either the level of degree being sought or non-degree seeking. This is the 2009 standard.

FORMAT: numeric – 2 digit

CODES:
00 = unknown
01 = private career school diploma/certificate undergraduate
10 = lower division certificate
20 = associate
30 = upper division certificate
40 = bachelors
47 = non-degree undergraduate
50 = post-baccalaureate certificate
60 = masters
65 = post-masters certificate
70 = certificate of advanced study
81 = doctorate research/scholarship
85 = doctorate professional practice
86 = doctorate other
87 = non-degree graduate
99 = multi-major (DIS only)

COMMENTS: This code used in degree sought varies between different MHEC reporting systems prior to 2009. Please review the system manual to determine correct coding or refer to DD30.1. Postmasters certificate added in 2010 collection but not for degrees.

RELATED TO: Program Taxonomy code, together make up academic program code
GLOSSARY: FORMAL AWARD, NON-DEGREE SEEKING, DEGREE SEEKING, ASSOCIATE, BACHELORS, LOWER DIVISION CERTIFICATE, UPPER DIVISION CERTIFICATE, POST-BACCALAUREATE CERTIFICATE, CERTIFICATE OF ADVANCED STUDY, DOCTORATE RESEARCH/SCHOLARSHIP, DOCTORATE PROFESSIONAL PRACTICE, DOCTORATE OTHER, PRIVATE CAREER SCHOOL/DIPLOMA/CERTIFICATE, POST-MASTERS CERTIFICATE
SYSTEMS: EIS, DIS, FAIS, HGS,TSS
SYSNAME: DEGREE

DOCUMENTED: 1/10/77 Revised: 1/30/09
-DD30-

Comparison of the degree sought field coding up to the 2009 collection which is prior to the 2010 revisions starting in 2009. Revised for post-masters certificate in 2010.

Degree Sought	OLD EIS from inst. Prior 09	OLD DIS from inst. Prior 09	TSS and HGS from inst. Unchanged	NEW for all starting in 2009, revised for 2010
Unknown	00	00	00	00
Lower Division Certificate	01	01	10	10
Associate	02	02	20	20
Upper Division Certificate	07	07	30	30
Bachelors	03	03	40	40
Non-Degree undergrad	10	n/a	47	47
Post-Baccalaureate Certificate	08	08	50	50
Masters	04	04	60	60
Post-Masters Certificate	n/a	n/a	n/a	65
Certificate of Advance Study	12	09	n/a	70
Doctorate (OLD single category)	05	05	n/a	n/a
Doctorate (research and scholarship)	n/a	n/a	n/a	81
Doctorate (professional practice)	n/a	n/a	n/a	85
Doctorate (other)	n/a	n/a	n/a	86
Non-degree graduate	11	n/a	n/a	87
First-Professional	06	06	n/a	n/a
First-Professional Certificate	09	10	n/a	n/a
Non-degree first-professional	n/a	n/a	n/a	n/a
Multiple majors	n/a	99	n/a	99

DD 30.1

ELEMENT TITLE:

First Time Flag

DEFINITION: A flag that indicates the student is enrolled within the collection period for the first time at <u>any</u> institution at the appropriate program level (Undergraduate or Graduate).

FORMAT: numeric - 1 digit, blank not valid

CODES:
0 = concurrently enrolled in high school
1 = first-time undergraduate
2 = continuing undergraduate
3 = first-time graduate
4 = continuing graduate
5 = undergraduate transfer-in

9 = all students first-time or not (restricted to MHEC use, internal AGGR)

COMMENTS: Undergraduate students enrolled in the fall term who attended college for the first time the preceding summer should be considered as first-time fall semester students. Students who entered college for the first time after high school graduation with advanced standing (college credits earned before graduation from high school or placement testing) should be reported as first-time in the appropriate semester regardless of entering undergraduate fall student level. High school students concurrently enrolled before graduation from high school are not considered to be first-time. A transfer-in student is an undergraduate student entering the reporting institution as a new student but known to have previously attended another undergraduate postsecondary institution.   The student may transfer with or without credit

RELATED TO: Fall Student Level, Cumulative Transfer Credit Hours Earned

GLOSSARY: FIRST-TIME UNDERGRADUATE, FIRST-TIME GRADUATE

SYSTEMS: AGGR, EIS

SYSNAME: FIRSTIME

DOCUMENTED: 1/10/77 Revised: 11/1/04 Revised: 2/16/09
-DD37-

High School Prior Year Graduation Flag

DEFINITION: A flag reported for each fall enrollment that indicates whether a student either graduated from high school or received a G.E.D in the preceding year (prior 12 months).

FORMAT: numeric - 1 digit

CODES: The coding of this field follows:
1 = yes - Student graduated from high school or received GED in the preceding year (prior 12 months) to their fall enrollment.
0 = no - Student did not graduate from high school or receive GED in the preceding year (prior 12 months).
9 = unknown - Student for which the high school graduation period is not available or unknown

COMMENTS:

RELATED TO: High School Code

GLOSSARY:

SYSTEMS: EIS

SYSNAME: HSPGYR

DOCUMENTED: 1/30/09 Revised:

-DD41-

MARYLAND HIGHER EDUCATION COMMISSION

Enrollment Information System

Errata Sheet

June, 2008

The following changes relate to the Identification Number Type:

1. Change to (Page 8) Table 1
The following is changed from:
Blank   Provision for additional digit related to student number   Card Column 21
To:
Identification Number Type   Card Column 21
A Code to indicate whether an actual SSN or ITIN or an institution assigned student number was used (only if SSN or ITIN not available).
Blank = Valid Social Security or Individual Taxpayer Identification Number (ITIN).
  2   = Assigned identification number. A student identifier must be unique to the student within the institution and traceable across multiple years of the institution data records.

2. Add to Sample Student Record (Page 11) Table 2
 Column 21   Blank = Real Social Security Number

3. Add to Appendix C - Data Element Definitions (Page 31)
Identification Number Type and the following definition.

ELEMENT TITLE: Identification Number Type

DEFINITION: An indicator that determines whether the identification number is based upon a valid social security number or individual taxpayer identification number(ITIN) or an institution assigned substitute number in lieu of SSN.
FORMAT: numeric - 1 digit - blank valid
CODES: blank = valid social security number or ITIN
                 2 = assigned identification number
COMMENTS: An assigned substitute number is only used for students for whom the institution has no social security number or ITIN. In older EIS and DIS there may be an additional code of 1 and 3 which means the same as blank. A student identifier must be unique to the student within the institution and traceable across multiple years of the institution data records.
RELATED TO: Identification Number
SYSTEMS: TSS,HGS,EIS,DIS
DOCUMENTED: 1/10/77 Revised: 11/1/95

January 2003

With the reorganization of higher Education in 1988, the Maryland Higher Education
Commission (MHEC) was created to replace the State Board for Higher Education (SBHE) as
the agency responsible for statewide coordination of higher education. All references in this
document to SHBE now refer to MHEC.

December 1989

Degree Sought Coding (page 9) - The degree sought codes listed are a possible
    future implementation. The current coding structure (compatible with
    current software release and previous reporting years) is as follows:

    00 = Unknown
    01 = Lower Division Certificate (Certificate below Associate level)
    02 = Associate of Arts Degree (A.A.)
    03 = Bachelor's Degree
    04 = Master's Degree
    05 = Doctoral Degree
    06 = First-Professional Degree
    07 = Upper Division Certificate (Other Undergraduate Certificate)
    08 = Post-Baccalaureate Certificate
    09 = First-Professional Certificate
    10 = Non-Degree Undergraduate
    11 = Non-Degree Graduate
    12 = Certificate of Advanced Study (Advanced Graduate Certificate)

    The definitions for degrees can be found in the Commission "Academic
    Programs at Maryland Colleges and Universities". These following
    definitions are used for degree-seeking versus non-degree.

    NON-DEGREE SEEKING - Students enrolled in courses for credit with the
        intent of not seeking a degree or who have not made a declaration of
        degree intention.

    DEGREE SEEKING - Students enrolled in courses for credit with the intent
        of seeking a degree or other formal award.

Tuition Status Coding (page 9) - The definitions have been expanded for
    accurate reporting. The codes are as follows:

        1 = County, Resident (Community College only)
        2 = Maryland Resident
        3 = Non-Maryland Resident
        4 = Non-applicable (Private Colleges and University of Maryland
            University College only)
        5 = Employee and/or Family of Institution Receiving Tuition Waiver

Program (HEGIS Taxonomy Code) and Suffix (page 9) - Starting with the 1981
    HEGIS reporting, the programs and suffixes will be determined by the
    recently created Commission Program Inventory. All institutions should
    report only programs and suffixes contained in the inventory or 909901,
    except for pre-program exemptions granted by the Commission.

December 1989 (continued)

Student Level (pages 47-48) - The following is a definition change to the
   unclassified or special student level for both undergraduate, graduate
   and first-professional students required due to IPEDS:

   UNCLASSIFIED - A student taking courses creditable toward a degree or
      other formal award who cannot be classified by academic level. For
      example, this could include transfer students whose earned credits
      have not been determined at the time of the fall report or students
      enrolled in a program who already hold an equivalent or higher
      degree.

Attendance Categories (page 10) - Current definitions for:

   FULL-TIME - A student determined by the institution as having a normal
      academic load in terms of course work or other activity. Normally,
      an undergraduate student will be enrolled for twelve or more semester
      credits (or quarter hours). A graduate student will be enrolled for
      nine or more semester credits (or quarter hours). A
      first-professional student is defined by the institution.

   PART-TIME - A student who is taking less than the normal academic load
      for a full-time student.

TABLE OF CONTENTS

State Board for Higher Education Enrollment
Information System Description

General

SBHE coordinates the Federal Higher Education General Information
Surveys (HEGIS) for Maryland and collects data necessary for meeting
Federal desegregation reporting requirements and for Statewide planning
and research activities.

At most institutions, enrollment data are entered into computers
and processed for their needs. Prior to implementation of EIS, printouts
were generated and data manually transcribed onto forms which were sent
to SBHE. The forms then had to be entered into computers again and pro-
cessed for generating the required reports. The Enrollment Information
System (EIS), now including all public institutions and several private
schools, enables several student data forms to be replaced by one tape
submission. The manual effort and potential for error are reduced to a
minimum. This tape reporting process is also more efficient in the sense
that it consists of a series of records, one per student, which allow
various required reports to be generated from one set of data.

The SBHE staff provides a computer program to be used at each insti-
tution to help institutions translate data elements to a statewide data
format and common coding structures and to edit their data.

Other report generating programs are provided to be used, at the
institution's option, to create reports on: a) Enrollment by Program and
Race (S-1); b) Enrollment by County (S-4); c) Enrollment by Age (S-9);
and, d) Enrollment by State (S-8).

Background

The EIS System was developed in 1976-77 with the cooperation of a working group of institutional and segmental representatives. The program deck of cards supplied to each school contained extensive documentation and instruction on how to run the various programs. A brief manual and a set of Technical User's Notes were also supplied each participating institution.

This is the first revision of that manual and the Technical User's Notes. Its primary purpose is clarification of steps involved in running the programs and to respond to the expressed need to make this internal documentation of the programs more readily available to a first-time institutional user.

There are several minor changes in the data element codes: Non-degree students in the variable "Degree - Sought" can now be classified at the school's option as undergraduate non-degree (10) or graduate non-degree (11). The variable "Date of Initial Enrollment" is no longer needed and was dropped. HEGIS and SBHE data definitions which had been on the previously collected forms have been incorporated into the Manual for ready reference.

Data Access and Use

While the data collection process is primarily a replacement of previous reporting procedures, it also provides secondary benefits by permitting tabulations of data that are not possible with aggregated data. The following procedures were prepared in view of these additional uses and in view of the individual rather than aggregated nature of the data.

The aggregated data reports derived from the EIS are considered to be public information. The Board, however, treats the individual data records as if they were "personally identifiable" and protects the privacy of these records in accordance with legal requirements and other established policies. (See Appendix A - SBHE Policy Concerning the Privacy of Student Records Maintained by the Board.)

Institutional researchers and individual scholars are encouraged to utilize the data for studies of institutions and/or higher education in Maryland within the limitations contained in Appendix A.

The aggregated data are made available in periodic SBHE research reports. Institutional or individual requests for further analyses of the data can generally be accommodated and special analyses can be arranged depending upon staff and computer resources.

System Design

Each institution is provided several computer programs written in COBOL which can be used on institutional computers to create an edited output tape with a standard format and common codes for the needed data elements.

The Translation Program assumes that the needed data for each student is contained in an institutionally unique computerized student record. This program translates these institutional codes into standard statewide codes and creates an output tape with a standard student record for every enrolled student. The program also scrambles the student identification number found on the college tape.

The Edit Program checks these records for proper response range and position and provides a frequency count of selected variables. If there are errors, the school corrects these and re-runs the Translation-
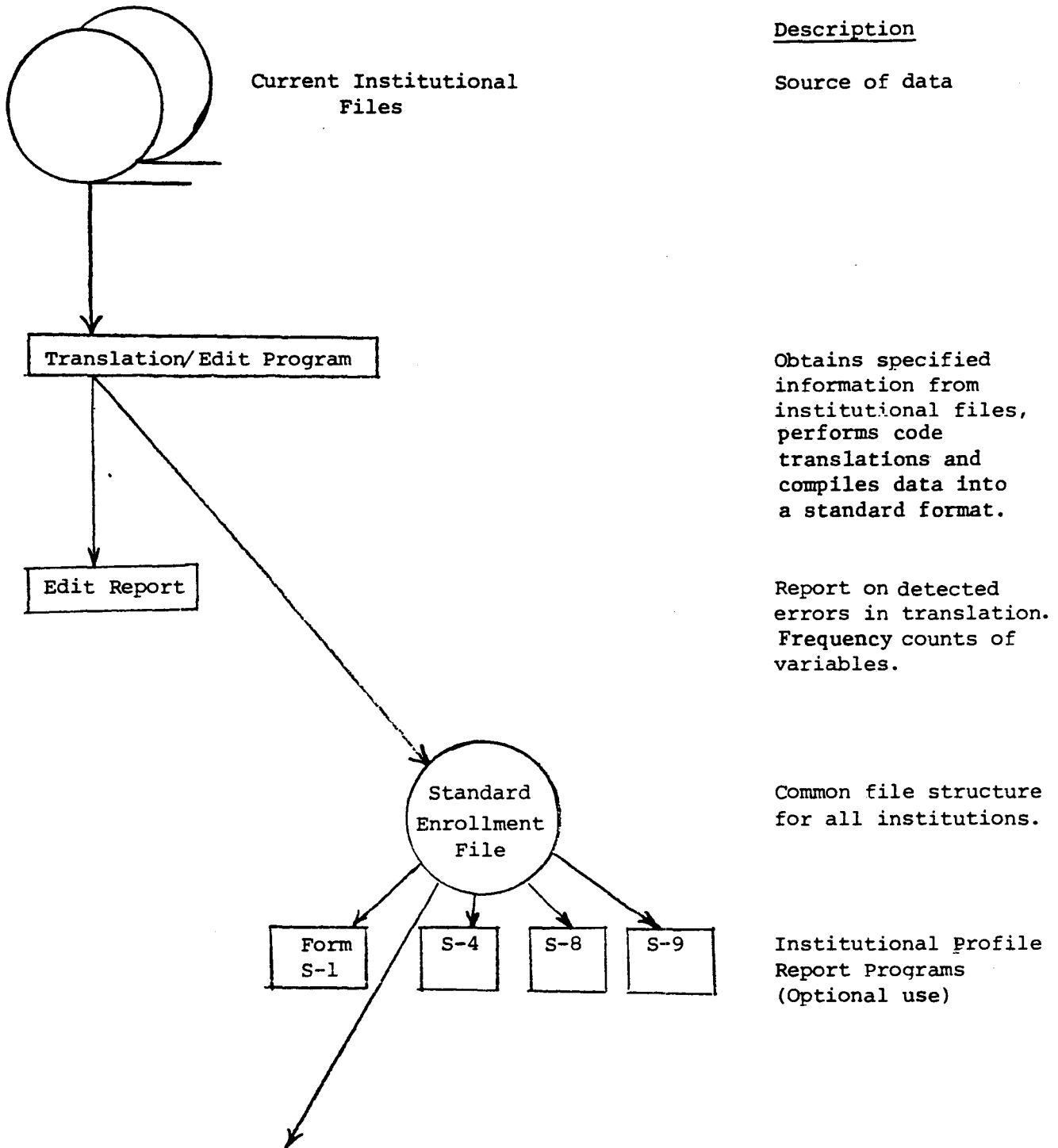
Edit programs until there is an error-free tape. Before submitting
the tape to SBHE, each school checks the edit frequency output against
other institutional records to verify the accuracy and completeness
of the data. Optional report generating programs are provided in the
software packet which produce reports on enrollment by county, enroll-
ment by state, age distribution of the student body and enrollment by
academic program, race and sex.

Figure 1 illustrates the design of the EIS at the institutional
level. It outlines the steps which a school must complete in order to
transmit an error-free, standard format tape to SBHE.

Figure 2 illustrates the statewide design of the EIS. It highlights
the steps and kind of reports which are necessary after an institution
submits its EIS tape to SBHE.

Figure 1

ENROLLMENT INFORMATION SYSTEM
Institutional Design

Description

Current Institutional
Files

Source of data

Translation/Edit Program

Obtains specified
information from
institutional files,
performs code
translations and
compiles data into
a standard format.

Edit Report

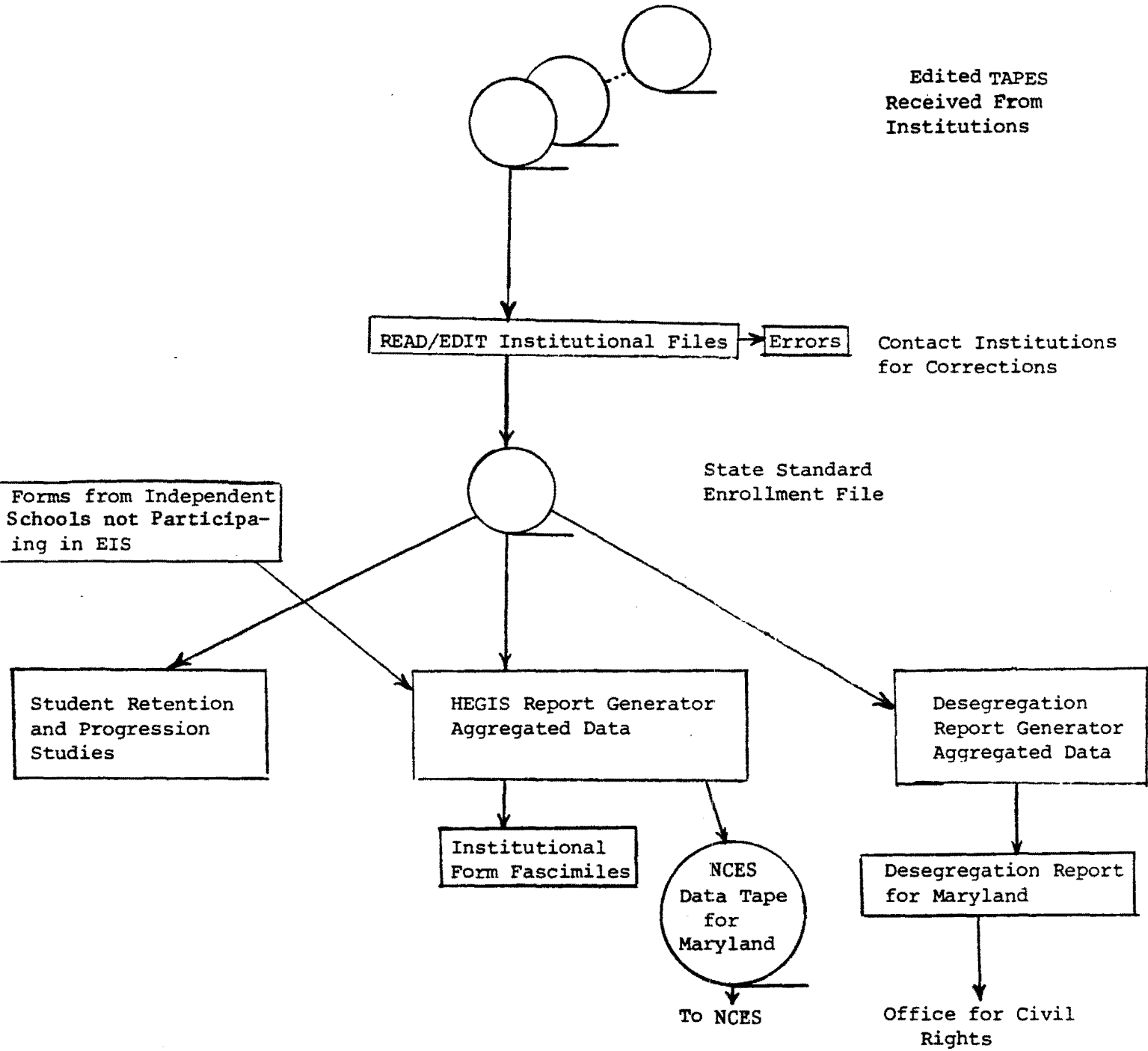Report on detected
errors in translation.
Frequency counts of
variables.

Standard
Enrollment
File

Common file structure
for all institutions.

| Form S-1 | S-4 | S-8 | S-9 |

Institutional Profile
Report Programs
(Optional use)

After error reports have been corrected, a tape containing the standard enrollment
data file is sent to SBHE.

Figure 2

Enrollment Information System
Statewide Design

Edited TAPES
Received From
Institutions

READ/EDIT Institutional Files → Errors   Contact Institutions
for Corrections

State Standard
Enrollment File

Forms from Independent
Schools not Participa-
ing in EIS

Student Retention
and Progression
Studies

HEGIS Report Generator
Aggregated Data

Desegregation
Report Generator
Aggregated Data

Institutional
Form Fascimiles

NCES
Data Tape
for
Maryland

Desegregation Report
for Maryland

To NCES

Office for Civil
Rights

General Instructions

1. Each institution, branch, campus or other entity separately certified by the Accreditation and Institutional Eligibility Unit of the U.S. Office of Education, with its own FICE code, and listed separately in the Education Directory - Higher Education, should be reported separately and not included or combined with any other such certified unit. Students at branches, campuses and other organizational entities not separately certified should be included on the appropriate campus or branch tape.

2. Do not include students known to be enrolled concurrently at another college or university, if the latter will report their enrollment. If a student is concurrently enrolled in classes at two institutions, the institution that will eventually grant the degree should report the student's enrollment.

3. Freeze Date - An appropriate annual "Freeze Date" for the college student record file should be set by the institution and/or the segment. The students enrolled on this date should be reported in the Preliminary Opening Fall Enrollment Report due on October 15 of each year and on the EIS tape. The number of students reported in these two reports should, therefore, be consistent. The college student data file used on the "freeze date" to construct the SBHE EIS tape should be saved until at least the institutional and state edit processes have been completed. The letter transmitting the tape to SBHE should indicate the freeze date used.

Standard Record Format

The record format for the EIS tape and the codes for the required data elements are contained in Table 1. Definitions of a number of the codes are contained in Appendix C.

A sample student record is illustrated in Table 2.

TABLE 1

ENROLLMENT INFORMATION SYSTEM
RECORD FORMAT

DATA ELEMENT	DESCRIPTION	CARD COLUMN
Session Code	"01" = Fall	1-2
Year	Calendar year for data (e.g., 1980=80)	3-4
FICE Number of College	Federal Interagency Committee on Education code number for college. (See Appendix C)	5-10
Campus Code	One digit suffix to FICE code for multi-campus institutions or divisional structure within institutions. (Optional)	11
Student Number	Number derived from Social Security Number	12-20
Blank	Provision for additional digit related to student number	21
Sex	1 = Male 2 = Female 3 = Unknown, male assigned 4 = Unknown, female assigned (Students with an unknown sex code on the college file are divided evenly between category 3 and 4 by the Translation-Edit Program)	22
Racial/Ethnic	0 = Unknown 1 = Black 2 = Indian 3 = Asian 4 = Hispanic 5 = White 6 = Non-Resident Alien 7 = All Other (See Appendix C)	23
Birth Year	Unknown = "0000" 1950 = "1950"	24-27
Geographic Origin	Permanent residence of the student at time of application 000 = Unknown 001 = Foreign 100 = U.S. but state unknown 101-199 = State (See Appendix C) 200 = Maryland, but county unknown 201-224 = Maryland county (See Appendix C)	28-30

Table 1 (continued)

DATA ELEMENT	DESCRIPTION	CARD COLUMN
Tuition Status	Basis on which student pays fees	31
	1 = County resident (Community College only) 2 = Maryland resident 3 = Non-Maryland resident 4 = Non-applicable (Private College only) 5 = Employee of Institution (Community Colleges only)	
Blank	To allow for larger HEGIS code	32-35
Program	HEGIS discipline taxonomy code for student's program (See Appendix C) Undeclared majors must be reported as 9099.	36-39
Program Suffix	Code to uniquely identify programs when more than one program or degree is offered within a single HEGIS code, otherwise - 01 (Generally assigned by segment board)	40-41
Degree Sought	Degree associated with the student's program	42-43

SEE ERRATA SHEET

First-Time Status	1 = Attending any college for the first time as an undergraduate. Include students enrolled in the fall term who attended college for the first time the preceding summer. Also include students who entered with advanced standing (college credit earned before graduation from high school) at the freshman level.	44

Table 1 (continued)

DATA ELEMENT	DESCRIPTION	CARD COLUMN
First-Time Status (Continued)	2 = An undergraduate student who has attended this or any other college before 3 = Attending any college for the first time as a graduate or 1st professional student 4 = A graduate or 1st professional student who has attended this or any other college before at the graduate or 1st professional level	44
Credit Hour Load	Number of credits for which the student is registered as of the Freeze Date. (See Appendix C)	45-48
Attendance Categories	1 = Full-Time. Those students whose academic load (course work or required activity) is at least 75 percent of the normal load requirement to complete a student program or course of study within the normal time. 2 = Part-Time. Students whose academic load (course work or required activity) is less than 75 percent of the normal load required to complete a student program or course of study within the normal time.	49
Student Level	Undergraduates 01 = Freshman 02 = Sophomore 03 = Junior 04 = Senior & subsequent years Graduate or Professional 05 = Less than 1 year of full-time work completed 06 = 1 or more years of full-time work completed Unclassified and Special 07 = Unclassified or special undergraduate 08 = Unclassified or special graduate or first professional (See Appendix C)	50-51
Blank	Filler	52-80

Table 2

Sample Student Record

Columns	Code		Explanation of Coding
1-2	01	=	Fall Semester
3-4	80	=	1980
5-10	002057	=	Allegany Community College
12-20	6FJF4B9ØØ	=	Scrambled Student # derived from s.s. number[1]
22	1	=	Male
23	5	=	White
24-27	1950	=	1950 is year of birth
28-30	201	=	County of residence (Allegany)
31	1	=	Tuition status is "in county"
36-41	510101	=	Major is data processing technology
42-43	02	=	A. A. degree program
44	2	=	Continuing undergraduate
45-48	0600	=	Enrolled for 6 credits
49	2	=	Classified as a part-time student
50-51	02	=	Sophomore

[1] Ø = Blank

Optional Report Features

To meet the tape submission requirements each college is required to run only one program - the Translation/Edit Program. Running that program and submitting an error-free data tape meets all SBHE requirements for the SBHE Reports S-1, S-4, S-8 and S-9. This program provides a frequency count on each variable which can and should be checked against other institutional records.

A series of optional report programs are also provided by SBHE so that colleges can see what the S-1, S-4, S-8 and S-9 reports would have looked like if they had been prepared manually. These reports are for use on the campus and should not be sent to SBHE. NCES Form 2300-2.3, Enrollment by Program and Race utilizes a similar format and the same definitions as SBHE Report S-1 and is submitted directly to NCES by SBHE.

Instructions on how to run these programs are in the Technical User's Guide and in the internal documentation of the software packet supplied to each school.

TABLE 3

SBHE Reports Generated by the EIS System

Enrollment by Program and Race   (S-1)

Residence by County of Origin   (S-4)

Residence by State   (S-8)

Enrollment by Distribution of
  Age   (S-9)

APPENDICES

CONTENTS

APPENDIX A

SBHE POLICY CONCERNING THE PRIVACY OF STUDENT RECORDS

MAINTAINED BY THE BOARD

(ADOPTED BY SBHE, MAY 1977)

SBHE Policy Concerning the Privacy of Student Records
Maintained by the Board
(Adopted by SBHE, May 1977)

The Board regularly collects, in accordance with its legal responsibilities, information on students enrolled in Maryland institutions of postsecondary education. This information is often collected on an aggregated or summary basis, but data on individuals may be collected from student records for the purpose of constructing aggregated or summary reports on given topics. With respect to these individual student records:

1. Any personally-identifiable information will consist only of items required for legitimate reports and studies of the Board; specific description of the data possessed by the Board will be provided upon request. Inquiries should be addressed to the Board's offices in Annapolis.

2. Any student, or parent of a student under 18 years of age, may upon application to the Board's offices at 16 Francis Street, Annapolis, Maryland 21401, inspect, review, or seek correction of any records of that student maintained by the Board. The Board will provide copies of such records for a fee equal to the actual reproduction or computer processing costs.

3. The Board will maintain a record of disclosures of personally-identifiable information made from the education records of a student, and will permit a student, or parent of a student under 18 years of age, to inspect that record.

4. If, after an application to correct records is made, and a hearing held thereon, the Board decides that the information contained in its records is not inaccurate, misleading, or otherwise in violation of a student's rights, the Board will inform the student, or parent of a student under 18 years of age, of the right to place in the student's education records a statement commenting upon the information contained in the records, or setting forth any reasons for disagreement with the Board's decision.

5. Copies of this policy will be published annually and will be provided upon request to interested individuals, in accordance with (HEW) Regulation 45 C.F.R. 99.6.

Note: The above policy was developed in consultation with the Attorney General's Office to fulfill requirements of U. S. Title 45, Part 99: "Privacy Rights of Parents and Students." This policy is based upon current regulations and may be changed to meet future legal requirements.

APPENDIX B

ENROLLMENT INFORMATION SYSTEM
(EIS)

TECHNICAL USER NOTES

REVISION DATE: MAY, 1980

CONTENTS

INTRODUCTION

The Enrollment Information System is a procedure for transmitting enrollment information on computer tape rather than on several manually completed printed forms. These technical notes address the computer programs supplied by SBHE to compile and use the standard enrollment tape at each institution.

Each school is supplied a deck of cards which contain a number of EIS programs written in COBOL. The Translation-Edit program is the first deck of approximately 1200 cards, identified by the program identifier EIS-TE in columns 73-80, and will henceforth be referred to as the Translation-Edit program. This program performs the functions of reading source files, translating information into standard codes, and performing routine edit checks on the standardized data. Extensive internal documentation is contained in the program deck.

The Translation-Edit program is run at the individual colleges on their computers. The program reads the college student data file (The COBOL description of this file is supplied by the college programmers). Then using college-supplied translation cards, the program translates the college codes to standard SBHE codes. The Translation-Edit program automatically scrambles the student Social Security Number from the college file into a SBHE student identifier. This maintains the privacy of the student record while allowing for progression studies which can follow students who transfer from school-to-school within Maryland. The program then provides an edit report on the translation process and summary frequency counts on selected data elements.

Freeze Date

An appropriate annual "Freeze Date" for the college student record file should be set by the institution and/or the segment. The number of students enrolled on this date should be used for the Preliminary Opening Fall Enrollment Report due on October 15 of each year and the EIS tape due on November 1. The number of students reported in these two reports should, therefore, be consistent. The college student data file used on the "freeze date" to construct the SBHE EIS tape should be saved until at least the institutional and state edit processes have been completed. The letter transmitting the tape to SBHE should indicate the freeze date used.

Prepare Input Data

ENR-FILE is the name of the college student data file. It should contain one record for each student with all the pertinent data for state and federal data reporting. The data can, however, still be in the coding structure used by the college as the translation to standard formats and codes is handled by the Translation Edit program.

Cards are provided in the Translation Edit program deck (ENR-RECORD Cards) which are used to describe your input file. When the program modifications are made, these cards will be reordered to match the order of the fields in your input file. The proper field lengths will be added in the picture clause with Filler cards added where necessary.

Prepare the Translation Table

TRANSFILE is the file containing the translation tables necessary to convert institutional codes to standard codes. For example, marketing majors at a community college may be coded as "MKTG" on the college data file but must be converted to "500401" for standard HEGIS reporting. This could be converted by including a card in the transfile to instruct the program to change all "MKTG" to "500401" Another card might translate all students with accumulated credit hours to 0 through 30 to "01" as the code for freshmen. If a data element has no translation table provided, it is assumed that the variables are already in the correct format.

The format for the cards in this file is:

Columns 1-4	Field being translated, possibilities include (in required sort sequence)*
	"DEGR" for In-Degree-Sought
	"FRST" for In-First Time-Status
	"FTPT" for In-Current-Status
	"GEOG" for In-Geographic-Origin
	"LEVL" for In-Student-Level
	"PROG" for In-Program-CD
	"RACE" for In-Racial-Category
	"RES" for In-Residency-Status
	"SEX" for In-Sex
Columns 5-14	The lowest input value to be converted to standard value.
Columns 15-24	The highest input value to be converted to standard value.
Columns 25-34	The standard code to which any value falling in the above range is converted.

*The file must be sorted on columns 1-4. "DEGR" (In-Degree Sought) would thus be read first and subsequent fields would be read in the sequence above

Prepare Control Card

This is a single card which precedes the Translation Tables. It is the first card read by the program.

Items on the card are:

Columns 1-4	ID = "CNTL"
Columns 5-8	NUM-RCDS = NUMBER OF INPUT RECORDS TO BE READ. IF BLANK READ TO END OF FILE
Columns 9-10	LINE-PAGE = LINES TO BE PRINTED ON EACH PAGE
Column 11	TAPE-SW = "T" IF TAPE IS TO BE WRITTEN BLANK IF NO TAPE IS TO BE WRITTEN
Column 12	ERROR-SW = "E" IF DETAIL ERRORS ARE TO BE PRINTED, OTHERWISE BLANK
Columns 13-14	SESSION-CD = "01" for FALL
Columns 15-16	DATA-YR = "80" for 1980
Columns 17-22	FICE - CD = 6 DIGIT USOE CODE for institutions
Column 23	CAMPUS -CD = OPTIONAL FOR LOCAL USE
Columns 24-31	DATE = FREEZE DATE EX "10/14/80"
Columns 32-61	NAME = INSTITUTION AND/OR RUN NAME

The following examples illustrate the use of the translation cards.

	ENR-File			
Data	Codes	Thru	To Be	
Elements	From	Codes	Translated To	Explanation
1-4	5-14	15-24	25-34	
LEVL	001	029	01	School's code of 001-029 credit hours would be translated to freshmen (01)
PROG	MKTG	MKTG	500401	School code of "MKTG" translated to HEGIS code 500401
RACE	1	1	5	School code of 1 for whites translated to 5 for SBHE category white
RACE	2	2	1	School code of "2" for blacks translated to SBHE "1" for blacks
SEX	M	M	1	School code of "M" for male translated to SBHE code 1
SEX	F	F	2	"F" translated to 2 - female

Note that all "PROG" cards translate to a 6-digit number consisting of a 4-digit HEGIS number plus a 2-digit suffix (HEGIS codes and suffixes are usually assigned by the segment boards).

Please note that unknowns are not allowed for current status, student level and residency status. Unknown HEGIS programs are coded as 909901. All other fields use zero "0" not blank to denote data unknown. A translation card may be necessary to convert blanks to zeroes for those fields where blanks might be encountered.

The program, as distributed to schools, allows for 300 Translation Cards. If you have more than 300 translation cards, change the occurs values for trans-items under trans-data in working storage and the test for trans-RCD-CNT card of the translation tables section of the program deck of cards supplied by SBHE.

Make Program Modifications

These steps are necessary to adapt the program to the college's installation.

1. "TOP-OF-PAGE" is used for a printer slew to a new page. Define this under special names as necessary for installation.

2. Remove the cards from the program deck with the file description for the ENR-FILE. These cards will be used to describe your input file. Reorder the cards to match the order of the fields in your input file, then put the proper field lengths in the picture clause, adding filler cards where necessary.

3. If special coding is necessary to manipulate your data before doing the translation, add the coding in the edit-start paragraph of the trans edit loop section of the program. Special coding might be necessary to construct a required data field using inputs from 2 or more fields.

4. The program as distributed allows for 300 translation cards. If you have more than 300 translation cards, change the occurs value for trans-items under trans-data in working storage and the test for trans-RCD-CNT of the translation tables section.

5. The program assumes birth year on the input file is a 4 digit number (Example 1958). If it is only a 2 digit number (EX 58) change the add instruction in the race exit paragraph of the translation edit section to "add 1900" rather than "Add".

6. Change the tape label and recording modes as necessary.

Run the Program

After preparing the Control Card and the Translation Cards and making the necessary program modifications the program should be ready for use.

Check the Output

Appendix D contains a sample detail edit output. Errors are indicated by a message immediately following the data element. These errors can generally be fixed by adding additional translation cards to the translation file. However, on occasion it may be necessary to make changes to the input file.

Appendix D also contains a summary output report for a College edit run. A message is printed at the end of this run saying "xx errors or invalid entries are on the tape, correct input file or translation tables and rerun before proceeding."

NEVER FORWARD TAPE TO SBHE UNTIL THESE EDITING ERRORS HAVE BEEN CORRECTED AND AN ERROR-FREE EDIT PROGRAM HAS BEEN RE-RUN.

As a further check of the validity of the data, it is desirable to cross-check the numbers listed in the edit frequency counts with other institutional reports made from the same data-base.

The Registrar, the Director of Institutional Research and other administrators responsible for enrollment may need to review the frequency counts obtained from the Edit to verify the accuracy of the data before the tape is submitted to SBHE. To facilitate this review the Report Programs S-1, S-4, S-8, S-9 may be run by each institution.

Run the Optional Report Program(s)

These programs generate form-facsimiles of the SBHE Reports S1, S4, S8 and S9. Examples of the output of these programs are included at the end of this appendix.

1. Run the Translation-Edit Program until there are no errors in the data file. The STND-FILE is output from the Translation Edit Program and input to this program.

2. "Top-of-Page" is used for a printer slew to a new page. Define this under Special Names if necessary.

3. Change Input-Output Section "Selects" as necessary for installation.

4. Change Configuration Section Object computer as necessary for installation.

5. Change the tape label and recording modes as necessary.

PROGRAM FILES

1. Select the desired report generating program from those supplied by SBHE.

2. STND-FILE is the input data file and contains one record for each student. This file must be sorted by Program-CD within Degree Sought or Degree-Sought within Program CD (Column 36 thru 43). This sorted version must be used as STND-FILE input for running the Enrollment by Program and Race (S-1) Report.

3. REPT-FILE is the output printer file.

4. REP-CTL is a control card. The first four columns should contain "TITL". The next 30 characters will be displayed in your Title.

OPTIONAL PROGRAMS

File Name	Description
SB-S1UG	Enrollment Data By Program and Race - Undergraduate
SB-S1FP	Enrollment Data By Program and Race - 1st Professional
SB-S1GD	Enrollment Data By Program and Race - Graduate
EIS-S4	Residence By County
EIS-S8	Residence By State
EIS-S9	Enrollment By Age

Submit the Data to SBHE

The data may be submitted on 80-column cards or on magnetic tape. If tape is used, the following specifications are preferred. Records must always have a length of 80 characters (logical record length).

Preferred Tape Format

1. Un-labeled tapes are preferable

2. ASCII Character Format

3. 8000 character physical blocksize (blocking factor 100)

4. At least 1 end of file mark following last data record

5. 9 track

6. Even parity

7. 1600 BPI

Please complete the following form and return with the cards or tape each year. Keep a copy of the tape and of the college student file (ENR-FILE) from which this tape was produced. If there are any questions, contact Dan McConochie at the State Board for Higher Education, (301) 269-2971.

Send the following form and the tape/cards to your segment HEGIS coordinator or:

Enrollment Information System

State Board for Higher Education

16 Francis Street

Annapolis, Maryland 21401

TAPE SPECIFICATIONS

TAPE SUBMISSION OF EIS DATA

(Please complete this form **each year** and return it with tape.)

    Name of Institution:_____

Person Whom We May Contact If We Have Problems:

    Name:_____

    Department or Office:_____

    Phone:_____

Number of records in data base_____
(Must equal total number of students enrolled)

Name and model of computer used:_____

Character format (e.g. BCD, EBCDIC, ASCII)_____

If magnetic tape is being submitted, please answer the following questions:

7 or 9 track?_____

Even or odd parity?_____

800 or 1600 BPI?_____

Tape label or label omitted?_____

Characteristics of label (If labeled):_____

Block-size (physical record length)_____
Address to which you wish to have tape returned:

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APPENDIX C

DATE ELEMENT DEFINITIONS

CONTENTS

Each Institution, Branch, campus central administration office, or other entity separately certified by the Division of Eligibility and Agency Evaluation of the U.S. Office of Education, with its own FICE code, and listed separately in the Education Directory – Colleges and Universities, should be reported separately and not included or combined with any other such certified unit. Branches, campuses and other oganizational entities not separately certified should be included with the appropriate institution or branch report.

Use the FICE code of the campus where the student is registered. If a student is concurrently enrolled at another campus, the campus that will eventually grant the degree should report the student's enrollment.

Code	Type	Institution
	Community Colleges	
002057		ALLEGANY COMMUNITY COLLEGE
002058		ANNE ARUNDEL COMMUNITY COLLEGE
002063		CATONSVILLE COMMUNITY COLLEGE
008308		CECIL COMMUNITY COLLEGE
002064		CHARLES COUNTY COMMUNITY COLLEGE
004650		CHESAPEAKE COLLEGE
002061		COMMUNITY COLLEGE OF BALTIMORE
009935		DUNDALK COMMUNITY COLLEGE
002070		ESSEX COMMUNITY COLLEGE
002071		FREDERICK COMMUNITY COLLEGE
010014		GARRETT COMMUNITY COLLEGE
002074		HAGERSTOWN JUNIOR COLLEGE
002075		HARFORD COMMUNITY COLLEGE
008175		HOWARD COMMUNITY COLLEGE
002082		MONTGOMERY COLLEGE – ROCKVILLE
002081		MONTGOMERY COLLEGE – TAKOMA PK.
029074		MONTGOMERY COLLEGE – GERMANTOWN
006911		MONTGOMERY COLLEGE – CENTRAL ADMIN.
002089		PRINCE GEORGE'S COMMUNITY COLLEGE
029053		WOR-WIC TECH
	State Colleges and Universities	
002062		BOWIE STATE COLLEGE
002068		COPPIN STATE COLLEGE
002072		FROSTBURG STATE COLLEGE
002095		ST. MARY'S COLLEGE OF MARYLAND
002091		SALISBURY STATE COLLEGE
002099		TOWSON STATE UNIVERSITY
002102		UNIV OF BALTIMORE
002083		MORGAN STATE UNIV

FICE CODES

University of Maryland

002104	UNIV OF MD - BALTIMORE CITY
002105	UNIV OF MD - BALTIMORE COUNTY
002103	UNIV OF MD - COLLEGE PARK
002106	UNIV OF MD - EASTERN SHORE
011644	UNIV OF MD - UNIVERSITY COLLEGE
004950*	UNIV OF MD - CENTRAL ADMINISTRATION
004960*	UNIV OF MD - CENTER FOR ENVIRON. STUDIES
004970*	UNIV OF MD - APPLIED AGRIC. (CP)
004975*	UNIV OF MD - COOP EXT. SERVICE

*Identifies state assigned numbers, no federal identification.

Code	Institution
002060	BALTIMORE HEWBREW COLLEGE
001436	CAPITOL INSTITUTE OF TECHNOLOGY
002067	COLUMBIA UNION COLLEGE
002073	GOUCHER COLLEGE
002076	HOOD COLLEGE
002077	JOHNS HOPKINS UNIVERSITY
002078	LOYOLA COLLEGE
002080	MARYLAND INSTITUTE OF ART
002086	MOUNT ST. MARY'S COLLEGE
002087	NER ISRAEL RABBINICAL COLLEGE
002065	COLLEGE OF NOTRE DAME OF MARYLAND
002088	PEABODY INSTITUTE OF BALTIMORE
002092	ST. JOHN'S COLLEGE
002096	ST. MARY'S SEMINARY AND UNIVERSITY
002108	WASHINGTON COLLEGE
001462	WASHINGTON BIBLE COLLEGE
010065	WASHINGTON THEOLOGICAL COALITION
C02109	WESTERN MARYLAND COLLEGE
002650	MARYLAND COL OF ART & DESIGN
001550	EASTERN CHRISTIAN COLLEGE
004300	U. S. NAVAL ACADEMY
002107	VILLA JULIE COLLEGE
012029	DE SALES HALL SCHOOL OF THEOLOGY
002050	HAGERSTOWN BUSINESS COLLEGE
000250	ANTIOCH COLLEGE - MARYLAND CENTERS

RACE CATEGORIES

Code	Category Definition

0   Unknown

1   BLACK: Not of Hispanic origin; a person have origins in any of the black racial groups of Africa.

2   INDIAN: American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

3   ASIAN OR PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands, and Samoa.

4   HISPANIC: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

5   WHITE: Not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic Origin).

6   FOREIGN: Non-resident Aliens in the United States under a student or temporary visa.

7   ALL OTHER: Persons from races not included above.

Resident aliens, noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ ethnic categories along with United States citizens.

100 U.S but State unknown
101 Alabama
102 Alaska
103 Arizona
104 Arkansas
105 California
106 Colorado
107 Connecticut
108 Delaware
109 District of Columbia
110 Florida
111 Georgia
112 Hawaii
113 Idaho
114 Illinois
115 Indiana
116 Iowa
117 Kansas
118 Kentucky
119 Louisiana
120 Maine
122 Massachusetts
123 Michigan
124 Minnesota
125 Mississippi
126 Missouri
127 Montana
128 Nebraska
129 Nevada
130 New Hampshire
131 New Jersey
132 New Mexico
133 New York
134 North Carolina
135 North Dakota
136 Ohio
137 Oklahoma
138 Oregon
139 Pennsylvania
140 Rhode Island
141 South Carolina
142 South Dakota
143 Tennessee
144 Texas
145 Utah
146 Vermont
147 Virginia
148 Washington
149 West Virginia
150 Wisconsin
151 Wyoming
152 American Samoa
153 Canal Zone
154 Guam
155 Puerto Rico
156 Trust Terr. Pacific Island
157 Virgin Islands

COUNTY

CODE	COUNTY
201	Allegany
202	Anne Arundel
203	Baltimore
204	Calvert
205	Caroline
206	Carroll
207	Cecil
208	Charles
209	Dorchester
210	Frederick
211	Garrett
212	Harford
213	Howard
214	Kent
215	Montgomery
216	Prince George's
217	Queen Anne's
218	Saint Mary's
219	Somerset
220	Talbot
221	Washington
222	Wicomico
223	Worcester
224	Baltimore City

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

0100 AGRICULTURE and NATURAL RESOURCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the production of food and management of natural fiber, plant, forest, and wildlife resources.

0101 Agriculture, general
0102 Agronomy (field crops, and crop management)
0103 Soils science (management and conservation)
0104 Animal science (husbandry)
0105 Dairy science (husbandry)
0106 Poultry science
0107 Fish, game, and wildlife management
0108 Horticulture (fruit and vegetable production)
0109 Ornamental horticulture (floriculture, nursery science)
0110 Agricultural and farm management
0111 Agricultural economics
0112 Agricultural business
0113 Food science and technology
0114 Forestry
0115 Natural resources management
0116 Agriculture and forestry technologies (baccalaureate and higher programs)
0117 Range management
0199 Other, specify

0200 ARCHITECTURE and ENVIRONMENTAL DESIGN

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with training for a profession in designing buildings, communities, parks, and other manmade aspects of the physiosocial environment.

0201 Environmental design, general
0202 Architecture
0203 Interior design
0204 Landscape architecture
0205 Urban architecture
0206 City, community, and regional planning
0299 Other, specify

0300 AREA STUDIES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with programs designed to study cultures indigenous to specific geographic regions.

0301 Asian studies, general
0302 East Asian studies
0303 South Asian (India, etc.) studies
0304 Southeast Asian studies
0305 African studies
0306 Islamic studies
0307 Russian and Slavic studies
0308 Latin American studies
0309 Middle Eastern studies
0310 European studies, general
0311 Eastern European studies
0312 West European studies
0313 American studies
0314 Pacific area studies
0399 Other, specify

0400 BIOLOGICAL SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the science of life or living matter in all its forms and phenomena especially with regard to the origin, growth, reproduction, and structure of life forms.

0401 Biology, general
0402 Botany, general
0403 Bacteriology
0404 Plant pathology
0405 Plant pharmacology
0406 Plant physiology
0407 Zoology, general
0408 Pathology, human and animal
0409 Pharmacology, human and animal
0410 Physiology, human and animal
0411 Microbiology
0412 Anatomy
0413 Histology
0414 Biochemistry
0415 Biophysics
0416 Molecular biology
0417 Cell biology (cytology, cell physiology)
0418 Marine biology
0419 Biometrics and biostatistics
0420 Ecology
0421 Entomology
0422 Genetics
0423 Radiobiology
0424 Nutrition, scientific (excludes nutrition in home economics and dietetics)
0425 Neurosciences
0426 Toxicology
0427 Embryology
0499 Other, specify

0500 BUSINESS and MANAGEMENT

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to the organization, operation, administration, and control of private and public organizations.

0501 Business and commerce, general
0502 Accounting
0503 Business statistics
0504 Banking and finance
0505 Investments and securities
0506 Business management and administration
0507 Operations research
0508 Hotel and restaurant management
0509 Marketing and purchasing
0510 Transportation and public utilities
0511 Real estate
0512 Insurance
0513 International business
0514 Secretarial studies (baccalaureate and higher programs)
0515 Personnel management
0516 Labor and industrial relations
0517 Business economics
0599 Other, specify

0600 COMMUNICATIONS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to collection, preparation, and presentation of ideas and information intended for popular consumption through mass media.

0601 Communications, general
0602 Journalism (printed media)
0603 Radio/television
0604 Advertising
0605 Communication media (use of videotape, films, etc., oriented specifically toward radio/television)
0699 Other, specify

0700 COMPUTER and INFORMATION SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, course work, research projects, etc. having to do with the design, development, and application of computer capabilities to data storage and manipulation and related computational procedures.

0701 Computer and information sciences, general
0702 Information sciences and systems
0703 Data processing
0704 Computer programming
0705 Systems analysis
0799 Other, specify

0800 EDUCATION

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations.

0801 Education, general
0802 Elementary education, general
0803 Secondary education, general
0804 Junior high school education
0805 Higher education, general
0806 Junior and community college education
0807 Adult and continuing education
0808 Special education, general
0809 Administration of special education
0810 Education of the mentally retarded
0811 Education of the gifted
0812 Education of the deaf
0813 Education of the culturally disadvantaged
0814 Education of the visually handicapped
0815 Speech correction
0816 Education of the emotionally disturbed
0817 Remedial education
0818 Special learning disabilities
0819 Education of the physically handicapped
0820 Education of the multiple handicapped
0821 Social foundations (history and philosophy of education)
0822 Educational psychology (include learning theory)
0823 Pre-elementary education (kindergarten)
0824 Educational statistics and research

0825 Educational testing, evaluation and measurement
0826 Student personnel (counseling and guidance)
0827 Educational administration
0828 Educational supervision
0829 Curriculum and instruction
0830 Reading education (methodology and theory)
0831 Art education (methodology and theory)
0832 Music education (methodology and theory)
0833 Mathematics education (methodology and theory)
0834 Science education (methodology and theory)
0835 Physical education
0836 Driver and safety education
0837 Health education (include family life education)
0838 Business, commerce, and distributive education
0839 Industrial arts, vocational, and technical education
0899 Other, specify

0900 ENGINEERING

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the practical application of basic scientific knowledge to the design, production, and operation of systems intended to facilitate man's control and use of his natural environment.

0901 Engineering, general
0902 Aerospace, aeronautical and astronautical engineering
0903 Agricultural engineering
0904 Architectural engineering
0905 Bioengineering and biomedical engineering
0906 Chemical engineering (include petroleum refining)
0907 Petroleum engineering (exclude petroleum refining)
0908 Civil, construction, and transportation engineering
0909 Electrical, electronics, and communications engineering
0910 Mechanical engineering
0911 Geological engineering
0912 Geophysical engineering
0913 Industrial and management engineering
0914 Metallurgical engineering
0915 Materials engineering
0916 Ceramic engineering
0917 Textile engineering
0918 Mining and mineral engineering
0919 Engineering physics
0920 Nuclear engineering

0921 Engineering mechanics
0922 Environmental and sanitary engineering
0923 Naval architecture and marine engineering
0924 Ocean engineering
0925 Engineering technologies (baccalaureate and higher programs)
0999 Other, specify

1000 FINE and APPLIED ARTS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the creation and appreciation of the diverse modes of communicating ideas and emotions by means of stylized, visual, and nonvisual representations and symbols.

1001 Fine arts, general
1002 Art (painting, drawing, sculpture)
1003 Art history and appreciation
1004 Music (performing, composition, theory)
1005 Music (liberal arts program)
1006 Music history and appreciation (musicology)
1007 Dramatic arts
1008 Dance
1009 Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)
1010 Cinematography
1011 Photography
1099 Other, specify

1100 FOREIGN LANGUAGES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to mastery of a language other than English or related to the study of a foreign culture through exploration of the literature of that culture as expressed in the vernacular language.

1101 Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
1102 French
1103 German
1104 Italian
1105 Spanish
1106 Russian
1107 Chinese

1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian languages
1115 Slavic languages (other than Russian)
1116 African languages (non-Semitic)
1199 Other, specify

1200 HEALTH PROFESSIONS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the maintenance and restoration of physical and mental health.

1201 Health professions, general
1202 Hospital and health care administration
1203 Nursing (baccalaureate and higher programs)
1204 Dentistry, D.D.S. or D.M.D. degree
1205 Dental specialties (work beyond first-professional degree, D.D.S. or D.M.D.)
1206 Medicine, M.D. degree
1207 Medical specialties (work beyond first-professional degree, M.D.)
1208 Occupational therapy
1209 Optometry
1210 Osteopathic medicine, D.O. degree
1211 Pharmacy
1212 Physical therapy
1213 Dental hygiene (baccalaureate and higher programs)
1214 Public health
1215 Medical record librarianship
1216 Podiatry (Pod.D. or D. P.) or podiatric medicine (D.P.M.)
1217 Biomedical communication
1218 Veterinary medicine (D.V.M. degree)
1219 Veterinary medicine specialties (work beyond first-professional degree, D.V.M.)
1220 Speech pathology and audiology
1221 Chiropractic
1222 Clinical social work (medical and psychiatric and specialized rehabilitation services)
1223 Medical laboratory technologies (baccalaureate and higher programs)
1224 Dental technologies (baccalaureate and higher programs)

1225 Radiologic technologies (baccalaureate and higher programs)
1299 Other, specify

1300 HOME ECONOMICS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the theory and practice of family and home care including the science of foods, home decoration and management, and child care.

1301 Home economics, general
1302 Home decoration and home equipment
1303 Clothing and textiles
1304 Consumer economics and home management
1305 Family relations and child development
1306 Foods and nutrition (include dietetics)
1307 Institutional management and cafeteria management
1399 Other, specify

1400 LAW

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with instruction in the legal customs, practices, and rules of society and states for the purpose of pursuing a career in jurisprudence.

1401 Law, general
1499 Other, specify

1500 LETTERS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with English language and literature and value systems related to ancient and modern cultures.

1501 English, general
1502 Literature, English
1503 Comparative literature
1504 Classics
1505 Linguistics (include phonetics, semantics, and philology)
1506 Speech, debate, and forensic science (rhetoric and public address)
1507 Creative writing
1508 Teaching of English as a foreign language

1509 Philosophy
1510 Religious studies (exclude theological professions)
1599 Other, specify

1600 LIBRARY SCIENCE

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with instruction in the professional skills required to organize collections of books and related materials and the training necessary for providing services related to them.

1601 Library science, general
1699 Other, specify

1700 MATHEMATICS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the science of numbers and space configurations and their operations, measurement, relationships, and abstractions.

1701 Mathematics, general
1702 Statistics, mathematical and theoretical
1703 Applied mathematics
1799 Other, specify

1800 MILITARY SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with techniques and skills unique to the pursuit of a professional career as a military officer.

1801 Military science (Army)
1802 Naval science (Navy, Marines)
1803 Aerospace science (Air Force)
1899 Other, specify

1900 PHYSICAL SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the basic nature of matter, energy, and associated phenomena.

1901 Physical sciences, general
1902 Physics, general (exclude biophysics)
1903 Molecular physics
1904 Nuclear physics

1905 Chemistry, general (exclude biochemistry)
1906 Inorganic chemistry
1907 Organic chemistry
1908 Physical chemistry
1909 Analytical chemistry
1910 Pharmaceutical chemistry
1911 Astronomy
1912 Astrophysics
1913 Atmospheric sciences and meteorology
1914 Geology
1915 Geochemistry
1916 Geophysics and seismology
1917 Earth sciences, general
1918 Paleontology
1919 Oceanography
1920 Metallurgy
1999 Other, specify

2000 PSYCHOLOGY

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with behavioral and mental processes.

2001 Psychology, general
2002 Experimental psychology (animal and human)
2003 Clinical psychology
2004 Psychology for counseling
2005 Social psychology
2006 Psychometrics
2007 Statistics in psychology
2008 Industrial psychology
2009 Developmental psychology
2010 Physiological psychology
2099 Other, specify

2100 PUBLIC AFFAIRS and SERVICES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to developing and improving competencies in the management and operation of governmental agencies.

2101 Community services, general
2102 Public administration
2103 Parks and recreation management
2104 Social work (and helping services (other than clinical social work)
2105 Law enforcement and corrections (baccalaureate and higher programs)
2106 International public service (other than diplomatic service)
2199 Other, specify

2200 SOCIAL SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with all aspects of the past and present activities, conduct, interactions, and organizations of humans.

2201 Social sciences, general
2202 Anthropology
2203 Archaeology
2204 Economics
2205 History
2206 Geography
2207 Political science and government
2208 Sociology

2209 Criminology
2210 International relations
2211 Afro-American (black culture) studies
2212 American Indian cultural studies
2213 Mexican-American cultural studies
2214 Urban studies
2215 Demography
2299 Other, specify

2300 THEOLOGY

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to preparation and training for a religious vocation.

2301 Theological professions, general
2302 Religious music
2303 Biblical languages
2304 Religious education
2399 Other, specify

4900 INTERDISCIPLINARY STUDIES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. involving more than one major discipline without primary concentration in any one area.

4901 General liberal arts and sciences
4902 Biological and physical sciences
4903 Humanities and social sciences
4904 Engineering and other disciplines
4999 Other, specify

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

5000 BUSINESS and COMMERCE TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for commercial, business, or secretarial occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5001 Business and commerce technologies, general
5002 Accounting technologies

5003 Banking and finance technologies
5004 Marketing, distribution, purchasing, business, and industrial management technologies
5005 Secretarial technologies (include office machines training)
5006 Personal service technologies (stewardess, cosmetologist, etc.)
5007 Photography technologies
5008 Communications and broadcasting technologies (radio/television, newspapers)
5009 Printing and lithography technologies
5010 Hotel and restaurant management technologies

5011 Transportation and public utility technologies
5012 Applied arts, graphic arts, and fine arts technologies (include advertising design)
5099 Other, specify

5100 DATA PROCESSING TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for data processing or related occupations at the

semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5101 Data processing technologies, general
5102 Key punch operator and other input preparation technologies
5103 Computer programmer technologies
5104 Computer operator and peripheral equipment operation technologies
5105 Data processing equipment maintenance technologies
5199 Other, specify

5200 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for health service related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5201 Health services assistant technologies, general
5202 Dental assistant technologies
5203 Dental hygiene technologies
5204 Dental laboratory technologies
5205 Medical or biological laboratory assistant technologies
5206 Animal laboratory assistant technologies
5207 Radiologic technologies (X-ray, etc.)
5208 Nursing, R.N. (less than 4-year program)
5209 Nursing, practical (L.P.N. or L.V.N.—less than 4-year program)
5210 Occupational therapy technologies
5211 Surgical technologies
5212 Optical technologies (include ocular care, ophthalmic, optometric technologies)
5213 Medical record technologies

5214 Medical assistant and medical office assistant technologies
5215 Inhalation therapy technologies
5216 Psychiatric technologies (include mental health aide programs)
5217 Electro diagnostic technologies (include E.K.G., E.E.G., etc.)
5218 Institutional management technologies (rest home, etc.)
5219 Physical therapy technologies
5299 Other, specify

5300 MECHANICAL and ENGINEERING TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for mechanical and engineering related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5301 Mechanical and engineering technologies, general
5302 Aeronautical and aviation technologies
5303 Engineering graphics (tool and machine drafting and design)
5304 Architectural drafting technologies
5305 Chemical technologies (include plastics)
5306 Automotive technologies
5307 Diesel technologies
5308 Welding technologies
5309 Civil technologies (surveying, photogrammetry, etc.)
5310 Electronics and machine technologies (television, appliance, office machine repair, etc.)
5311 Electromechanical technologies
5312 Industrial technologies
5313 Textile technologies
5314 Instrumentation technologies
5315 Mechanical technologies
5316 Nuclear technologies
5317 Construction and building technologies (carpentry, electrical work, plumbing, sheet metal, air conditioning, heating, etc.)
5399 Other, specify

5400 NATURAL SCIENCE TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for natural science related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5401 Natural science technologies, general
5402 Agriculture technologies (include horticulture)
5403 Forestry and wildlife technologies (include fisheries)
5404 Food services technologies
5405 Home economics technologies
5406 Marine and oceanographic technologies
5407 Laboratory technologies, general
5408 Sanitation and public health inspection technologies (environmental health technologies)
5499 Other, specify

5500 PUBLIC SERVICE RELATED TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs etc. specifically associated with development of skills required for public service related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5501 Public service technologies, general
5502 Bible study or religion-related occupations
5503 Education technologies (teacher aide and 2-year teacher training programs)
5504 Library assistant technologies
5505 Police, law enforcement, corrections technologies
5506 Recreation and social work related technologies
5507 Fire control technology
5508 Public administration and management technologies
5599 Other, specify

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	Code	Title	Code	Title	Code
Accounting	0502	Arabic	1112	Biomedical communication	1217
Administration, business	0506	Archeology	2203	Biomedical engineering	0905
Administration, educational	0827	Architectural engineering	0904	Biometrics	0419
Administration, public	2102	Architecture	0202	Biophysics	0415
Administration, special education	0809	Architecture, naval	0923	Biostatistics	0419
Adult education	0807	Art	1002	Black culture studies	2211
Advertising	0604	Art appreciation	1003	Botany, general	0402
Aeronautical engineering	0902	Art, commercial	1009	Business administration	0506
Aerospace engineering	0902	Art education	0831	Business, agricultural	0112
Aerospace science	1803	Art history	1003	Business economics	0517
African languages (non-Semitic)	1116	Asian studies, general	0301	Business education	0838
African studies	0305	Astronautical engineering	0902	Business, general	0501
Afro-American studies	2211	Astronomy	1911	Business, international	0513
Agricultural business	0112	Astrophysics	1912	Business management	0506
Agricultural economics	0111	Atmospheric sciences	1913	Business statistics	0503
Agricultural engineering	0903	Audiology	1220		
Agricultural management	0110			Cafeteria management	1307
Agriculture, general	0101	Bacteriology	0403	Catalan	1199
Agriculture technologies	0116	Banking	0504	Cell biology	0417
Agronomy	0102	Biblical languages	2303	Cell physiology	0417
American Indian cultural studies	2212	Biochemistry	0414	Ceramic engineering	0916
American studies	0313	Bioengineering	0905	Ceramics	1009
Analytical chemistry	1909	Biological and physical sciences		Chemical engineering	0906
Anatomy	0412	(interdisciplinary)	4902	Chemistry, general	1905
Animal science	0104	Biology, cellular	0417	Child development	1305
Anthropology	2202	Biology, general	0401	Chinese	1107
Applied design	1009	Biology, marine	0418	Chiropractic	1221
Applied mathematics	1703	Biology, molecular	0416	Cinematography	1010

Title	Code	Title	Code	Title	Code
Marine biology	0418	Pathology, plant	0404	Sanitary engineering	0922
Marine engineering	0923	Personnel management	0515	Sanskrit	1199
Marketing	0509	Petroleum engineering	0907	Scandinavian languages	1114
Materials engineering	0915	Petroleum refining	0906	Science education	0834
Mathematics, applied	1703	Pharmaceutical chemistry	1910	Sculpture	1002
Mathematics, education	0833	Pharmacology, animal	0409	Secondary education, general	0803
Mathematics, general	1701	Pharmacology, human	0409	Secretarial studies	0514
Mathematics, statistics	1702	Pharmacology, plant	0405	Securities	0505
Mechanical engineering	0910	Pharmacy	1211	Seismology	1916
Medical laboratory technologies	1223	Philology	1505	Semantics	1505
Medical record librarianship	1215	Philosophy	1509	Slavic languages (other than	
Medical specialties	1207	Philosophy of education	0821	Russian)	1115
Medicine, M.D. degree	1206	Phonetics	1505	Slavic studies	0307
Metallurgical engineering	0914	Photography	1011	Social foundations of education	0821
Metallurgy	1920	Physical chemistry	1908	Social sciences, general	2201
Metalsmithing	1009	Physical education	0835	Social psychology	2005
Meteorology	1913	Physical sciences, general	1901	Social work	2104
Mexican-American cultural		Physical therapy	1212	Sociology	2208
studies	2213	Physics, general	1902	Soil conservation	0103
Microbiology	0411	Physiological psychology	2010	Soil management	0103
Middle Eastern studies	0309	Physiology, animal	0410	Soil science	0103
Military science	1801	Physiology, human	0410	South Asian studies	0303
Mineral engineering	0918	Physiology, plant	0406	Southeast Asian studies	0304
Mining engineering	0918	Plant pathology	0404	Spanish	1105
Molecular biology	0416	Plant pharmacology	0405	Special education, general	0808
Molecular physics	1903	Plant physiology	0406	Special learning disabilities	0818
Music (liberal arts program)	1005	Podiatry	1216	Speech	1506
Music appreciation	1006	Political science	2207	Speech correction	0815
Music, composition	1004	Poultry science	0106	Speech pathology	1220
Music education	0832	Pre-elementary education	0823	Statistics, mathematical and	
Music history	1006	Programming, computer	0704	theoretical	1702
Music, performing	1004	Psychology, clinical	2003	Statistics in psychology	2007
Music, theory	1004	Psychology for counseling	2004	Student personnel	0826
Musicology	1006	Psychology, developmental	2009	Swedish	1114
		Psychology, education	0822	Systems analysis	0705
Natural resources management	0115	Psychology, general	2001	Systems, information	0702
Naval architecture	0923	Psychology, industrial	2008		
Naval science	1802	Psychology, physiological	2010	Teaching of English as a	
Neurosciences	0425	Psychology, social	2005	foreign language	1508
Norwegian	1114	Psychometrics	2006	Technical education	0839
Nuclear engineering	0920	Public address	1506	Television	0603
Nuclear physics	1904	Public administration	2102	Textile design	1009
Nursery science	0109	Public health	1214	Textile engineering	0917
Nursing (baccalaureate and		Public utilities	0510	Textiles, home economics	1303
higher programs)	1203	Purchasing	0509	Theological professions, general	2301
Nutrition, scientific	0424			Toxicology	0426
		Radio	0603	Transportation	0510
Occupational therapy	1208	Radiobiology	0423	Transportation engineering	0908
Ocean engineering	0924	Radiologic technologies	1225		
Oceanography	1919	Range management	0117	Urban architecture	0205
Operations research	0507	Reading education	0830	Urban studies	2214
Optometry	1209	Real estate	0511		
Organic chemistry	1907	Recreation management	2103	Vegetable production	0108
Ornamental horticulture	0109	Regional planning	0206	Veterinary medicine, D.V.M.	
Ornithology	0499	Rehabilitation services	1222	degree	1218
Osteopathic medicine, D.O.		Religious education	2304	Veterinary medicine specialties	1219
degree	1210	Religious music	2302	Vietnamese	1199
		Religious studies	1510	Vocational education	0839
Pacific area studies	0314	Remedial education	0817		
Painting	1002	Restaurant management	0508	Weaving	1009
Paleontology	1918	Rhetoric	1506	West European studies	0312
Parasitology	0499	Russian	1106	Wildlife management	0107
Park management	2103	Russian studies	0307	Writing, creative	1507
Pathology, animal	0408				
Pathology, human	0408	Safety education	0836	Zoology, general	0407

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	Code
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible- study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408

Title	Code
Finance technologies	5003
Fine arts technologicies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403
Graphic arts technologies	5012
Health services assistant technologies, general	5201
Heating technologies	5317
Home economics technologies	5405
Horticulture technologies	5402
Hospital food service technologies	5404
Hotel management technologies	5010
Industrial management technologies	5004
Industrial technologies	5312
Inhalation therapy technologies	5215
Input preparation technologies	5102
Institutional management technologies	5218
Instrumentation technologies	5314
Insurance technologies	5004
Key punch operator technologies	5102
Laboratory technologies, general	5407
Landscape technologies	5402
Law enforcement technologies	5505
Library assistant technologies	5504
Lithography technologies	5009
Machine drafting and design technologies	5303
Machine repair technologies	5310
Marina management technologies	5004
Marine technologies	5406
Marketing technologies	5004
Mechanical technologies	5315
Mechanical technologies, general	5301
Medical assistant technologies	5214
Medical laboratory assistant technologies	5205
Medical office assistant technologies	5214
Medical record technologies	5213
Mental health aide programs	5216
Natural science technologies, general	5401
Newspaper communication technologies	5008
Nuclear technologies	5316
Nursing, practical (L.P.N. or L.V.N.)	5209
Nursing R.N. preparation	5208

Title	Code
Occupational therapy technologies	5210
Oceanographic technologies	5406
Ocular care, technologies	5212
Office machine repair technologies	5310
Office machine training	5005
Ophthalmic, technologies	5212
Optical technologies	5212
Optometric technologies	5212
Personal service technologies	5006
Personnel management technologies	5004
Photogrammetry technologies	5309
Photography technologies	5007
Physical therapy technology	5219
Plastics technologies	5305
Plumbing technologies	5317
Police technologies	5505
Printing technologies	5009
Programmer technologies	5103
Psychiatric technologies	5216
Public administration and management technologies	5508
Public health inspection technologies	5408
Public service technologies, general	5501
Public utility technologies	5011
Purchasing technologies	5004
Radio broadcasting technologies	5008
Radio repair technologies	5310
Radiologic technologies	5207
Real estate technologies	5004
Recreation technologies	5506
Religion related occupations	5502
Rest home management technology	5218
Restaurant management technologies	5010
Sales technologies	5004
Sanitation technologies	5408
Secretarial technologies	5005
Sheet metal technologies	5317
Social work related technologies	5506
Stewardess preparation	5006
Surgical technologies	5211
Surveying technologies	5309
Teacher aide preparation	5503
Television broadcasting technologies	5008
Television repair technologies	5310
Textile technologies	5313
Tool design technologies	5303
Transportation technologies	5011
Welding technologies	5308
Wildlife technologies	5403
X-ray technologies	5207

Credit Hour Load

A credit course is a classroom or nonclassroom experience, which is recognized as partially fulfilling institutional requirements for the award of a degree or certificate. One semester hour of credit is awarded for a minimum of fifteen hours of class time or equivalent guided learning activity. One semester hour of credit is awarded for a minimum of thirty hours of supervised laboratory or studio time.

STUDENT LEVEL

Whether freshman, sophomore, etc., should be determined in a logical, consistent and identifiable way. Usually a student's level would be based on the proportion of total credits he has obtained toward the completion of the degree program in which he is enrolled, according to the number of years normally required to obtain them.

Undergraduates - Students enrolled in a 4 or 5 year bachelor's degree program, in an associate degree program or in a vocational or technical program that is normally terminal and results in formal recognition below the baccalaureate.

01. Freshman (normally $<$ 30 credits earned.)

02. Sophomore (normaly $>$ 30 credits and $<$ 60 credits earned.)

03. Junior (normally $>$ 60 credits and $<$ 90 credits earned.)

04. Senior and subsequent years as undergraduate (normally $>$ 90 credits earned.)

Graduate Students. Students who hold the bachelor's or first-professional degree, or equivalent, and are working toward a master's or doctor's degree.

First-Professional Students. Students enrolled in a professional school or program which requires at least 2 academic years of college work for entrance and a total of at least 6 years for a degree.

05. Less than 1 full year of required study.

06. One or more full years of graduate or first-professional study completed.

Unclassified and Special Students. Not candidates for a degree or other formal award, although taking courses for credit in regular classes with other students.

07. Unclassified or special undergraduate. Includes undergraduates who cannot be classified by class standing: for example, new transfer students. Also included are students who already have bachelor's degrees or awards below the baccalaureate, but are taking courses at the same level or lower. Include teachers taking additional undergraduate courses for certification.

08. Unclassified or special graduate or first-professional. Includes students taking first-professional or graduate courses, but who are not working toward a degree.

APPENDIX D

SAMPLE OUTPUT OF EDIT PROGRAM

RECORD NUMBER	INPUT STU ID	SCRAMBL STU ID	DATA IN ERROR	FOR DESCRIPTION OF ERROR
1		385CE7C		RACIAL CATEGORY IS NOT CODE 0 THRU 7
1		385CE7C	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
1		385CE7C	9099	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
1		385CE7C	5	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
1		385CE7C		FIRST TIME STATUS IS NOT DIGIT 0-4
2		9CB8C72		RACIAL CATEGORY IS NOT CODE 0 THRU 7
2		9CB8C72	3	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
2		9CB8C72	0925	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
2		9CB8C72	6	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
2		9CB8C72		FIRST TIME STATUS IS NOT DIGIT 0-4
3		285FOEE		RACIAL CATEGORY IS NOT CODE 0 THRU 7
3		285FOEE	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
3		285FOEE	9099	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
4		38DCCBO		RACIAL CATEGORY IS NOT CODE 0 THRU 7
4		38DCCBO	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
4		38DCCBU	0401	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
5		38D8545		RACIAL CATEGORY IS NOT CODE 0 THRU 7
5		38D8545	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
5		38D8545	0501	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
6		37116J3		RACIAL CATEGORY IS NOT CODE 0 THRU 7
6		37116J3	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
6		37116J3	1905	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
6		37116J3	5	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
6		37116J3		FIRST TIME STATUS IS NOT DIGIT 0-4
7		36AF64F		RACIAL CATEGORY IS NOT CODE 0 THRU 7
7		36AF64F	3	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
7		36AF64F	1223	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
7		36AF64F	6	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
7		36AF64F		FIRST TIME STATUS IS NOT DIGIT 0-4
8		7354268		RACIAL CATEGORY IS NOT CODE 0 THRU 7
8		7354268	2	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
8		7354268	4902	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
8		7354268	5	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
8		7354268		FIRST TIME STATUS IS NOT DIGIT 0-4
9		2FFD4FB		RACIAL CATEGORY IS NOT CODE 0 THRU 7
9		2FFD4FB	2	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
9		2FFD4FB	2208	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
10		1FFG3DH		RACIAL CATEGORY IS NOT CODE 0 THRU 7
10		1FFG3DH	2	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
10		1FFG3DH	9099	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
11		3881150		RACIAL CATEGORY IS NOT CODE 0 THRU 7
11		3881150	3	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
11		3881150	0899	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
11		3881150	6	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
11		3881150		FIRST TIME STATUS IS NOT DIGIT 0-4
12		9CI5968		RACIAL CATEGORY IS NOT CODE 0 THRU 7
12		9CI5968	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
12		9CI5968	4903	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
13		379A77B		RACIAL CATEGORY IS NOT CODE 0 THRU 7
13		379A77B	3	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
13		379A77B	4999	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
13		379A77B	6	DEGREE SOUGHT IS NOT THE DIGIT 00 THRU 10
13		379A77B		FIRST TIME STATUS IS NOT DIGIT 0-4
14		377887J		RACIAL CATEGORY IS NOT CODE 0 THRU 7
14		377887J	1	GEOGRAPHIC ORIGIN IS NOT 000,001,100-157, OR 200-224
14		377887J	0802	PROGRAM CODE OR SUFFIIX IS INVALID (NON-NUMERIC)
15		3PD5211		RACIAL CATEGORY IS NOT CODE 0 THRU 7
				IS NOT 000,001,100-157, OR 200-224

-50-

FREQUENCY COUNT ON SELECTED VARIABLES FOR ████████████

```
   COUNT    DESCRIPTION

STUDENT ID CONVERSION CODES
       0        SCRAMBLED SSN-ID
       0        SCRAMBLED NEW-ID
       0        SCRAMBLED NUM-ID

SEX CODES
    2321        MALE
    2982        FEMALE
       6        UNKN-MAL
       6        UNKN-FEM
       0        BAD CODE

RACE CODE
       2        0  =  UNKNOWN
    4674        1  =  BLACK
       8        2  =  AMERICAN INDIAN
      17        3  =  ASIAN
       7        4  =  HISPANIC
     319        5  =  WHITE
     215        6  =  FOREIGN (NON-RES)
      73        7  =  OTHER
       0           =  INVALID RACE CODE

YEAR OF BIRTH
      19        UNKNOWN
       2        1966 THRU 1970
     688        1961 THRU 1965
    3637        1951 THRU 1960
     919        1880 THRU 1950
       0        INVALID BIRTH DATE

GEOGRAPHIC ORIGIN
       0        CODE 000 UNKNOWN
     215        CODE 001 FOREIGN
     409        CODE 100 U.S. BUT STATE UNKNOWN
    1214        CODE 101-199 ALL STATES ACCEPT MD.
      14        CODE 200 MARYLAND COUNTY UNKNOWN
    3463        CODE 201-224 MARYLAND  COUNTY
       0        INVALID ORIGIN CODE O N INPUT

TUITION RESIDENCY STATUS
       0        CODE 1 COUNTY RESIDENT (COMM. COL. ONLY)
    3951        CODE 2 MARYLAND RESIDENT
    1364        CODE 3 NON-MARYLAND RESIDENT
       0        CODE 4 NON-APPLICABLE (PVT. COL. ONLY)
       0        INVALID TUITION CODE ON INPUT

STUDENT STATUS CODES
    3889        CODE 1 FULL TIME
    1426        CODE 2 PART TIME
       0        BAD STATUS CODE

PROGRAM OR STUDENT MAJOR
       0        01 = AGRICULTURE + NATURAL RESOURCE
      35        02 = ARCH. AND EVIRONMENTAL DESIGN
       0        03 = AREA STUDIES
```

This is a coding form grid with field labels along the right margin:

Columns	Field
1	SESSION
2-3	YEAR
4-9	FICE
10-11	CAMPUS
12-20	STUDENT I.D.
21	BLANK
22	SEX
23	RACE
24-27	BIRTH YEAR
28-30	GEOGRAPHIC ORIGIN
31	TUITION STAT
32-35	BLANK
36-39	PROGRAM TAX CODE
40	SUFFIX
41-42	DEGREE
43	FIRST-TIME
44-47	CREDIT HOURS (6 HRS=0600)
48	ATTENDANCE
49-50	LEVEL
51-80	BLANK

PS-117
641185MSP