



Proprietary Institutions
Student Level Data
Validated Skills and Learning
Enrollments and Completions
Data System File Specifications

June 2024

Louisiana Board of Regents

Student Level Enrollment and Completions Data System Specifications

June 2024

New for this year

We have changed how we want dates to be reported to us. Please use a Date format of mm/dd/yyyy for the Enrollment Start Date, Birthdate, and Completion Date.

FAQ/Tips

What do I do if I don't know the exact start or completion date?

- Enrollment Date: If you don't know the exact starting date, please use the 15th of the month in which they started.
- Completion date: If you don't know the exact completion date, please use the 15th of the month in which they completed.

What is a CIPCODE?

- A CIPCODE is a **six-character** code developed for the National Center for Educational Statistics (NCES), which corresponds to a major field of study. All your programs have an associated CIPCODE already assigned. You should have received an Official Listing of your proved programs which includes the appropriate CIPCODE for programs that you provide. For additional information on CIPCODEs, you can visit the NCES' web site at this link: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>.

What are my Programs and how are they defined?

- The Programs that you provide to your students consists of a specific CIPCODE with a specific PROG_CERT (or degree/certification Level). Also, it includes an additional variable that will help further define or differentiate the program from other similar programs at your institution. This differentiating variable is called a CIP_Extra. The use of CIPCODE/PROG_CERT/CIP_Extra defines a specific program at your institution. Your Official Programs have been identified and shared with your institution already. However, if you need to refer to your Official Programs, you can contact us via this link and we will send you your specific program listing. <mailto:EC-Helpdesk@laregents.edu>.

Why do I need to provide the Students' SSN?

- First, we take the security of our Louisiana Citizen Students' personal identifiable information (PII) very seriously. We will never share or report on individual student's PII data. We will only use aggregate data in our reports. We do use students SSN to help clarify student information. We do combine student

data from several different data sources, such as our Public institutions or against data from the Louisiana Work Force Commission.

Student Program Status, what is this?

- This is a variable that indicates possible Outcomes for your students. This is an end of term/academic-year indicator that helps us determine what happened to the student after participating in one of your programs. Please see the Student Program Status definition further down in this document.

Due Date:

Annual Submission. The Submission Period will open on July 29th, 2024 and close on August 12th, 2024.

Period Covered:

Report on all Students who enrolled in courses that are part of a specific program during the period July 1, 2023 through June 30, 2024.

Reporting Process:

Registering your Institution and Institution Representative Process

You will submit your institution's Student data through the Enrollment/Completions System at the Louisiana Board of Regents' Web Site. A registration hyperlink will be provided by the Board of Regents to the institution's representative. This link will take you to the Enrollment/Completions System's registration page. On the Enrollment/Completions System's registration page, you will select your institution and provide a valid e-mail address, your full name, and contact information. This information is critical for the Board of Regents staff to contact you regarding any type of issues with your data submission or the data itself. After you submit the Institution's name, your name, and email address in this registration process, you will receive an e-mail confirming the completion of the registration process. Registration is a one-time process.

Submitting the Data

After completing the registration process, your access to the Enrollment/Completions System will allow you safe and secure access to submit your data file. Once you have registered, you will be able to log into the system. During the collection period, you will see icons to upload your data. Pay careful attention that the button you select matches the data you are uploading. After clicking on the button, select your data file from your file system and submit your upload. Once your file is uploaded, the system will process your file. You will receive an e-mail when your file is finished processing. If there are any validation errors or data issues, the Board of Regents will notify you to discuss any data related issues and discuss ways to correct and resubmit any needed corrections.

Notes:

A student must be enrolled in the required course work of a specific program to be listed in this data file. A specific program is defined as a unique and unduplicated combination of Institution code, CIPCODE, CIP Extra, PROG CERT. A student may be listed more than once if they are enrolled in more than one unique set of these variables.

Record Descriptions

Data Variable Name	Variable Type and Length
Louisiana Proprietary Issued License Number	CHAR(10)
Institution Name	CHAR(140)
Institution's Common Id for Student	CHAR(12)
Student Identification Number (SSN)	CHAR(9)
Student Last Name	CHAR(60)
Student First Name	CHAR(60)
Student Race	CHAR(1)
Student Gender	CHAR(1)
U.S. Citizenship	CHAR(1)
Parish/State/Country of Student	CHAR(2)
Birth Date	DATE(10)
CIP Code 6-Digit Program Code	CHAR(6)
Program Name	CHAR(140)
PROG CERT	CHAR(2)
CIP Extra	CHAR(2)
Program Modality	CHAR(1)
Enrollment Start Date	DATE(10)
Student's Program Status	CHAR(1)
Actual Completion Date	DATE(10)
Student's Program Certification Status	CHAR(2)
Received Certification	CHAR(1)
Workforce Based Training Component	CHAR(1)

Variable Definitions

Louisiana Proprietary Issued License Number

This is a field that uniquely identifies each institution. Please use your Proprietary Issued License number. This is a required field.

Institution Name

The Official name of the Institution. This is a required field.

Institution Common ID for Student

Student ID other than the social security number as assigned by the institution. This field is included to assist the campus' editing process. This and/or the SSN field is required, both cannot be blank.

Student Identification Number (SSN)

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. Do not put '-' in the SSN, only numerals. Include any needed leading zeros. The SSN or the Common ID for Student field is required, both cannot be blank.

Student Last Name/Student First Name

Provide the student's first and last name. These are required fields.

Student Race

Code/Title/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. NOTE - Nonresident aliens are to be reported separately rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

8/ Race ethnicity Unknown/ This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

9/ Two or more races

This is a required field.

Student Gender

F=Female;

M=Male;

N=Not Reported; Other; or Unknown

This is a required field.

U.S. Citizenship

Is the student a citizen of the United States of America? Y=Yes, N=No, U=Unknown.

This is a required field.

Parish/State/Country

Record the Parish/State/Country of the student's residence.

(1) For Louisiana residents, use the parish code (See appendices) identified by the student as his/her permanent address at the time of application to the institution. IF the student is a Louisiana resident, but the parish is not known, code 'LA'.

(2) 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 appendices) identified by the student as his/her permanent address at the time of application to the institution.

(3) 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 appendices) (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. This is a required field.

Birth Date

Code the date of the Student's Birth. Please use a DATE Format of "MM/DD/YYYY". This is a required field.

CIP Code 6-Digit Program Code

A six-character code developed for the National Center for Educational Statistics (NCES), which corresponds to a major field of study. See this link for help on CIPCODES. <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>. Enter this six-digit code without the decimal point. This is a required field.

Program Name

Please include the Official Title for the Program. This is a required field.

PROG CERT:

The type of award or title conferred upon a student upon completion of a particular curriculum. Please note, that a singular program might have two entries in your institution's inventory due to this field. (Example: Day program 9 months. Night program 13 months.) This is a required field.

Valid Values

(frm: Louisiana Workforce Commission's Eligible Training Provider Manual)

03 - Associate Degree	63 - Associate of Applied Technology
20 - Vocational Rehabilitation	71 - Technical Diploma
30 - OJT = On-the-Job Training	72 - Associate of Applied Science
31 - Employment & Training Program	79 - Cert. or Diploma less than 3 months
32 - Military Separations	80 - Cert. or Diploma 3 months to 6 months
33 - Apprenticeship program	81 - Cert. or Diploma 6 months to 1 year
34 - Job Corps	82 - Cert. or Diploma 1 year to 2 years
40 - Short-Term Non-Credit	83 - Cert. or Diploma greater than 2 years
53 - Associate in Occ. Studies	

CIP EXTRA:

This field further differentiates between the student's major field of study (academic Program). This field is two characters (usually AA, AB, AC, et.) . All programs must have a CIP EXTRA value that is mutually exclusive to each combination of

Institutional Code, CIPCODE, and PROG CERT. Please refer to your provided and approved program inventory for your CIP_Extra for each program or its derivative. This is a required field.

Note:

The institution Code, CIPCODE, CIP Extra, and PROG CERT completes the full unique program classification taxonomy. Together, these codes should correspond to an individual student's specific major program of study.

Program Modality

Indicate whether the entire Program is taught 100% Online= "O"; Taught both on-line and in a classroom setting (Hybrid) = "H"; or 100% in a classroom setting = "S" This is a required field.

Enrollment Start Date

Code the actual First Day of enrollment in the student's specific program. Please use a DATE Format of "MM/DD/YYYY". This is a required field.

Student's Program Status

The student's disposition at the end of the reporting period.

C = Completed the Program

E = Still Enrolled in the program, not completed by the end of the reporting period

W = Withdrew, not completed, or re-enrolled in the same program

F = Failed or did not pass

L = Leave of absence, did not complete (Health, Family emergency, military, etc.)

U = Unknown

This is a required field.

Actual Completion Date

Code the actual Completion Date. Please use a DATE Format of "MM/DD/YYYY". If the student did not complete the specified program leave this field blank.

Student's Program Certification Status

If the student's Program of Study, in which the student completed, is eligible for certification by an outside agency then code CE=Certification Eligible. If the student's Program of Study, in-which the student completed, does not lead to certification by an outside agency then code NE= No Certification Available. This includes as outside license such as a CDL. This is a required field.

Received Certification

Did the student receive a certification that is awarded by an outside agency/entity? This certification can be awarded as part of the program's requirements so long as the certification is given by an institution's official (faculty of record) that is authorized by an official of the outside agency/entity. Or if the student pursued the certification from an outside agency/entity after completion of the programs' course

work. The Certification must be directly related to the student's Program of Study. Y=YES or N=NO. This is a required field.

Workforce Based Training Component

As part of the institution's program's requirements, did the student complete/required to participate in (not limited to but includes: Externship, Internship, Clinicals) with an outside entity external to the educational institution, such as an outside business or hospital, clinic, or doctor's office. An (Externship, Internship, Clinicals, etc.) offers practical experience in student's career field. They are designed to help students understand the "real world" applications of their specific program of studies. The purpose of an (Externship, Internship, Clinicals, etc.) is to bridge the gap between what is learned in the classroom and the actual world of work in their chosen field of study. Y=YES or N=NO. This is a required field.

Appendix

Parishes and Codes

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

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

US State Codes and Abbreviations

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

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

Countries of the World

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

* American Protectorate

Countries of the World

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

* American Protectorate

Countries of the World

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

* American Protectorate