Required Format for Data

Spring 2016 Administration

Seed Data (Adult Degree-Seeking Undergraduates at Kickoff) Updated September 30, 2015

Data should be in Excel (.xls or .csv) format.

Variable Name (Please use exact name, capitlization, etc. in your file.)	Max Width	Format (Please ensure leading zeroes are not lost.)	Values (Do not include any values not specified.)	Required (Variable with valid data must be included in file.)	Null values acceptable? (Null values should be indicated by **blank cells**. Blank cells denote that the data is either not accessible or does not exist for the student.)	Description
CAMPUS_STUDENT_ID	10	Alpha	Any	Yes	No	Student ID
FIRST_NAME	50	Alpha	A-Z, -, '	Yes	No	First name
LAST_NAME	50	Alpha	A-Z, -, '	Yes	No	Last name
RESIDENT	1	Alpha	Y,N	Yes	No	Resident for fee purposes
EMAIL1	50	Alpha	Email	Yes	No	Primary email
EVAL_MAJOR	1	Alpha	Y,N	Yes	No	Should student see survey items to evaluate major?
COLLEGE_CODE1	10	Alpha	Any	No	Yes	College code of 1st major (defined by campus)
COLLEGE_NAME1	100	Alpha	Any	No	Yes	College name (defined by campus)
MAJOR_CODE1	10	Alpha	Any	No	Yes	Major code (defined by campus)
MAJOR_TEXT1	50	Alpha	Any	Yes	Yes	Major name or title (defined by campus)
CIP_CODE1	6	Alpha	0-9, see full list	Yes	No	Six digit CIP Code without decimal (e.g., 012345). If undeclared/undecided: 240102 **Ensure that any leading zeroes are retained.**
COLLEGE_CODE2	10	Alpha	Any	No	Yes (if student has no 2nd major)	College code of 2nd major (defined by campus)
COLLEGE_NAME2	100	Alpha	Any	No	Yes (if student has no 2nd major)	College name (defined by campus)
MAJOR_CODE2	10	Alpha	Any	No	Yes (if student has no 2nd major)	Second major code of (defined by campus)
MAJOR_TEXT2	50	Alpha	Any	No	Yes (if student has no 2nd major)	Second major name or title (defined by campus)
CIP_CODE2	6	Alpha	0-9, see full list	Yes	Yes (if student has no 2nd major)	Six digit CIP Code without decimal (e.g., 012345) If undeclared/undecided: 240102. **Ensure that any leading zeroes are retained.**
LEVEL_GRAD	1	Numeric	1,2,3,4,5	Yes	No	Student Level (1=Freshman, 2=Sophomore, 3=Junior, 4=Continuing Senior, 5=Graduating Senior (applied for graduation))
MOD_ASSIGN2015	1	Numeric	1,2,3,4,5	No	Yes	*Optional module assignment for 2015 administration. (1=AUC, 2=CUC, 3=DUC, 4=TEC, 5=Wildcard). *If you leave this column blank, your Project Manager will randomize the assignments.*
ISE_SA	1	Numeric	1,2	Yes	No	** 1 = NOT eligible for ISE (i.e., domestic student) 2 = eligible for ISE (i.e., international student)

*Optional; research universities may pre-assign modules to students if desired.

**Research universities MUST specify which students are eligible to complete ISE or SA items, regardless of items/modules administered

IMPORTANT: All conventions specified above should be followed exactly. Seed data files with incorrect variable names (e.g., discrepancies in abbreviations, capitalization, underscores, etc.), use of values not specified above, duplicate cases, or other errors will be returned for correction.

Major List (includes all research university majors/CIP codes)
Data should be in Excel (.xls or .csv) format.

Variable Name (Please use exact name, capitlization, etc. in your file.)	Max Width	Format (Please ensure leading zeroes are not lost.)	Values (Do not include any values not specified.)	Required (Variable with valid data must be included in file.)	Null values acceptable? (Null values should be indicated by **blank cells**. Blank cells denote that the data is either not accessible or does not exist for the student.)	Description
COLLEGE_CODE1	10	Alpha	Any	No	Yes	College code of major (defined by campus)
COLLEGE_NAME1	100	Alpha	Any	No	Yes	College name (defined by campus)
MAJOR_CODE1	10	Alpha	Any	No	Yes	Major code (defined by campus)
MAJOR_TEXT1	50	Alpha	Any	Yes	No	Major name or title (defined by campus)
CIP_CODE1	6	Alpha	0-9, see full list	Yes	No	Six digit CIP Code without decimal (e.g., 012345) If undeclared/undecided: 240102. **Ensure that any leading zeroes are retained.**

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Supplemental Student Data
Data should be in Excel (.xls or .csv) format.

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Variable Name (Please use exact name, capitlization, etc. in your file.)	Max Width (Please ensure leading zeroes are not lost.)	Format	Values (Do not include any values not specified.)	Required (Variable with valid data must be included in file.)	Null values acceptable? (Null values should be indicated by **blank cells**. Blank cells denote that the data is either not accessible or does not exist for the student.)	Description
CAMPUS_STUDENT_ID	10	Alpha	Any	Yes	No	Student ID
STATUS	1	Numeric	1,2,9	Yes	No	Matriculation status (1 = Fr, 2 = Trans, 9 = Other)
YEAR	4	Alpha	YYYY	Yes	No	Year of first registration
TERM1	1	Numeric	1,2,3,4	Yes	No	Term of first registration (1 = summer, 2 = fall, 3 = winter (only for quarter system), 4 = spring)
LEVEL	1	Numeric	1,2,3,4,9	Yes	No	Class level (1 = Freshman, 2 = Sophomore, 3 = Junior, 4 = Senior, 9 = Other)
TOTAL_UNITS	5	Numeric	000.0-999.9	Yes	Yes	Total units completed to date at start of term
NATIVE_UNITS	5	Numeric	000.0-999.9	Yes	Yes	Total units completed to date at institution at start of term (if available)
GENDER	1	Alpha	F,M,U	Yes	No	Gender: F = Female, M = Male, U = Unknown
NONRESIDENT	1	Alpha	Y,N	Yes	Yes	Y = International student. Yes means nonresident alien who is not a citizen of the United States and who is in this country on a temporary basis.. N = No. No means anything other than yes
HISPANIC	1	Alpha	Y,N,U	Yes	Yes	† Y = Yes, N = No, U = Blank or Decline to State
AMERINDIAN	1	Alpha	Y	Yes	Yes	Y = Yes. Yes means American Indian or Alaskan Native
ASIAN	1	Alpha	Y	Yes	Yes	Y = Yes. Yes means Asian.
AFRICANAMERICAN	1	Alpha	Y	Yes	Yes	Y = Yes. Yes means Black or African American.
PACIFICISLANDER	1	Alpha	Y	Yes	Yes	Y = Yes. Yes means Native Hawaiian or Pacific Islander.
WHITE	1	Alpha	Y	Yes	Yes	Y = Yes. Yes means White.
DECLINETOSTATE	1	Alpha	Y	Yes	Yes	Y = Yes. Yes means blank or decline to state.
ETHNICITY_LOC	1	Alpha	Any	No	Yes	Ethnicity Code (optional and defined by campus for campus use - could be helpful to UC's)
AGE	8	Numeric	1.0-999.9	Yes	No	Age on April 15, 2016.
HSGPA_CALC	4	Numeric	1.000-5.000	Yes	Yes	High school GPA, weighted (if available for new from high school matriculants). Round to the nearest thousandth.
HSGPA_UNW	4	Numeric	1.00-4.00	Yes	Yes	High school GPA, unweighted (if available for new from high school matriculants). Round to the nearest thousandth.

HSRANK	2	Numeric	1-99	Yes	Yes	High school percentile rank with 99 top (if used for admission)
SATICR	3	Numeric	200-800	Yes	Yes	Score on SAT I - Critical Reading (if available for new from high school matriculants)
SATIM	3	Numeric	200-800	Yes	Yes	Score on SAT I - Math (if available for new from high school matriculants)
SATIW	3	Numeric	200-800	Yes	Yes	Score on SAT I - Writing (if available for new from high school matriculants)
SAT	4	Numeric	600-2400	Yes	Yes	Combined SAT score: M+W+CR (if available for new from high school matriculants)
SATIIW	3	Numeric	200-800	Yes	Yes	Score on SAT II - Writing (if available for new from high school matriculants)
SATIIM	3	Numeric	200-800	Yes	Yes	Score on SAT II - Math (if available for new from high school matriculants)
ACTE	2	Numeric	1-36	Yes	Yes	Score on ACT - English (if available for new from high school matriculants)
ACTM	2	Numeric	1-36	Yes	Yes	Score on ACT - Math (if available for new from high school matriculants)
ACTR	2	Numeric	1-36	Yes	Yes	Score on ACT - Reading (if available for new from high school matriculants)
ACTS	2	Numeric	1-36	Yes	Yes	Score on ACT - Science (if available for new from high school matriculants)
ACTCOMB	2	Numeric	1-36	Yes	Yes	Combined ACT Writing and English Score (if available for new from high school matriculants)
ACT	2	Numeric	1-36	Yes	Yes	ACT composite score (if available for new from high school matriculants)
CUMGPA	4	Numeric	1.000-4.500	Yes	Yes	Cumulative GPA at start of data collection term as defined locally. Round to the nearest thousandth.
CUMGPA _NATIVE	4	Numeric	1.000-4.500	Yes	Yes	Cumulative GPA at campus (not transfer) at start of data collection term (if available). Round to the nearest thousandth.
EXCLUDE	1	Alpha	Y,N	Yes	No	Exclude this student from the shared common data file (if the student is under 18 or has already completed a bachelor's degree).

†Please note that nonresident alien is typically associated with unknown information in Hispanic and race/ethnic fields. However, if Hispanic and Race/Ethnicity is known for a Nonresident Alien student attending on a temporary visa, then please record that information.

Note: Only report information that is routinely available as part of corporate files.

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