

SB 70 Institutional Data Reporting Import Specifications

**Undergraduate Enrollment (Aggregate Data Upload)**

\*Refer to page 5 of this document for unitary data upload specs.

Column Name	Column	Length	Data Type	Description	Valid Entries
Collection Type	1	1	Integer	Collection Type	1 = Enrollment
OPEID	2	8	VarChar(8)	OPEID	12345678
Academic Year	3	7	VarChar(7)	Academic Year Being Reported	2011-12
Cohort Year	4	7	VarChar(7)	Cohort Year	2011-12
Cal Grant	5	1	Integer	Cal Grant Recipient	1 = Yes 2 = No
Enrollment Type	6	1	Integer	Enrollment Type *Optional	1 = First-time 2= Transfer Empty or nothing
Enrollment Status	7	1	Integer	Enrollment Status	1 = Full-time 2 = Part-time
Gender	8	1	Integer	Gender Type	1 = Male 2 = Female 3 = Unknown
RaceID (ID)	9	2	Integer	Race	1=Hispanic 2=American Indian or Alaska Native 3= Asian, Other 4=Black or African American 5= Pacific Islander, Other 6=White 7=Race and Ethnicity unknown 8=Nonresident alien 9=Two or more races 10=Asian, Chinese 11=Asian, Indian 12=Asian, Bangladeshi 13=Asian, Cambodian 14=Asian, Filipino 15=Asian, Hmong 16=Asian, Indonesian 17=Asian, Japanese 18=Asian, Korean 19=Asian, Laotian 20=Asian, Malaysian 21=Asian, Pakistani 22=Asian, Sri Lankan 23=Asian, Taiwanese 24=Asian, Thai 25=Asian, Vietnamese 26=Pacific Islander, Hawaiian 27=Pacific Islander, Guamanian 28=Pacific Islander, Samoan 29=Pacific Islander, Tongan
HeadCount	10	6	Integer	Headcount	0 - 999999

\*The file layout will look like the sample below (please refer to formatting guidelines):

Collection Type, OPEID,Academic Year,Cohort Year,Cal Grant,Enrollment Type,Enrollment Status,Gender,Race ID,Head Count

1,00025105,2011-12,2011-12,1,,1,1,3,50  
 1,00025105,2011-12,2011-12,1,,1,2,1,43  
 1,00025105,2011-12,2011-12,1,,1,1,6,9  
 1,00025105,2011-12,2011-12,1,,2,1,6,10  
 1,00025105,2011-12,2011-12,1,,2,1,18,20  
 1,00025105,2011-12,2011-12,1,,1,2,13,33  
 1,00025105,2011-12,2011-12,1,,1,1,7,20

\*The sample above doesn't have "Enrollment Type" data.

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**Persistence (Aggregate Data Upload)**

\*Refer to page 5 of this document for unitary data upload specs.

Column Name	Column	Length	Data Type	Description	Valid Entries
Collection Type	1	1	Integer	Collection Type	2 = Persistence
OPEID	2	8	VarChar(8)	OPEID	12345678
Academic Year	3	7	VarChar(7)	Academic Year Being Reported	2011-12
Cohort Year	4	7	VarChar(7)	Cohort Year	2011-12
Cal Grant	5	1	Integer	Cal Grant Recipient	1 = Yes 2 = No
Enrollment Type	6	1	Integer	Enrollment Type *Optional	1 = First-time 2= Transfer Empty or nothing
Enrollment Status	7	1	Integer	Enrollment Status	1 = Full-time 2 = Part-time
Gender	8	1	Integer	Gender Type	1 = Male 2 = Female 3 = Unknown
RaceID (ID)	9	2	Integer	Race	1=Hispanic 2=American Indian or Alaska Native 3= Asian, Other 4=Black or African American 5= Pacific Islander, Other 6=White 7=Race and Ethnicity unknown 8=Nonresident alien 9=Two or more races 10=Asian, Chinese 11=Asian, Indian 12=Asian, Bangladeshi 13=Asian, Cambodian 14=Asian, Filipino 15=Asian, Hmong 16=Asian, Indonesian 17=Asian, Japanese 18=Asian, Korean 19=Asian, Laotian 20=Asian, Malaysian 21=Asian, Pakistani 22=Asian, Sri Lankan 23=Asian, Taiwanese 24=Asian, Thai 25=Asian, Vietnamese 26=Pacific Islander, Hawaiian 27=Pacific Islander, Guamanian 28=Pacific Islander, Samoan 29=Pacific Islander, Tongan
HeadCount	10	6	Integer	Headcount	0 - 999999

\*The file layout will look like the sample below (please refer to formatting guidelines):

Collection Type,OPEID,Academic Year,Cohort Year,Cal Grant,Enrollment Type,Enrollment Status,Gender,Race ID,Head Count  
 2,00025105,2011-12,2011-12,1,2,1,1,3,50  
 2,00025105,2011-12,2011-12,1,1,1,2,1,43  
 2,00025105,2011-12,2011-12,1,2,1,1,6,9  
 2,00025105,2011-12,2011-12,1,1,2,1,6,10  
 2,00025105,2011-12,2011-12,1,2,2,1,18,20  
 2,00025105,2011-12,2011-12,1,1,1,2,13,33  
 2,00025105,2011-12,2011-12,1,1,1,1,7,20

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\*The sample above has “Enrollment Type” data.

**Graduation Data (Aggregate Data Upload)**

\*Refer to page 5 of this document for unitary data upload specs.

Column Name	Column	Length	Data Type	Description	Valid Entries
Collection Type	1	1	Integer	Collection Type	3 = Graduation
OPEID	2	8	VarChar(8)	OPEID	12345678
CIP CODE	3	6	Integer	CIPCODE *For the transfer out data use 000000	102001 or 000000
Academic Year	4	7	VarChar(7)	Academic Year Being Reported	2011-12
Cohort Year	5	7	VarChar(7)	Cohort Year	2011-12
Cal Grant	6	1	Integer	On Cal Grant Recipient	1 = Yes 2 = No
Award Level	7	1	Integer	Award Level, program length	1 = Postsecondary award, certificate, or diploma of less than 1 academic year 2 = Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years 3 = Associate Degree (2 years) 4 = Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years 5 = Bachelor’s Degree (4-years) 6 = Bachelor’s Degree (5-years) 7 = Transfer out 8 = Transfer ready
Gender	8	1	Integer	Gender Type	1 = Male 2 = Female 3 = Unknown
RaceID (ID)	9	2	Integer	Race	1=Hispanic 2=American Indian or Alaska Native 3= Asian, Other 4=Black or African American 5= Pacific Islander, Other 6=White 7=Race and Ethnicity unknown 8=Nonresident alien 9=Two or more races 10=Asian, Chinese 11=Asian, Indian 12=Asian, Bangladeshi 13=Asian, Cambodian 14=Asian, Filipino 15=Asian, Hmong 16=Asian, Indonesian 17=Asian, Japanese 18=Asian, Korean 19=Asian, Laotian 20=Asian, Malaysian 21=Asian, Pakistani 22=Asian, Sri Lankan 23=Asian, Taiwanese 24=Asian, Thai 25=Asian, Vietnamese 26=Pacific Islander, Hawaiian 27=Pacific Islander, Guamanian 28=Pacific Islander, Samoan 29=Pacific Islander, Tongan
HeadCount	10	6	Integer	Headcount	0 - 999999

\*The file layout will look like the sample below (please refer to formatting guidelines):

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Collection Type, OPEID,CIP Code, Academic Year,Cohort Year,Cal Grant, Award Level, Gender,Race ID,Head Count

3,00025105,103001,2011-12,2011-12,1,3,2,3,50

3,00025105,102001,2011-12,2011-12,2,4,1,1,43

3,00025105,101001,2011-12,2011-12,2,5,2,6,9

3,00025105,202001,2011-12,2011-12,1,1,2,6,10

**Job Placement Data (Aggregate Data Upload)**

\*Refer to page 5 of this document for unitary data upload specs.

Column Name	Column	Length	Data Type	Description	Valid Entries
Collection Type	1	1	Integer	Collection Type	4 = Job Placement
OPEID	2	8	VarChar(8)	OPEID	12345678
CIP CODE	3	6	Integer	CIPCODE	102001
Academic Year	4	7	VarChar(7)	Academic Year Being Reported	2011-12
Cohort Year	5	7	VarChar(7)	Cohort Year	2011-12
Gender	6	1	Integer	Gender Type	1 = Male 2 = Female 3 = Unknown
Award Level	7	1	Integer	Award Level, program length	1= Postsecondary award, certificate, or diploma of less than 1 Academic year 2 = Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years 3 = Associate Degree (2 years) 4= Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years
RaceID (ID)	8	2	Integer	Race	1=Hispanic 2=American Indian or Alaska Native 3= Asian, Other 4=Black or African American 5= Pacific Islander, Other 6=White 7=Race and Ethnicity unknown 8=Nonresident alien 9=Two or more races 10=Asian, Chinese 11=Asian, Indian 12=Asian, Bangladeshi 13=Asian, Cambodian 14=Asian, Filipino 15=Asian, Hmong 16=Asian, Indonesian 17=Asian, Japanese 18=Asian, Korean 19=Asian, Laotian 20=Asian, Malaysian 21=Asian, Pakistani 22=Asian, Sri Lankan 23=Asian, Taiwanese 24=Asian, Thai 25=Asian, Vietnamese 26=Pacific Islander, Hawaiian 27=Pacific Islander, Guamanian 28=Pacific Islander, Samoan 29=Pacific Islander, Tongan
HeadCount	9	6	Integer	Headcount	0 - 999999

\*The file layout will look like the sample below (please refer to formatting guidelines):

Collection Type,OPEID,CIP Code, Academic Year,Cohort Year,Award Level, Gender,Race ID,Head Count

4,00025105,103001,2011-12,2011-12,3,2,3,50

4,00025105,102001,2011-12,2011-12,4,1,1,43

4,00025105,101001,2011-12,2011-12,5,2,6,9

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4,00025105,202001,2011-12,2011-12,1,2,6,10

**Unitary Data**

Column Name	Column	Length	Data Type	Description	Valid Entries
OPEID	1	8	VarChar(8)	OPEID	12345678
CIP CODE	2	6	Integer	CIPCODE	102001
Academic Year	3	7	VarChar(7)	Academic Year Being Reported	2011-12
SSN	6	9	VarChar(9)	Social Security if Applicable	00000000 or blank
Last Name	7	250	Varchar(250)	Last Name	Doe
First Name	8	250	Varchar(250)	First Name	John
DOB	9	10	VarChar(10)	DOB	12/25/2001
Graduation Date	10	10	VarChar(10)	Graduation Date	12/25/2011
Enrollment Date	11	10	VarChar(10)	Enrollment Date	1/25/2011
Total Units Completed	12	2	Integer	Total Units Completed During the Academic Year	72
Award Level	13	1	Integer	Award Level, program length	1 = Postsecondary award, certificate, or diploma of less than 1 academic year 2 = Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years 3 = Associate Degree (2 years) 4 = Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years 5 = Bachelor's Degree (4-years) 6 = Bachelor's Degree (5-years) 7 = Transfer out 8 = Transfer ready
Enrollment Type	14	1	Integer	Enrollment Type *Optional	1 = First-time 2= Transfer Empty or nothing
Gender	16	1	Integer	Gender Type	1 = Male 2 = Female 3 = Unknown
RaceID (ID)	17	2	Integer	Race	1=Hispanic 2=American Indian or Alaska Native 3= Asian, Other 4=Black or African American 5= Pacific Islander, Other 6=White 7=Race and Ethnicity unknown 8=Nonresident alien 9=Two or more races 10=Asian, Chinese 11=Asian, Indian 12=Asian, Bangladeshi 13=Asian, Cambodian 14=Asian, Filipino 15=Asian, Hmong 16=Asian, Indonesian

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					17=Asian, Japanese 18=Asian, Korean 19=Asian, Laotian 20=Asian, Malaysian 21=Asian, Pakistani 22=Asian, Sri Lankan 23=Asian, Taiwanese 24=Asian, Thai 25=Asian, Vietnamese 26=Pacific Islander, Hawaiian 27=Pacific Islander, Guamanian 28=Pacific Islander, Samoan 29=Pacific Islander, Tongan
High School Graduation Date	18	10	VarChar(10)	High School Graduation Date	12/25/2011
High School Code	19	250	Varchar(250)	High School Code (CDS CODE) or High School Name and City	0 – 999999, Washington High Sacramento

### Formatting Guidelines

Each Collection Types (Graduation, Persistence, Enrollment, Job Placement) is to be submitted as a separate file. Unitary data is to be submitted in a single file. Comma delimited text without a text qualifier (your data cannot contain commas).

Collection Type Code:

- 1 = Enrollment
- 2 = Persistence
- 3 = Graduation
- 4 = Job Placement

### Classification of Instructional Programs (CIP) Code

The CIP Code is required for reporting program completion (i.e. graduation) data only. The Commission is using the 2010 version of the CIP Code, which can be found at: <http://nces.ed.gov/cipcode/>. SB 70 data reporting uses the 6-digit code without the decimal point.

### Enrollment Type

Institutions have the option of reporting student data by “enrollment type”. Enrollment type is the total number of students enrolling at the institution that are either “first-time” college students or “transfer” students (e.g. enrolling at the institution with prior college course work, regardless of the number of units).

### Enrollment Status

Students who have completed at least 24 semester or 36 quarter units for all terms attended during the academic year (July 1<sup>st</sup> through June 30<sup>th</sup>) should be reported as full-time. Students who have completed less than 24 semester or 36 quarter units for all terms attended during the academic year should be reported as part-time.

Data for summer terms that commence prior to July 1<sup>st</sup> should be included in the institution’s SB 70 data submission for the academic year ending June 30<sup>th</sup>. For example, if the summer term commences on June 15, 2012, that data would be included in SB 70 data submission for the 2011-12 academic year.

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### **Race/ethnicity table**

- 1=Hispanic
- 2=American Indian or Alaska Native
- 3= Asian, Other
- 4=Black or African American
- 5= Pacific Islander, Other
- 6=White
- 7=Race and Ethnicity unknown
- 8=Nonresident alien
- 9=Two or more races
- 10=Asian, Chinese
- 11=Asian, Indian
- 12=Asian, Bangladeshi
- 13=Asian, Cambodian
- 14=Asian, Filipino
- 15=Asian, Hmong
- 16=Asian, Indonesian
- 17=Asian, Japanese
- 18=Asian, Korean
- 19=Asian, Laotian
- 20=Asian, Malaysian
- 21=Asian, Pakistani
- 22=Asian, Sri Lankan
- 23=Asian, Taiwanese
- 24=Asian, Thai
- 25=Asian, Vietnamese
- 26=Pacific Islander, Hawaiian
- 27=Pacific Islander, Guamanian
- 28=Pacific Islander, Samoan
- 29=Pacific Islander, Tongan