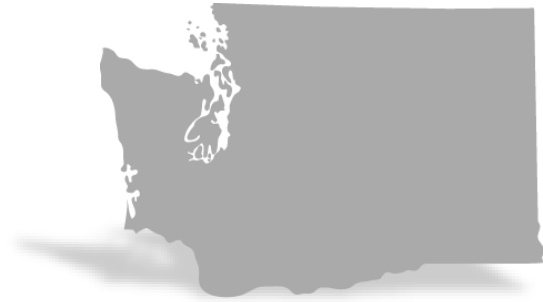


Admission File



Agenda

- Staff Introductions
- Admission File

Webinar Schedule

- Monday, May 4 – Overview of Changes
- Wednesday, May 6 – Demographics Files
- Monday, May 11 – Student Term and Term Dates
- Wednesday, May 13 – Field of Study Files
- Monday, May 18 – Completion Files
- Wednesday, May 20 – Course and Registration Files
- Wednesday, May 27 – Admissions File

Staff Introductions

Admission

General Instructions

Question	Answer
Who to include?	All students enrolled at your institution in the academic year and term represented in the file
Should we include all students enrolled during the period, including those admitted in earlier years?	Yes. If the student is enrolled, we would like the admission record and admission characteristics associated with that student. Students may have multiple admit events, and the structure of this file ensures that we are grouping those students correctly.
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID
Why is this file important?	This file serves as the master file for enrollment at your institution for each term. All students in other files should have one matching record in this file.

File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0020	Enrollment Year
PSD-0030	Enrollment Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0440	Student Type
PSD-0450	Student Address 1
PSD-0460	Student Address 2
PSD-0452	Student City
PSD-0460	Student State of Origin at Last Admission

File Structure – Slide 2

Field ID	Field Name
PSD-0461	Student ZIP Code
PSD-0470	Student High School Code
PSD-0480	Student High School Name
PSD-0481	Student High School Street Address
PSD-0490	Student High School City
PSD-0500	Student High School State
PSD-0510	Student High School Completion Type
PSD-0520	Student High School Completion Year
PSD-0530	Student High School GPA

File Structure – Slide 3

Field ID	Field Name
PSD-0540	Student Previous Institution Code
PSD-0541	Student Previous Institution Name
PSD-0542	Student Previous Institution Street Address
PSD-0543	Student Previous Institution City
PSD-0544	Student Previous Institution State
PSD-0550	Student Previous Institution Year Last Attended
PSD-0560	Student Previous Institution GPA
PSD-0570	Student Previous Institution Degree/Certificate Level
PSD-0580	Baccalaureate Previous Credits Transferred: Total
PSD-0590	Baccalaureate Previous Credits Transferred: AP

File Structure – Slide 4

Field ID	Field Name
PSD-0600	Baccalaureate Previous Credits Transferred: IB
PSD-0610	Student ACT English Score
PSD-0620	Student ACT Math Score
PSD-0630	Student ACT Reading Score
PSD-0640	Student ACT Science Score
PSD-0650	Student ACT Composite Score
PSD-0660	Student ACT Writing Score
PSD-0670	Student Admit Year
PSD-0680	Student Admit Term
PSD-0690	Student Previous Institution Degree DTA/AST Status

File Structure – Slide 5

Field ID	Field Name
PSD-0700	Student SAT Date Taken
PSD-0710	Student SAT Math Section Score
PSD-0720	Student SAT Evidence Based Reading and Writing Section Score
PSD-0730	Student SAT Math Subsection Score
PSD-0740	Student SAT Reading Subsection Score
PSD-0750	Student SAT Writing and Language Subsection Score

Student Type

- Two-digit code indicating the current category of a student's enrollment at an institution
- Twelve valid codes
 - Listed in the Data Submission Guide and in PSD lookup tables for “student type”
 - Use ‘10’ (‘HS Dual Enrollment Student’) for all dual enrollment students
 - Use ‘30’ (‘Other Undergraduate Student’) for students taking undergraduate courses for credit who do not fall into another category
 - Use ‘41’ (‘Graduate Student’) for non-degree/certificate students taking graduate courses for credit

Student Address Information

- Five fields: Student Address 1, Student Address 2, Student City, Student State of Origin at Last Admission, Student ZIP Code
- Please use the student's permanent address or the address in your admissions system
- Fields may not be left blank
- International students
 - 'International' in all text fields and '98' ('Non-US Jurisdiction') for State
- Students with unknown addresses
 - 'Unknown' in all text fields and '99' ('Unknown') for State

Student High School Code

- If your institution collects College Board CEEB codes for high schools, please provide those here
 - You will not provide information for High School Name, Street Address, City, and State
- Use '999997' ('Other High School') for high schools that aren't on the list of CEEB codes kept by your institution.
- Use '999999' ('Unknown') for unknown high schools, home schooled students, and students who attended high schools outside the United States
- Leave this field blank if you do not collect CEEB codes for high schools.

Student High School Information

- Student HS Name, Student HS Street Address, Student HS City, Student HS State
 - If your institution does not collect CEEB codes for student high schools, please provide these text fields
- Use 'Unknown' in all text fields except State if the student's high school is unknown, the student attended an international high school, or the student was homeschooled
- State field
 - '98' ('Non-US jurisdiction') for international high schools
 - '99' ('Unknown') for unknown high schools and homeschooled students

Student High School Completion Type

- Definition: a two-digit code indicating whether a student enrolled at a reporting institution received a high school diploma or GED
 - 10 – Earned a high school diploma
 - 20 – Earned a GED
 - 30 – Did not earn a high school diploma or GED
 - 80 – Still attending high school
 - 99 -- Unknown

Student HS Completion Year and Student HS GPA

- **Completion Year**
 - Four-digit year in which a student earned either a high school diploma or GED
 - May be blank if the student did not earn either, is still attending high school, or the year is unknown
- **GPA**
 - Final HS GPA the student earned
 - Any value in 'X.XX' format between '0.00' and '5.00'
 - '9.98' ('Not Applicable') and '9.99' ('Unknown')
 - Please provide supporting documentation about the scale, and whether weighted and unweighted GPAs are combined in the same field

Student Previous Institution Code

- Any valid Federal School Code for a postsecondary institution, either in-state or out-of-state, along with
 - '9997' – 'Other Institution'
 - '9998' – 'No previous institution attended after high school'
 - '9999' – 'Unknown'
- Please use '9998' for HS Dual Enrollment Students and Baccalaureate Students Entering from High School

Student Previous Institution Information

- Student PI Name, Student PI Street Address, Student PI City, Student PI State
 - Provide these fields if your institution does not collect Federal School Codes for student previous postsecondary institutions
- Use 'Unknown' in all text fields except State if the student's previous institution is unknown, the student attended an international postsecondary institution
- Use 'None' for students still enrolled in High School or who entered directly from high school
- State field
 - '97' ('None') for students still enrolled in high school or who entered directly from high school
 - '98' ('Non-US jurisdiction') for international postsecondary institutions
 - '99' ('Unknown') for unknown postsecondary institutions

Student Previous Institution Year Last Attended and Student Previous Institution GPA

- Year Last Attended

- Four-digit year in which a student last attended a previous postsecondary institution
- Leave blank if the year is unknown or the student did not attend another postsecondary institution after high school

- GPA

- Final postsecondary institution GPA the student earned
- Any value in 'X.XX' format between '0.00' and '4.00'
- '9.98' ('Not Applicable') and '9.99' ('Unknown')

Student Previous Institution Degree/Certificate Level

- Two-digit code designating the IPEDS level of the degree or certificate associated with a program of study offered by an institution
- Please see the data submission guide for valid values for this field (also listed in the lookup tables).
- Use code '98' ('No award, degree, or certificate received by the student') for students who were not awarded degrees or certificates and for students who entered your institution directly from high school

Student Baccalaureate Previous Credits Transferred

- Three fields: total credits, AP credits, IB credits
- Please do not include credits that were not accepted as transfer credits
- If you cannot separate accepted transfer credits from the reported total, please submit supporting documentation indicating this.
 - Similarly – if you cannot separate out AP or IB credits from the transfer credit total, you may leave the AP and IB fields blank.

Student ACT Scores

- Six fields, covering English, Math, Reading, Science, Composite, and Writing
- May be left blank in the following situations
 - Your institution has guidance preventing the reporting of this data
 - The student did not take the exam or the student's score on the exam is unknown

Student Admit Year and Student Admit Term

- Student Admit Year
 - Academic year the student was first enrolled in coursework after being admitted to the institution for the particular student type
 - Academic year is July-June
- Student Admit Term
 - Academic term a student first enrolled in coursework after admission for a particular student type
 - See valid values for 'term' in the lookup tables.

Student Previous Institution Degree DTA/AST Status

- One-character alphanumeric code indicating whether a student's previous institution associate's degree is a direct transfer agreement or associate of science transfer associate's degree.
 - Y – previous degree was a DTA or AST
 - N – previous degree was not a DTA or AST
 - 9 – previous degree level is unknown

Student SAT Scores

- Six fields, covering SAT Date Taken, Math Section, Evidence-Based Reading and Writing Section, Math Subsection, Reading Subsection, Writing and Language Subsection
- May be left blank in the following situations
 - Your institution has guidance preventing the reporting of this data
 - The student did not take the exam or the student's score on the exam is unknown
 - The student took the exam prior to March 1, 2016

Questions?