# File Description

## Student Course Enrollment File

DHE collects end-of-term enrollment data on all students who enroll in credit-bearing Colorado public, postsecondary education institutions and participating private institutions. The Student Course Enrollment File describes the courses taken by all enrolled students that attempted credit-bearing courses.  
  
The file is the official source of course data for postsecondary education in Colorado. Among the general uses of student course enrollment file data are:

* providing information on the numbers of credit hours attempted and completed in Colorado postsecondary education institutions
* reporting number of hours/headcount in courses eligible for state funding, cash-funded courses, courses funded other than cash or state funding
* reporting number of hours/headcount in categories such as high school concurrent enrollment, remedial and vocational
* provide data for secondary collections such as the National Governor’s Association and Complete College America
* submitting distance education and other fall enrollment data to IPEDS
* calculating FTE enrollment

Private institu­tions and area vocational schools that would like CCHE staff to generate their IPEDS enrollment reports also are eligible to participate.  
  
**Selection Criteria:** The Student Course Enrollment File includes course enrollment detail for all students enrolled in courses awarding credit toward a degree or other formal award. File includes student course enrollments in courses that are part of a vocational or occupa­tional program, including those enrolled in off-campus centers, remedial credit hours, as well as high school students taking remediation or college-level courses for credit, zero-credit labs and courses taken on an audit basis. File does not include student credits earned by academic exemption (e.g. CLEP) or other transcripted academic credit (e.g. AP, IB). The population reported is not limited to students whose credit hours are included in official FTE reports. The file is collected every semester from each public post­secondary education institution participating in SURDS and as applicable for private institutions.   
  
**Special Instructions:** The data reported on the student course enrollment file should represent end-of-term enrollment data. The sum of all hours submitted (RI, ESP, Other) for a student should match the summary of credit hours on the Enrollment file (RI, ESP, Other) as reported for the same student, same term and year.

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| Proposed STUDENT COURSE ENROLLMENT file layout, EFFECTIVE SUMMER TERM 2012   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **ORIGINAL**  **Field #/Starting Position** | **NEW**  **Field #** | **NEW**  **Starting position** | **Field Name** | **Length** | **Valid Choices** | | 1/1 | 1 | 1 | Record Type | 1 | 5 | | 2/2 | 2 | 2 | Institution Code | 4 | The unique 4-character code designated to each Colorado postsecondary institution | | 3/6 | 3 | 6 | Report Period (Term, Year) | 5 | 1-5 | | 4/11 | 4 | 11 | Student Identification Number | 9 | 9-char student ID | | 5/20 | 5 | 20 | Student Identification Type | 1 | See Field Definitions | | 6/21 | 6 | 21 | Course Prefix | 4 | See Field Definitions | |  | 7 | 25 | Course Number | 4 | See Field Definitions | |  | 8 | 29 | Course Sequence | 4 | See Field Definitions | |  | 9 | 33 | Course Level | 1 | 1=Remedial, 2=Undergraduate, 3=Graduate | | NEW | 10 | 34 | Institution Course ID | 20 | Use by Institution - CRN, Section, Other Course Detail | | NEW | 11 | 54 | Attempted Credit Hours | 3 |  | | NEW | 12 | 57 | Passed Credit Hours | 3 |  | | NEW | 13 | 60 | Hours Funding Type | 1 | 1=RI, 2=ESP, 3=Other | | NEW | 14 | 61 | End of Term Completion Status | 1 | 1=Pass, 2=Fail, 3=Audit, 4=Incomplete, 5=Withdraw, 6=Course in Progress or Ungraded | | NEW | 15 | 62 | High School Concurrent Legislation Type | 1 | 1=Concurrent (HB09-1319), 2=ASCENT (HB09-1319),  3=Other HS concurrent | | NEW | 16 | 63 | Vocational Flag | 1 | 0=No, 1=Yes | | NEW | 17 | 64 | ESL Flag (English as Second Language) | 1 | 0=No, 1=Yes | | NEW | 18 | 65 | Course CIP Code | 6 |  | | NEW | 19 | 71 | IPEDS Distance Flag | 1 | 0=No, 1=Yes | | NEW | 20 | 72 | Institutional Assigned Student ID Number | 9 |  | | The fields below are not intended to be included on the student course enrollment file at this time. They remain on this document to keep a history of the discussion and possible additions later to meet specific reporting requirements. | | | | | | | POSSIBLE ADDITION |  |  | Course Specialization | 1 | 0=NA 1=Remedial  2=BasicSkills 3=AcadSkills  4=Vocational 5=ESL | | POSSIBLE ADDITION |  |  | Vestibule Flag | 1 | 0=No, 1=Yes | | POSSIBLE ADDITION |  |  | Instructional Mode | 1 | Correspondance, TV, Online…Vestibule/Lab? | |

## Field Definitions

**Field Name:** RecordType

**Definition:** A flag that indicates which record type is being reported.  
  
**Codes/Notes:** 5 (Student Course Enrollment file)  
  
**Missing Value:** Does not apply; field must be completed.  
  
**Edit Specs:** Code must be 5.  
  
**Format:** numeric, 1 place integer

**Field Name:** Institution Code

**Definition:** The unique code designations for Colorado postsecondary institutions.  
  
**Codes/Notes:** The number assigned to each higher education institution identifying an institution with a 4-digit institutional code. See Institution Codes in Glossary.  
  
**Missing Value:** Does not apply; field must be completed.  
  
**Edit Specs:** Error if a value is reported that is not the code assigned to the reporting institution.  
  
**Format:** AlphaNumeric, 4 characters

**Field Name:** Report Period

**Definition:** The enrollment period identified by the term and the year on which the data are based (TYYYY)  
  
Term (T): The term on which the data are based.  
  
Year (YYYY): The year in which the term occurs. When the term code is "9" which signifies the total report year, use 4 digits of the fiscal year of the report period. The fiscal year is derived by the following. If the term is =3, the fiscal year is the same as the report year. If the term is =2, the fiscal year equals the report year + 1.  
  
**Codes/Notes:**   
1 - Summer  
2 - Fall  
3 - Winter (only for institutions on a quarter system)  
4 - Spring  
5 - Interim  
9 - Total report year  
  
**Examples:  
Fiscal Year 2002-03**  
Summer 02 12002  
Fall 02 22002  
Winter 03 32003 (Institutions on quarter system only)  
Spring 03 42003  
Interim 03 52003  
Beginning in 1991, report period indicated by term, rather than end of year.  
  
**Missing Value:** Does not apply; field must be completed.  
  
**Edit Specs:**  
Error if term value is < 1 or >5.  
Error if year value does not represent current reporting year.  
Error if term value <> 9 followed by the 2nd year of the fiscal year.  
  
**Format:** Numeric, 5 place integer (TYYYY)

**Field Name:** Student Identification Number

**Definition:** A number that uniquely identifies a student at an institution. Wherever possible, this should be the nine-digit social security number assigned to an individual under the Federal Insurance Contribution Act. If an individual's SSN is unknown, the institution should assign a unique number, using the following guidelines:  
  
If the Student Identification Number is assigned, the number should be used in all future reports by the institution for that student unless corrected or replaced by Social Security Number. Note: Use of an SSN is the only way DHE can track a student for retention and graduation analyses across institutions.  
  
If an individual's social security number is not available for use by an institution, the institution may report any student identification number up to 9 characters that is unique for that student.  
  
**Note:** Hyphens are **not** entered as part of the identification number.  
  
**Missing Value:** Does not apply; field must be completed.  
**Edit Specs:**   
If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes.  
  
SSN’s are needed if recipient is getting need-based or federal aid. Institutional assigned numbers cannot be used in this case.  
  
**Format:** AlphaNumeric, 9-place integer

**Field Name:** Student Identification Number Type

**Definition:** The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned identification number.   
  
**Codes/Notes:**    
0 – Indicates that the Student Identification Number is believed to be a social security number   
1 – Indicates that the Student Identification Number is NOT a social security number.   
  
**Missing Value:** Not acceptable   
**Edit Specs:**  Error if not 0 or 1  
  
**Format:** Numeric, 1 place integer

**Field Name:** Course Prefix

**Definition:** Part of unique identifier of each course taught within a specific term. This is typically the institutional abbreviation that describes the subject of the course, such as MATH, ENGL, READ.  
  
**Codes/Notes:** If Course Prefix is less than 4 characters, use leading 0 or 0's as needed.   
Examples: MATH, ENGL, READ, HIST

Examples: 0MAT, 0ENG, 0REA, 0HIS  
  
**Missing Value:** Must be completed. Blank not acceptable.   
**Edit Specs:**  Error if blank   
  
**Format:** AlphaNumeric, 4 places

**Field Name:** Course Number

**Definition:** Part of unique identifier of each course taught within a specific term. This is typically the course number of the enrollment.  
  
**Codes/Notes:** If Course Number is less than 4 digits, use leading 0 or 0's as needed.   
Examples: Course Number – 0030, 0100, 1001, 4999, 5080, 139A  
  
**Missing Value:** Must be completed. Blank not acceptable.   
**Edit Specs:**  Error if blank   
  
**Format:** AlphaNumeric, 4 places

**Field Name:** Course Sequence

**Definition:** Part of unique identifier of each course taught within a specific term. This is typically the class section or class number of the enrollment.  
  
**Codes/Notes:** If Course Sequence is less than 4 characters, use leading 0 or 0's as needed.   
Examples: Course Sequence – 0002, 0012, 000A  
  
**Missing Value:** Blank if not applicable.   
**Edit Specs:**  Error if blank   
  
**Format:** AlphaNumeric, 4 places

**Field Name:** Course Level

**Definition:** Describes the level of the course enrollment and categorizes the Course Number field.  
  
**Codes/Notes:**

1=Remedial – any remedial course, such as course numbers 0030, 0060, 0090

2=Undergraduate Level - any lower or upper division undergraduate course

3=Graduate Level – any graduate course including masters, professional, doctoral or other graduate level

**Missing Value:** Must be completed.   
**Edit Specs:**  Error if not 1,2,3  
  
**Format:** AlphaNumeric, 4 places

**Field Name:** Institution Course ID

**Definition:** Used at the discretion of the institution to provide specific course information to describe the student course enrollment submitted. This may include a CRN, catalog number, location or other course information.

**Code/Notes:** Used by the institution to specifically identify a course in which a student is enrolled  
**Missing Value:** Not required  
**Edit Specs:** No edit specifications  
**Format:** AlphaNumeric, 20 characters

**Field Name:** Attempted Credit Hours

**Definition:** Number of credit hours **attempted** for the specified student course enrollment.

**Codes/Notes:**    
Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero.

For example, code 3 credit hours as 030; code 1.5 credit hours as 015.

Attempted credit hours may be zero for student course enrollments in zero-credit labs or recitation.

**Missing Value:** Zeroes (“000”) if no credits  
**Edit Specs:**

- Error if > 30.  
- Warning if > 21.  
**Format:** AlphaNumeric 3 characters- 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

**Field Name:** Passed Credit Hours

**Definition:** Number of credit hours **passed** for the specified student course enrollment.

**Codes/Notes:**    
Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero.

"Passed" is defined by an institution for the course, unless the course is remedial, then as specified in the State Remedial Policy.

For example, code 3 credit hours as 030; code 1.5 credit hours as 015.

**Missing Value:** Zeroes (“000”) if no credits  
**Edit Specs:**

- Error if > 30.  
- Error if > attempted hours

- Warning if > 21.  
**Format:** AlphaNumeric 3 characters- 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

**Field Name:** Hours Funding Type

**Definition:** Describes the funding type of both attempted and completed credit hours according to DHE FTE Reporting Guidelines.

**Code/Notes:**

1=RI (Resident Instruction) - eligible for state funding

2=ESP (Extended Studies Program) - cash-funded, not eligible for state funding

3=Other

RI – Eligible for State Funding per DHE FTE Policy. Credits attempted via interinstitutional enrollments may be included. State-funded credit hours excludes credits attempted by academic exemption tests (e.g. CLEP) accrued by exemption or other transcripted academic credit (e.g., AP; CLEP; prior learning).

ESP – Not Eligible for State Funding per DHE FTE Policy. 1) Credit based cash-funded instruction a) delivered at an off-campus physical location b) delivered by an institution’s extended studies unit on the sponsoring institution’s campus c) delivered at a distance; 2) Remedial credit hours delivered as cash funded

OTHER – Examples include a) Avocational courses b) Limited enrollment (closed) courses c) Sponsored courses d) Tutorial e) Tuition Waivers

**Missing Value:** Blank not valid, must be completed  
**Edit Specs:** Error if blank or not 1,2,3  
  
**Format:** AlphaNumeric, 1 place integer

**Field Name:** End of Term Completion Status

**Definition:** Indicates the student course enrollment completion status at the end of the term.   
  
**Codes/Notes:**

1. Pass: For Remedial courses - assigned to students receiving a grade of A, B, C, Satisfactory, or Credit; For Other courses – institutional definition of “pass” for course level and student level
2. Fail: For Remedial courses - assigned to students receiving an D, F, WF, Unsatisfactory, or Non-Credit; For Other courses – institutional definition of “fail” for course level and student level
3. Audit: student audited this class
4. Incomplete: assigned to students receiving an I, MG (no grade or missing grade reported by instructor)
5. Withdraw: assigned to students receiving a W, WP
6. Course in progress or Ungraded Course – courses still in progress at end-of-term or courses with no grade to be assigned (such as study abroad placeholder hours or correspondence courses)

**Missing Value:** Does not apply, must be completed.   
**Edit Specs:**

Error if value not 1,2,3,4,5 or 6   
Error if Credit Hours Passed > 0 and value <> 1

**Format:** Numeric, 1 place integer

**Field Name:** High School Concurrent Legislation Type

**Definition:** Describes whether the credit hours for the student course enrollment are eligible to be reported as a specific high school concurrent program or the student is a high school student (and specified as such in the registration status field of the Enrollment file for the same term). The purpose of this field is to replace the Credit Hours Attempted/Completed for Concurrent and ASCENT (on the enrollment file) as well as to collect credit hour data for all other high school concurrent enrollment.   
  
**Codes/Notes:**

0=Not Applicable

1=Concurrent (as defined in HB09-1319),

2=ASCENT (as defined in HB09-1319),

3=Other HS concurrent

**Missing Value:** Does not apply, must be completed.   
**Edit Specs:**

Error if value not 0,1,2 or 3

**Format:** Numeric, 1 place integer

**Field Name:** English as a Second Language (ESL) Flag

**Definition:** Indicates whether or not the student course enrollment in ESL (English as a Second Language) classes. “ESL” is determined by the content of the course. An ESL course may be any funding type. The purpose of this field is to replace the Credit Hours English as a Second Language (ESL) on the Enrollment file.

**Codes/Notes:**

0=No

1=Yes

**Missing Value:** Does not apply, must be completed.

**Edit Specs:** Error is value is not 0 or 1

**Format:** Numeric, 1 place integer

**Field Name:** Vocational Flag

**Definition:** Indicates whether or not the student course enrollment is a vocational course. The purpose of this field is to replace the Credit Hours Vocational on the Enrollment file.

The only institutions eligible to report vocational credit hours are:  
- Community Colleges  
- Local District Colleges  
- Colorado Mesa University

**Codes/Notes:**

0=No

1=Yes

**Missing Value:** Does not apply, must be completed.

**Edit Specs:** Error is value is not 0 or 1

**Format:** Numeric, 1 place integer

**Field Name:** Course CIP Code

**Definition:** The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of the student course enrollment. CIP Code does not need to correspond to approved degree/certificate programs for the institution.  
  
**Missing Value:** Not Applicable.

**Edit Specs:**

Error if blank

Error if length is less than 6 characters

Error if not a valid 2010 CIP or 999999 for non-discipline or discipline unknown

**Format:** Alphanumeric, 6 characters

**Field Name:** IPEDS Distance Flag

**Definition:** Indicates whether or not the student course enrollment meets the IPEDS definition of Distance Education. Used for the IPEDS fall enrollment survey.

**Codes/Notes:**

0=No

1=Yes

**Missing Value:** Does not apply, must be completed.

**Edit Specs:** Error is value is not 0 or 1

**Format:** Numeric, 1 place integer

**Field Name:** Institutional Assigned Student ID Number

**Definition**: A number that uniquely identifies a student at an institution. This number is assigned by the institution and is typically used in place of the Social Security Number.

**Note**: Hyphens are not entered as part of the identification number.

**Missing Value**: Optional use determined by institution

**Edit Specs**: None

**Format**: Alphanumeric, 9-place character or less