



UTAH SYSTEM OF
HIGHER EDUCATION
*Building a Stronger State of Minds*SM

STUDENT_COURSE DATA SUBMISSION FILE

April 16, 2007 - 2007-2008 Submission Year

File Description:

The Student_Course Data Submission file contains the course and credit/contact information for each student. The Student_Course Data Submission File is submitted five times per fiscal year (Summer EOT, Fall 3rd-Week, Fall EOT, Spring 3rd-Week, and Spring EOT).

Submission Schedule:

The file must be submitted to Utah Board of Regents as follows:

Summer EOT	Annually	1.5 weeks after EOT (near September 5)
Fall 3 rd -Week	Annually	1 week after 3 rd -Week (near September 25)
Fall EOT	Annually	2.5 weeks after EOT (near January 30)
Spring 3 rd -Week	Annually	1.5 weeks after 3 rd -Week (near February 10)
Spring EOT	Annually	1.5 weeks after EOT (near June 15)

Capture Date:

The capture date for each 3rd-Week extract is the 3rd-Week date of the Semester.

Data Elements:

*See Elements SC-01 through SC-11 for specific format information.

Institution	SC-01
Year, Term, & Extract	SC-02
Student ID	SC-03
Course Subject	SC-04
Course Number	SC-05
Course Section	SC-06
Attempted Credit Hours	SC-07
Earned Credit Hours	SC-08
Earned Contact Hours	SC-09
Course Grade	SC-10
Membership Hours	SC-11

Banner Source Information:

The Banner source information came from Salt Lake Community College “Finding IMC Data Extract Files in Banner by Bob Ranz. This document was presented at the Utah Information Management Committee (IMC) meeting on June 3, 2003.

Submission File Usage:

The Student-Course Data Submission File will be used for reporting of Student FTE, Performance Evaluations, Data Book, Workforce Services Economic Indicators, and others as necessary.

Submission File Naming Convention:

The Student-Course Data Submission File should be named as follows:
School short name (hyphen), extract period (**3** for 3rd-Week or **E** for EOT) , file description (**s** for students, **c** for courses, and **sc** for student_courses) (dot) year/term extension (**023** for 2002 and third term).

example: **wsu-3sc.023**

for Weber State University’s 3rd-Week Course File for Spring (2001/2002).

Additional Explanations:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-01**

ELEMENT NAME: Institution

FIELD NAME: SC_INST

FIELD FORMAT: Number, 4 Characters, Columns 1-4

DEFINITION: The identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	June 15, 1998
3677	00367700	Utah State University	June 15, 1998
3680	00368000	Weber State University	June 15, 1998
3678	00367800	Southern Utah University	June 15, 1998
3679	00367900	Snow College	June 15, 1998
3671	00367100	Dixie State College	August 9, 2000
3676	00367600	College of Eastern Utah	June 15, 1998
4027	00402700	Utah Valley State College	June 15, 1998
5220	00522000	Salt Lake Community College	June 15, 1998
3670	00367000	Brigham Young University	June 15, 1998
3681	00368100	Westminster College	June 15, 1998
1625	00162500	Brigham Young University - Idaho	August 9, 2000
3672	00367200	LDS Business College	June 15, 1998

COMMENTS: As institutions are added to the data base, their existing OPE ID code will be used. Last Modified August 5, 2005

REFERENCE:

BANNER SOURCE: SQL (Hard coded in the table create)

VALIDATION TABLE: INST

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-02**

ELEMENT NAME: Year, Term & Extract Code

FIELD NAME: SC_YEAR
SC_TERM
SC_EXTRACT

FIELD FORMAT: Number, 4 characters (YYYY format), Columns 5-8
Number, 1 character (T format), Columns 9-9
Varchar2, 1 character (E format), Columns 10-10

DEFINITION: The current academic year, term and extract in which student is enrolled. Format YYYYTE is made up of academic year YYYY, academic term T, and extract E (3rd week or End of Term). (For example: 199933 represents the third week extract of the third term (Spring Semester) in the Academic year 1999.)

Field Format	Field Attributes or Example	Effective Date
1999	Academic year in which student attends a higher education institution. Academic year is defined as Summer Term of the previous year through Spring Semester of the current year. Thus, 1999 would be the assigned value for year for attendance anytime from Summer Term 1998 through Spring (January) Term 1999.	June 15, 1998

Field Format (T Format)	Name	Field Attributes or Examples	Effective Date
1	Summer Term	First term of Academic Year. Any enrollment for courses that start after the final day of scheduled Spring Semester exams, and through the first day of the final enrollment block of scheduled Summer Term.	June 15, 1998

Field Format (T Format)	Name	Field Attributes or Examples	Effective Date
2	Fall Semester	Second term of Academic Year. Any enrollment for courses that start after the first day of the final enrollment block of scheduled Summer Term, and before the end of final exam day of scheduled Fall Semester.	June 15, 1998
3	Spring Semester (January)	Third term of Academic Year. Any enrollment for courses that start after the final exam day of scheduled Fall Semester and before the end of final exam day of scheduled Spring Semester.	June 15, 1998

Field Format (E Format)	Field Attributes or Examples	Effective Date
3	Code used when submitting 3rd week extract.	June 15, 1998
E	Code used when submitting End of Term extract.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: SQL

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-03**

ELEMENT NAME: Student ID

FIELD NAME: SC_ID

FIELD FORMAT: Varchar2, 9 Characters, Columns 11-19

DEFINITION: Unique Identifier for enrolled student. Social Security Number shall be used (to facilitate student tracking) except in the rare case where the student does not have SSN (i.e. international student) where an institutionally defined number is used.

Value	Name	Effective Date
<Student Specific>	Social Security Number	June 15, 1998

COMMENTS: Last modified February 22, 2002.

REFERENCE:

BANNER SOURCE: Spbpers_SSN

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-04**

ELEMENT NAME: Course Subject

FIELD NAME: SC_CRS_SBJ

FIELD FORMAT: Varchar2, 6 Characters, Columns 20-25

DEFINITION: An institutionally defined abbreviation for the subject field of the course.

Field Value	Field Attributes or Examples	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Course Subject</i> of 'MATH ' . The course 'CJ 2020 03' has the <i>Course Subject</i> of 'CJ ' .	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Subj_code

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-05**

ELEMENT NAME: Course Number

FIELD NAME: SC_CRS_NUM

FIELD FORMAT: Varchar2, 5 Characters, Columns 26-30

DEFINITION: The official number or other identifier that serves to uniquely identify a course within the offering academic unit. First position should be numeric (indicating the course level), while fifth position is available for an alphanumeric suffix.

Field Value	Field Attribute or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Course Number</i> of '1010 '. In the course ID 'CJ 2020 03' has the <i>Course Number</i> of '2020 '.	June 15, 1998

COMMENTS: Course level (remedial, lower division, upper division, beginning graduate, advanced graduate) is calculated from this field. The course level is determined by the left most position. Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHED) Crse_num

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-06**

ELEMENT NAME: Section Number

FIELD NAME: SC_CRS_SEC

FIELD FORMAT: Varchar2, 5 Characters, 31-35

DEFINITION: The section number of a course signifying a unique grouping of students.

Field Value	Field Attributes or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the <i>Section Number</i> of '01'. In the course ID 'CJ 2020 03' has the <i>Section Number</i> of '03'.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHD) Seq_number_key

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-07**

ELEMENT NAME: Credit Hours Attempted

FIELD NAME: SC_ATT_CR

FIELD FORMAT: Number, 3 Characters, Columns 36-38

DEFINITION: Credit hours currently attempted by the student for the course. This field is for credit courses only.

Field Value Example	Field Attribute or Example	Effective Date
025	Student is attempting 2.5 credit hours in this course.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: Sfrstcr_credit_Hr*10

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-08**

ELEMENT NAME: Credit Hours Earned

FIELD NAME: SC_EARNED_CR

FIELD FORMAT: Number, 3 Characters, Columns 39-41

DEFINITION: Credit hours earned by the student for the course. This field is for credit courses only.

Field Value Example	Field Attribute or Example	Effective Date
105	Student earned 10.5 credit hours for given course.	June 15, 1998

COMMENTS: ***This field needs to be populated for end of term extract file.***
Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: Swvgrde_earned_hours*10

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-09**

ELEMENT NAME: Non Credit Contact Hours

FIELD NAME: SC_CONTACT_HRS

FIELD FORMAT: Number, 5 Characters, Columns 42-46

DEFINITION: The scheduled number of hours the student has met with the instructor for this course within the academic term. Also used for (non credit) lab which is attached to a (credit) Lecture course (Lab does have contact hours). Sometimes referred to as clock hours. This field is for non-credit courses only.

Field Value Example	Field Attributes or Examples	Effective Date
00045	Student meets with the instructor for 15 hours a week (weekly membership hours). The course is scheduled for three weeks. Thus $15 \times 3 = 45$ contact hours for this student.	February 24, 1999

COMMENTS: ***This field will only be used from **End of Term** extract file for enrollment reports.***

Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: SUM(Ssrmeet_hrs_week) X (ssbsect_pterm_weeks) or
Ssbsect_cont_hr or
Scbcrse_cont_hr_low

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-10**

ELEMENT NAME: Course Grade

FIELD NAME: SC_GRADE

FIELD FORMAT: Varchar2, 2 Characters, Columns 47-48

DEFINITION: Course Grade earned by student.

Field Value	Field Attribute or Example	Effective Date
A+	4.0 grade points earned, respectively, on a 4 scale.	February 24, 1999
A, A-	3.9 through 3.7 grade points earned, respectively, on a 4 scale.	February 24, 1999
B+, B, B-	3.4, 3, 2.7 grade points earned, respectively, on a 4 scale.	February 24, 1999
C+, C, C-	2.4, 2, 1.7 grade points earned, respectively, on a 4 scale.	February 24, 1999
D+, D, D-	1.4, 1, .7 grade points earned, respectively, on a 4 scale.	February 24, 1999
E, F	Student failed course. Course completed with Zero Grade points earned.	February 24, 1999
UW	Unofficial Withdrawal. Course not completed. Zero Grade points earned.	February 24, 1999
I	Incompleted work. Not calculated into GPA.	February 24, 1999
IP	In Progress. Not calculated into GPA.	July 1, 2003
CR	Credit. Not calculated into GPA	July 1, 2003
NC	No Credit. Not calculated into GPA	July 1, 2003
AU	Audited course. Not calculated into GPA.	February 24, 1999
SP	Satisfactory Progress. Not calculated into GPA	February 4, 2004
P	Pass. Not calculated into GPA.	February 24, 1999

W	Official Withdrawal. Not calculated into GPA.	February 24, 1999
L	Opposite of "P" – Student failed course. Not calculated into GPA	July 1, 2006
NG	Non Graded Class (i.e. LABS)	July 1, 2006
<blank>	No grade available.	February 24, 1999

COMMENTS: Last modified February 4, 2004

REFERENCE:

BANNER SOURCE: Swvgrde_final_grade or
Shrtckg (academic history)

VALIDATION TABLE: GRADE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-11**

ELEMENT NAME: Non Credit Membership Hours

FIELD NAME: SC_MEMBERSHIP_HRS

FIELD FORMAT: Number, 5 Characters, Columns 49-53

DEFINITION: The total number of hours the ATE student has met with the instructor for this course within the academic term. This field is for non-credit courses only.

Field Value Example	Field Attributes or Examples	Effective Date
00045	(**NOTE** Currently this is only for Snow College – Richfield, Salt Lake Community College’s Skill Center, and Ceu – Southeast Center. The other institutions will report zeros). Student meets with the instructor for 15 hours a week (weekly membership hours). The course is scheduled for three weeks. Thus $15 \times 3 = 45$ membership hours for this student.	July 1, 2003

COMMENTS: Last modified April 2, 2007

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Student-Course Data -- Version: 04-16-2007

Element: **SC-12**

ELEMENT NAME: Student Type Code

FIELD NAME: SC_STUDENT_TYPE

FIELD FORMAT: Varchar2, 2 Characters, Columns 54-55

DEFINITION: The specific code which would identify students according to special registration/tuition status. Average Daily Membership (ADM) is a count of Utah public education students that is taken at different times of the year to satisfy local, state and federal data collection needs and also to ensure that school districts are adequately funded, according to student population. The Concurrent Enrollment Master List is a list of college level courses which have been approved by the Utah State Office of Education for Concurrent Enrollment.

Field Value Example	Field Attributes or Examples	Effective Date
CC	Indicates the student is a Utah concurrent enrollment student enrolled in college courses, for dual high school and college credit, and who continues to be enrolled as a high school student and counted in Average Daily Membership (Regent Policy R165). The following conditions must be met: (1) Student is a Utah high school student and counted in Average Daily Membership; (2) A contract exists between a Utah school district and a USHE credit-granting institution; (3) involving courses that are approved and appear on the current-year Concurrent Enrollment Master List; and (4) enrollment activity is funded from state concurrent enrollment funds..	July 1, 2004
DC	Indicates the student is enrolled in college courses, for dual high school and college credit, and who continues to be enrolled as a high school student and enrollment activity is NOT funded from state concurrent enrollment funds. (1) Student may be counted in the Average Daily Membership and (2) courses do not need to be approved and appear on the current-year Concurrent Enrollment Master List.	July 1, 2007

EC	Indicates the student is an early college student: A public high school student who is enrolled in college courses and continues to be enrolled as a high school student and counted in Average Daily Membership. Student pays regular tuition and enrollment is reported as regular enrollment by USHE credit-granting institutions.	July 1, 2004
UC	Indicates the student is a UCAT student receiving a reduction on tuition for General Education courses required of an AAT degree.	July 1, 2004
<blank>	Not applicable	July 1, 2004

COMMENTS: Last modified April 2, 2007

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: