



**Statewide Student Profile System  
System Specifications**

December 7, 2011

**LOUISIANA BOARD OF REGENTS  
Statewide Student Profile System**

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 I** for helpful notes and information.

Regents' Staff

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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.

Regents' Staff

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**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: 14<sup>th</sup> 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 I**.

Reporting Medium: 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: call (225) 342-4253 to obtain current password

Format: ASCII with CR+LF following each record

IP Address: as400.regents.state.la.us or 198.176.252.98

Filename: SPSINPUT.SPXXYZZ

*Where; XX = BoR Institution Code*

*Y = Semester/Term*

*ZZ = Academic Year Begin (exclude century)*

**NOTE:** After the file has been transmitted, send e-mail to [borinfo@regents.state.la.us](mailto:borinfo@regents.state.la.us) indicating the successful upload of the file.

## 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
For use by LSUHSC campuses only	See Appendix H	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
Not Used	Blanks	149		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
Repeats positions 146-173 for student's	2 <sup>nd</sup> course, blank if none	174-201		28
Repeats positions 146-173 for student's	3 <sup>rd</sup> course, blank if none	202-229		28
Repeats positions 146-173 for student's	4 <sup>th</sup> course, blank if none	230-257		28
Repeats positions 146-173 for student's	5 <sup>th</sup> course, blank if none	258-285		28
Repeats positions 146-173 for student's	6 <sup>th</sup> course, blank if none	286-313		28
Repeats positions 146-173 for student's	7 <sup>th</sup> course, blank if none	314-341		28
Repeats positions 146-173 for student's	8 <sup>th</sup> course, blank if none	342-369		28
Repeats positions 146-173 for student's	9 <sup>th</sup> course, blank if none	370-397		28
Repeats positions 146-173 for student's	10 <sup>th</sup> course, blank if none	398-425		28
Repeats positions 146-173 for student's	11 <sup>th</sup> course, blank if none	426-453		28
Repeats positions 146-173 for student's	12 <sup>th</sup> course, blank if none	454-481		28
Repeats positions 146-173 for student's	13 <sup>th</sup> course, blank if none	482-509		28
Repeats positions 146-173 for student's	14 <sup>th</sup> course, blank if none	510-537		28
Repeats positions 146-173 for student's	15 <sup>th</sup> course, blank if none	538-565		28
Repeats positions 146-173 for student's	16 <sup>th</sup> course, blank if none	566-593		28
Repeats positions 146-173 for student's	17 <sup>th</sup> course, blank if none	594-621		28
Repeats positions 146-173 for student's	18 <sup>th</sup> course, blank if none	622-649		28
Repeats positions 146-173 for student's	19 <sup>th</sup> course, blank if none	650-677		28
Repeats positions 146-173 for student's	20 <sup>th</sup> 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.**

<u>TERM</u>	<u>CODE</u>
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.**

<u>Code</u>	<u>Title</u>	<u>Description</u>
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 ( <b>G1</b> or <b>G2, see page 8</b> ) 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. <b>Students classified as visiting students or First-time Freshmen should be excluded.</b> 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. <b>A regular term is defined as a fall or spring semester and</b>



**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 I 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 I, #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 I, #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 39.

**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 I, #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 (see Important Links #2 for Appendices E1 and E2).

**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. The course classification must be assigned from the codes found in Appendices E1 and E2 (see CIP Code above). **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).

**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 I, #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.**

<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, 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. <b>This category should be a "catchall" in case none of the other undergraduate categories apply.</b>
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). <b>This category should be a "catchall" in case none of the other graduate categories apply.</b>

**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	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**

**Source:** *Board of Regents*

**Institution Codes** (*Effective August 2001*)

<b>Institution Code</b>	<b>System/Institution Name</b>
<b>0.0</b>	<b><i>Board of Regents</i></b>
<b>1.0</b>	<b><i>University of Louisiana System</i></b>
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
2.7	University of New Orleans
<b>2.0</b>	<b><i>Louisiana State University System</i></b>
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
2.8	L.S.U. Agricultural Sciences & Rural Development
2.9	L.S.U. Law Center
2.A	L.S.U. School of Veterinary Medicine
<b>3.0</b>	<b><i>Southern University System</i></b>
3.1	Southern University in Baton Rouge
3.2	Southern University in New Orleans
3.3	Southern University in Shreveport-Bossier City
3.4	Southern University Law Center
<b>4.0</b>	<b><i>Louisiana Community and Technical College System</i></b>
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	River Parishes Community College
4.6	South Louisiana Community College
4.7	Louisiana Delta Community College
7.7	L.E. Fletcher Technical Community College
9.5	Sowela Technical Community College
<b>5.0</b>	<b><i>Private/Independent Institutions</i></b>
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
5.9	Our Lady of The Lake College
5.A	Tulane University



- 5.B Xavier University
- 5.D Tulane Medical Center

**6.0 Louisiana Technical College**

- 6.1 L.T.C. - Acadian
- 6.2 L.T.C. - Alexandria
- 6.3 L.T.C. - Ascension
- 6.4 L.T.C. - Avoyelles
- 6.5 L.T.C. - Bastrop
- 6.6 L.T.C. - Baton Rouge
- 6.7 L.T.C. - Charles B. Coreil
- 6.8 L.T.C. - Delta Ouachita
- 6.9 L.T.C. - Evangeline
- 7.0 L.T.C. - Florida Parishes
- 7.1 L.T.C. - Folkes
- 7.2 L.T.C. - Gulf Area
- 7.3 L.T.C. - Hammond Area
- 7.4 L.T.C. - Huey P. Long
- 7.5 L.T.C. - Jefferson
- 7.6 L.T.C. - Jumonville
- 7.8 L.T.C. - Lafayette
- 7.9 L.T.C. - Lafourche
- 8.0 L.T.C. - Lamar Salter
- 8.1 L.T.C. - Mansfield
- 8.2 L.T.C. - Morgan Smith
- 8.3 L.T.C. - Natchitoches
- 8.4 L.T.C. - North Central
- 8.5 L.T.C. - Northeast
- 8.6 L.T.C. - Northwest
- 8.7 L.T.C. - Oakdale
- 8.8 L.T.C. - River Parishes
- 8.9 L.T.C. - Ruston
- 9.A L.T.C. - West Jefferson
- 9.B L.T.C. - Westside
- 9.C L.T.C. - Young Memorial
- 9.0 L.T.C. - Sabine Valley
- 9.1 L.T.C. - Shelby Jackson
- 9.2 L.T.C. - Shreveport Bossier
- 9.3 L.T.C. - Sidney Collier
- 9.4 L.T.C. - Slidell
- 9.6 L.T.C. - Sullivan
- 9.7 L.T.C. - T.H. Harris
- 9.8 L.T.C. - Tallulah/M. Surles
- 9.9 L.T.C. - Teche Area

**Appendix B**  
**Parishes and Codes**

**Source:** *Board of Regents*

### Parish Codes

<b>Code</b>	<b>Parish</b>	<b>Code</b>	<b>Parish</b>
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	Pointe 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 the Baptist
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

## **Appendix C**

### **States and Codes**

**Source:** United States Postal Service and *NCHEMS Data Element Dictionary*

### Standard Abbreviations for States of the United States

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

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

**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*

### Countries of the World

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

<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>
CO	Columbia	IR	Iran
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

<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>
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		
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		

***\*Countries will be appended to the end of the country listing at this time. Rearrangement into an alphabetic order based on country name will be done at the next major revision.***

## **Appendix F**

### **ACT High School Codes**

**Source:** Louisiana Department of Education and ACT

**ACT High School Codes**  
Louisiana Department of Education and ACT

<u>Code</u>	<u>School</u>	<u>Code</u>	<u>School</u>
190000	Abbeville High School	190217	Northdale Alternative Magnet Academy
190015	North Vermilion High School	190218	Parkview Baptist School
190020	Vermilion Catholic High School (C)	190220	Redemptorist High School (C)
190035	Albany High School	190221	Riverdale Christian Academy
190038	Alexandria Senior High School	190222	Robert E. Lee High School
190040	Bolton High School	190223	Runnels School
190043	Ewell S. Aiken Optional School	190225	Louisiana New School Academy
190044	Grace Christian High School	190234	Second Chance Academy
190045	Holy Savior Menard Central High School (C)	190235	St. Joseph's Academy (Girls) (C)
190050	Peabody Magnet High School	190240	Scotlandville Magnet High School
190075	Amite High School	190242	Tara High School
190076	Arcola First Baptist Church School	190244	The Dunham School
190077	Oak Forest Academy	190245	LSU University Laboratory School
190078	Northwood Preparatory High School	190246	Starkey Academy
190090	Anacoco High School	190249	Valley Park School
190104	NOVA Academy	190250	Woodlawn High School
190105	Arcadia High School	190255	Bell City High School
190115	Beau Chene High School	190257	Belle Chasse High School
190130	Athens High School	190270	Benton High School
190133	Mt. Olive Christian School	190275	Bernice High School
190135	Atlanta School	190282	Berwick High School
190145	Baker High School	190285	Bienville High School
190146	Central Private School	190290	Bogalusa High School
190148	Bethany Christian School	190318	Airline High School
190152	West St. Mary High School	190324	Bossier Achievement Center
190155	Basile High School	190325	Bossier High School
190165	Bastrop High School	190328	Parkway High School
190176	Prairie View School	190330	Northwood High School
190178	Pointe Coupee Central High School	190345	Breaux Bridge High School
190179	Baton Rouge High School	190365	Brusly High School
190182	Belaire High School	190370	Buckeye High School
190183	Broadmoor Senior High School	190375	Bunkie High School
190185	Baton Rouge Preparatory Academy	190385	Buras High School
190186	Bishop Joseph V. Sullivan School (C)	190388	West Ouachita High School
190188	Arlington Preparatory Academy	190400	Calvin High School
190190	Capitol Senior High School	190408	Johnson Bayou High School
190191	Calvary Christian School	190415	Lakeview Junior-Senior High School
190195	Catholic High School (Boys) (C)	190420	Carencro High School
190200	Southern University Lab School	190425	Phoenix High School
190203	Christian Life Academy	190430	Castor High School
190204	Jehovah-Jireh Christian Academy	190435	Cecilia High School
190205	Central High School	190440	Centerville High School
190207	Episcopal High School	190443	Andrew Jackson Fundamental High School
190208	Glen Oaks Senior High School	190445	Chalmette High School
190210	Istrouma Senior High School	190450	Chataignier High School
190211	Louisiana School for the Visually Impaired	190455	Chatham Jasper Henderson High School
190212	Louisiana School for the Deaf	190475	Choudrant High School

190213 Gables Academy

190480 Church Point High School

**ACT High School Codes**  
Louisiana Department of Education and ACT

<b><u>Code</u></b>	<b><u>School</u></b>	<b><u>Code</u></b>	<b><u>School</u></b>
190214	Family Christian Academy	190490	Clinton High School
190215	McKinley Senior High School	190493	Silliman Institute
190216	Hosanna Christian Academy (AG)	190518	Caldwell Parish High School
190530	Converse High School	190970	Pine High School
190550	Cotton Valley High School	190983	French Settlement High School
190553	Red River High School	190985	South Lafourche High School
190568	Riverdale Academy	190995	Georgetown High School
190575	Covington High School	191005	Gibbsland-Coleman High School
190583	Northlake Christian School	191020	Glenmora High School
190590	St. Paul's Senior High School(Boys)(C)	191025	Plainview High School
190595	St. Scholastica Academy	191045	East Ascension High School
190602	South Cameron High School	191055	Grambling State University Lab High School
190605	Crowley High School	191059	Central School Corporation
190614	Northside Christian School	191070	Academy of the Sacred Heart (Girls) (C)
190615	Notre Dame High School (C)	191080	Grand Isle High School
190625	Crowville High School	191085	Fairview High School
190630	Delcambre High School	191089	H. L. Bourgeois High School
190638	Delhi High School	191095	St. Helena Central High School
190655	Denham Springs High School	191113	Archbishop Blenk School (Girls) (C)
190656	Community Christian Academy	191120	Gueydan High School
190670	DeQuincy High School	191125	Hackberry High School
190678	Beckwith Christian School	191135	Hahnville High School
190679	Beauregard Alternative School	191150	Hammond High School
190680	DeRidder High School	191154	St. Thomas Aquinas Regional Catholic High Sch
190683	East Beauregard High School	191158	Tangipahoa Parish PM High School
190685	Destrehan High School	191160	Harrisonburg High School
190690	St. Charles Catholic High School (C)	191165	West Jefferson High School
190695	Dodson High School	191170	Haughton High School
190700	Ascension Catholic School (C)	191172	Claiborne Academy
190705	Donaldsonville High School	191180	Haynesville Jr./Sr. High School
190725	Downsville High School	191195	Holden High School
190730	Doyline High School	191205	Homer High School
190740	Grant High School	191215	Hornbeck High School
190743	Dubach High School	191221	Houma Christian School
190770	West St. John High School	191227	Ellender Memorial High School
190790	Elizabeth High School	191230	Vandebilt Catholic High School (C)
190795	Oak Hill High School	191245	South Terrebonne High School
190800	Elton High School	191250	Terrebonne High School
190820	Epps High School	191261	Independence High School
190823	Erath High School	191270	Iota High School
190855	Eunice High School	191280	Iowa High School
190860	St. Edmund School (C)	191285	Jackson High School
190865	Evans High School	191302	Jeanerette Senior High School
190875	Farmerville High School	191310	Jena High School
190900	Ferriday High School	191315	Hathaway High School
190903	Huntington School	191330	Jennings High School
190910	Hyatt High School	191335	Jonesboro-Hodge High School
190920	Florien High School	191345	Weston High School

**ACT High School Codes**  
Louisiana Department of Education and ACT

<u>Code</u>	<u>School</u>	<u>Code</u>	<u>School</u>
190930	Forest School	191350	Block High School
190936	Forest Hill Academy	191352	Central High School
190945	Franklin Senior High School	191360	Kaplan High School
190950	Hanson Memorial School (C)	191365	Pecan Island High School
190962	Bowling Green School	191375	Jewel M. Sumner High School
190965	Franklinton High School	191385	Kentwood High School
191388	Grawood Christian School	191685	Many High School
191390	Kilbourne High School	191700	Marion High School
191400	Kinder High School	191720	Marksville High School
191410	Lacassine Elem/High School	191722	Archbishop Shaw Sr. High School (C)
191414	Acadiana High School	191723	Immaculata High School (Girls) (C)
191416	Assembly Christian School	191724	John Ehret High School
191417	O. Comeaux High School	191727	L.W. Higgins High School
191419	Episcopal School of Acadiana/Alternative	191728	Marrero Christian High School
191421	Teurlings Catholic High School(C)	191740	Maurepas School
191425	Lafayette High School	191763	Archbishop Hannan High School(C)
191428	Volunteers of America Juvenile Day Program	191770	Delta High School
191432	Lafayette Charter High School	191775	Merryville High School
191437	Northside High School	191776	Alfred Bonnabel High School
191438	St. Thomas More Catholic High School (C)	191777	Archbishop Chapelle High School (Girls) (C)
191439	Lafayette Christian Academy	191778	Archbishop Rummel Sr. High School (Boys) (C)
191443	Fisher Middle/High School	191779	Grace King High School
191445	Lake Arthur High School	191780	East Jefferson High School
191449	Alfred M. Barbe High School	191782	Metairie Park Country Day School
191453	Calcasieu PM High School	191783	Ridgewood Preparatory School
191455	Grand Lake High School	191784	St. Martin's Episcopal School (E)
191456	Hamilton Christian Academy	191785	Midland High School
191458	Calcasieu Career Center	191791	Heritage Academy
191460	LaGrange High School	191795	Glenbrook School
191465	Lake Charles/Boston High School	191800	Minden High School
191470	St. Louis Catholic High School (C)	191811	Webster Parish Alternative School
191487	Sam Houston High School	191815	Carroll High School
191495	Washington/Marion Magnet High School	191825	Neville High School
191503	Briarfield Academy	191829	Ouachita Christian School
191510	Lake Providence Senior High School	191830	Ouachita Parish High School
191515	Monticello High School	191831	River Oaks School
191542	Rapides High School	191835	St. Frederick High School (C)
191543	Hicks High School	191839	Excelsior Christian School
191545	Leesville High School	191843	Wossman High School
191550	Pickering High School	191845	Monterey High School
191570	Spearsville High School	191850	Montgomery High School
191575	Linville High School	191855	Avoyelles High School
191582	Pineview High School	191865	Morgan City High School
191585	Doyle High School	191870	Central Catholic School (C)
191590	Livonia High School	191895	Mt. Hermon School
191600	Central Lafourche High School	191905	Assumption High School
191605	Logansport High School	191917	Louisiana School for Math, Science & the Arts

**ACT High School Codes**  
Louisiana Department of Education and ACT

<u>Code</u>	<u>School</u>	<u>Code</u>	<u>School</u>
191610	Stanley High School	191920	Natchitoches Central High School
191625	South Beauregard High School	191930	St. Mary's Elementary & High School (C)
191630	Loranger High School	191940	Negreet High School
191635	Loreauville High School	191945	Newellton High School
191640	Lutcher High School	191947	Assembly Christian School (AG)
191650	Mamou High School	191948	Catholic High School (C)
191659	Fontainebleau High School	191967	New Iberia Senior High School
191660	Mandeville High School	191970	Westgate High School
191665	Mangham High School	191985	Academy of the Sacred Heart (Girls) (C)
191675	Mansfield High School	191990	Alcee Fortier High School
191991	Lawless High School	192300	Opelousas Senior High School
192006	Benjamin Franklin Senior High School	192304	Westminster Christian Academy
192010	Booker T. Washington School	192305	Northwest High School
192015	Brother Martin Sr. High School (Boys) (C)	192320	North Central High School
192020	De La Salle Senior High School (C)	192325	Patterson High School
192021	McMain Magnet Secondary School	192327	Pearl River High School
192023	Ecole Classique	192335	Pelican All Saints High School
192025	Fredrick A. Douglass High School	192345	Pine Prairie High School
192026	Lutheran High School (L)	192350	Pineville High School
192027	Carver Middle School	192354	Rapides Motivational Center
192030	Holy Cross Senior High School (Boys) (C)	192365	Pitkin High School
192032	Edna Karr Magnet School	192373	Plain Dealing Academy
192045	Isidore Newman School	192375	Plain Dealing High School
192050	Jesuit Senior High School (Boys) (C)	192390	Plaquemine Senior High School
192053	John Curtis Christian School	192395	St. John High School (C)
192054	John F. Kennedy Senior High School	192405	St. Joseph Elementary & High School (C)
192060	John McDonogh Senior High School	192415	Pleasant Hill High School
192065	Joseph S. Clark Senior High School	192425	Ponchatoula High School
192070	L.B. Landry High School	192435	Port Allen High School
192075	Rabouin Career Magnet High School	192440	Port Barre High School
192076	Bishop McManus School	192445	Port Sulphur High School
192078	Faith Christian Academy	192470	Quitman High School
192080	The Louise S. McGehee School (GIRLS)	192490	Rayne High School
192083	Marion Abramson Senior High School	192505	Rayville High School
192090	McDonogh #35 Senior High School	192517	Riverfield Academy
192097	Crescent City Baptist High School	192520	Reeves High School
192103	Cabrini High School (Girls) (C)	192530	East St. John High School
192105	Mount Carmel Academy (Girls) (C)	192536	Reserve Christian High School
192112	New Orleans Science and Mathematics HS	192538	Riverside Academy
192113	O. Perry Walker Middle School	192550	Ringgold High School
192115	Redeemer-Seton Senior High School (C)	192570	North Iberville Elementary/High School
192120	Riverdale High School	192580	Rosepine High School
192121	River Oaks Hospital School	192587	Bethel Christian School
192133	Sarah Towles Reed Senior High School	192588	Cedar Creek School
192145	St. Augustine Senior High School (C)	192590	Howard School
192165	St. Mary's Academy (Girls) (C)	192592	Lincoln Parish Secondary Alternative School
192170	St. Mary's Dominican High School (Girls) (C)	192595	Ruston High School

**ACT High School Codes**  
Louisiana Department of Education and ACT

<u>Code</u>	<u>School</u>	<u>Code</u>	<u>School</u>
192190	Urban League Street Academy	192830	Reuben McCall Senior High School
192195	Ursuline Academy (Girls) (C)	192833	Tallulah Academy-Delta Christian School
192200	Walter L. Cohen High School	192835	Tallulah High School
192205	Warren Easton Fundamental Sr High school	192850	E.D. White Catholic High School (C)
192210	Xavier University Prep School (Girls) (C)	192860	Thibodaux High School
192214	False River Academy	192865	Tioga High School
192230	Catholic High of Pointe Coupee (C)	192885	Varnado High School
192235	Ebarb School	192888	Boothville-Venice School
192255	Oakdale High School	192900	Vidalia High School
192265	Oak Grove High School	192905	Bayou Chicot High School
192275	Oberlin High School	192920	Vidrine High School
192280	LaSalle High School	192925	Ville Platte High School
192285	Opelousas Catholic School (C)	192930	Vinton High School
192287	Acadiana Preparatory School	192940	North Caddo High School
192677	Kingston Christian Academy	192945	Walker High School
192678	Captain Shreve High School	192965	Live Oak High School
192679	Caddo Parish Magnet High School	192970	Welsh High School
192680	C.E. Byrd High School	192982	Westlake High School
192684	Green Oaks High School	192601	St. Amant High School
192685	Fair Park High School	192610	St. Bernard High School
192690	Loyola College Preparatory School (C)	192615	West Feliciana High School
192691	Huntington High School	192623	St. James High School
192692	Northwood High School	192625	Davidson High School
192698	University Christian Prep (B)	192630	Tensas Academy
192699	Southwood High School	192646	St. Martin Preparatory School
192703	Woodlawn High School	192647	St. Martinville Senior High School
192705	Lakeside High School	192650	Saline High School
192710	Sicily Island High School	192660	Sarepta High School
192735	Simpson High School	192670	Shongaloo High School
192740	Simsboro High School	192671	Evangel Academy
192742	Emerson Academy	192675	Booker T. Washington High School
192745	Singer High School	192676	Hamilton Terrace Learning Center
192746	Pope John Paul II High School (C)	192988	Richardson High School/Alternative Program
192747	Northshore High School	192995	West Monroe High School
192748	Salmen High School	193000	White Castle High School
192750	Slidell High School	193018	Winnfield Senior High School
192751	First Baptist Christian School	193024	Franklin Academy
192765	Springfield High School	193040	Winnsboro High School
192775	Springhill High School	193060	Northeast High School
192777	St. Amant Baptist Christian School	193070	Zachary High School
192780	Starks High School	193080	Zwolle High School
192793	Sterlington High School		
192795	North DeSoto High School		
192804	Parkview Christian School		
192805	Sulphur High School		
192810	Summerfield High School		
192825	East Iberville Elementary/High School		

## **Appendix G**

### **Important Information links**

**Source:** Board of Regents



## Important Links

- 1) **Board of Regents' Inventory of Degree and Certificate Programs**  
<http://www.regents.state.la.us/Reports/crinhome.htm>
- 2) **Appendix E: Classification of Instructional Programs - (2000 Edition)**  
E1: Alphabetical Listing <http://www.regents.state.la.us/pdfs/Specs/cipalpha.pdf>  
E2: Numerical Listing <http://www.regents.state.la.us/pdfs/Specs/ciplist.pdf>
- 3) **Board of Regents' Website**  
Home Page: <http://www.regents.state.la.us>  
Data and Publications: <http://www.regents.state.la.us/Reports/datapub.htm>
- 4) **Regents'/TOPS Core Curriculum**  
<http://www.regents.state.la.us/PubRel/topscore.htm>
- 5) **Statewide Student Profile Reports**  
<http://www.regents.state.la.us/Reports/ssps/home.htm>
- 6) **The Master Plan for Public Postsecondary Education: 2001**  
<http://www.regents.state.la.us/pdfs/Planning/masterplan2001.pdf>
- 7) **Master Plan Issues**  
<http://www.regents.state.la.us/pdfs/Planning/MPIssues1.pdf>
- 8) **Regents' Admissions Standards Framework**  
<http://www.regents.state.la.us/pdfs/PubAff/amstandards.pdf>
- 9) **Electronic Code Tables - Parish, State, Country, Classification of Instructional Programs, ACT High School, (Excel Format)**  
<http://www.regents.state.la.us/pdfs/Specs/spscodes.xls>

## **Appendix H**

### **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.

<b>Data Element Name</b>	<b>Code or Source of Code</b>	<b>Field Position</b>	<b>Field Format</b>	<b>Field Length</b>
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**

<b>Data Element Name</b>	<b>Code or Source of Code</b>	<b>Field Position</b>	<b>Field Format</b>	<b>Field Length</b>
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 I**

### **Helpful Notes and Information**

**Source:** Board of Regents

## Helpful Notes and Information

### 1. Sources for the SSPS Data File:

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. Downloading the CRIN Master file:

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. Special Course Designations:

- 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

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 14<sup>th</sup> class day, or
- b) added classes after the 14<sup>th</sup> 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.