

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

Student Enrollment Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>		<u>FORMAT</u>
SX01	ENROLLMENT-EFFECTIVE-DATE	9(06)	7.02
SX02	ENROLLMENT-DROP-DATE	9(06)	7.03
SX03	ENROLLMENT-UNITS-EARNED	99v99	7.04
SX04	ENROLLMENT-GRADE	X(03)	7.05
SX05	ENROLLMENT-POSITIVE-ATTENDANCE-HOURS	999v9	7.06

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SX01	ENROLLMENT-EFFECTIVE-DATE	9(06)

This element indicates the date the student was enrolled in the section.

CODING MEANING

YYMMDD where:

YY = the last two digits of the calendar year

MM = the two-digit month code, 01-12

DD = the two-digit day code, 01-31 (or 30/29/28) (Day must be valid for the given month.)

NOTE: The effective date is the first class meeting or if added after start date then it would be the add date.

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SX02	ENROLLMENT-DROP-DATE	9(06)

This element indicates the date on which the student was dropped or withdrew from the section.

CODING MEANING

YYMMDD where:

YY = the last two digits of the calendar year

MM = the two-digit month code, 01-12

DD = the two-digit day code, 01-31 (or 30/29/28) (Day must be valid for the given month.)

If the student completed the section and received a final grade other than "W" or "XX" (see SX04), enter "888888" for the date.

Refer to Student Attendance Accounting Manual at;

http://www.cccco.edu/divisions/fiscal/fiscal_services/allocations/links/handbooks_and_manuals/student_attendance_accounting_manual_web_page.htm

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SX03	ENROLLMENT-UNITS-EARNED	99V99

Enter the number of units that the student earned in this section.

CODING

This is a numeric field with four digits, two before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must not be included in the field.

If the section is noncredit enter "8888" for this element.

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DED #	DATA ELEMENT NAME	FORMAT
SX04	ENROLLMENT-GRADE	X(03)

This element indicates the grade or other outcome a student earned for a particular course-section.

CODING MEANING

(The value should be left-justified with trailing blanks.)

- A = Received a letter grade of "A"
- B = Received a letter grade of "B"
- C = Received a letter grade of "C"
- D = Received a letter grade of "D"
- F = Failing (in a letter graded course)

CR/P = Credit or Pass – Either grade is valid thru Summer 2009

P = **Pass – Mandatory in Fall 2009**

NC/NP= No credit or No Pass – Either grade is valid thru Summer 2009

NP = **No Pass – Mandatory in Fall 2009**

I* = Incomplete where "*" indicates the default grade to be received by the student if the incomplete is not completed within one year. (Enter "IX" if default grade is unknown.)

IPP = **Incomplete Pass – Mandatory in Fall 2009**

INP = **Incomplete No Pass – Mandatory in Fall 2009**

IP = In progress

RD = Report Delayed

UG = Ungraded (Non-Credit)

UD = Ungraded Dependent

FW = Withdrawn without permission & without having achieved a final passing grade

W = Withdrew (after last day to drop)

MW = Military Withdrawal

DR = **Drop (after first census date) (Implement Summer 2007)**

XX = None of the above/unknown

NOTE: "DR", "W", "XX" or "MW" are only allowed where a valid drop date is reported for element SX02. Dependent sections (e.g. lab sections where the units and grade are reported in the lecture section) should report a grade of "UD". Plus (+) or (-) grades are optional (e.g. A-, B+, etc). (C- and IC- are not valid grade codes).

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SX05	ENROLLMENT-POSITIVE-ATTENDANCE-HOURS	999V9

This element indicates the student's total actual hours of attendance in the particular "positive attendance" section (see XB01).

CODING

This is a numeric field with four digits, three before and one after the implied decimal point (accurate to the tenths). The decimal point itself must not be included in the field.

Enter "8888" for Census Classes.