Statewide Student Profile System
System Specifications

February 24, 2015

February 24, 2015
Memorandum to Users

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

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September 12, 2013
Memorandum to Users

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

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April 5, 2013
Memorandum to Users

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

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

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December 05, 2012
Memorandum to Users

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

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December 07, 2011
Memorandum to Users

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

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September 16, 2010
Memorandum to Users

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

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March 30, 2010
Memorandum to Users

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

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December 21, 2009
Memorandum to Users

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

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November 03, 2009
Memorandum to Users

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

a)   cross-walk the new ethnicity code of 5 (Native Hawaiian or Other Pacific Islander) into the old ethnicity code of 1 (Asian or Pacific Islander)

b)   cross-walk the new ethnicity code of 9 (Two or more races) into the old ethnicity code of 8 (Race/Ethnicity Unknown).

Please keep this in mind in order to avoid confusion.

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March 01, 2008
Memorandum to Users

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

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October 05, 2004
Memorandum to Users

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

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

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

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

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July 15, 2003
Memorandum to Users

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

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

will:

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

These elements will become active and required in Fall 2004.

LOUISIANA BOARD OF REGENTS
Statewide Student Profile System

Systems Specifications

Due Date: Fall Semester/Quarter   January 15
                             Winter Quarter   March 15
                             Spring Semester/Quarter   June 15

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

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

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

                                  https://regents.louisiana.gov/

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

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

                             A user guide is available.

RECORD DESCRIPTION

Data Element Name	Code or Source of Code	Field Position	Field Format	Field Length
Academic Date	See Definitions	01-05		5
Academic Year Begin	'YYYY'	01-04	PIC X(4)	4
Academic Term		05	PIC X(1)	1
Summer Semester/Quarter	1			
Fall Semester/Quarter	2			
Winter Quarter	3			
Spring Semester/Quarter	4			
Institution Code	Appendix A	06-07	PIC X(2)	2
Student Identification Number	See Definitions	08-16	PIC X(9)	9
Student Name	See Definitions	17-60		44
Last Name		17-36	PIC X(20)	20
First Name		37-56	PIC X(20)	20
Middle Initial		57	PIC X(1)	1
Suffix		58-60	PIC X(3)	3
Student Race	See Definitions	61	PIC X(1)	1
Asian	1			
American Indian or Alaskan Native	2			
Black, Non-Hispanic	3			
Hispanic	4			
Native Hawaiian or Other Pacific Islander	5			
White, Non-Hispanic	6			
Foreign/Non-Resident Alien	7			
Race/Ethnicity Unknown	8			
Two or more races	9			
Student Gender		62	PIC X(1)	1
Male	M			
Female	F			
Fee Residence	See Definitions	63	PIC X(1)	1
Yes	Y			
No	N			
U.S. Citizenship		64	PIC X(1)	1
Yes	Y			
No	N			
Parish/State/Country	See Definitions	65-66	PIC X(2)	2
Birth Date	See Definitions	67-72		6
Birth Month	'MM'	67-68	PIC X(2)	2
Birth Year	'YYYY'	69-72	PIC X(4)	4
Admission Status	See Definitions	73	PIC X(1)	1
Student Level	See Definitions	74-75	PIC X(2)	2
Preparatory	PR			
Freshman	FR			
Sophomore	SO			
Junior	JR			
Senior	SR			
Professional	P1/P2/P3/P4			
Graduate I	G1			

Graduate II	G2			
Specialist	SP			
Other Undergraduate	OU			
Other Graduate	OG			
Program Classification	See Definitions	76-85		10
CIP Code	See Definitions	76-81	PIC X(6)	6
Degree Level Code		82-83	PIC X(2)	2
Diploma	DP			
Certificate (one-year)	C1			
Certificate (two-year)	C2			
Associate (two years)	10			
Post-Associate Certificate	11			
Baccalaureate	20			
Post-Baccalaureate Certificate	21			
Masters	30			
Post-Masters Certificate	31			
Doctorate	40			
Post-Doctoral Certificate	41			
Professional	50			
Post-Professional Certificate	51			
Educational Specialist	60			
Graduate Certificate	70			
Non-degree Seeking Student	ND			
Increment Key	See Definitions	84-85	PIC X(2)	2
Program Admission Flag	See Definitions	86	PIC X(1)	1
High School Graduation Year	'YYYY', See Definitions	87-90	PIC X(4)	4
High School Code	See Definitions	91-96	PIC X(6)	6
High School Grade Point Average	See Definitions	97-100	PIC 9(1)V999	4
High School Class Percentile Rank	See Definitions	101-103	PIC 9(3)	3
Admission Test Type	See Definitions	104	PIC X(1)	1
American College Test (ACT)	A			
International English Language Testing System	E			
Scholastic Aptitude Test (SAT)	S			
Test of English as a Foreign Language (TOEFL - Paper)	T			
Test of English as a Foreign Language (TOEFL - Computer)	X			
Test of English as a Foreign Language (TOEFL – Internet)	I			
Adults (age >=25)	Z			
Admission Test Score	See Definitions	105-108	PIC 9(4)	4
Board of Regents' Core Flag	See Definitions	109	PIC X(1)	1
Yes	Y			
No	N			
Current Term Grade Point Average	See Definitions	110-113	PIC 9(1)V999	4
Cumulative Overall Grade Point Average	See Definitions	114-117	PIC 9(1)V999	4
Academic Standing at End of Term	See Definitions	118	PIC X(1)	1
Good Standing	G			
Probation	P			
Suspension	S			
Withdrawn from institution	W			
Total Student Credit Hours Scheduled	See Definitions	119-122	PIC 9(3)V9	4
Total Student Contact Hours Scheduled	See Definitions	123-126	PIC 9(3)V9	4

Field	Values	Position	PIC	Length
For use by LSUHSC campuses only	See Appendix G	127	PIC X(01)	1
Institution Common Identification Number	See Definitions	128-139	PIC X(12)	12
Cumulative Hours Earned	See Definitions	140-144	PIC 9(4)V9	5
Attended Summer Session (Fall Only)	See Definitions	145	PIC X(1)	1
Student Course Information		146-173		28
Enrolled at Census Date	See Definitions	146	PIC X(1)	1
Yes	Y			
No	N			
Developmental Course Flag	Blank or D	147	PIC X(1)	1
Contact Hour Course Flag	Blank or C	148	PIC X(1)	1
E-Learning Flag	O, H, or S	149	PIC X(1)	1
Course Abbreviation	See Definitions	150-153	PIC X(4)	4
Course Classification (CIP)	See Definitions	154-159	PIC X(6)	6
Course Number	See Definitions	160-163	PIC X(4)	4
Section Number	See Definitions	164-167	PIC X(4)	4
Course Credit/Contact Hours	See Definitions	168-171	PIC 9(3)V9	4
Course Grade	'A', 'B', 'C', 'D', 'F', 'I', 'M', 'P', 'S', 'U', 'AU', 'CR', 'NC', 'W', 'WA', 'WB', 'WC',' WD', 'WF', 'E', 'IF', 'IS', 'IU', 'PI', 'HP','NG','XF'	172-173	PIC X(2)	2

	Position	Length
Repeats positions 146-173 for student's 2nd course, blank if none	174-201	28
Repeats positions 146-173 for student's 3rd course, blank if none	202-229	28
Repeats positions 146-173 for student's 4th course, blank if none	230-257	28
Repeats positions 146-173 for student's 5th course, blank if none	258-285	28
Repeats positions 146-173 for student's 6th course, blank if none	286-313	28
Repeats positions 146-173 for student's 7th course, blank if none	314-341	28
Repeats positions 146-173 for student's 8th course, blank if none	342-369	28
Repeats positions 146-173 for student's 9th course, blank if none	370-397	28
Repeats positions 146-173 for student's 10th course, blank if none	398-425	28
Repeats positions 146-173 for student's 11th course, blank if none	426-453	28
Repeats positions 146-173 for student's 12th course, blank if none	454-481	28
Repeats positions 146-173 for student's 13th course, blank if none	482-509	28
Repeats positions 146-173 for student's 14th course, blank if none	510-537	28
Repeats positions 146-173 for student's 15th course, blank if none	538-565	28
Repeats positions 146-173 for student's 16th course, blank if none	566-593	28
Repeats positions 146-173 for student's 17th course, blank if none	594-621	28
Repeats positions 146-173 for student's 18th course, blank if none	622-649	28
Repeats positions 146-173 for student's 19th course, blank if none	650-677	28
Repeats positions 146-173 for student's 20th course, blank if none	678-705	28

DEFINITIONS

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

TERM	CODE
Summer Semester/Quarter	1
Fall Semester/Quarter	2
Winter Quarter	3
Spring Semester/Quarter	4

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

For example:

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

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

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

Code	Title	Description
1	First-Time Freshman	An entering freshman who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before Graduation from high school).
2	New Graduate Student	A student who enters the institution classified as a Graduate Level Student (**G1** or **G2, see page 8**) for the first time (e.g., a student who attended the institution as an undergraduate will still be classified as a new graduate student when he/she is first admitted to these level).
3	Other Student	Any student who fails to fit into any of the other admission status categories.
4	Transfer Student	A student who enrolls at an institution for the first time who has previously attended another postsecondary institution. **Students classified as visiting students or First-time Freshmen should be excluded**. See the exception to this definition in the definition for First-Time Freshman above.
5	Continuing Students	Those students enrolled in a particular term who were also enrolled in the previous regular term or summer term and who do not qualify as first-time freshmen or transfer students. **A regular term is defined as a fall or spring semester and A fall, winter or spring quarter.**
6	Readmitted Students	Those students enrolled for a particular term who were previously enrolled at your institution but *were not* enrolled under the conditions specified above for continuing students.

7	New Professional	A student who enters the institution as a professional student (law, dentistry, medicine, veterinary medicine) for the first time. A student who attended the institution at another level will be classified as a new professional student when he/she is first admitted to this level.
X	Visiting Student	A student who is enrolled in one or more courses at, or being taught by, your institution, but whose home institution is another campus or high school. Include all students who are visiting your campuses (e.g., cross-registered, cross-enrolled, dual-enrolled, concurrently enrolled, summer only, etc.) by formal or in-formal inter-institutional cooperative programs or agreements. **Include preparatory (PR) students here. See Appendix G regarding PR students.**

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

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

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

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

Admission Test Score: To be reported for **FIRST-TIME FRESHMEN** or **TRANSFER students required to meet final Freshman admission criteria (see Appendix G, #7)**. This should be the highest composite or total score (four characters) achieved by the student on the standardized test used to determine admission. **(Note: TOEFL scores would be submitted for all foreign students and non-resident aliens.)** Numeric scores must be right justified and left-filled with zeroes. For example, an ACT score of 27 would be coded as **0027**; an SAT total score of 1800 would be coded as **1800**; or a TOEFL score of 550 would be coded as **0550**. The International English Language Testing System (IELTS) score of 7.5 would be coded as **0075**. An IELTS score of 0.9 would be coded as **0009**.

NOTE: If this field contains a zero (0) score and an Admission Test Type was indicated, both the Test Type and Test Score will be blanked out.

Admission Test Type: To be reported for **FIRST-TIME FRESHMEN** or **TRANSFER students required to meet final Freshman admission criteria (see Appendix G, #7)**. This is the type of standardized test taken by the student used to determine admission. Use the following codes:

American College Test (ACT)	A
International English Language Testing System (IELTS)	E
Scholastic Aptitude Test (SAT)	S
Test of English as a Foreign Language (TOEFL - Paper)	T
Test of English as a Foreign Language (TOEFL – Computer)	X
Test for English as a Foreign Language (TOEFL – Internet)	I
Adults whose age is 25 or above	Z

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

Birth Date: The calendar date of birth as designated on the individual's legal birth registration or certificate. Code birth month as 01 (January), 02 (February), etc. The birth month will occupy positions 67 and 68. Code

the birth year as the last four characters, i.e., if the student was born in 1981, code **1981** in positions 69-72.

Board of Regents' Core Flag: To be reported for **FIRST-TIME FRESHMEN** or **TRANSFER students required to meet final Freshman admission criteria (see Appendix G, #7**). Code **Y** if the student completed the Regents' high school core curriculum. Also code **Y** for out-of-state or international students if they have completed comparable core requirements, otherwise code **N**.

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

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

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

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

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

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

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

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

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

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

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

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

Note: This field cannot be blank.

Enrolled at Census Date: If the student was enrolled in the course at the Census Date (14th class day or equivalent), code **Y** (Yes), otherwise code **N** (No). **This field cannot be blank.** For those campuses that

use **block scheduling**, if the student is registered in the first course of the block as of the Census Date, all courses in the block should have **Enrolled at Census Date = Y.**

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

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

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

High School Grade Point Average: To be reported for **FIRST-TIME FRESHMEN** or **TRANSFER students required to meet final Freshman admission criteria (see Appendix G, #7)**. The student's overall high school GPA, as recognized by the submitting institution. Data is reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a HSGPA of 3.854 would be coded as **3854**. The formula to be used for determining a converted 4.000 GPA is as follows: *Converted GPA = HSGPA / (Scale / 4.0)* . Students with **GEDs** will not have high school grade point averages. Therefore, this field should be coded as blank.

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

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

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

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

Parish/State/Country:

      (1) If a student is a resident of the State of Louisiana, code the high school parish from which he/she graduated. (**See Appendix B**.)

      (2) If the student is not a Louisiana high school graduate, but is a Louisiana resident, code the parish of residency.

      (3) For students who are either U.S. citizens or lawful residents of the United States of America and not Louisiana residents, code the state/U.S. territory of origin. (**See Appendix C**)

(4) For students who are not U.S. Citizens and
- (a) carry F or J visas, or some other visa, and are in this country on a temporary basis without the right to remain indefinitely, code the country of origin. **(See Appendix D**.)

- (b) Have been lawfully admitted to the U.S. (hold a Permanent Residence Card, formerly called a "green card"), or have been granted political asylum or refugee status, code the country of origin. (**See Appendix D**).

 Note: This field cannot be blank.

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

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

- (1) Each institution should assure that reported CIP code (declared major), Degree Level Code, and Increment Key fields correspond to approved curricula as currently reported on the Board of Regents' *Inventory of Degree and Certificate Programs*

- (2) For students uncommitted to a program of study, such as a first-time entering freshman, non-matriculating students or exchange students, code all zeroes in the CIP field, but code the level of the degree they are seeking in the Degree Level Code field and *00* in the Increment Key field.

- (3) For non-degree seeking students, code all zeroes in the CIP field, but code *ND* in the Degree Level Code field and *00* in the Increment Key field.

- (4) For undergraduate students who choose a major that is not approved for the reporting institution, and who intend to transfer to an institution which does grant his/her chosen undergraduate degree, code *240000* for the CIP code and the appropriate undergraduate Degree Level Code for the program to which the student intends to transfer. For these programs, code *00* in the Increment Key field.

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

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

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

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

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

Code	Category	Description
PR	Preparatory	A student concurrently enrolled in high school and college.
FR	Freshman	A student who has earned the equivalent of 0 to 29 semester credit hours.
SO	Sophomore	A student who has earned the equivalent of 30 to 59 semester credit hours.
JR	Junior	A student who has earned the equivalent of 60 to 89 semester credit hours.
SR	Senior	A student who has earned the equivalent of 90 or more semester credit hours and who is still an undergraduate student.
G1	Graduate I	A student registered in a post-baccalaureate school/program and who holds a bachelor's degree or the equivalent (or a "professional" degree) and is also pursuing a master's degree, or pursuing a doctoral degree but has earned less than the equivalent number of credits required for a master's degree which is normally in the range of 30 to 36 semester credit hours beyond the bachelor's level.
G2	Graduate II	A student who is pursuing a doctoral (except "professional") degree program except those who are classified as Graduate I by the definition provided above.
SP	Specialist	This classification is to include all students who hold a bachelor's degree or the equivalent (or "professional" degree) and are pursuing an educational specialist certificate/degree.
P1	Professional 1	A student enrolled in the first year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).
P2	Professional 2	A student enrolled in the second year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).
P3	Professional 3	A student enrolled in the third year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).
P4	Professional 4	A student enrolled in the fourth year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).
OU	Other Undergraduate	Students who are (1) enrolled in a non-degree-seeking status (Degree Level="ND"), or (2) enrolled at two-year institutions who have accumulated more than 59 semester credit hours, or (3) enrolled as a visiting student (admission status="X**" and not in High School**) or (4) are pursuing a Post-Associate certificate. This category should be a "catch all" in case none of the categories above apply. **This category should be rarely used.**
OG	Other Graduate	Students who hold a baccalaureate or higher degree and either (1) have not been formally admitted to a graduate or undergraduate degree program, or (2) are pursuing a certificate program beyond the baccalaureate level (i.e., Post-Bachelors, Post-Masters, Post-Doctoral, or Post-Professional). This category should be a "catch all" in case none of the categories above apply. **This category should be rarely used.**

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

Code	Category	Description
1	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

3	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
4	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6	White, Non-Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
7	Foreign/Non-Resident Alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Non-resident aliens are to be reported separately, rather than in any of the other racial/ethnic categories described in this section.
8	Race/ethnicity Unknown	This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.
9	Two or more races	Two or more races

Note: This field cannot be blank.

Total Student Contact Hours Scheduled: The amount, to tenths, of semester contact hours scheduled at the semester/quarter census date. "No credit" or non-credit courses should have a value of 000.0 (zero)., coded as **0000**. Actual credit earned should be reflected for variable contact hour courses. *Note: This field is the summation of Course Credit/Contact Hours for all courses with Contact Hour Course Flag equal to "C".*

Total Student Credit Hours Scheduled: The amount, to tenths, of semester credit hours (SCH equivalents) scheduled at the semester/quarter census date. "No credit" or non-credit courses should have a value of 000.0 (zero), coded at **0000**. Actual credit earned should be reflected for variable credit courses. *Note: This field is the summation of Course Credit/Contact Hours for all courses with Contact Hour Course Flag equal to **Blank** .* **All students must have at least one course.** For those campuses that use **block scheduling**, if the student is registered in the first course of the block as of the Census Date, all courses in the block should have **Enrolled at Census Date = Y.**

Appendix A

Institution Codes

http://regents.louisiana.gov/pdfs/ssps/General_Info/Institution_Code.pdf

Appendix B
Parishes and Codes

Note: Parish codes 1 through 9 should all have leading zeros.
Example: Acadia should have a parish code of 01.

http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ParishList.pdf

Appendix C
States and Abbreviations

http://pe.usps.gov/text/pub28/28apb.htm

Appendix D
Countries of the World

Countries of the World

<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>
AF	Afghanistan	HR	Croatia

Code	Country	Code	Country
AL	Albania	CU	Cuba
AG	Algeria	CY	Cyprus
AQ	American Samoa	EZ	Czech Republic
AN	Andorra	DA	Denmark
AO	Angola	DJ	Djibouti
AV	Anguilla	DO	Dominica
AY	Antarctica	DR	Dominican Republic
AC	Antigua and Barbuda	EC	Ecuador
AR	Argentina	EG	Egypt
AM	Armenia	ES	El Salvador
AA	Aruba	EK	Equatorial Guinea
AT	Ashmore and Cartier Islands	ER	Eritrea
AS	Australia	EN	Estonia
AU	Austria	ET	Ethiopia
AJ	Azerbaijan	EU	Europa Island
BF	Bahamas, The	FK	Falkland Islands (Islas Malvinas)
BA	Bahrain	FO	Faroe Islands
FQ	Baker Island	FM	Federated States of Micronesia
BG	Bangladesh	FJ	Fiji
BB	Barbados	FI	Finland
BS	Bassas Da India	FR	France
BO	Belarus	FG	French Guiana
BE	Belgium	FP	French Polynesia
BH	Belize	FS	French Southern and Antarctic Lands
BN	Benin	GB	Gabon
BD	Bermuda	GA	Gambia, The
BT	Bhutan	GZ	Gaza Strip
BL	Bolivia	GG	Georgia
BK	Bosnia and Herzegovina	GM	Germany
BR	Brazil	GH	Ghana
IO	British Indian Ocean Territory	GI	Gibraltar
VI	British Virgin Islands	GO	Glorioso Islands
BX	Brunei	GR	Greece
BU	Bulgaria	GQ	Guam
UV	Burkina	GT	Guatemala
BM	Burma	GK	Guernsey
BY	Burundi	GV	Guinea
CB	Cambodia	PU	Guinea-bissau
CM	Cameroon	GY	Guyana
CA	Canada	HA	Haiti
CJ	Cayman Islands	HM	Heard Island and McDonald Islands
CT	Central African Republic	HO	Honduras
CD	Chad	HK	Hong Kong
CI	Chile	HQ	Howland Island
CH	China	HU	Hungary
KT	Christmas Island	IC	Iceland
IP	Clipperton Island	IN	India
CK	Cocos (Keeling) Islands	ID	Indonesia

Countries of the World

Code	Country	Code	Country
CO	Columbia	IR	Iran

Code	Country		Code	Country
CN	Comoros		IZ	Iraq
CF	Congo		EI	Ireland
CR	Coral Sea Island		IS	Israel
CS	Costa Rica		IT	Italy
IV	Cote D'ivoire (Ivory Coast)		JM	Jamaica
JN	Jan Mayen		CQ	Northern Mariana Islands
JA	Japan		NO	Norway
DQ	Jarvis Island		MU	Oman
JE	Jersey		PK	Pakistan
JQ	Johnston Atoll		LQ	Palmyra Atoll
JO	Jordan		PM	Panama
JU	Juan De Nova Island		PP	Papua New Guinea
KZ	Kazakhstan		PF	Paracel Islands
KE	Kenya		PA	Paraguay
KQ	Kingman Reef		PE	Peru
KR	Kiribati		RP	Philippines
KN	Korea, Democratic People's Republic of		PC	Pitcairn Islands
KS	Korea, Republic of		PL	Poland
KU	Kuwait		PO	Portugal
KG	Kyrgyzstan		RQ	Puerto Rico
LA	Laos		QA	Qatar
LG	Latvia		RE	Reunion
LE	Lebanon		RO	Romania
LT	Lesotho		RS	Russia
LI	Liberia		RW	Rwanda
LH	Lithuania		SM	San Marino
LU	Luxembourg		SA	Saudi Arabia
MC	Macau		SG	Senegal
MK	Macedonia		SR	Serbia
MA	Madagascar		SE	Seychelles
MI	Malawi		SL	Sierra Leone
MY	Malaysia		SN	Singapore
ML	Mali		LO	Slovakia
MT	Malta		SI	Slovenia
IM	Man, Isle Of		BP	Solomon Islands
RM	Marshall Islands		SO	Somalia
MB	Martinique		SF	South Africa
MR	Mauritania		SX	South Georgia And The South Sandwich
MP	Mauritius		SP	Spain
MX	Mexico		PG	Spratly Islands
MQ	Midway Islands		CE	Sri Lanka
MD	Moldova		SH	St. Helena
MN	Monaco		SC	St. Kitts And Nevis
MG	Mongolia		ST	St. Lucia
MW	Montenegro		SB	St. Pierre And Miquelon
MH	Montserrat		VC	St. Vincent And The Grenadines
MO	Morocco		SU	Sudan

Countries of the World

Code	Country		Code	Country
MZ	Mozambique		NS	Suriname

WA	Namibia	SV	Svalbard
NR	Nauru	WZ	Swaziland
BQ	Navassa Island	SW	Sweden
WA	Namibia	SV	Svalbard
NR	Nauru	WZ	Swaziland
BQ	Navassa Island	SW	Sweden
NP	Nepal	SZ	Switzerland
NL	Netherlands	SY	Syria
NT	Netherlands Antilles	TW	Taiwan
NC	New Caledonia	TZ	Tanzania
NZ	New Zealand	TH	Thailand
NU	Nicaragua	TO	Togo
NI	Nigeria	TL	Tokelau
NE	Niue	TN	Tonga
NF	Norfolk Island	TD	Trinidad and Tobago
TE	Tromelin Island	PI	Palestine
PS	Trust Territory of the Pacific Islands (Palau)	MF	Mayotte
TS	Tunisia	NG	Niger
TU	Turkey	NW	New Hebrides
TX	Turkmenistan	TI	Tajikistan
TK	Turks and Calcos Islands	KV	Kosovo
TV	Tuvalu		
UG	Uganda		
UP	Ukraine		
TC	United Arab Emirates		
UK	United Kingdom		
US	United States		
UY	Uruguay		
UZ	Uzbekistan		
NH	Vanuatu		
VT	Vatican City		
VE	Venezuela		
VM	Vietnam		
VQ	Virgin Islands		
WQ	Wake Island		
WF	Wallis and Futuna		
WE	West Bank		
WI	Western Sahara		
WS	Western Samoa		
YM	Yemen		
YU	Yugoslavia		
CG	Zaire		
ZA	Zambia		
ZI	Zimbabwe		

Appendix E

ACT High School Codes

http://www.actstudent.org/regist/lookuphs/

Appendix F

Special Instructions for LSU Health Sciences Center

Source: Board of Regents

Special Instructions for LSU Health Sciences Center

RECORD DESCRIPTION

Use the following record specifications for positions 127-145.

Data Element Name	Code or Source of Code	Field Position	Field Format	Field Length
Full-time Flag		127	PIC X(01)	1
Yes	Y			
No	N			
Institution Common ID		128-139	PIC X(12)	12
Not Used	Blanks	140-145		6

NOT REQUIRED

Data Element Name	Code or Source of Code	Field Position	Field Format	Field Length
Program Admission Flag	Blanks	86	PIC X(01)	1
High School Graduation Year	Blanks	87-90	PIC X(04)	4
High School Code	Blanks	91-96	PIC X(06)	6
High School Grade Point Average	Blanks	97-100	PIC X(4)	4
High School Percentile Rank	Blanks	101-103	PIC X(3)	3
Admission Test Type	Blanks	104	PIC X(01)	1
Admission Test Score	Blanks	105-108	PIC X(4)	4
Board of Regents' Core Flag	Blanks	109	PIC X(01)	1
Current Term Grade Point Average	Blanks	110-113	PIC 9(1)V999	4
Cumulative Overall Grade Point Average	Blanks	114-117	PIC 9(1)V999	4
Total Student Credit Hours Scheduled	Blanks	119-122	PIC 9(3)V9	4
Total Student Contact Hours Scheduled	Blanks	123-126	PIC 9(3)V9	4
Student Course Information	Blanks	146-705		560

Appendix G

Helpful Notes and Information

Source: Board of Regents

Helpful Notes and Information

1.   **<u>Sources for the SSPS Data File:</u>**

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

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

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

a) Freeze the file at the census date (include all necessary components available at the census date).

b) During the fall semester, internally edit/validate fields such as SSN, Name, Admission status, degree level, Major, High School information, Gender, and other "non-outcomes" fields that will be included in the report.

c) Freeze the end-of-term file that includes the outcomes measures required for reporting.

d) Perform a full outer join of the two files (by internally defined key). This will allow you to include students who added after the census date as well as "pick-up" the end of term outcomes required in the report.

e) Edit/validate data based on internally defined criteria.

f) Submit file to BoR - begin edit cycle.

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

2.   Preparatory Students:

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

3.   Inclusion of Inter-Sessions:

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

Helpful Notes and Information

4.   Downloading the SSPS COBOL Program:

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

If there are any questions regarding these programs, please contact Mary Angela Schauf at (225) 342-4253.

5. <u>**Downloading the CRIN Master file:**</u>

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

If there are any questions regarding these programs, please contact Mary Angela Schauf at (225) 342-4253.

6. <u>**Special Course Designations:**</u>

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

Example:

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

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

*NC is No Credit
*NG is No Grade

Helpful Notes and Information

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

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

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

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

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

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

> a) registered by the 14th class day, or
> b) added classes after the 14th class day, or
> c) completed the summer session, or
> d) failed to complete the summer session and have no grades

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