

LOUISIANA BOARD OF REGENTS

March, 1999

Statewide Student Profile System

Systems Specifications

Due Date: Fall Semester/Quarter October 15
Winter Quarter February 23
Spring Semester/Quarter March 15

Reporting Medium: (1) The preferred reporting medium is via electronic File Transfer Protocol (FTP). An FTP site has been set up for this purpose. You will need the following information to access the site:

Logon ID: anonymous
Password: [REDACTED]
Library: [REDACTED]
Format: ASCII with CR+LF following each record
IP Address: as400.regents.state.la.us or 198.176.252.98

(2) If FTP capability is not available, data may be submitted via 3.5-inch personal computer diskette (720K or 1.44M). Note, however, that 720K diskettes that have been formatted to 1.44M are **NOT** acceptable and will be returned without processing.

(3) If unable to use one of the other methods, data may be submitted via magnetic tape using the following format:

Tape type: 9-track
Tape density: 1600 or 6250 BPI
Code type: EBCDIC
Labelling: Non-labelled
Record size: 80 characters
Block size: 8000 characters

Documentation must be enclosed with the tape which includes the above information plus the institution name, the number of records on the tape, and the date the tape was created.

RECORD DESCRIPTIONS

Type 1 Record - Student Identifier

<u>Data Element Name</u>	<u>Code or Source of Code</u>	<u>Record Position</u>	<u>Field Length</u>
Institution Code	Appendix A	01-02	2
Student Identification Number	See Definitions	03-11	9
Student Name	See Definitions	12-42	31
Student Race	See Definitions	43	1
Asian or Pacific Islander	1		
American Indian or Alaskan Native	2		
Black, Non-Hispanic	3		
Hispanic	4		
NOT USED	5		
White, Non-Hispanic	6		
Foreign/Non-Resident Alien	7		
Race/Ethnicity Unknown	8		
Student Gender		44	1
Male	M		
Female	F		
Fee Residence	See Definitions	45	1
Yes	Y		
No	N		
U.S. Citizenship		46	1
Yes	Y		
No	N		
Parish/State/Country	See Definitions	47-48	2
Birth Date	See Definitions	49-54	6
Birth Month	'MM'	49-50	2
Birth Year	'YYYY'	51-54	4
Admission Status	See Definitions	55	1
Student Level	See Definitions	56-57	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		

<u>Data Element Name</u>	<u>Code or Source of Code</u>	<u>Record Position</u>	<u>Field Length</u>
Program Classification	See Definitions	58-65	8
Degree Level		58-59	2
Certificate (one year)	C1		
Certificate (two years)	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		
CIP Code	See Definitions	60-65	6
High School Graduation Year	'YYYY', See Definitions	66-69	4
NOT USED		70-72	3
Record Sequence	See Definitions	73-74	2
Total Number of Records		73	1
Record Position in Sequence		74	1
Academic Date	See Definitions	75-79	5
Academic Term		75	1
Fall Semester/Quarter	2		
Winter Quarter	3		
Spring Semester/Quarter	4		
Academic Year Begin	'YYYY'	76-79	4
Record Type Identification	Constant '1'	80	1

Type 2 Record - Student Schedule

Institution Code	Appendix A	01-02	2
Student Identification Number	See Definitions	03-11	9
Student Course Information		12-31	20
Course Abbreviation	See Definitions	12-15	4
Course Classification (CIP)	See Definitions	16-21	6
Course Number	See Definitions	22-25	4
Section Number	See Definitions	26-28	3
Course Credit	See Definitions	29-31	3
Repeats positions 12-31 for student's next course		32-51	20
Repeats positions 12-31 for student's next course		52-71	20
NOT USED		72	1
Record Sequence	See Definitions	73-74	2
Total Number of Records		73	1
Record Position in Sequence		74	1
Academic Date	See Definitions	75-79	5
Academic Term		75	1
Fall Semester/Quarter	2		
Winter Quarter	3		
Spring Semester/Quarter	4		
Academic Year Begin	'YYYY'	76-79	4
Record Type Identification	Constant '2'	80	1

DEFINITIONS

Academic Date: This data element will span five positions of the record. The first position will indicate the academic term as specified below.

<u>TERM</u>	<u>CODE</u>
Fall Semester/Quarter	2
Winter Quarter	3
Spring Semester/Quarter	4

The last four positions will be academic/fiscal year beginning year; that is, if the academic year is 1999-2000, code **1999**. For example, to indicate the Fall Semester/Quarter of academic year 1999-2000, the academic date would be coded as **21999**; the Spring Semester/Quarter of that same academic year would be coded as **41999**.

Admission Status: The student's current standing with regard to his/her attendance experience at the reporting institution.

<u>Code</u>	<u>Title</u>	<u>Description</u>
1	First-Time Freshman	A student who enrolls at an institution for the first time who has previously acquired fewer than twelve (12) semester hours credit, excluding credit earned through correspondence study and the College-Level Examination Program (CLEP) and similar advanced standing tests. Include in the fall report students who are currently enrolled in your institution and who were first-time freshmen at your institution or another institution during the previous summer semester/quarter. In the spring report, students who fit this definition but would have been reported as first-time freshmen at another institution in the fall should be reported as transfer students.
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 this level).
3	Other Student	Any student who fails to fit into any of the other admission status categories.
4	Transfer Student	A student who enters the institution for the first time with twelve (12) or more semester credit hours attempted at another institution of higher education, excluding credit earned through correspondence study and the College-Level Examination Program (CLEP) and similar advanced standing tests. 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 Student	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	Exchange Students	Those students who are enrolled in one or more courses at your institution but whose home campus is at another institution. Include all students who are cross-registered in formal or informal inter-institutional cooperative programs.
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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 49 and 50. Code the birth year as the last four characters, i.e., if the student was born in 1963, code **1963** in positions 51-54.

CIP Code: A six-digit code developed for the National Center For Educational Statistics which corresponds to a major field of study (see Appendices E1 and E2).

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 IE with two trailing blank spaces.

Course Classification: A CIP classification must be assigned to each course on a student's schedule. The course classification must be assigned from the codes found in Appendices E1 and E2.

Course Credit: The amount, to tenths, of semester credit hours (SCH equivalents) given for a course.

No credit or non-credit courses should have a value of 00.0 (zero). Actual credit earned should be reflected for variable credit courses.

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.

Fee Residence: A student who does not pay 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 **do not** pay out-of-state fees should be coded **Y**. Students who **do** pay out-of-state fees should be coded **N**.

High School Graduation Year: The calendar year in which the student received his/her high school diploma or the equivalent thereof.

Four-character numeric code: YYYY (e.g., 1984 should be coded as **1984**). If the student did not receive a diploma or the equivalent, leave this field blank.

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, use the instructions given in (1), (2), or (3) above.

Program Classification: A two-digit degree level code followed by a six-digit CIP (Classification of Instructional Programs) code. Together, these codes should correspond to an individual student's major field of study or curriculum/program objective.

- (1) Each institution should assure that reported declared major (CIP codes) and degree level 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 or a non-matriculating student, code all zeroes in both the degree level and CIP fields.
- (3) 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.

Record Sequence: This field is to be used to indicate to the system how many student course records follow and the order in which they are positioned.

Example: 41 = First record of four
 42 = Second record of four
 43 = Third record of four
 44 = Fourth and last record of four

Record Type Identification: This one-character field is to be used to differentiate between the Student Identification (Record Type 1) and the Student Schedule (Record Type 2) formats.

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.

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. In the event a student without a Social Security number is issued one, the student name and Social Security number (identifier) should be forwarded to the Board of Regents to update the students' files. Those students who are never issued a real social security number should retain the same temporary number throughout their enrollment at that institution.

Student Name: The format of the name field is as follows: Last Name
 Comma
 Space
 First Name
 Space
 Middle Initial
 Space
 Prefix/Suffix, etc.

Changes in student name status, like changes in Student Identification Number, should be forwarded to the Board of Regents

Student Level: The total accredited work by a student which reflects institutionally accepted progress toward a degree or certificate.

<u>Code</u>	<u>Category</u>	<u>Description</u>
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, veterinary medicine).
P2	Professional 2	A student enrolled in the second year of the curriculum at a professional school (law, dentistry, medicine, veterinary medicine).
P3	Professional 3	A student enrolled in the third year of the curriculum at a professional school (law, dentistry, medicine, veterinary medicine).
P4	Professional 4	A student enrolled in the fourth year of the curriculum at a professional school (law, dentistry, medicine, veterinary medicine).
OU	Other Undergraduate	Students who are (1) enrolled in a non-degree-seeking status, (2) enrolled at two-year institutions who have accumulated more than 59 semester credit hours, or (3) are pursuing a Post-Associate certificate.
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).

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

<u>Code</u>	<u>Category</u>	<u>Description</u>
1	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 Philippine Islands, and Samoa.
2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and Alaskan Native who who maintain cultural identification through tribal affiliation or community recognition.
3	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
5	NOT USED	
4	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
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.

APPENDIX A
BOARD OF REGENTS
INSTITUTION CODES

INSTITUTIONAL CODES

Board of Regents' Institution Code

System/Institution

0.0

Board of Regents

1.0 University of Louisiana System
1.2 Grambling State University
1.3 Louisiana Tech University
1.4 McNeese State University
1.5 Nicholls State University
1.6 University of Louisiana at Monroe
1.7 Northwestern State University
1.8 Southeastern Louisiana University
1.9 University of Louisiana at Lafayette

2.0

Louisiana State University System

2.1 L.S.U. at Alexandria
2.2 L.S.U. in Baton Rouge
2.3 L.S.U. at Eunice
2.4 L.S.U. in Shreveport
2.5 L.S.U. Health Sciences Center in New Orleans
2.6 L.S.U. Health Sciences Center in Shreveport
2.7 University of New Orleans
2.8 L.S.U. Agricultural Sciences & Rural Development
2.9 L.S.U. Law Center
2.A L.S.U. School of Veterinary Medicine

3.0

Southern University System

3.1 Southern University in Baton Rouge
3.2 Southern University in New Orleans
3.3 Southern University in Shreveport-Bossier City

4.0

Louisiana Community and Technical College System

4.1 Baton Rouge Community College
4.2 Bossier Parish Community College
4.3 Delgado Community College
4.4 Elaine P. Nunez Community College
4.5 South Louisiana Community College
4.6 River Parishes Community College

5.0

Private/Independent Institutions

5.1 Centenary College
5.2 Dillard University
5.3 Louisiana College
5.4 Loyola University in New Orleans
5.5 New Orleans Baptist Theological Seminary
5.6 Notre Dame Seminary
5.7 Our Lady of Holy Cross College
5.8 St. Joseph Seminary College
5.A Tulane University
5.B Xavier University
5.C Baptist Christian College

APPENDIX B
PARISHES AND CODES
SOURCE
LOUISIANA BOARD OF REGENTS

APPENDIX C
STATES AND CODES
SOURCE
NCHEMS DATA ELEMENT DICTIONARY

APPENDIX D

COUNTRIES OF THE WORLD

SOURCE

U.S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATION 10-4
(PROVISIONAL FIPS PUB 10-4)
May 6, 1993

APPENDIX E1
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS
ALPHABETICAL LISTING
SOURCE
U.S. DEPARTMENT OF EDUCATION

APPENDIX E2
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS
NUMERIC LISTING
SOURCE
U.S. DEPARTMENT OF EDUCATION