

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student Matriculation Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
SM01	STUDENT-MATRICULATION-GOALS	X(04)	14.02-03
SM02	STUDENT-MATRICULATION-MAJOR	X(06)	14.04
SM03	STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS	X(14)	14.05
SM04	STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS	X(04)	14.06
SM05	STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS	X(04)	14.07
SM06	STUDENT-MATRIC-COUNSEL/ADVISE-EXEMPT-STATUS	X(04)	14.08
SM07	STUDENT-MATRIC-ORIENTATION-SERVICES	X(01)	14.09
SM08	STUDENT-MATRIC-ASSESSMENT-SERVICES-PLACEMENT	X(01)	14.010
SM09	STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER	X(03)	14.011
SM10	STUDENT-MATRIC-STUDY-SKILLS-EVALUATION-SERVS	DELETED	14.012
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SM12	STUDENT-MATRIC-COUNSELING/ADVISEMENT-SERVICES	X(01)	14.014
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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM01	STUDENT-MATRICULATION-GOALS	X(04)

This element describes the student's educational goals while enrolled in the reporting college and as they change throughout the student's academic career. This information is in addition to SB14 and is collected after that element has been recorded. The distinction between the elements is an important one: where SB14 records the initial student goal, this element documents the informed goal of the student after interaction with the matriculation process.

Enter up to three goals with the primary goal entered first, then the secondary goal, then the tertiary goal.

<u>CODING</u>	<u>MEANING</u>
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A	= Obtain an AA degree and transfer to a 4-year institution.
B	= Transfer to a 4-year institution without an AA degree.
C	= Obtain a two year associate's degree without transfer.
D	= Obtain a two year vocational degree without transfer.
E	= Earn a vocational certificate without transfer.
F	= Discover/formulate career interests, plans, goals.
G	= Prepare for a new career (acquire job skills).
H	= Advance in current job/career (update job skills).
I	= Maintain certificate or license (e.g. Nursing, Real Estate)
J	= Educational development (intellectual, cultural).
K	= Improve basic skills in English, reading or math.
L	= Complete credits for high school diploma or GED.
M	= Undecided on goal.
N	= To move from noncredit coursework to credit coursework.
O	= 4 year college student taking courses to meet 4 year college requirements.
X	= Uncollected/unreported.
Y	= Not applicable.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM01	STUDENT-MATRICULATION-GOALS -- CONTINUED	X(04)

#### NOTES:

1. This data element may be coded with "YYYY" if student is exempt from orientation, assessment, and counseling.
2. This element represents the student's informed goal after receiving matriculation services which includes the development of a Student Educational Plan (SEP)
3. Up to three goals can be specified with the primary goal listed first.
4. This element should be updated **every reporting term** to reflect the current status of the student during the reporting term.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM02	STUDENT-MATRICULATION-MAJOR	X(06)

This element identifies the student's major or **program** area of emphasis, while enrolled in the reporting college, as reported by the student during the reporting term.

#### CODING

Enter the TOP code of a valid program at this college (see data element SP01) which most closely matches the field or subject area in which the student is majoring/**program**. Enter at least the first four TOP code digits, left justified with trailing zeros.

#### NOTES:

1. This element identifies the student's major or program area of emphasis while enrolled in the reporting college, as reported by the student during the reporting term.
2. This data element may be coded with "YYYYYY" if the student is exempt from orientation, assessment, and counseling.
3. If the student does not have a major or program area of emphasis, code this element with "000000". Enter "XXXXXX" if the major or program is unknown.
4. This data element should be updated **every reporting term** to reflect the current status of the student during the reporting term.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM03	STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS	X(14)

This element indicates the specialized support services needs identified by the student and/or staff through the matriculation process at the college during the reporting term.

The first ten of the fourteen positions in this field refer to the following services respectively (the remaining four positions are reserved for later use):

<u>POSITION</u>	<u>SERVICE CATEGORIES</u>
1	= Financial Aid
2	= Child Care
3	= Disabled Student Services
4	= Transfer Services
5	= Employment Assistance
6	= Basic Skills
7	= Tutoring/Supplementary Instruction
8	= ESL
9	= EOPS
10	= CalWORKs
11-14	= Reserved

In each of the first ten positions, enter one of the following status codes. (In positions 11-14, enter blanks.)

<u>CODING</u>	<u>MEANING</u>
0	= Not recommended/needed/referred
1	= Recommended/needed/referred by either student or staff
2	= Needed as identified by the student
3	= Recommended/referred by staff
4	= Both 2 and 3
X	= Unknown
Y	= Not applicable (refer to note)

#### NOTES:

- Positions 1-10 may be coded with 'Y's if the student is exempt from orientation, assessment, and counseling.
- This element should be updated **every reporting term** to reflect current recommendations/referrals/needs identified during the reporting term.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM04	STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS	X(04)

This element indicates whether the student was directed to, or exempted from, matriculation orientation services at the college.

CODING      MEANING

Student Directed To Orientation Services:

A      =      Student was directed to orientation services.

Student Exempted From Orientation Services:

D      =      Student has completed an Associate or higher degree.

O      =      Student exempted based on other district criteria.

Y      =      Not applicable - refer to note.

NOTES:

1. Indicates whether a student was directed to, or exempt from, orientation services.
2. Up to two (2) exemption reasons may be coded. Code unused positions with "Y's, i.e. if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on other criteria, code "DOYY".

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM05	STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS	X(04)

This element indicates that the student was directed to, or exempted from, matriculation assessment testing services at the college.

<u>CODING</u>	<u>MEANING</u>
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Student Directed To Assessment Testing Services:

A = Student was directed to assessment testing services.

Student Exempted From Assessment Testing Services:

D = Student has completed an Associate or higher degree.

O = Student exempted based on other district criteria.

Y = Not applicable - refer to note.

NOTES:

1. Indicates whether a student was directed to, or exempt from, assessment services.
2. Up to two (2) exemption reasons may be coded. Code unused positions with "Y's, i.e. if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on other criteria, code "DOYY".

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM06	STUDENT-MATRIC-COUNSELING/ADVISEMENT-EXEMPT-STATUS	X(04)

This element indicates whether the student was directed to, or exempted from, matriculation counseling/advisement services at the college.

<u>CODING</u>	<u>MEANING</u>
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Student Directed To Counseling/Advisement Services:

A = Student is directed to counseling/advisement services.

Student Exempted From Counseling/Advisement Services:

D = Student has completed an Associate or higher degree.

O = Student exempted based on other district criteria.

Y = Not applicable - refer to note.

NOTES:

1. Indicates whether a student was directed to, or exempt from, advisement services.
2. Up to two (2) exemption reasons may be coded. Code unused positions with "Y's, i.e. if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on other criteria, code "DOYY".

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM07	STUDENT-MATRIC-ORIENTATION-SERVICES	X(01)

This element indicates whether the student received orientation services as a part of the matriculation process at the college.

<u>CODING</u>	<u>MEANING</u>
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Student Received Orientation Services:

A = Student **did** participate in Orientation services.

Student Did Not Receive Orientation Services:

N = Student **did not** participate in Orientation services.

R = Student **refused** orientation services. This code should be used only when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".

NOTES:

1. Indicates whether a student received orientation services as part of the matriculation process.
2. If a student refuses services, it must be documented.
3. Once coded as having received services, always report the student as having received the service. *Once coded as "A" it remains as "A" in each subsequent term.*

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM08	STUDENT-MATRIC-ASSESSMENT-SERVICES-PLACEMENT	X(01)

This element indicates whether the student received assessment services for placement as a part of the matriculation process of the college.

CODING      MEANING

Student Received Assessment Services:

- H      =      Student received placement services based on multiple measures **in lieu of** an assessment test.
- B      =      Student received placement services **based on** assessment testing and multiple measures.

Student Did Not Receive Assessment Services:

- N      =      Student **did not** participate in assessment placement services.
- R      =      Student **refused** assessment placement services. This code should be used only when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".

NOTES:

1. Indicates whether a student received assessment services for placement through testing or some other measures.
2. Once coded as receiving either type of placement assessment, the code is not changed unless it is to update the element to show the student has received both types of assessment services.
3. If a student refuses services, it must be documented.
4. *Once coded as "H" this element be updated to "B"; once coded as "B", it is not updated.*
5. **Except as noted, this value does not change over time.**

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LAST REVIISION: 07/07/06

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM09	STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER	X(03)

This element indicates whether the student received other supportive assessment services as a part of the matriculation process at the reporting college. The assessments below may be determined with an assessment instrument or through consultation with a counselor or academic advisor.

The three positions in this field refer to the following services respectively:

<u>POSITION</u>	<u>SERVICE CATEGORIES</u>
-----------------	---------------------------

- |   |                                       |
|---|---------------------------------------|
| 1 | = Aptitude assessment                 |
| 2 | = Study/Learning Skills assessment    |
| 3 | = Career Planning/Interest assessment |

In each of the positions, enter one of the following status codes:

<u>CODING</u>	<u>MEANING</u>
---------------	----------------

- |   |   |
|---|---|
| A | = Student <b>did</b> participate.         |
| N | = Student <b>did not</b> participate.     |
| Y | = Not applicable – service not available. |

#### NOTES:

1. Indicates whether a student received: Aptitude assessment, Study/Learning Skills assessment, or Career Planning/Interest assessment.
2. This element shows only those assessment services received during the reporting term.
3. This element should be updated **every reporting term** to reflect current recommendations/referrals/needs identified during the reporting term.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM10	STUDENT-MATRICULATION-STUDY-SKILLS-EVALUATION-SERVS	X(01)

This element indicates whether the student received an evaluation of his/her learning and study skills from the matriculation program of the college.

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM11	STUDENT-MATRICULATION-SPECIAL-SERVICES-REFERRAL	X(01)

This element indicates whether the student received a referral from the matriculation program of the college to specialized support or supplemental assessment services.

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM12	STUDENT-MATRIC-COUNSELING/ADVISEMENT-SERVICES	X(01)

This element indicates whether the student received counseling/advisement services as a part of the matriculation process of the college during the reporting term.

CODING      MEANING

Student Received Counseling/Advisement Services:

- A      =      Student received counseling/advisement services.
- P      =      Student received assistance in development of a Student Education Plan.

Student Did Not Receive Counseling/Advisement Services:

- N      =      Student **did not** participate in counseling or advisement services.
- R      =      Student **refused** counseling and advisement services. This code should only be used when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".

NOTES:

1. Indicates whether the student received counseling or advisement services during the reporting term and also indicates the type of service provided.
2. If a student refuses services, it must be documented.
3. Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments, group appointments, classes or workshops.
4. This element should be updated **every reporting term** to reflect whether or not the student received the services described in this element during the reporting term.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SM13	STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES	X(01)

This element indicates whether the student received academic follow-up services as a part of the matriculation process of the college

CODING      MEANING

Student Received Academic Follow-up Services:

A      =      Student received academic follow-up services.

Student Did Not Receive Academic Follow-up Services:

N      =      Student **was not** provided academic follow-up service(s).

#### NOTES:

1. Indicates whether the student received academic follow-up services.
2. Report activity to support a student's academic progress in this element. **These activities can include, but are not limited to the following examples:** Dean's list notices, follow-up counseling, tutoring/mentoring, Early Alert notices, probation notices, etc.
3. This element should be updated **every reporting term.**