



# Student Coding Workshop

Carmen Stewart  
and  
Scott Copeland

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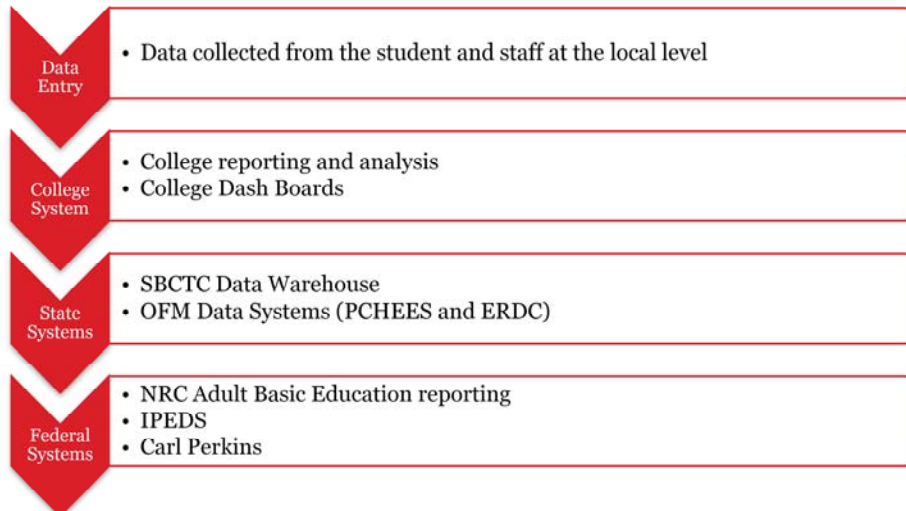
Many data elements are used for course, completions or student coding. The data elements discussed in this workshop are focused on those coded on the student.

## Overview of Workshop Topics

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- Student Intent Codes
- Unusual Action Codes
- Work Attend Codes
- Fee Pay Status
- Citizenship Status
- CIP Codes
- Carl Perkins data elements
- Completions – Exit Coding

## The data reported at the State and Federal level is only as good as the data collected at the local level



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The SBCTC does not modify or change the data received from the colleges each quarter. During the finals process, the SBCTC validates data and adds additional fields (indicators) to simplify reporting and analysis.

## Student Intent Codes (STU-INT)

➤ Intent codes used by SBCTC

▪ **Academic**

- A – Academic non-transfer
- B – Academic transfer

▪ **High School Diploma/GED Certificate**

- D - High School Diploma/GED Certificate

▪ **Workforce**

- F – Vocational Preparatory (workforce)
- G – Vocational Preparatory Applicant (workforce)
- H – Vocational Apprentice (workforce)
- I – Applied Baccalaureate (workforce)
- J – Upgrading job skills (workforce)
- M – Multiple Goal Seeker (workforce)

➤ All other intent codes are for college use

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STU-INT is entered on screens SM700A and SM5001.

Academic Intent codes A and B are used for determining degree seeking students and selecting students enrolled in transfer programs.

High School Diploma/GED Certificate (Intent D) is an approved Worker Retraining Intent code.

Workforce Intent codes are used for several purposes and discussed in more detail on the following slide.

Applied Baccalaureate enrollments (Intent I) are earmarked by the State Board with specific allocation targets per college that must be met each year.

More information on the Intent codes is available in the Data Warehouse Student data dictionary posted on the SBCTC web site at:  
[http://www.sbctc.ctc.edu/college/ d\\_datawarehouse.aspx](http://www.sbctc.ctc.edu/college/ d_datawarehouse.aspx)

# Workforce Intent (STU-INT = F,G,H,I,J and M)

## ➤ Requires a valid Educational Program Code (EPC)

### Some uses of Workforce Intent Codes

Reporting Requirement	Intent Code(s)
Carl Perkins Enrollments	F, G, H, I, J and M
Carl Perkins Accountability	F and H
Carl Perkins Funding Formula	F, G, H, I, J and M
DLOA Job Preparatory cohort	F
I-BEST	F
High Demand Workforce	F
High Demand Apprenticeship	H

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#### Carl Perkins Reporting

Carl Perkins is a federal reporting requirement for vocational programs. We are currently reporting under Perkins IV requirements.

Data for Carl Perkins reporting is compiled for the system by the SBCTC and OSPI and submitted to the Workforce Board. The Workforce Board submits the official report to the federal government.

#### Data Linking for Outcomes Assessment (DLOA )

DLOA consists of databases created by the SBCTC and distributed to the college researchers annually, usually in January.

Each DLOA database includes a set of mission specific tables with student level data and indicators about employment and transfer for before, during and after the student's program enrollment.

The linkage to employment and transfer data require a valid SSN. It is important to collect the SSN from your students where possible.

#### I-BEST

Integrated Basic Education and Skills Training (I-BEST) pairs English as a second language (ESL) / adult basic education (ABE) instructors with professional-technical instructors in the classroom to provide students with literacy education and workforce skills at the same time.

I-BEST enrollments are monitored quarterly. During the last biennium these enrollments were targeted by the State Board with specific funding targets to meet or exceed. This biennium's I-BEST allocations are included in the base.

Colleges are expected to maintain a strong commitment to the program. FTES will be monitored quarterly against the prior year's allocation and actual enrollment levels.

A new I-BEST academic focused pilot program has begun this year. Fee pay status 42 will be used on the course for both workforce and academic programs. The student Intent code will be used to distinguish enrollments in these two program areas. Intent F = Workforce and Intent B = Academic

#### High Demand

High Demand Workforce and Apprenticeship enrollments are program specific. The programs are approved by the State Board and specified by the Program CIP Code (translated from the Educational Program Code) on the student's record.

High Demand enrollments are monitored quarterly. During the last biennium these enrollments were targeted by the State Board with specific funding targets to meet or exceed. This biennium's high demand allocations are included in the base.

Colleges are expected to maintain a strong commitment to the program. FTES will be monitored quarterly against the prior year's allocation and actual enrollment levels.

## Unusual Action Codes (UNUSUAL-ACTN)

- The SBCTC has begun obtaining specific Unusual Action code extracts
- Codes containing the characters +, ! And & are reserved for SBCTC use only

UA Code	Program	YRQ
A+	Hospital Employees Education and Training Program (HEET)	YRQ enrolled in program
B!	Basic Food Employment and Training Program (BFET)	YRQ enrolled in program
F\$	Foster care Passport to College	Z999

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Unusual action codes are entered on screen SM5003.

The Unusual Action Code table contains the SID, YRQ and UA code. The SBCTC obtains extracts of the table quarterly.

The A+ and B! codes should be placed on the student each quarter they are enrolled in the program.

The F\$ code is entered just once and should include a YRQ value "Z999". (not quarter specific)

The Hospital Employees and Education Training Program (HEET) is earmarked by the State Board with specific allocation targets per college that must be met each year. Not all colleges offer this program.

## Work Attend Codes (STU-WORK-ATTND)

- Student's employment status
  - Work Attend codes 11 thru 16
  
- WorkFirst program
  - Work Attend codes 74 thru 79
  - Verify codes quarterly
  
- Worker Retraining program
  - Work Attend codes 80 thru 88
  - Verify codes at least annually

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Work Attend codes are entered on screen SM4002 and SM5026.

### Student's employment status

- 11 - Full-time homemaker
- 12 - Full-time employment (including self-employed/military)
- 13 - Part-time off-campus
- 14 - Part-time on-campus
- 15 - Not employed, but seeking employment
- 16 - Not employed, not seeking employment

### Workfirst Program

- Codes 71 - 73 are retired
- 74 - Unemployed TANF
- 75 - Unemployed Low-Income Parent
- 76 - TANF High Wage/High Demand Training
- 77 - Employed TANF
- 78 - Employed Low-Income
- 79 - Attending for Family Literacy as Final Goal

### Worker Retraining program

- 80 - Long-Tenured Dislocated Worker Retraining
- 81 - Short-Tenured Dislocated Worker Retraining
- 82 - Others receiving UI benefits, Not Dislocated
- 83 - Displaced Homemaker
- 84 - Was Self-Employed
- 85 - Boeing Dislocated Workers
- 86 - Vulnerable Worker
- 87 - Disaster Impacted Workers
- 88 - Displaced Veterans

Students are assigned one Work-Attnd code on their biographic record, this code is not YRQ specific. Please verify the coding of Workfirst and Worker Retraining students regularly.

Work Attend codes 11 thru 16 are used in the Fall Quarter and Academic Year reports to count the student's self-reported employment status. Outcomes reporting, such as DLOA, use a match to the Employment Security Department's unemployment insurance (UI) records to count the student's actual employment status in UI covered employment during a specific time period. Non-UI covered employment includes those self-employed or employed out-of-state.

More information on the Work Attend codes is available in the Data Warehouse Student data dictionary posted on the SBCTC web site at: [http://www.sbctc.ctc.edu/college/ d\\_datawarehouse.aspx](http://www.sbctc.ctc.edu/college/ d_datawarehouse.aspx)

## **WorkFirst** (STU-WORK-ATTND = 74 thru 79)

- All WorkFirst students must be coded with a Student Work Attend code of 74, 75, 76, 77, 78 or 79.
- It is important to remove the Work Attend code from student record when they are no longer receiving WorkFirst services. These students are included in Workfirst reporting as “Former TANF”

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Work Attend codes 70 thru 73 were retired in 2002 and replaced by codes 74 thru 79.

Former TANF students are those who were coded in the Work Attend 70 series sometime during the previous 8 quarters and are no longer coded in the Work Attend 70 series.

WorkFirst coding guidelines are available on the SBCTC web site at:  
[http://www.sbctc.ctc.edu/college/ d\\_datacoding.aspx](http://www.sbctc.ctc.edu/college/ d_datacoding.aspx)

## Worker Retraining (STU-WORK-ATTND = 8?)

- All Worker Retraining Students must be coded:
    - With a Student Work Attend code of 80, 81, 82, 83, 84, 85, 86, 87 or 88.
- AND**
- One of the following:
    - Enrolled exclusively in courses with CIP codes in the 32.XXXX or 98.0002 (Basic Skills or New Chance).
- OR**
- Enrolled in a workforce program and have a STU-INTENT D, F, G, H, I, J or M

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The Worker Retraining coding edits are applied during MIS Finals in the Data Warehouse.

If a student passes the edits, the data warehouse STUDENT table WORKER\_RETRAINING field will be set to “Y” and the student will be included in Worker Retraining reporting.

Only students who pass the edits are counted in Worker Retraining headcount and FTE reports, allocation funding reports and to the Office of Financial Management (OFM).

Worker Retraining coding guidelines are available on the SBCTC web site at: [http://www.sbctc.ctc.edu/college/ d\\_datacoding.aspx](http://www.sbctc.ctc.edu/college/ d_datacoding.aspx)

## Fee Pay Status Codes (FEE-PAY-STAT)

- Fee Pay Status codes are primarily used to determine the cost of tuition the student pays.
  - Used by the SBCTC to group specific groups of students
  
- Placed on the course or on the student.
  
- Uses of Student specific fee pay codes:
  - Running Start (FPS 50 or 54)
  - International Contract (FPS 35)
  - Excess Enrollments (retired FPS 89)

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Student Fee Pay Status codes are entered on screens SM2001, SD5031, SM5001, SM4002, SM700A.

When a fee pay status code is placed on a course, all students enrolled in that course will be assigned that code on their enrollment record unless it is overridden by a student fee pay status.

Student specific fee pay codes such as Running Start (50 and 54) and International Contract (35) override the course fee pay on the enrollment record.

Excess Enrollments - Prior to spring quarter 2009, colleges could designate some or all of their state supported enrollments above the allocated enrollment target as excess. The revenue generated by those excess enrollments was reclassified from tuition to a fee. The process was completed using the MIS Job SM4300J which set the fee pay status code to 89 for a selected set of students. Effective retroactively to fall quarter 2008, the process for reclassifying enrollments in SMS is no longer required. The reclassification of tuition to a fee for all state enrollments above the allocated target will be completed by the college's business office. Job SM4300J has been retired and is no longer available for college use.

Course specific fee pay status codes for Department of Corrections and I-BEST were covered during the November 2009 Course Coding Workshop.

## Running Start (FEE-PAY-STAT = 50 or 54)

- FPS Code 50
  - Waives mandatory fees for low-income Running Start students
  - New Running Start code as of Summer 2009
- FPS Code 54
  - Running Start students who pay all mandatory fees
  - Same use as prior years
- Students enroll in state-supported classes; but for reporting purposes, their enrollments are counted as contract-supported.
- Legislatively established system enrollment target for 2009-10 and 2010-11

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The legislature has established a Running Start enrollment target for the CTC system of 11, 558 FTES each year for 2009-10 and 2010-11 (Chapter 450 Sec. 8(4) Laws of 2009; and Chapter 564 Section 602(1) Laws of 2009 the 2009-11 biennium operating budget bill).

The Running Start enrollment target is in addition to the more familiar state-funded enrollment target, which the budget bill refers to as “adult students”. Unlike the general enrollment target, the Running Start enrollment target will not be allocated to individual college districts but will instead be met as a system only.

More information about the Running Start program is available on the SBCTC web site at: [http://www.sbctc.ctc.edu/college/e\\_hcollegeprogs.aspx](http://www.sbctc.ctc.edu/college/e_hcollegeprogs.aspx)

## International Contract (FEE-PAY-STAT = 35)

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- Some international students have their tuition paid by a contract between the college and a third-party organization.
- Students enroll in state-supported classes; but for reporting purposes, their enrollments are counted as contract-supported.
- Many colleges opted to discontinue this program. Once discontinued it can not be offered again.
- The student should be coded with a valid Visa code in the CITZ-STAT field.

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See the SBCTC Policy Manual, Chapter 4 Section 04.70.30 for the policy regarding international contract.

Not all students in a state funded course can be coded as Running Start or International Contract or the course will reject during MIS finals. Solution - Code the course as contract.

## Citizenship Status Codes (CITZ-STAT)

- Indicates whether a student is a U.S. citizen, immigrant, refugee or living in the country on a visa
- Contains the actual Visa code where applicable
  - Examples:
    - F1 - Student Visa
    - RF - Refugee
    - L1 - International Company Transfer
    - H1 - Temporary Worker
    - Y - US Citizen
- Required for state funded enrollments and international contract students.
- Effective Fall quarter 2009, E3, L and H Visa holders and dependants are eligible for resident tuition.

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Citizenship status codes are entered on screens SM2001, SD5031, SM4002, SM700A.

The Data Warehouse Student table includes a data element called INTERNATIONAL\_STUDENT. This field is set to "Y" where the student's CITZ\_STAT code is A2, B1, B2, E2, F1, F2, H2, J1, J2, L1, L2, M1, or M2.

International Contract students are a subset of all international students. Several International Contract students are missing a valid CITZ\_STAT code.

International students are excluded from student achievement and outcomes reporting such as Carl Perkins and the Data Linking for Outcomes Assessment (DLOA) databases. They are excluded from outcomes reporting because they do not have a Social Security Number and therefore can not be linked to employment or higher education records.

## CIP Codes (Data Warehouse STUDENT table PROGRAM\_CIP)

- CIP = Classification of Instructional Program
- Used for identifying course content, programs of study and program completions
- CIP codes have a one to one relationship with Educational Program Code (EPC)
- Student Program CIP is set on the student record during MIS Finals based on the EPC code for all valid system EPC's

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CIP Codes were originally developed by the US Department of Education's National Center for Education Statistics (NCES) in 1980 , with revisions occurring in 1985, 1990, 2000 and a forthcoming change in 2010.

The SBCTC uses the CIP code regularly for analyzing and reporting courses, student programs and completions.

CIP codes have a one to one relationship with Educational Program Codes (EPC), with one exception related to a baccalaureate program. The EPC was created by our system for our system while the CIP code was created as a national standard.

Student EPC codes (STU-PRG-ENR) are entered on screens SM5001 and SM700A.

Workforce Intent codes require a valid system Educational Program Code (EPC). The Data Warehouse Student table PROGRAM\_CIP field is cross-walked from the EPC to the associated CIP code during MIS finals.

Examples of Use: Perkins non-traditional enrollments, High Demand program enrollments, workforce program enrollments.

More information about CIP codes can be found on the SBCTC web site at:  
<http://www.sbctc.ctc.edu/college/e-wkforceproftechprograms.aspx>

## CIP 2010 Conversion

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- SBCTC is preparing for the conversion from CIP 2000 to CIP 2010
  
- Implementation in the spring of 2010
  
- IPEDS (Integrated Post-Secondary Education Data System) requires the use of CIP 2010
  - Required for the Fall Enrollment Survey for fall 2010
  - Required for Completions Survey in fall 2010 for the 2009-10 academic year
    - SBCTC will crosswalk the CIP codes for this reporting

## Special populations reported for Carl Perkins

- Individuals with Disabilities
  - DIS = Y entered on screens SM5001 and SM700A
- Single Parent
  - STU-FAM-STAT code = 11 entered on screens SM4002 and SM5026
- Economically Disadvantaged
  - MIS jobs set this element: SR1208J, SR1209J, and SR1211J
- Limited English Proficient
  - Set on the Course Submittal Screen CM5014
- Displaced Homemaker
  - WORK-ATTND code = 83 entered on screen SM4002
- Nontraditional Enrollee
  - Student PROGRAM\_CIP and federal nontraditional program list
- Academically Disadvantaged
  - No longer required for Carl Perkins reporting

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Limited English Proficiency and Academically disadvantaged are both indicators placed on the course (screen CM5014). Any student enrolled in one of these courses during the academic year will be flagged.

Academically disadvantaged is no longer reported to Carl Perkins but is still required for state funded enrollments.

## Completions Exit Coding

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- Used to record a student's award of a degree or certificate
  
- Legislature is becoming more and more outcome based and interested in the transfer pipeline
  
- Examples of use:
  - Perkins Accountability
  - Data Linking for Outcomes Assessment (DLOA)
  - Student Achievement
  - Publically reported in the Academic Year report
  - Opportunity Grants

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The Opportunity Grant program uses the exit codes to determine the minimum student retention requirements, for potential re-allocation of current funds, and for potential distribution of new funds.

## Exit Codes

- Exit Codes 1 through 9 and T
  - Workforce degrees and certificates with a workforce goal
  - Exit Code T applies to Associate in Applied Science - T degrees
    - This degree includes a set of core courses that will transfer
  
- Alpha exit codes A through V except for T
  - Academic degrees
  - New Exit Codes were implemented in Spring 2009

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In the past, colleges used exit codes A, B and D for a broad variety of academic associate degrees. New codes were implemented in the spring of 2009 to separate these completions into more specific categories.

See coding page "Exit Coding for new and Existing Associate Degree 2009" document for details. The document defines not only the exit code but also the Program CIP code associated to the degree. SBCTC will translate the exit code into a Program CIP in the data warehouse.

It is important to include the DTA, MRP AS-T and AAS-T designations in the degree title so that the receiving university can identify it as a transfer agreement, major related program or associate in science degree.

For High School completions (Exit Code 6): Remember to code your high school completion awards with Exit Code 6. This data is used for WABERS and Student Achievement Basic Skills momentum point calculations.

For GED completions (Exit Code 7): SBCTC matches the SSN's from the GED database to the Data Warehouse. Any student who is enrolled in at least one basic skills courses anytime in the prior 2 years is included in the Data Warehouse Completions table as Exit Code 7. Colleges should not enter GED completers. Any Exit Code 7's coded by the college in TRANS-DEGREE are not included in the Data Warehouse Completions table.

More information on the new and existing exit codes is available on the SBCTC web site at:

[http://www.sbctc.ctc.edu/college/\\_d\\_datacoding.aspx](http://www.sbctc.ctc.edu/college/_d_datacoding.aspx)

# Questions?



If you have any questions, contact Carmen Stewart at:

[cstewart@sbctc.edu](mailto:cstewart@sbctc.edu)

360-704-4369