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THE DEVELOPMENT OF A STUDENT CHARACTERISTIC FILE
FOR INCORPORATION INTO AN INTEGRATED INFORMATION
SYSTEM DATA BASE AT AN INSTITUTION OF HIGHER EDUCATION

by

Phil C. Walton

A. S., Miami-Dade Junior College, 1966
B. S., Florida Atlantic University, 1968

Presented in partial fulfillment of the requirements
for the degree of


Master of Business Administration

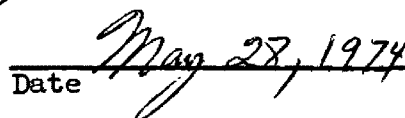
UNIVERSITY OF MONTANA

1974

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Mr. Joel M. Samuel is Director of Management Information Systems, University of Miami, Coral Gables, Florida. He provided me with information about the student master file at the University of Miami and referred me to other documents published by the Western Interstate Commission for Higher Education.

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INTRODUCTION

The purpose of this paper is to establish a group of data characteristics which can effectively be included in a higher educational institution's data base segment relating to student data characteristics. An attempt has been made to include those data characteristics necessary to support internal institutional operations and provide for the external reporting requirements of the institution. Likewise, I have tried to provide maximum compatibility between data characteristics used in this paper and those included in the Data Element Dictionary: Course¹ and the Data Element Dictionary: Student² published by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE).

A great deal has been written about the changing environment of post-secondary education and the need for better managerial aids to cope with the problems of institutional administrators and state system planners. These writings have illustrated the need for quantitative and qualitative evaluation of the outputs of higher education for the justification of funding in an environment where education is competing more vigorously with other social needs.³ Conferences have been held and documents published

¹James S. Martin, Data Element Dictionary: Course, Preliminary Draft Review, (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972).

²_____, Data Element Dictionary: Student, Preliminary Draft Review, (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972).

³James Farmer, Why Planning, Programming, Budgeting Systems for Higher Education (Boulder, Colorado: Western Interstate Commission for Higher Education, 1970), pp. 3-6.

relating to the determination, evaluation, and measurements of the outputs of post-secondary education. Some publications have dealt with the importance of planning and budgeting for higher educational programming, while other articles and documents have dealt with modeling, simulation, information exchange, direct and allocated costing, as well as, other special areas of significance to higher education. All of the aforementioned topics and programs are dependent on a comprehensive system to:⁴

1. Define and measure data characteristics in a common way.
2. Arrange these data characteristics into a common categorized framework.
3. Collect and classify data into this framework in a common manner.
4. Total and summarize data in accordance with common procedural standards.

To facilitate the optimum operation of an information system for an institution of higher education, it is preferable that the institution have or be a member of a unit having access to a data processing system capable of on-line operations of inquiry and data input. Ideally this data processing system should be of modular design having multiprogramming and multiprocessing capabilities. This system should be capable of supporting a data communications network composed of CRT display and record copy terminals, as well as, high speed input/output devices and serial and direct access data storage devices capable of supporting the current and programmed needs of the integrated information system of the institution or unit system.

It has been asked what information categories should be included in an integrated information system for an institution of higher education? An answer would be the information about the various aspects of the institution which are necessary to accomplish the functions of management.

⁴Leonard C. Romney, Information Exchange Procedures: Overview and General Approach, Field Review Ed. (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972), p. 5.

One could now ask, how does this relate to the institution and to what aspects are you referring? In institutions of higher education, as in many other human endeavors, resources are used in activities or programs for the potential benefit of various users. This statement is common to all educational institutions; they all use resources, they all have activities or programs, and they all have users of one type or another.

All institutions have resources. The institution uses its funds, irrespective of their source, to acquire: personnel, facilities, materials (furnishings, equipment, and supplies), and services. These resources in turn are used for activities or programs. The programs and activities are in general common to all institutions and include the classifications of: instruction, organized research, public service, academic support, student services, institutional support, and independent operations.⁵ These programs are in turn used to benefit various users which include: the institution itself, students, special interest groups, government, the geographic population it serves, and society as a whole.

The unique feature between institutions is the organization structure through which administrators apply the managerial functions to use resources in program activities for the benefit of users. The integrated information system and the data base should reflect this. Therefore, it is the purpose of an integrated information system to collect information about the institution's resources, program activities, and users, structured in such

⁵These seven categories are the major classifications of Warren W. Gulko, Program Classification Structure, 1st Ed. (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972). This is a classification system that categorizes the activities of an institution according to its objectives. It serves as a standardized framework for arranging data about an institution in a hierarchical structure that provides alternative aggregation levels and multidimensional classification for analytical purposes. It is used in conjunction with program budgeting, cost/benefit analysis, analytical modeling, information exchange procedures, and instructional unit cost determination.

a manner as to reflect the institutions unique organization structure to facilitate the functions of management and provide records for the legal and social requirements.

The information system defined in the Data Element Dictionary was designed to identify and describe those characteristics required to support current and future NCHEMS products, as well as, those elements commonly maintained by institutions for operations and reporting. It has also been emphasized that the Data Element Dictionary is not a complete listing of data characteristics that should be maintained by the institution.

In this paper I am trying to expand from the set of data characteristics described in the Data Element Dictionary, to a more comprehensive set of data elements that can better satisfy the needs of the individual institution while still maintaining compatibility with NCHEMS and the U. S. Office of Education standards.

This paper is for illustrative purposes only and is not intended for implementation in its current form. Rather it is designed to show how an institution might structure its own data base along the guide lines of this paper, including data characteristics from this paper, as the system users would deem appropriate, and supplementing characteristics in the applicable categories, described herein, to meet their own needs.

The University of Montana was used as a source for gathering an illustrative example of information requirements for an institution of higher education. Some segments of this paper will specifically try to fill these institutionally unique information requirements, in this case applicable to the University of Montana, while others will be more general in nature and applicable to most any institution of higher education or a state regent system.

I have limited this paper to data characteristics associated with students, and the definition will extend to applicants to the institution, as well as, current and former students.

In this paper the student data characteristics have been categorized into ten subsections, and each characteristic within a subsection is given an identification number called an item code. The item code identifies the subsection to which the characteristic belongs, as well as, providing a hierarchical relationship between specific types of characteristics in that subsection.

The ten subsections are as follows:

- 001.000-099.999 PERSONAL AND DEMOGRAPHIC DATA CHARACTERISTIC.
This subsection shows background information about: (1) the student, (2) his family, (3) and various other contact related information.
- 101.000-199.999 ADMISSION AND REGISTRATION DATA CHARACTERISTICS.
This subsection contains information necessary for the administration of the student, relating to: (1) admissions, (2) registration, (3) graduation, and (4) termination or transfer to another institution.
- 201.000-299.999 TESTING AND COUNSELING DATA CHARACTERISTICS.
This subsection contains information concerning: (1) student counseling and curriculum planning for future terms, (2) current and past curriculums the student has sought, and (3) a general testing record format for recording the results of standardized tests the student has taken.
- 301.000-399.999 DATA CHARACTERISTICS RELATING TO A COURSE HISTORY AT THIS INSTITUTION AND INSTITUTIONS PREVIOUSLY ATTENDED.
This subsection contains a summary of the student's secondary school achievements, as well as, all post-secondary achievements at all institutions the student has previously attended, and his record of achievements at the current institution.
- 401.000-499.999 CURRENT COURSE ENROLLMENT DATA CHARACTERISTICS.
This subsection contains information relating to courses in which the student is currently enrolled.
- 501.000-599.999 FUTURE TENTATIVE COURSE ENROLLMENT DATA CHARACTERISTICS.
This subsection contains information concerning courses the student wishes to take. This information is used by an automatic scheduling program to schedule

the student for course sections, based on a scheduling system incorporating a student scheduling priority code and a scheduling difficulty index, to establish a stratified queue for each course being offered by the institution during a given term.

601.000-699.999

STUDENT ACTIVITIES DATA CHARACTERISTICS.

This subsection contains information regarding the student's participation in various student organizations and activity programs at, or sponsored by the institution.

701.000-799.999

STUDENT SERVICES DATA CHARACTERISTICS.

This subsection contains information required by various student support functions of the institution.

801.000-899.999

FINANCIAL AID DATA CHARACTERISTICS.

This subsection contains information relating to: (1) the student's eligibility for financial aid, (2) aid program to which the student has applied, (3) an analysis of the student's financial needs for the next funding period, and (4) a summary of awards and advances by aid program code.

901.000-999.999

FINANCIAL DATA CHARACTERISTICS.

This subsection contains information about: (1) fees and expenses the student has paid, (2) refunds paid to the student or financial aid, (3) a record of all transactions of payments and disbursements, and (4) transaction codes to associate payments and disbursements to the fees, expenses, or refunds to which they apply.

CHAPTER I

PERSONAL AND DEMOGRAPHIC DATA CHARACTERISTICS

This chapter contains data characteristics showing background information about the student, his family, and other contact information.

The characteristics in this subsection are generally applicable to most institutions of higher education.

The usual characteristics are included in any biographical block of data relating to a student. If the institution uses an unique student number, this is listed. The student's social security number is listed. The student's name is listed and its components individually referable. The student's birthdate and gender are recorded. The student's marital status is listed. A code is used to indicate if the student died while enrolled in the institution.

A number of different address components are used in this subsection. The student's present address lists the current residence of the student. This may be a dormitory or a local temporary address; it even may be the student's permanent address, but it may never be a mail drop or a post office box number. The student's lawful domicile address is the student's legal residence and is used in the determination of residency requirements for in state and out of state admissions. The student's mailing address is provided for students who receive their mail at an address other than their present resident address.

If the student is not of legal age, the name and mailing address of the student's parent or guardian is recorded.

Emergency contact information is collected for all students. This is the name of the individual to be contacted and his relationship to the student. An address at which the individual can be rapidly contacted by messenger and telephone numbers at which the individual can be reached are recorded.

If the student is an employee of the institution or regent system, his employee number is listed. This may be a redundant use of the social security number.

The following information is collected from foreign nationals attending the institution in student status: (1) the student's immigration code, (2) his country of citizenship, (3) his native language, and (4) the name and address of the institution or individual of financial responsibility for this student.

It is determined if the student is a U. S. citizen and recorded. The selective service number of applicable male students is recorded, as well as, the selective service code.

Military service data is collected for a student who is currently serving in the armed forces of the United States, as well as, veterans. The student's military service number is recorded, if the social security number was not used. The branch, service component, and current grade or grade at separation are recorded. If the student is attending the institution under the sponsorship of the Department of Defense, this is recorded.

The civil rights racial category is collected for all students, without exception.

The following information is collected about the members of the student's family: the education level of the student's father, mother,

and spouse, and the occupation code of the student's father, mother, and spouse.

The student's highest level of scholastic achievement is recorded.

A survey is conducted of alumni to determine their current occupation code, their employment location, if they are performing a curriculum related occupation, the applicability of the curriculum of study to this current occupation, the graduate's job title, and occupational industry. This information is collected so that the institution may use it with other data to evaluate the effectiveness of the institution's programs.

A listing of the item codes and their titles appear on the following pages followed by detailed information about each item code in the subsection.

PERSONAL AND DEMOGRAPHIC DATA CHARACTERISTICS

001.000	Student Number
002.000	Social Security Number
003.000	Student Name
003.100	Last
003.200	First
003.300	Middle
003.400	Maiden or Former
003.500	Prefix
003.600	Suffix
003.700	Label Name
004.000	Birth Date
005.000	Sex Code
006.000	Marital Status
007.000	Deceased Code
008.000	Student's Present Address
008.100	Street No. Apt. No.
008.200	City
008.300	State
008.400	Zip Code
008.500	Area Code - Telephone - Extension
009.000	Student's Lawful Domicile Address
009.100	Street No. Apt. No.
009.200	City
009.300	County
009.400	State
009.500	Zip Code
009.600	Area Code - Telephone - Extension
009.700	Country if other than US
010.000	Student's Mailing Address
010.100	Street No. or P. O. Box No.
010.200	City
010.300	State
010.400	Zip Code
011.000	Parent or Guardian Name
012.000	Parent or Guardian Mailing Address
012.100	Street No. Apt. No. or P. O. Box No.
012.200	City
012.300	State
012.400	Zip Code
013.000	Emergency Contact Information
013.100	Emergency Contact Name
013.200	Relationship
013.300	Address
013.310	Street No. Apt. No.
013.320	City
013.330	State
013.340	Zip Code
013.350	Area Code - Telephone - Extension 1st Try
013.360	Area Code - Telephone - Extension 2nd Try
014.000	Staff Identification Number

015.000	Foreign Student
015.100	Immigration Code
015.200	Country of Citizenship
015.300	Native Language
015.400	Name of Financial Institution or Individual of Financial Responsibility
015.410	Address Line 1
015.420	Address Line 2
015.430	Address Line 3
015.440	Address Line 4
016.000	U. S. Citizenship
017.000	Selective Service Number
018.000	Selective Service Code
019.000	Military Service Data
019.100	Service No. if not Social Security No.
019.200	Service Branch
019.300	Service Component
019.400	Current Grade or Grade at Separation
019.500	Attendance Sponsored by Department of Defense
020.000	Civil Rights Racial Category
021.000	Family Statistics
021.100	Father's Education Level
021.200	Mother's Education Level
021.300	Spouse's Education Level
021.400	Father's Occupation Code
021.500	Mother's Occupation Code
021.600	Spouse's Occupation Code
022.000	Highest Academic Degree or Diploma
023.000	Follow-up Student Employment Survey
023.100	Graduate's Employment Location
023.200	Curriculum Related Occupation
023.300	Curriculum Evaluation
023.400	Graduate's Job Title
023.500	Occupational Industry
024.000	Survey Data Date

STUDENT DATA CHARACTERISTICS

CODE 001.000DL PICTURE 9(09)NCHEMS
ELEMENT 002
NUMBERMENT TITLE Student Number

S OR RECORDING INSTRUCTIONS

A unique institutionally assigned number used to identify a student attending the institution of higher education.

AND COMMENTS

This number is assigned when the student is originally admitted to the institution by the admissions office and will be used to refer to the student by all offices of the institution throughout the student's attendance at the institution. This element is used when the social security number is not used for this purpose.

STUDENT DATA CHARACTERISTICS

CODE 002.000DL PICTURE 9(09)NCHEMS
ELEMENT 003
NUMBERMENT TITLE Social Security Number**S OR RECORDING INSTRUCTIONS**

A unique number assigned by the federal government to identify individuals participating in the Federal Insurance Contribution Act.

S AND COMMENTS

This number may be used by an institution which does not use an institutionally assigned student number. In any event, the social security number should be recorded for it provides a means of common reference to a student between institutions and may be required of the institution for reporting to state or federal agencies.

STUDENT DATA CHARACTERISTICS

CODE 003.000 through 003.700

PICTURE See Entries Below

NCHEMS
ELEMENT 001
NUMBER

MENT TITLE Student Name

RECORDING INSTRUCTIONS

The lawful name by which a student is known.

The student's name is subdivided into a number of referable components and assigned unique item codes.

003.100	Last The student's last name	X(15)
003.200	First The student's first name	X(10)
003.300	Middle The student's middle name	X(15)
003.400	Maiden or former name The student's maiden name for married females or name from a former marriage if records or credentials are needed by the institution that refer to the student under that former name	X(15)
003.500	Prefix The student's name prefix such as Mr., Mrs., Miss, Ms, or other title or rank abbreviation	X(05)
003.600	Suffix The suffix on a student's name such as Jr. or III, etc.	X(05)
003.700	Label Name A combination of names, initials, prefix, suffix, as applicable not to exceed 30 characters, used to identify the student for the purposes of making listings, labels or rolls.	X(30)

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 004.000DL PICTURE 9(06)NCHEMS
ELEMENT 005
NUMBERELEMENT TITLE Birth Date**INSTRUCTIONS FOR RECORDING INSTRUCTIONS**

Date which student was born.

Recorded as a number by year, month, and day as identified by the Gregorian Calendar. See appendix for date coding instructions.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 005.000DL PICTURE X(01)NCHEMS
ELEMENT 004
NUMBERIDENT TITLE Sex Code**INSTRUCTIONS FOR RECORDING INSTRUCTIONS**

Code designating the sex of the student.

Male M

Female F

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 006.000DL PICTURE X(01)NCHEMS
ELEMENT 010
NUMBERELEMENT TITLE Marital Status

DEFINITIONS OR RECORDING INSTRUCTIONS

The lawful marital status of the student.

Codes

Single	The state of never having been married	S
Married	The state of having a spouse in lawful marriage	M
Legally Separated	The termination of a conjugal relationship of married partners by a legal decree	L
Widowed	The termination of a conjugal relationship by the death of one of the partners	W
Divorced	The dissolution of a marriage by legal decree	D

DEFINITIONS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 007.000IL PICTURE X(01)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Deceased Code**DESCRIPTION OR RECORDING INSTRUCTIONS**

Identifies a student who has died while currently enrolled at the institution.
If applicable filled by the character X, otherwise blank.

REMARKS AND COMMENTS

Used to prevent embarrassment to the institution from failing deceased students. Initiated by the registrar to notify other institutional offices for originating applicable actions.

STUDENT DATA CHARACTERISTICS

CODE 008.000 through 008.500

PICTURE See Entries Below

NCHEMS
ELEMENT NUMBER 013 Code L
016, 017, 018,
019, 021

PRESENT TITLE Student's Present Address

RECORDING INSTRUCTIONS

The address at which the student is currently residing. In many cases this will be a temporary address such as a dormitory etc.

008.100	Street No. Apt. No.	X(25)
008.200	City	X(13)
008.300	State	X(02)
008.400	Zip Code	9(05)
008.500	Area Code - telephone - extension	9(14)

REMARKS AND COMMENTS

Used by the institution to record the current address of the student.

STUDENT DATA CHARACTERISTICS

CODE 009.000 through 009.700

IL PICTURE See Entries Below

NCHEMS 013 Code M
ELEMENT 016, 017, 018,
NUMBER 019, 020, 021

IENT TITLE Student's Lawful Domicile Address

FOR RECORDING INSTRUCTIONS

The student's lawful residence, if the student is a minor the lawful domicile of his parent or guardian.

009.100	Street No. Apt. No.	X(25)
009.200	City	X(13)
009.300	County	X(04)
	Only used if the student is a resident of the state the institution is located	
009.400	State	X(02)
009.500	Zip Code	9(05)
009.600	Area Code - telephone - extension	9(14)
009.700	Country if other than US	X(02)

AND COMMENTS

Used to determine the residency status of the student and the assessment of nonresident fees and expenses. Determined in accordance with state laws or other subordinate jurisdiction. The concept of different fees for residents and nonresidents is currently under litigation and appeals.

STUDENT DATA CHARACTERISTICS

CODE	<u>010.000 through 010.400</u>	NCHEMS ELEMENT NUMBER	<u>None</u>
DESCRIPTION	<u>See Entries Below</u>		
ENTITLEMENT	<u>Student's Mailing Address</u>		

RECORDING INSTRUCTIONS

The address at which a student receives mail, if different than the address recorded in item code 008.000, otherwise blank.

010.100	Street No. or P. O. Box No.	X(25)
010.200	City	X(13)
010.300	State	X(02)
010.400	Zip Code	9(05)

REMARKS AND COMMENTS

Used by the institution to differentiate an address for mailing purposes than one for residence recording.

STUDENT DATA CHARACTERISTICS

CODE 011.000L PICTURE X(30)NCHEMS
ELEMENT 013 Code P, 014
NUMBERENT TITLE Parent or Guardian Name**FOR RECORDING INSTRUCTIONS**

Composed of last name, first name, middle name or initials, and prefix or suffix as applicable. This information collected only on students of minor age.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 012.000 through 012.400

PICTURE See Entries Below

NCHEMS
ELEMENT 013 Code P, 016,
017, 018, 019
NUMBER

ENT TITLE Parent or Guardian Mailing Address

FOR RECORDING INSTRUCTIONS

This information collected only on students of minor age.

012.100	Street No. Apt. No. or P. O. Box No.	X(25)
012.200	City	X(13)
012.300	State	X(02)
012.400	Zip Code	9(05)

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 013.000 through 013.360

L PICTURE See Entries Below

ENT TITLE Emergency Contact Information

NCHEMS
ELEMENT
NUMBER 013 Code E, 014,
015, 016, 017,
018, 019, 021

OR RECORDING INSTRUCTIONS

Information to be used in the event of an emergency to notify an individual requested by the student of his emergency illness or accidental injury.

013.100	Emergency Contact Name The name of the individual to be contacted composed of last name, first name, middle name or initials, prefix, and suffix as applicable.	X(30)
013.200	Relationship The relationship of the individual to be contacted to the student	X(12)
013.300	Address The address of the individual to be contacted	
013.310	Street No. or Apt. No. Not a post office box address	X(25)
013.320	City	X(13)
013.330	State	X(02)
013.340	Zip Code	9(05)
013.350	Area Code - telephone - extension 1st try	9(14)
013.360	Area Code - telephone - extension 2nd try	9(14)

AND COMMENTS

It is normally anticipated that contact would be a local individual but facility is made for nonlocal contacts in the telephone number area code. A rapid means of communication is sought, normally this would be by telephone, but when this is not possible a telegram is suggested to the resident address of the individual, therefore the reason a post office box address is not sought.

STUDENT DATA CHARACTERISTICS

CODE 014.000L PICTURE X(09)NCHEMS
ELEMENT 022
NUMBERENT TITLE Staff Identification Number**FOR RECORDING INSTRUCTIONS**

The employee number if the student is also an employee of the institution or the state university system.

AND COMMENTS

Used to denote students who are also employees.

STUDENT DATA CHARACTERISTICS

CODE 015.000L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Foreign Student**OR RECORDING INSTRUCTIONS**

Indicates the student is a foreign national. Code used is X.

AND COMMENTS

Indicates the applicability of requirements and information for foreign students.

STUDENT DATA CHARACTERISTICS

CODE 015.100

PICTURE X(02)

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Immigration Code

FOR RECORDING INSTRUCTIONS

The immigration code of a foreign student indicating his visa type.

- A1 An ambassador, public minister, or career diplomatic or consular officer accredited by a foreign government recognized by the United States, who is accepted by the President or by the Secretary of State, and members of the applicant's immediate family. Also, upon the basis of reciprocity, certain other accredited and accepted officials and employees of recognized foreign governments and members of their immediate families, as well as the attendants and personal employees of these officials and employees, and of ambassadors.
- B1 An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States temporarily for business.
- B2 An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States temporarily for pleasure.
- E1 An alien entitled to enter the United States solely to carry on substantial trade between the United States and the foreign state of which he is a national, or solely to develop and direct an enterprise in which he has invested or is actively in the process of investing a substantial amount of capital.
- F1 A bona fide and qualified student having a residence in a foreign country that he does not intend to abandon, who seeks to enter the United States temporarily and solely to pursue a full course of study at an established institution of learning or other recognized place of study in the United States.
- H1 An alien having a residence in a foreign country that he does not intend to abandon who is of distinguished merit and ability and who is coming temporarily to the United States to perform services of an exceptional nature requiring such merit and ability.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 015.100 Continued

PICTURE _____

NCHEMS
ELEMENT
NUMBER _____

INSTITUTION TITLE _____

FOR RECORDING INSTRUCTIONS

- H2 An alien having a residence in a foreign country that he does not intend to abandon who is coming temporarily to perform temporary services or labor, if unemployed persons capable of performing such service or labor cannot be found in this country.
- H3 An alien having residence in a foreign country that he does not intend to abandon who is coming temporarily to the United States as a trainee.
- J1 An alien having residence in a foreign country that he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, who seeks to enter the United States temporarily as a participant in a program designated by the Secretary of State.
- I2 An alien (intracompany transferee) who, immediately preceding the time of his application for admission into the United States, has been employed continuously for one year by a firm, corporation, or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily to continue to render his services to the same employer or a subsidiary or affiliate in a capacity that is managerial, executive, or involving specialized knowledge.

AND COMMENTS

Used by the institution to determine the visa status of foreign students, and information which may be required in answering specific queries by governmental agencies.

STUDENT DATA CHARACTERISTICS

CODE 015.200PICTURE X(02)NCHEMS
ELEMENT 006
NUMBERCONTENT TITLE Country of Citizenship**RECORDING INSTRUCTIONS**

The two character code for the country of citizenship of the foreign student.

Use two character codes IAW Federal Information Processing Standards publication number 10 dated June 15, 1970, U. S. Department of Commerce, National Bureau of Standards, as amended.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

1 CODE 015.300

OL PICTURE X(02)

NCHEMS
ELEMENT None
NUMBER

MENT TITLE Native Language

ES OR RECORDING INSTRUCTIONS

The native language of a foreign student.

Codes

01	English
02	French
03	German
04	Italian
05	Spanish
06	Russian
07	Chinese
08	Japanese
09	Portuguese
10	Greek
11	Hebrew
12	Arabic
13	Indian (Asiatic) Languages
14	Scandinavian Languages
15	Slavic (other than Russian) Languages
16	African (non-Semitic) Languages
99	Other

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 015.400 through 015.440
 PICTURE See Entries Below NCHEMS ELEMENT NUMBER None
 INST TITLE Financial Institution or Individual of Financial Responsibility

FOR RECORDING INSTRUCTIONS

015.400	Name of Institution or Individual	X(30)
015.410	Address Line 1	X(25)
015.420	Address Line 2	X(25)
015.430	Address Line 3	X(25)
015.440	Address Line 4	X(25)

NO COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 016.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERINSTITUTION TITLE U. S. Citizenship**RECORDING INSTRUCTIONS**

Student is a U. S. citizen indicated by an X.

REMARKS AND COMMENTS

Used by institution for internal purposes and may be required by State or Federal agencies.

STUDENT DATA CHARACTERISTICS

CODE 017.000PICTURE 9(11)NCHEMS
ELEMENT None
NUMBERCONTENT TITLE Selective Service Number**FOR RECORDING INSTRUCTIONS**

The selective service number of male students under the age of 26 who are not now serving or have been discharged from the armed services of the United States or are classified as foreign students.

NO COMMENTS

May be used by the institution to comply with Selective Service reporting requirements.

STUDENT DATA CHARACTERISTICS

ODE 018.000

PICTURE X(05)

NCHEMS
ELEMENT None
NUMBER

NT TITLE Selective Service Code

DR RECORDING INSTRUCTIONS

The selective service code of the student having a selective service number collected under the provisions provided under 017.000.

ND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 019.000 through 019.500

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Military Service Data

RECORDING INSTRUCTIONS

Collected from students who are now or are former members of the Armed Forces of the United States.

019.100 Service number if not Social Security Number X(10)

019.200 Service Branch X(05)

Codes	USA	United States Army
	USAF	United States Air Force
	USN	United States Navy
	USMC	United States Marine Corps
	USCG	United States Coast Guard
	GN	Army National Guard
	AGN	Air National Guard

019.300 Service Component X(01)

Codes	R	Regular
	V	Reserve

019.400 Current Grade or grade at separation X(03)

Use pay grade codes to indicate rank

019.500 Attendance sponsored by Department of Defense X(01)

Attendance of personnel on extended active duty sponsored whole or in part by the U. S. Department of Defense or inclusive agency.

NO COMMENTS

STUDENT DATA CHARACTERISTICS

EM CODE 020,000JOBOL PICTURE X(01)NCHEMS
ELEMENT 007
NUMBERELEMENT TITLE Civil Rights Racial Category**NOTES OR RECORDING INSTRUCTIONS**

Civil Rights Racial Category required IAW Title VI of the Civil Rights Act of 1964.

Codes	1	Oriental
	2	American Indian
	3	Negro
	4	Spanish-Surnamed American
	5	All other (Include Caucasian)

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ICODE 021.000 through 021.600

DL PICTURE See Entries Below

NCHEMS
ELEMENT 024, 025, 026,
NUMBER 027

MENT TITLE Family Statistics

IS OR RECORDING INSTRUCTIONS

021.100 Father's Education Level X(01)

021.200 Mother's Education Level X(01)

021.300 Spouse's Education Level X(01)

Codes for Education Level

- | | |
|---|----------------------------|
| 1 | No Academic Credentials |
| 2 | High School Diploma or GED |
| 3 | Trade or Craft Certificate |
| 4 | Professional Certificate |
| 5 | Associate Degree |
| 6 | Bachelor's Degree |
| 7 | Master's Degree |
| 8 | Professional Degree |
| 9 | Doctorate |

021.400 Father's Occupation Code X(02)

021.500 Mother's Occupation Code X(02)

021.600 Spouse's Occupation Code X(02)

Codes for Occupations

- | | | | |
|---|--------------------------|----|-----------|
| 1 | Officials and Managers | 10 | Homemaker |
| 2 | Professionals | 11 | Other |
| 3 | Technicians | | |
| 4 | Sales Workers | | |
| 5 | Office and Clerical | | |
| 6 | Craftsman (Skilled) | | |
| 7 | Operatives (Semiskilled) | | |
| 8 | Laborers (Unskilled) | | |
| 9 | Service Worker | | |

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 022.000

DEPICTURE X(01)

NCHEMS
ELEMENT 023
NUMBER

ITEM TITLE Highest Academic Degree or Diploma

RECORDING INSTRUCTIONS

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student.

This is the highest level in a 301.040 item code.

No academic credential	1
High School diploma or GED	2
Trade or craft certificate	3
Professional certificate	4
Associate Degree	5
Bachelor's Degree	6
Master's Degree	7
Professional Degree	8
Doctorate	9

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

INSTITUTION CODE 023.000

COLLEGE PICTURE X(02)

NCHEMS
ELEMENT NUMBER None

QUESTIONNAIRE TITLE Follow-up Student Employment Survey

INSTRUCTIONS FOR RECORDING

List the occupation code of student after graduation from the institution. This is determined by a survey conducted by mail after a specific number of years after graduation (time period to be established by the institution).

Codes	1	Officials and Managers
	2	Professionals
	3	Technicians
	4	Sales Workers
	5	Office and Clerical
	6	Craftsman (Skilled)
	7	Operatives (Semiskilled)
	8	Laborers (Unskilled)
	9	Service Worker
	10	Homemaker
	11	Other

REMARKS AND COMMENTS

The primary use of this information is for institutional research to evaluate the effectiveness of the institution's programs by associating student inputs to filled job positions after a period from the student's graduation and to associate the curriculum studied to the current occupation of the graduate.

STUDENT DATA CHARACTERISTICS

ICODE 023.100 through 023.500

DL PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

MENT TITLE Follow-up Student Employment Survey Continued

DESCRIPTIONS OR RECORDING INSTRUCTIONS

023.100 Graduate's Employment Location X(02)

Use U. S. Postal Service two-character codes for states. Use two-character codes for countries found in Federal Information Processing Standards Publication number 10 dated June 15, 1970, U. S. Department of Commerce, National Bureau of Standards.

023.200 Curriculum Related Occupation X(01)

Is the graduate employed in an occupation directly relating to his course of study at the institution?

Code Yes = Y, No = N

023.300 Curriculum Evaluation X(01)

The graduate's opinion of his curriculum of study to his current occupational needs.

Code Description

- 1 Virtually without relevance
- 2 Marginal utility
- 3 Useful
- 4 Very applicable
- 5 Exceptional relevance

023.400 Graduate's Job Title X(80)

023.500 Occupational Industry X(80)

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

A CODE 024.000OL PICTURE 9(06)NCHEMS
ELEMENT None
NUMBERMENT TITLE Survey Data Date**ES OR RECORDING INSTRUCTIONS**

The date that survey data form was completed.

AND COMMENTS

CHAPTER II

ADMISSION AND REGISTRATION DATA CHARACTERISTICS

This chapter contains data characteristics relating to information needed for the processing of admissions, registration, and graduation.

In general the information in this subsection is applicable to most institutions of higher education.

Most of the information in this subsection is related to the admission process. The campus the student wishes to attend is recorded. The date that the institution receives the application from the student is recorded. The student's status is recorded, that is, new freshman, transfer from another institution, or former student being readmitted. The campus where the student's records will be located is recorded. The admission date valid is the date of the first term the student is eligible to attend the institution.

The student level code is the current level of the student as he progresses throughout his enrollment at the institution. The admission request student level is the student's level at the time of admissions. The student level exchange standard is the conversion of the student level code into compatible form with NCHEMS data exchange codes.

The admission action date is the date the student's application was approved or rejected. Fee residency status is the student's residency status in reference to the applicability of various nonresident fees and expenses. The student's application fee is designated paid upon notification from the finance office. A code is used to designate if the

transcript is received, if one is required, and a code indicates whether the transcript is complete through high school graduation.

If the student is a transfer from another institution of higher education, a code is used to indicate if all of the student's required transcripts from the institutions previously attended have been received. If the college transcripts are not complete or have not all been received, the FICE numbers¹ are listed of those institutions from which the student needs transcripts to complete his admission requirements.

The admission request degree type is the type of degree the student is seeking, if the student is pursuing a degree. Further the major field of study the student is pursuing is reported.

Administrative holds are used by various offices of the institution to indicate that the student has not met a requirement or obligation that must be completed or rectified before the student will be allowed to register, graduate, or have transcripts released by the institution. Examples are: parking tickets, library fines, non-return of equipment charged to the student, etc.

The termination status states under what provisions the student left the institution, and the academic status states what the student's status was in the last term he attended the institution. If the student has transferred to another institution of higher education, and that institution is known, its FICE number is recorded.

A listing of the item codes and their titles appear on the following page followed by detailed information about each item code in the subsection.

¹FICE numbers are six-digit codes defined by the Federal Interagency Committee on Education, "Higher Education Directory," U. S. Office of Education.

AND REGISTRATION DATA CHARACTERISTICS

101.000 Admission Request - Campus Location
102.000 Admission Application Date
103.000 Admission Request - Student Status - Provisions
104.000 Campus Where Student's Records are Located
105.000 Admission - Date Valid
106.000 Student Level Code
106.100 Admission Request - Student Level
106.200 Student Level - Exchange Standard
107.000 Admission Action Date
108.000 Fee Residency Status
109.000 Application Fee Paid
110.000 High School Transcript Received
111.000 High School Transcript Complete
112.000 College Transcripts Complete
113.000 College Transcripts Outstanding
113.100 1st College
113.200 2nd College
113.300 3rd College
113.400 4th College
113.500 5th College
114.000 Admission Request - Degree Type
115.000 Admission Request - Major Field of Study
116.000 Advisor Identifier
117.000 Admissions Objective
118.000 Application for Graduation - Undergraduate
119.000 Application for Graduation - Graduate
120.000 Departmental Approval for Graduation
121.000 Administrative Holds to Student's Registration or Graduation
121.100 1st Hold
121.200 2nd Hold
121.300 3rd Hold
121.400 4th Hold
121.500 5th Hold
122.000 Termination Status
123.000 Academic Status
124.000 Institution to which Student Has Transferred

STUDENT DATA CHARACTERISTICS

I CODE 101.000DL PICTURE X(01)NCHEMS
ELEMENT 203
NUMBERAGENT TITLE Admission Request - Campus Location**S OR RECORDING INSTRUCTIONS**

Indicates the code for the campus that the student is applying for in a system where there is more than one campus location.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

A CODE 102.000OL PICTURE 9(06)NCHEMS
ELEMENT 202
NUMBERMENT TITLE Admission Application Date**IS OR RECORDING INSTRUCTIONS**

Date that the student's application was received.
See appendix for date coding instructions.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 103.000

L PICTURE X(02)

NCHEMS
ELEMENT 205
NUMBER

ENT TITLE Admission Request - Student Status - Provisions

FOR RECORDING INSTRUCTIONS

Indicates the student's status with regard to admissions and the provisions of admissions.

Composed of a two character code the first character being the student status and the second character being the provision of admission.

Student Status Codes:

- A New Student
- B First Time Transfer Student
- C Re-admission of former Student

Provision of Admission Codes:

- 1 Full Admissions
- 2 Provisional Admissions

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 104,000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERCONTENT TITLE Campus Where Student's Records are Located**FOR RECORDING INSTRUCTIONS**

Code for the campus where the student's records are located in a multi-campus system.

ADD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 105.000PICTURE 9(06)NCHEMS
ELEMENT 201
NUMBERENT TITLE Admission - Date Valid**FOR RECORDING INSTRUCTIONS**

Indicates the first term the student is eligible to attend the institution or the first term the student did attend the institution.

See appendix for date coding instructions.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

FORM CODE 106.000

CONTROL PICTURE 9(01)

NCHEMS
ELEMENT 305
NUMBER

DOCUMENT TITLE Student Level Code

DEFINITIONS OR RECORDING INSTRUCTIONS

Code used to indicate student's level.

Code

- | | | |
|---|---------------------------|--|
| 0 | Non-degree | (unclassified) |
| 1 | Freshman | (earned 44 hrs or less) |
| 2 | Sophomore | (earned 45 hrs but less than 90 hrs) |
| 3 | Junior | (earned 90 hrs but less than 135 hrs) |
| 4 | Senior | (earned 135 hrs but less than 180 hrs) |
| 5 | Fifth Year Senior | (earned 180 hrs or more) |
| 7 | Level I Graduate Student | (no Master's Degree and less than 45 hrs beyond Bachelor's Degree) |
| 8 | Level II Graduate Student | (earned 45 hrs beyond Bachelor's Degree or has received Master's Degree) |

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

FORM CODE 106.100

CONTROL PICTURE 9(01)

NCHEMS
ELEMENT 204
NUMBER

DOCUMENT TITLE Admission Request - Student Level

DEFINITIONS OR RECORDING INSTRUCTIONS

Code used to indicate student's level at time of admissions.

Code

- | | | |
|---|---------------------------|--|
| 0 | Non-degree | (unclassified) |
| 1 | Freshman | (earned 44 hrs or less) |
| 2 | Sophomore | (earned 45 hrs but less than 90 hrs) |
| 3 | Junior | (earned 90 hrs but less than 135 hrs) |
| 4 | Senior | (earned 135 hrs but less than 180 hrs) |
| 5 | Fifth Year Senior | (earned 180 hrs or more) |
| 7 | Level I Graduate Student | (no Master's Degree and less than 45 hrs beyond Bachelor's Degree) |
| 8 | Level II Graduate Student | (earned 45 hrs beyond Bachelor's Degree or has received Master's Degree) |

DEFINITIONS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 106.200DL PICTURE 9(01)NCHEMS
ELEMENT 306
NUMBERIDENT TITLE Student Level - Exchange Standard

CLASSIFICATION OR RECORDING INSTRUCTIONS

The categories use NCHEMS exchange standard of the student's progress toward a specific degree or certificate.

		Code
Lower Division	Up to and including 50% completion toward a baccalaureate degree; 0-89 quarter hours or 0-59 semester hours	1
Upper Division	Over 50% completion toward a baccalaureate degree; over 89 quarter hours or over 59 semester hours	2
Graduate I	A student who holds a baccalaureate degree and who has completed less than 45 quarter hours or 30 semester hours of graduate work	3
Graduate II	A student who holds a baccalaureate degree and who has completed 45 or more quarter hours or 30 or more semester hours of graduate work and has been admitted to an advanced graduate program. Includes registered post-graduate students	4

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 107.000FILE PICTURE 9(06)NCHEMS
ELEMENT 209
NUMBEREVENT TITLE Admission Action Date**FOR RECORDING INSTRUCTIONS**

Date action was taken on admission application of the student.
See appendix for date coding instructions.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

I CODE 108.000DL PICTURE X(01)NCHEMS
ELEMENT 012
NUMBERMENT TITLE Fee Residency Status**S OR RECORDING INSTRUCTIONS**

Indicates the residency status for assessment of fees and tuition.

Code

- 1 Student is resident of district
- 2 Student is resident of state
- 3 Student is applying IAW interstate confederation
or reciprocal agreement
- 4 Student is classed as nonresident for purposes of
fee assessment

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 109.000DL PICTURE X(01)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Application Fee Paid**FOR RECORDING INSTRUCTIONS**

Indicates that application fee has been paid and associated check has cleared.

Code

C Cleared

N Not Cleared

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 110.000L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE High School Transcript Received**OR RECORDING INSTRUCTIONS**

Indicates high school transcript received if required by admissions for this student.

Code

R	Received
N	Not Received
Z	Not Required

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 111.000L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE High School Transcript Complete**OR RECORDING INSTRUCTIONS**

Indicates high school transcript is complete through student's graduation.

Code

C Complete

I Incomplete

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 112.000L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE College Transcripts Complete**OR RECORDING INSTRUCTIONS**

Indicates college transcripts from all required institutions are received and complete.

Code

R	All transcripts and complete
N	All transcripts not received or incomplete
Z	Transcripts not required for this student

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 113.000 through 113.500

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENT TITLE College Transcripts Outstanding

FOR RECORDING INSTRUCTIONS

List the FICE number of colleges which the student has attended that complete transcripts are needed from for the student to be fully admitted.

113.100	1st College	9(06)
113.200	2nd College	9(06)
113.300	3rd College	9(06)
113.400	4th College	9(06)
113.500	5th College	9(06)

IND COMMENTS

Used to determine which institutions have outstanding transcripts regarding the student.

STUDENT DATA CHARACTERISTICS

CODE 114.000

PICTURE X(05)

NCHEMS
ELEMENT 206
NUMBER

ENT TITLE Admission Request - Degree Type

FOR RECORDING INSTRUCTIONS

The type of degree the student is seeking.

		Code
BA	Bachelor of Arts	BA
BS	Bachelor of Science	BS
BFA	Bachelor of Fine Arts	BFA
MA	Master of Arts	MA
MS	Master of Science	MS
MBA	Master of Business Administration	MBA
ME	Master of Education	ME
MFA	Master of Fine Arts	MFA
MF	Master of Forestry	MF
MM	Master of Music	MM
MME	Master of Music Education	MME
MRA	Master of Resource Administration	MRA
MSPA	Master of Speech Pathology and Audiology	MSPA
MUS	Master of Urban Studies	MUS
EdD	Doctor of Education	DE
PhD	Doctor of Philosophy	DP
JD	Juris Doctor	DJ

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 115.000L PICTURE 9(04)NCHEMS
ELEMENT 207
NUMBERENT TITLE Admission Request - Major Field of Study**OR RECORDING INSTRUCTIONS**

The student's primary field of study for admission request purposes.
Coded IAW the HEGIS Taxonomy (PCS Discipline categories).

NO COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 116.000L PICTURE 9(09)NCHEMS
ELEMENT 304
NUMBERENT TITLE Advisor Identifier**FOR RECORDING INSTRUCTIONS**

Indicates the code number used to identify the student's faculty advisor.
Normally the faculty advisor's social security number.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 117.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Admissions Objective**FOR RECORDING INSTRUCTIONS**

Indicates the purpose of admissions to this institution.

Code

- 1 Completion of formal program for degree award at this institution
- 2 Taking specific courses for transfer to another institution
- 3 Taking of courses not related to transfer or degree award

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 118.000

FL PICTURE X(01)

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Application for Graduation - Undergraduate

FOR RECORDING INSTRUCTIONS

Indicates student has submitted application for undergraduate degree award.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 119.000PICTURE x(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Application for Graduation - Graduate**FOR RECORDING INSTRUCTIONS**

Indicates student has submitted application for graduate degree award.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 120.000L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Departmental Approval for Graduation**OR RECORDING INSTRUCTIONS**

Indicates the department or school has reviewed the student's records and certifies the student has completed the required curriculum and approves the student's request for applicable degree award.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 121.000 through 121.500

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Administrative Holds to Student's Registration or Graduation

FOR RECORDING INSTRUCTIONS

Indicates offices or departments placing a hold barring a student's registration or graduation. Holds must be removed by the office or department before registration or graduation will be allowed to occur. No transcripts issued on a student having administrative holds placed against his records.

Codes represent institutionally assigned system to identify individual offices, department or individuals that may have claims against a student.

121.100	1st Hold	X(02)
121.200	2nd Hold	X(02)
121.300	3rd Hold	X(02)
121.400	4th Hold	X(02)
121.500	5th Hold	X(02)

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 122.000PICTURE 9(01)NCHEMS
ELEMENT 311
NUMBEREVENT TITLE Termination Status**FOR RECORDING INSTRUCTIONS**

An institutionally defined code for the student's reason for departing from the institution.

	Code
Voluntary withdrawal	1
Involuntary withdrawal	2
Graduated	3

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 123.000PICTURE X(01)NCHEMS
ELEMENT 312
NUMBERCONTENT TITLE Academic Status**FOR RECORDING INSTRUCTIONS**

An institutionally defined code for the student's academic status as of the end of the last term completed or current term in progress, as applicable.

	Code
Good Standing	G
Probation	P
Suspension	S

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 124.000

PICTURE 9(06)

NCHEMS
ELEMENT None
NUMBER

INSTITUTION TITLE Institution to which Student has Transferred

FOR RECORDING INSTRUCTIONS

List the FICE number of the institution to which the student has transferred.

ID COMMENTS

CHAPTER III

TESTING AND COUNSELING DATA CHARACTERISTICS

This chapter contains data characteristics relating to information regarding student counseling and testing results. This information is generally applicable to most institutions of higher education.

The first part of this subsection is dedicated to academic counseling. The date of and the advisor who performed the last counseling for the student are recorded. It is indicated whether or not the student is following an approved curriculum program. If he (she) is, the program is recorded. In recording the curriculum program the following components are included: the department administering the curriculum, HEGIS/PCS¹ academic code, and the degree the student is seeking. Likewise, the same information is recorded for curriculum programs the student has previously followed at the institution, with the addition of, a designation to indicate if the curriculum was completed or abandoned.

It is possible at one counseling session to plan for a number of academic terms into the future. The specific terms for which planning has been completed are recorded as well as the term by which the next academic counseling session must occur.

The testing record contains information about standardized test

¹Higher Education General Information Survey are standardized discipline speciality codes as described by Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, U. S. Office of Education, 1970). These are also "subcategories" of Warren W. Gulko, Program Classification Structure, 1st Ed. (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972).

results. The format of this record has been designed to accommodate results from a number of different standardized test types. General information is collected about the test, for example: (1) the name of the test and its institutional reference code, (2) the test form name, (3) the date the test was administered, (4) whether the test is initial or a retake, (5) the raw score, and (6) the percentile scored.

Information about test segments can be recorded and provisions are made to accommodate up to eight segments. The name of the segment is recorded along with the raw score and the percentile scored. Information about special sections can be recorded and provisions have been made to handle up to four sections. The name of the special section, the raw score, and the percentile scored are recorded.

A listing of the item codes and their titles appear on the following pages followed by detailed information about each item code in the subsection.

D COUNSELING DATA CHARACTERISTICS

201.000	Date Last Couseled
202.000	Advisor Code - Last Counseling
203.000	Student Following Approved Program
203.100	Department, Program, Degree Student Currently Seeking
203.200	Prior Department, Program, Degrees Student Has Sought
203.210	1st Prior Program
203.220	2nd Prior Program
203.230	3rd Prior Program
203.240	4th Prior Program
203.250	5th Prior Program
203.260	6th Prior Program
203.270	7th Prior Program
203.280	8th Prior Program
204.000	Programming for Following Terms
204.100	Term Date
204.200	Term Date
204.300	Term Date
204.400	Term Date
205.000	Counseling Required Before Term Date
210.000	Testing Record
210.100	Test Record Name
210.200	Test Code
210.300	Form Name
210.400	Date Administered (YYMMDD)
210.500	Initial or Retake (Codes R or I)
210.600	Raw Score
210.700	Percentile
210.810	1st Segment Name
210.811	Raw Score
210.812	Percentile
210.820	2nd Segment Name
210.821	Raw Score
210.822	Percentile
210.830	3rd Segment Name
210.831	Raw Score
210.832	Percentile
210.840	4th Segment Name
210.841	Raw Score
210.842	Percentile
210.850	5th Segment Name
210.851	Raw Score
210.852	Percentile
210.860	6th Segment Name
210.861	Raw Score
210.862	Percentile
210.870	7th Segment Name
210.871	Raw Score
210.872	Percentile
210.880	8th Segment Name
210.881	Raw Score
210.882	Percentile

210.911	1st Special Area Name
210.912	Raw Score
210.920	Percentile
210.921	2nd Special Area Name
210.922	Raw Score
210.930	Percentile
210.931	3rd Special Area Name
210.932	Raw Score
210.940	Percentile
210.941	4th Special Area Name
210.942	Raw Score
	Percentile

STUDENT DATA CHARACTERISTICS

CODE 201.000DL PICTURE 9(06)NCHEMS
ELEMENT None
NUMBEREVENT TITLE Date Last Counseled**INSTRUCTIONS FOR RECORDING INSTRUCTIONS**

The date the student was last counseled about his course programming.
See appendix for date coding instructions.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 202.000)L PICTURE 9(09)NCHEMS
ELEMENT None
NUMBERIENT TITLE Advisor Code - Last Counseling**S OR RECORDING INSTRUCTIONS**

The advisor identifier who last counseled the student on last counseled date. This is normally advisor's social security number.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ICODE 203.000

DL PICTURE X(01) NCHEMS ELEMENT None
NUMBER

MENT TITLE Student Following Approved Program

FOR RECORDING INSTRUCTIONS

Indicates student is following approved academic program in pursuit of a degree award.

Code

Y Approved degree program
N Not approved degree program student undecided HEGIS 1.1.0000
S Student is classed as special student

AND COMMENTS

Indicates the student is following an approved degree program and is not a special student.

STUDENT DATA CHARACTERISTICS

CODE 203.100

DL PICTURE XX9999XXXXX

NCHEMS ELEMENT NUMBER None

IDENT TITLE Department, Program, Degree Student Currently Seeking

3 OR RECORDING INSTRUCTIONS

Indicates the department or school the student is primarily enrolled, the program code IAW the HEGIS taxonomy and PCS program subcategories, and the degree the student is currently seeking.

	Code
College of Arts and Science	AS
School of Business Administration	BA
School of Education	ED
School of Fine Arts	FA
School of Forestry	F
School of Journalism	J
School of Pharmacy	P
Law School	L
BA Bachelor of Arts	BA
BS Bachelor of Science	BS
BFA Bachelor of Fine Arts	BFA
MA Master of Arts	MA
MS Master of Science	MS
MBA Master of Business Administration	MBA
ME Master of Education	ME
MFA Master of Fine Arts	MFA
MF Master of Forestry	MF
MM Master of Music	MM
MME Master of Music Education	MME
MRA Master of Resource Administration	MRA
MSPA Master of Speech, Pathology and Audiology	MSPA
MUS Master of Urban Studies	MUS
EdD Doctor of Education	DE
PhD Doctor of Philosophy	DP
JD Juris Doctor	DJ

The first two positions left justified indicate the department or school. The next four positions contain the HEGIS/PCS four digit code. The last five positions contain the degree code.

AND COMMENTS

This indicates the program the student is currently following, the department or school the student is primarily enrolled, and the degree the student seeks.

STUDENT DATA CHARACTERISTICS

CODE 203.200 through 203.280

DL PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

MENT TITLE Prior Department, Program, Degrees Student has Sought

FOR RECORDING INSTRUCTIONS

Indicates prior departments or schools the student has been enrolled in at this institution, prior program codes coded IAW the HEGIS taxonomy and PCS program subcategories, and degrees the student has sought. This information is for programs the student has completed as well as those the student has abandoned in favor of a new program.

Codes used are the same as for item code 203.100 with the addition of one position.

203.210	1st Prior Program	XX9999XXXXXX
203.220	2nd Prior Program	XX9999XXXXXX
203.230	3rd Prior Program	XX9999XXXXXX
203.240	4th Prior Program	XX9999XXXXXX
203.250	5th Prior Program	XX9999XXXXXX
203.260	6th Prior Program	XX9999XXXXXX
203.270	7th Prior Program	XX9999XXXXXX
203.280	8th Prior Program	XX9999XXXXXX

The first two positions left justified indicate the department or school. The next four positions contain the HEGIS/PCS four digit code. The next five positions contain the degree code. The last position contains a code to indicate if the program was completed or abandoned. Completion denoted by a C and abandoned denoted by an A.

AND COMMENTS

This element is used for planning purposes showing the student's changing aspirations, when new programs are offered by the university or old programs are encountered by the student. An erratic pattern of changes with no completions should indicate a need for serious counseling by a competent psychologist and academic program counselor to determine if the student is wasting public resources.

STUDENT DATA CHARACTERISTICS

CODE 204.000 through 204.400

IL PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

MENT TITLE Programming for Following Terms

FOR RECORDING INSTRUCTIONS

Indicates that academic programming for the student has been completed for the following future terms on a tentative basis.

204.100	Term Date	9(04)
204.200	Term Date	9(04)
204.300	Term Date	9(04)
204.400	Term Date	9(04)

See appendix for date coding instructions.

IND COMMENTS

Used to indicate tentative course programming for coming terms.

STUDENT DATA CHARACTERISTICS

CODE 205.000

DL PICTURE 9(04) NCHEMS ELEMENT NUMBER None

MENT TITLE Counseling Required Before Term Date

DESCRIPTION OR RECORDING INSTRUCTIONS

Indicates that program counseling is required before the student can register for the term indicated by the date.

See appendix for date coding instructions.

REMARKS AND COMMENTS

Used to indicate counseling required on or before the date indicated.

STUDENT DATA CHARACTERISTICS

CODE 210.000 through 210.942

PICTURE See Entries Below

NCHEMS
ELEMENT 210, 211, 212,
NUMBER 213, 214, 215

ENT TITLE Testing Record

RECORDING INSTRUCTIONS

The testing record is a general record format for testing, one record required for each recorded test.

210.100	Test Record Name	X(30)
210.200	Test Code	X(04)
210.300	Form Name	X(08)
210.400	Date Administered (YYMMDD)	9(06)
210.500	Initial or Retake (codes R or I)	X(01)
210.600	Raw Score	9(04)
210.700	Percentile	99V99
210.810	1st Segment Name	X(15)
210.811	Raw Score	9(04)
210.812	Percentile	99V99
210.820	2nd Segment Name	X(15)
210.821	Raw Score	9(04)
210.822	Percentile	99V99
210.830	3rd Segment Name	X(15)
210.831	Raw Score	9(04)
210.832	Percentile	99V99
210.840	4th Segment Name	X(15)
210.841	Raw Score	9(04)
210.842	Percentile	99V99
210.850	5th Segment Name	X(15)
210.851	Raw Score	9(04)
210.852	Percentile	99V99
210.860	6th Segment Name	X(15)
210.861	Raw Score	9(04)
210.862	Percentile	99V99
210.870	7th Segment Name	X(15)
210.871	Raw Score	9(04)
210.872	Percentile	99V99
210.880	8th Segment Name	X(15)
210.881	Raw Score	9(04)
210.882	Percentile	99V99

NO COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 210.000 through 210.942 Continued

DL PICTURE _____

NCHEMS
ELEMENT
NUMBER _____

IDENT TITLE _____

5 OR RECORDING INSTRUCTIONS

210.910	1st Special Area Name	X(20)
210.911	Raw Score	9(04)
210.912	Percentile	99V99
210.920	2nd Special Area Name	X(20)
210.921	Raw Score	9(04)
210.922	Percentile	99V99
210.930	3rd Special Area Name	X(20)
210.931	Raw Score	9(04)
210.932	Percentile	99V99
210.940	4th Special Area Name	X(20)
210.941	Raw Score	9(04)
210.942	Percentile	99V99

AND COMMENTS

The testing record is used by the institution to record standardized tests given a student. One record is required for each test to be recorded. All positions of the record may not apply to each test. The record is constructed to be of a general nature and accommodate data from a number of test forms.

CHAPTER IV

DATA CHARACTERISTICS RELATING TO A COURSE HISTORY AT THIS INSTITUTION AND INSTITUTIONS PREVIOUSLY ATTENDED

This chapter contains data characteristics necessary to construct a history of the student's academic achievements at the current institution and any institutions previously attended.

The characteristics in this subsection would generally be applicable to most institutions of higher education.

The characteristics in this subsection are grouped into five record types. The first type is the institution record and is used to record certain information about the institution and a summary of the student's achievements at that institution. One institutional record is required for each institution previously attended including secondary education units if the institution deems this necessary.

The term record is associated with a specific institution the student has previously attended. It gives a summary of the student's achievements during a particular term at that institution. One term record is required for each term the student attended an institution for which there is an institution record.

Course records are associated with specific term records, and they provide information about each course the student attempted during the indicated term at a given institution.

Narrative lines are used to provide space for narrative entries as they are required in the documentation of the student's academic achievements.

The final type of record is a summary record which provides statistics on the student's performance by: performance at other institutions, performance at the current institution, and a combined performance record by all institutions attended.

A listing of the item codes and their titles appear on the following pages followed by detailed information about each item code in the subsection.

DATA CHARACTERISTICS RELATING TO A COURSE HISTORY AT
THIS INSTITUTION AND INSTITUTIONS PREVIOUSLY ATTENDED

301.000	Institution Record Block
301.010	Institution Name
301.020	Institution Type
301.030	Institution Code
301.040	Degree/Certificate
301.050	Degree/Certificate Date
301.060	Major Field of Degree
301.070	Previous Credits Attempted for Quality Points
301.080	Previous Quality Points Earned
301.090	Accepted Previous Credits
301.100	Class Standing
301.110	Graduating Class Size
301.120	Beginning Date - Year
301.130	Ending Date - Year
302.000	Term Record
302.010	Term Date
302.020	Institution Code
302.030	Credit Hours Attempted
302.040	Credit Hours Earned
302.050	Quality Points Earned During Term
302.060	Grade Point Average for This Term
303.000	Course Record Block
303.010	Term Date
303.020	Institution Code
303.030	Organization Unit
303.040	Course Identifier
303.050	Descriptive Title of Course
303.060	Credit by Examination
303.070	Credit by Credential Evaluation
303.080	Credit Hours Attempted
303.090	Credit Hours Earned
303.100	Course Grade
303.110	Quality Points for Course
303.120	Repeat Status
303.130	Amplification
304.000	Narrative Line
305.000	Summary Record
305.100	Summary Record Other Institutions
305.110	Total Credit Hours Attempted
305.120	Total Credit Hours Passed
305.130	Total Quality Points Earned
305.140	Grade Point Average
305.200	Summary Record This Institution
305.210	Total Credit Hours Attempted
305.220	Total Credit Hours Passed
305.230	Total Quality Points Earned
305.240	Grade Point Average

305.300	Combined Summary Record
305.310	Total Credit Hours Attempted
305.320	Total Credit Hours Passed
305.330	Total Quality Points Earned
305.340	Grade Point Average

STUDENT DATA CHARACTERISTICS

CODE 301.000L PICTURE See Component EntriesNCHEMS
ELEMENT 101 through 113
NUMBERENT TITLE Institution Record Block**OR RECORDING INSTRUCTIONS**

The institution record block is initiated for each institution the student has previously attended and from which the current institution has records.

Components of this record block will appear on the following pages.

ND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.010FIL PICTURE X(20)NCHEMS
ELEMENT 101
NUMBERINSTITUTION TITLE Institution Name**FOR RECORDING INSTRUCTIONS**

The name of the institution where the student attempted or completed the educational experience expressed in this record.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.020IL PICTURE 9(01)NCHEMS
ELEMENT 102
NUMBERENT TITLE Institution Type

FOR RECORDING INSTRUCTIONS

The type of institution the student attended.

	Code
University	1
Four Year College	2
Two Year Junior College	3
High School	4
Vocational Technical Center	5
Military Extension Course Program or Service Schools	6

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.030L PICTURE 9(08)NCHEMS
ELEMENT 103
NUMBERENT TITLE Institution Code**FOR RECORDING INSTRUCTIONS**

The code number for the institution.

For institutions of higher education use the FICE number defined by the Federal Interagency Committee on Education published by the U. S. Office of Education in the "Higher Education Directory."

For U. S. secondary schools use institution designation found in ACT High School Code Book, American College Testing Program.

For those few domestic institutions which are not coded under these two systems the institution may use another code system to designate them as long as there is no overlap in codes.

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.040NL PICTURE X(01)NCHEMS
ELEMENT 104
NUMBERINSTITUTION TITLE Degree/Certificate

FOR RECORDING INSTRUCTIONS

The type of degree or certificate that was conferred on the student by the institution.

	Code
No academic credentials	1
High School Diploma or GED	2
Trade or Craft Certificate	3
Professional Certificate	4
Associate Degree	5
Bachelor's Degree	6
Master's Degree	7
Professional Degree	8
Doctorate	9

NO COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.050IL PICTURE 9(06)NCHEMS
ELEMENT 105
NUMBERENT TITLE Degree/Certificate Date**FOR RECORDING INSTRUCTIONS**

The date the degree or certificate was awarded.

See appendix for date coding instructions.

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.060

IL PICTURE 9(04)

ENT TITLE Major Field of Degree

NCHEMS
ELEMENT 106
NUMBER

FOR RECORDING INSTRUCTIONS

The major field of the degree coded IAW the HEGIS/PCS coding system.

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.070L PICTURE 9(03)NCHEMS
ELEMENT 107
NUMBERENT TITLE Previous Credits Attempted for Quality Points**OR RECORDING INSTRUCTIONS**

The number of previous credits attempted for quality points by the student at the institution.

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.080L PICTURE 9(03)NCHEMS
ELEMENT 108
NUMBERENT TITLE Previous Quality Points Earned**OR RECORDING INSTRUCTIONS**

The number of previous quality points earned at the institution.

ID COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.090L PICTURE 9999V99NCHEMS
ELEMENT 109
NUMBERENT TITLE Accepted Previous Credits**FOR RECORDING INSTRUCTIONS**

The number of credits accepted for the student from the institution.

VD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 301.100IL PICTURE 9(05)NCHEMS
ELEMENT 110
NUMBERITEM TITLE Class Standing**FOR RECORDING INSTRUCTIONS**

The academic standing of the student at the institution where the degree or certificate was conferred.

Code is a number which represents the student's position in his graduating class. This is not a percent or a percentile.

NO COMMENTS

Used in association with Item Code 301.110 to determine a percentile.

STUDENT DATA CHARACTERISTICS

CODE 301.110L PICTURE 9(05)NCHEMS
ELEMENT 111
NUMBERENT TITLE Graduating Class Size**FOR RECORDING INSTRUCTIONS**

The size of the student's graduating class.

AD COMMENTS

Used in association with item code 301.100 to determine a percentile.

STUDENT DATA CHARACTERISTICS

CODE 301.120L PICTURE 9(02)NCHEMS
ELEMENT 112
NUMBERENT TITLE Beginning Date - Year**OR RECORDING INSTRUCTIONS**

The year the student began attending the institution.

See appendix for date coding instructions.

AD COMMENTS

STUDENT DATA CHARACTERISTICSCODE 301.130L PICTURE 9(02)NCHEMS
ELEMENT 113
NUMBERENT TITLE Ending Date - Year**FOR RECORDING INSTRUCTIONS**

The year the student last attended the institution.

See appendix for date coding instructions.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 302.000 through 302.060

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Term Record

FOR RECORDING INSTRUCTIONS

The term record is initiated for each term the student attended an institution recorded in item code 301.000.

302.010	Term Date	9(04)
	Records the date of the term beginning coded as a numerical date by year and month. See appendix for date coding instructions.	
302.020	Institution Code	9(08)
	The code designation for the type of institution. See item code 301.030 for greater detail regarding coding systems.	
302.030	Credit Hours Attempted	999V99
	Credit hours (quarter hours) attempted for credit at institution during this term.	
302.040	Credit Hours Earned	999V99
	Credit hours (quarter hours) earned by the student at the institution during this term.	
302.050	Quality Points Earned During Term	9(03)
302.060	Grade Point Average for this Term	9V99

10 COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 303.000 through 303.130
 PICTURE See Entries Below NCHEMS ELEMENT NUMBER None
 IDENT TITLE Course Record Block

FOR RECORDING INSTRUCTIONS

A course record is required for each course taken by the student during the term at the institution.

303.010 Term Date 9(04)

Records the date of the term beginning coded as a numerical date by year and month. See appendix for date coding instructions.

303.020 Institution Code 9(08)

The code designation for identifying the institution. See item code 301.030 for greater detail regarding coding systems.

303.030 Organization Unit X(06)

An institutionally defined code to designate the department or school offering the course. This element is not applicable to courses transferred from other institutions.

303.040 Course Identifier X(10)

The official institutionally derived designation that serves to uniquely identify the course.

303.050 Descriptive Title of Course X(25)

The official title of the course, may be abbreviated.

303.060 Credit by Examination X(01)

If course credit was given by examination, filled in by an E.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 303.000 through 303.130 Continued

PICTURE _____

NCHEMS
ELEMENT
NUMBER _____

ENT TITLE _____

OR RECORDING INSTRUCTIONS

303.070 Credit by Credential Evaluation X(01)

If credit was awarded by credential evaluation filled in by a C.

303.080 Credit Hours Attempted 99V99

The number of credit hours for which the student has taken the course.

303.090 Credit Hours Earned 99V99

The number of credit hours earned by the student for taking the course.

303.100 Course Grade X(02)

The grade the student received for the course.

303.110 Quality Points for Course 9(02)

The number of quality points the student earned by taking the course, if the course was taken for quality points.

303.120 Repeat Status 9(01)

The number of times the course has been repeated. If not repeated, leave blank.

303.130 Amplification X(20)

Space for a twenty character amplification to be used as required to clarify entry.

COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 304.000PICTURE X(60)NCHEMS
ELEMENT None
NUMBERENT TITLE Narrative Line**RECORDING INSTRUCTIONS**

This record is used to record narrative statements in the record and may be used as required without limit. This normally will be used to record conferment of degrees, statements regarding probation or suspension, and information of this nature.

COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 305.000 through 305.340

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Summary Record

FOR RECORDING INSTRUCTIONS

This record summarizes the status of the student's record at other institutions and this institution and is updated when the student completes new courses each term or transfers additional credits to this institution. The entries are generally self-explanatory.

305.100	Summary Record Other Institutions	
305.110	Total Credit Hours Attempted	999V99
305.120	Total Credit Hours Passed	999V99
305.130	Total Quality Points Earned	9(04)
305.140	Grade Point Average	9V99
305.200	Summary Record This Institution	
305.210	Total Credit Hours Attempted	999V99
305.220	Total Credit Hours Passed	999V99
305.230	Total Quality Points Earned	9(04)
305.240	Grade Point Average	9V99
305.300	Combined Summary Record	
305.310	Total Credit Hours Attempted	999V99
305.320	Total Credit Hours Passed	999V99
305.330	Total Quality Points Earned	9(04)
305.340	Grade Point Average	9V99

FOR COMMENTS

CHAPTER V

CURRENT COURSE ENROLLMENT DATA CHARACTERISTICS

This chapter contains data characteristics relating to courses the student is currently taking. One student course record is required for each course the student is taking. A summary listing provides information of a statistical nature at the end of the student course records.

The student course record contains information on: the organizational unit offering the course, the institutional subject field, the course identifier, the course title, and program identification in accordance with the Program Classification Structure.¹

The number of credit hours, the grading method section identifier, special section designator, and number of student weekly contact hours are also included. The instruction type, associated fees or expenses, a withdrawal code, and withdrawal date are also included.

Information is collected regarding class meetings. The days of the week the class meets are recorded. Associated with each day specified is the beginning time and ending time of the class, and the building and room the class meets in during that day. Time blocks are provided to record the times the class meets throughout the week.

¹ Warren W. Gulko, Program Classification Structure, 1st Ed. (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972), pp. 85-106. citing Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education, "Conventional Academic Subdivisions of Knowledge and Training," Section 1 and "Technological and Occupational Curriculums Leading to Associate Degrees and Other Awards Below the Baccalaureate," Section 2 (Washington, D. C.: National Center for Educational Statistics, U. S. Office of Education, 1970).

A time block is a means of referencing each half hour time period in the week by a unique four character code which can be used for scheduling and conflict checking purposes. Ideally this concept would be used to schedule the use of facilities, as well as, students for courses.

A listing of the item codes and their titles appear on the following page followed by detailed information about each item code in the subsection.

CURRENT COURSE ENROLLMENT DATA CHARACTERISTICS

401.000	Student Course Record
401.010	Organizational Unit
401.020	Institutional Subject Field
401.030	Course Identifier
401.040	Course Title
401.050	Program Identification
401.060	Number of Credit Hours
401.070	Grading Method
401.080	Section Identifier
401.090	Special Section Designator
401.100	Weekly Contact Hours
401.110	Instruction Type
401.120	Course/Section Fee
401.130	Withdrawal Code
401.140	Withdrawal Date
401.150	Meeting's Record
401.151	Meeting Day of Week
401.152	Meeting Time Beginning
401.153	Meeting Time Ending
401.154	Meeting Place Building/Facility Code
401.155	Meeting Place Room No./Location Code
401.160	Time Blocks Associated With Section
401.161	1st Block
401.162	2nd Block
401.163	3rd Block
401.164	4th Block
401.165	5th Block
401.166	6th Block
401.167	7th Block
401.168	8th Block
401.169	9th Block
401.170	10th Block
401.171	11th Block
401.172	12th Block
401.173	13th Block
401.174	14th Block
401.175	15th Block
401.176	16th Block
401.177	17th Block
401.178	18th Block
401.179	19th Block
401.180	20th Block
402.000	Current Enrollment Course Summary Record
402.100	Number of Course Sections Enrolled
402.200	Number of Courses Enrolled
402.300	Total Weekly Contact Hours
402.400	Total Number of Credit Hours Enrolled

STUDENT DATA CHARACTERISTICS

CODE 401.000AL PICTURE See Component EntriesNCHEMS
ELEMENT 401, 402, 403,
NUMBER 404INSTITUTION TITLE Student Course Record**RECORDING INSTRUCTIONS**

This record is initiated for each course the student is currently enrolled in at the institution.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.010DL PICTURE X(06)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Organizational Unit**FOR RECORDING INSTRUCTIONS**

An institutionally defined code to designate the department or school offering the course.

AND COMMENTS

STUDENT DATA CHARACTERISTICSCODE 401.020DL PICTURE X(04)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Institutional Subject Field**FOR RECORDING INSTRUCTIONS**

Institutionally defined code for subject field of the course the student is taking.

AND COMMENTS

STUDENT DATA CHARACTERISTICSCODE 401.030DL PICTURE X(10)NCHEMS
ELEMENT 402
NUMBERCOURSE TITLE Course Identifier**FOR RECORDING INSTRUCTIONS**

The official institutional designation that serves to identify a course.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.040DL PICTURE X(25)NCHEMS
ELEMENT 401
NUMBERCOURSE TITLE Course Title**RECORDING INSTRUCTIONS**

The official title for a course as it appears in the institution catalog.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.050L PICTURE 9(02)NCHEMS
ELEMENT None
NUMBERENT TITLE Program Identification

FOR RECORDING INSTRUCTIONS

The institutional program to which the activities of the course are classified using the Program Classification Structure.

The code is the first two digits of the Program Classification Structure.

	Code
General academic instruction	11
Occupation and vocational instruction	12
Special session instruction	13
Extension (for credit) instruction	14
Community education	31
Supplementary education	52

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.060DL PICTURE 99V99NCHEMS
ELEMENT 404
NUMBERCOURSE TITLE Number of Credit Hours**RECORDING INSTRUCTIONS**

The numerical credit value awarded for completion of the course expressed in quarter hours (semester hours for law school).

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.070
 ILLUSTRATION PICTURE X(01) NCHEMS ELEMENT NUMBER None
 IDENTIFIER TITLE Grading Method

INSTRUCTIONS FOR RECORDING

An institutionally defined code to denote the permissible grading system for this course as applied to this student.

	Code
Traditional letter grades (A,B,C,D,F,I,N,W)	X
Pass/Fail	Y
Pass/Not Pass	Z

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.080FILE PICTURE X(04)NCHEMS
ELEMENT 403
NUMBERIDENTIFIER TITLE Section Identifier**RECORDING INSTRUCTIONS**

An institutionally defined identifier for each section offered within a course.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.090L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Special Section Designator**FOR RECORDING INSTRUCTIONS**

An identifier used to indicate that the section is special, for example: honors, laboratory, advance, remedial, created for a select group or to be taught at an unusual location for a select purpose, etc.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.100L PICTURE 99V9NCHEMS
ELEMENT None
NUMBERENT TITLE Weekly Contact Hours**OR RECORDING INSTRUCTIONS**

The total number of hours per week per student this section is scheduled to meet.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.110L PICTURE 9(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Instruction Type**OR RECORDING INSTRUCTIONS**

Indicates the method by which organized instruction is conducted.

	Code
Lecture	1
Laboratory	2
Recitation/Discussion	3
Seminar	4
Independent Study	5
Programmed Instruction	6
Other	7

ND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.120PICTURE 999799NCHEMS
ELEMENT None
NUMBERENT TITLE Course/Section Fee**FOR RECORDING INSTRUCTIONS**

A charge for special items to be utilized by a section in the course of its instructional program.

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.130
 PICTURE X(02)
 INSTITUTION TITLE Withdrawal Code

NCHEMS
 ELEMENT None
 NUMBER

FOR RECORDING INSTRUCTIONS

The code that indicates the withdrawal reason.

	Code
Student initiated withdrawal	W1
Institution initiated withdrawal	W2
Institutional cancellation of section	C
External pre-emptive action terminating a section	ET

ADDITIONAL COMMENTS

This code is used by the university to determine why the student did not complete the course. The first two are normal withdrawals and would be recorded as such on the student's record with a grade of W, the latter two are institutional and external actions precluding the completion or start of a section. An example of institutional cancellation would be insufficient demand for the section or lack of an instructor. An example of external termination would be a natural disaster shutting down the institution or depriving the institution of resources necessary to teach the course, ex. fire in a laboratory.

STUDENT DATA CHARACTERISTICS

CODE 401.140PICTURE 9(06)NCHEMS
ELEMENT None
NUMBERCONTENT TITLE Withdrawal Date**FOR RECORDING INSTRUCTIONS**

Date associated with the withdrawal action in item code 401.130.
See appendix for date coding instructions.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.150 through 401.155

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Meeting's Record

FOR RECORDING INSTRUCTIONS

Meeting's record required for each different day the course meets in the week.

401.151	Meeting day of week	X(02)
401.152	Meeting time beginning	9(04)
401.153	Meeting time ending	9(04)
401.154	Meeting place building/facility code	X(06)
401.155	Meeting place room no./location code	X(04)

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 401.160 through 401.180

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Time Blocks Associated With Section

DR RECORDING INSTRUCTIONS

Time blocks are used in automatic scheduling to identify times and days of a week the course is to be held.

401.161	1st Block	X(04)
401.162	2nd Block	X(04)
401.163	3rd Block	X(04)
401.164	4th Block	X(04)
401.165	5th Block	X(04)
401.166	6th Block	X(04)
401.167	7th Block	X(04)
401.168	8th Block	X(04)
401.169	9th Block	X(04)
401.170	10th Block	X(04)
401.171	11th Block	X(04)
401.172	12th Block	X(04)
401.173	13th Block	X(04)
401.174	14th Block	X(04)
401.175	15th Block	X(04)
401.176	16th Block	X(04)
401.177	17th Block	X(04)
401.178	18th Block	X(04)
401.179	19th Block	X(04)
401.180	20th Block	X(04)

ID COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 402.000 through 402.400

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

DOCUMENT TITLE Current Enrollment Course Summary Record

FOR RECORDING INSTRUCTIONS

A summary record of the courses in which the student is currently enrolled.

402.100	Number of Course Sections Enrolled	9(02)
402.200	Number of Courses Enrolled	9(02)
402.300	Total Weekly Contact Hours	99V9
402.400	Total Number of Credit Hours Enrolled	99V99

ADDITIONAL COMMENTS

CHAPTER VI

FUTURE TENTATIVE COURSE ENROLLMENT DATA CHARACTERISTICS

This chapter contains data characteristics relating to courses the student wishes to take in future terms. The contents of this subsection would be used in conjunction with an automatic course scheduling program to assign student's course sections. Courses for each term are processed together.

The information is grouped into two classes, that necessary for scheduling in general, and that necessary for the scheduling of each course. The information first entered into the system is the term starting date, the campus for which the scheduling is applicable, the number of the student's prior registrations, and an entry called time block exclusions. The latter are scheduling conflicts which are carried over from a prior term and are, therefore, conflicts for scheduling in the coming term. Time sector preferences are entered. These represent blocks of time into which the student prefers his courses to be scheduled. The following information is entered and used to determine the student's relative position in a queue of student scheduling requests: a student priority code, a scheduling difficulty index, and the date and time the scheduling request was received.

The next information entered into the system is that contained in the course request record of which there is one for each course to be scheduled. The data characteristics contained in this record are: (1) the course identifier, (2) a course priority code, (3) the number of credit hours

this course represents, (4) the grading method used, (5) the instruction type used, (6) a special section designator, if applicable, and (7) up to four possible sections of the course the student may designate as primary choices.

The scheduling program will select a course section for the student based on the student's relative scheduling priority and the availability of remaining course sections. From these remaining course sections the student's course requests will be tried first; and if they cannot be filled, the program will schedule based on the information the student provided on sector preferences, and lastly on the availability of courses without consideration to student preferences for time or day of classes. The section identifier filled by the program is recorded, as well as, the time blocks filled by the scheduling of that section. These become new scheduling conflicts for scheduling of subsequent courses in the term with respect to this student.

A listing of the item codes and their titles appear on the following pages followed by detailed information about each item code in the subsection.

FUTURE TENTATIVE COURSE ENROLLMENT DATA CHARACTERISTICS

501.000	Term Starting Date
502.000	Campus
503.000	Number of Prior Registrations
504.000	Time Block Exclusions
504.001	1st Block
504.002	2nd Block
504.003	3rd Block
504.004	4th Block
504.005	5th Block
504.006	6th Block
504.007	7th Block
504.008	8th Block
504.009	9th Block
504.010	10th Block
504.011	11th Block
504.012	12th Block
504.013	13th Block
504.014	14th Block
504.015	15th Block
504.016	16th Block
504.017	17th Block
504.018	18th Block
504.019	19th Block
504.020	20th Block
504.021	21st Block
504.022	22nd Block
504.023	23rd Block
504.024	24th Block
504.025	25th Block
504.026	26th Block
504.027	27th Block
504.028	28th Block
504.029	29th Block
504.030	30th Block
504.031	31st Block
504.032	32nd Block
504.033	33rd Block
504.034	34th Block
504.035	35th Block
504.036	36th Block
504.037	37th Block
504.038	38th Block
504.039	39th Block
504.040	40th Block
505.000	Time Sector Preferences
505.001	1st Sector
505.002	2nd Sector
505.003	3rd Sector
505.004	4th Sector
505.005	5th Sector
505.006	6th Sector

505.007	7th Sector
505.008	8th Sector
505.009	9th Sector
505.010	10th Sector
505.011	11th Sector
505.012	12th Sector
505.013	13th Sector
505.014	14th Sector
505.015	15th Sector
505.016	16th Sector
506.000	Student Priority Code
507.000	Student Scheduling Difficulty Index
508.000	Date Request Entered
509.000	Time Request Entered
510.000	Course Request Record
510.100	Course Identifier
510.200	Course Priority Code
510.300	Number of Credit Hours for this Student
510.400	Grading Method
510.500	Instruction Type
510.600	Special Section Designator
510.700	Section Identifier Requested
510.701	1st Section
510.702	2nd Section
510.703	3rd Section
510.704	4th Section
510.800	Section Identifier Filled
510.900	Time Blocks Filled
510.901	1st Block
510.902	2nd Block
510.903	3rd Block
510.904	4th Block
510.905	5th Block
510.906	6th Block
510.907	7th Block
510.908	8th Block
510.909	9th Block
510.910	10th Block
510.911	11th Block
510.912	12th Block
510.913	13th Block
510.914	14th Block
510.915	15th Block
510.916	16th Block
510.917	17th Block
510.918	18th Block
510.919	19th Block
510.920	20th Block

STUDENT DATA CHARACTERISTICS

ODE 501.000PICTURE 9(04)NCHEMS
ELEMENT None
NUMBERNT TITLE Term Starting Date**DR RECORDING INSTRUCTIONS**

The date the term is to start. All records following in this block are associated with this term date. If programming more than one term the records must be included in separate blocks.

VD COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 502.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERNT TITLE Campus**DR RECORDING INSTRUCTIONS**

This indicates the campus the scheduling is applied to in a multiple campus system.

AD COMMENTS

STUDENT DATA CHARACTERISTICSODE 503.000PICTURE 9(02)NCHEMS
ELEMENT None
NUMBERNT TITLE Number of Prior Registrations**FOR RECORDING INSTRUCTIONS**

The number of terms the student has attended the university.

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 504.000 through 504.040

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

NT TITLE Time Block Exclusions

IA RECORDING INSTRUCTIONS

Time block conflicts carried over from a previous term.

504.001	1st Block	X(04)
504.002	2nd Block	X(04)
504.003	3rd Block	X(04)
504.004	4th Block	X(04)
504.005	5th Block	X(04)
504.006	6th Block	X(04)
504.007	7th Block	X(04)
504.008	8th Block	X(04)
504.009	9th Block	X(04)
504.010	10th Block	X(04)
504.011	11th Block	X(04)
504.012	12th Block	X(04)
504.013	13th Block	X(04)
504.014	14th Block	X(04)
504.015	15th Block	X(04)
504.016	16th Block	X(04)
504.017	17th Block	X(04)
504.018	18th Block	X(04)
504.019	19th Block	X(04)
504.020	20th Block	X(04)
504.021	21st Block	X(04)
504.022	22nd Block	X(04)
504.023	23rd Block	X(04)
504.024	24th Block	X(04)
504.025	25th Block	X(04)
504.026	26th Block	X(04)
504.027	27th Block	X(04)
504.028	28th Block	X(04)
504.029	29th Block	X(04)
504.030	30th Block	X(04)

ID COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 504.000 through 504.040 Continued

PICTURE _____

NCHEMS
ELEMENT
NUMBER _____

NT TITLE _____

RECORDING INSTRUCTIONS

504.031	31st Block	X(04)
504.032	32nd Block	X(04)
504.033	33rd Block	X(04)
504.034	34th Block	X(04)
504.035	35th Block	X(04)
504.036	36th Block	X(04)
504.037	37th Block	X(04)
504.038	38th Block	X(04)
504.039	39th Block	X(04)
504.040	40th Block	X(04)

ID COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 505.000 through 505.016

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Time Sector Preferences

RECORDING INSTRUCTIONS

Time sectors in which the student prefers his courses to be scheduled.

505.001	1st Sector	X(02)
505.002	2nd Sector	X(02)
505.003	3rd Sector	X(02)
505.004	4th Sector	X(02)
505.005	5th Sector	X(02)
505.006	6th Sector	X(02)
505.007	7th Sector	X(02)
505.008	8th Sector	X(02)
505.009	9th Sector	X(02)
505.010	10th Sector	X(02)
505.011	11th Sector	X(02)
505.012	12th Sector	X(02)
505.013	13th Sector	X(02)
505.014	14th Sector	X(02)
505.015	15th Sector	X(02)
505.016	16th Sector	X(02)

COMMENTS

STUDENT DATA CHARACTERISTICSODE 506.000PICTURE X(01)NT TITLE Student Priority CodeNCHEMS
ELEMENT None
NUMBER**IR RECORDING INSTRUCTIONS**

The student scheduling priority code if applicable. An institutionally defined code system used to identify students who have a scheduling priority, for example a handicapped student and others to be determined by the institution.

COMMENTS

STUDENT DATA CHARACTERISTICSCDE 507.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERVT TITLE Student Scheduling Difficulty Index**R RECORDING INSTRUCTIONS**

An index code showing the scheduling difficulty based upon the frequency of occurrence of course sections being scheduled for the student. The index is assigned by counseling at the time the course program is determined.

D COMMENTS

STUDENT DATA CHARACTERISTICSODE 508.000PICTURE 9(06)NCHEMS
ELEMENT None
NUMBERVT TITLE Date Request Entered**RECORDING INSTRUCTIONS**

The date of the student's scheduling request.
See appendix for date coding instructions.

COMMENTS

STUDENT DATA CHARACTERISTICSMODE 509.000PICTURE 9(04)NCHEMS
ELEMENT None
NUMBERSUBJECT TITLE Time Request Entered**RECORDING INSTRUCTIONS**

The time of the day the request was entered.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CDE 510.000PICTURE See Component EntriesNCHEMS
ELEMENT None
NUMBERNT TITLE Course Request Record

R RECORDING INSTRUCTIONS

One course request record is required for each course the student desires to take during the term for which the scheduling is effective.

COMMENTS

STUDENT DATA CHARACTERISTICSCDE 510.100PICTURE X(10)NCHEMS
ELEMENT None
NUMBERCOURSE TITLE Course Identifier**RECORDING INSTRUCTIONS**

The institutional number or code that uniquely identifies a course.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICSCDE 510.200PICTURE X(01)NCHEMS
ELEMENT None
NUMBERCOURSE TITLE Course Priority Code**RECORDING INSTRUCTIONS**

The priority associated with the student being scheduled with this course this term. Priority structure to be determined by counseling.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 510.300

PICTURE 99V99

NCHEMS
ELEMENT None
NUMBER

COURSE TITLE Number of Credit Hours for this Student

RECORDING INSTRUCTIONS

The numerical credit value to be awarded for completion of this course for this student.

REMARKS

STUDENT DATA CHARACTERISTICS

CODE 510.400

PICTURE X(01)

NCHEMS
ELEMENT None
NUMBER

COURSE TITLE Grading Method

GRADING RECORDING INSTRUCTIONS

Indicates the grading method for this course as applied to this student.

	Code
Traditional letter grades (A,B,C,D,F,I,N,W)	X
Pass/Fail	Y
Pass/Not Pass	Z

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 510.500

PICTURE 9(01)

NCHEMS
ELEMENT None
NUMBER

COURSE TITLE Instruction Type

RECORDING INSTRUCTIONS

Indicates the method by which organized instruction is conducted.

	Code
Lecture	1
Laboratory	2
Recitation/Discussion	3
Seminar	4
Independent Study	5
Programmed Instruction	6
Other	7

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICSCODE 510.600PICTURE X(01)NCHEMS
ELEMENT None
NUMBERCOURSE TITLE Special Section Designator**RECORDING INSTRUCTIONS**

An identifier used to indicate that the section is special, for example: honors, laboratory, advanced, remedial, created for a select group or to be taught at an unusual location for a select purpose, etc.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 510.700 through 510.704

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

CONTENT TITLE Section Identifier Requested

IA RECORDING INSTRUCTIONS

Identifies four alternative sections for the course that may be specified for selection.

510.701	1st Section	X(04)
510.702	2nd Section	X(04)
510.703	3rd Section	X(04)
510.704	4th Section	X(04)

AD COMMENTS

STUDENT DATA CHARACTERISTICS

CDE 510.800PICTURE x(04)NCHEMS
ELEMENT None
NUMBERVT TITLE Section Identifier Filled**IR RECORDING INSTRUCTIONS**

This indicates the section that was filled by the scheduling program for the student.

ID COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 510.900 through 510.920

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

NT TITLE Time Blocks Filled

IR RECORDING INSTRUCTIONS

Time blocks that are associated with the section identifier filled in item code 510.800. These when included with the elements in 504.000 series represent new conflicts for further course scheduling this term.

510.901	1st Block	X(04)
510.902	2nd Block	X(04)
510.903	3rd Block	X(04)
510.904	4th Block	X(04)
510.905	5th Block	X(04)
510.906	6th Block	X(04)
510.907	7th Block	X(04)
510.908	8th Block	X(04)
510.909	9th Block	X(04)
510.910	10th Block	X(04)
510.911	11th Block	X(04)
510.912	12th Block	X(04)
510.913	13th Block	X(04)
510.914	14th Block	X(04)
510.915	15th Block	X(04)
510.916	16th Block	X(04)
510.917	17th Block	X(04)
510.918	18th Block	X(04)
510.919	19th Block	X(04)
510.920	20th Block	X(04)

JD COMMENTS

CHAPTER VII

STUDENT ACTIVITIES DATA CHARACTERISTICS

The data characteristics in this chapter provide information relating to organizations and activities in which the student participates at the institution.

Most of the categories of organizations and activities can be applied to any institution of higher education. The Program Council is unique and is included to meet the requirements of the University of Montana. An institution which wishes to use this basic subsection should delete nonapplicable entries, and insert those unique to their institution which do not fit into the general categories listed herein.

The purpose of this subsection is to indicate which students participate in different activities and organizations. The information should be provided by the organizations or activities each term.

The categories listed are: student government, fraternal organizations, honorary fraternal organizations, honorary organizations, non-fraternal clubs, varsity athletics, journalistic publications, community volunteer programs, and campus recreational programs.

A listing of the item codes and their titles appear on the following page followed by detailed information about each item code in the subsection.

STUDENT ACTIVITIES DATA CHARACTERISTICS

601.000	Student Government Member
601.100	Student Government - Highest Office Held
601.200	Student Government - Second Highest Office Held
602.000	Member/Pledge Fraternal Organization
602.100	Fraternal Organization - Office Held
603.000	Honorary Fraternal Organization
603.100	Honorary Fraternal Organization - Office Held
604.000	Honorary Organizations
604.100	1st Organization
604.200	2nd Organization
604.300	3rd Organization
605.000	Non-Fraternal Clubs
605.100	1st Club
605.200	2nd Club
605.300	3rd Club
605.400	4th Club
606.000	Varsity Athletics
606.100	1st Sport
606.200	2nd Sport
606.300	3rd Sport
606.400	4th Sport
607.000	Program Council Member
608.000	Journalistic Publication Staff Member
608.100	1st Publication
608.110	Position
608.200	2nd Publication
608.210	Position
608.300	3rd Publication
608.310	Position
608.400	4th Publication
608.410	Position
609.000	Community Volunteer Programs
609.100	1st Program
609.200	2nd Program
609.300	3rd Program
609.400	4th Program
610.000	Campus Recreational Program
610.100	1st Activity
610.200	2nd Activity
610.300	3rd Activity
610.400	4th Activity

STUDENT DATA CHARACTERISTICS

CODE 601.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Government Member**R RECORDING INSTRUCTIONS**

Indicates student is student government member/officer.

D COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 601.100PICTURE X(14)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Government - Highest Office Held**RECORDING INSTRUCTIONS**

The highest office held by the student in student government.

COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 601.200PICTURE X(14)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Government - Second Highest Office Held**RECORDING INSTRUCTIONS**

The second highest office held by the student in student government.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

IDE 602.000PICTURE X(20)NCHEMS
ELEMENT None
NUMBERIT TITLE Member/Pledge Fraternal Organization**R RECORDING INSTRUCTIONS**

If the student is a member or pledge to a fraternal organization, list the organization.

D COMMENTS

STUDENT DATA CHARACTERISTICSCDE 602.100PICTURE X(14)NCHEMS
ELEMENT None
NUMBERVT TITLE Fraternal Organization - Office Held**RECORDING INSTRUCTIONS**

If the student is a member of a fraternal organization, list the highest office held in that organization.

COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 603.000PICTURE X(20)NCHEMS
ELEMENT None
NUMBERADDITIONAL TITLE Honorary Fraternal Organization

RECORDING INSTRUCTIONS

If the student is a member of a honorary fraternal organization, list that organization.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CDE 603.100PICTURE X(14)NCHEMS
ELEMENT None
NUMBEROFFICE TITLE Honorary Fraternal Organization - Office Held**RECORDING INSTRUCTIONS**

The highest office held by the student in a honorary fraternal organization.

COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 604.000 through 604.300PICTURE See Entries BelowNCHEMS
ELEMENT None
NUMBERTITLE Honorary Organizations**RECORDING INSTRUCTIONS**

List the honorary organizations of which the student is a member.

604.100	1st Organization	X(20)
604.200	2nd Organization	X(20)
604.300	3rd Organization	X(20)

COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 605.000 through 605.400PICTURE See Entries BelowNCHEMS
ELEMENT None
NUMBERJT TITLE Non-Fraternal Clubs**R RECORDING INSTRUCTIONS**

List the non-fraternal clubs of which the student is a member.

605.100	1st Club	X(20)
605.200	2nd Club	X(20)
605.300	3rd Club	X(20)
605.400	4th Club	X(20)

COMMENTS

STUDENT DATA CHARACTERISTICS

GRADE 606.000 through 606.400

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ACTIVITY TITLE Varsity Athletics

RECORDING INSTRUCTIONS

List the varsity sports in which the student has participated.

606.100	1st Sport	X(20)
606.200	2nd Sport	X(20)
606.300	3rd Sport	X(20)
606.400	4th Sport	X(20)

COMMENTS

STUDENT DATA CHARACTERISTICSIDE 607.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERJOB TITLE Program Council Member**RECORDING INSTRUCTIONS**

If the student is a Program Council member, fill in by an X, otherwise leave blank.

COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 608.000 through 608.410

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

VT TITLE Journalistic Publication Staff Member

RECORDING INSTRUCTIONS

List the publications the student is a staff member of and his position at that publication.

608.100	1st Publication	X(20)
608.110	Position	X(14)
608.200	2nd Publication	X(20)
608.210	Position	X(14)
608.300	3rd Publication	X(20)
608.310	Position	X(14)
608.400	4th Publication	X(20)
608.410	Position	X(14)

ID COMMENTS

STUDENT DATA CHARACTERISTICS

ID# 609.000 through 609.400PICTURE See Entries BelowNCHEMS
ELEMENT None
NUMBERTITLE Community Volunteer Programs**RECORDING INSTRUCTIONS**

List the community volunteer programs in which the student has participated.

609.100	1st Program	X(20)
609.200	2nd Program	X(20)
609.300	3rd Program	X(20)
609.400	4th Program	X(20)

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

IDE 610.000 through 610.400

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

IT TITLE Campus Recreational Program

RECORDING INSTRUCTIONS

List activities of the campus recreational program in which the student has participated.

610.100	1st Activity	X(20)
610.200	2nd Activity	X(20)
610.300	3rd Activity	X(20)
610.400	4th Activity	X(20)

ADDITIONAL COMMENTS

CHAPTER VIII

STUDENT SERVICES DATA CHARACTERISTICS

The data characteristics in this chapter relate to information needed to operate various student support functions of the institution. The characteristics found in this section are unique to student support and cannot be provided from other subsegments.

Other institutions should evaluate the data requirements applicable to the 5.0 student services program of the Program Classification Structure.¹ This is especially true of the 5.5.7300 supporting services programs, 5.5.7400 special student service programs, and 5.5.9500 other student service program categories.

Allocations have been made to hold characteristics which are now currently undefined, but will be required by specific student support functions of the University of Montana, as these potential users define their data needs.

Specific characteristics have been defined relating to the registration of motor vehicles on campus, collecting information relating to violations of law and court convictions, a statement of associations with organizations of a subversive nature, and criminal syndications. Data characteristics have been defined to meet the specific needs of student housing and food services.

¹Warren W. Gulko, Program Classification Structure, 1st Ed. (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972), pp. 18, 54-59, 69-73.

tem codes and their titles appear on the following pages followed by detailed information about each item code in the subsection.

STUDENT SERVICES DATA CHARACTERISTICS

701.000 Student Services - Dean of Students
 702.000 Student Services - Student Health Service
 703.000 Student Services - Clinical Psychology Center
 704.000 Student Services - Speech and Hearing Clinic
 705.000 Student Services - Foreign Student Advisor Office
 706.000 Student Services - Coordinating Council for Handicapped
 707.000 Student Services - Special Services
 708.000 Student Services - Placement Center
 709.000 Student Services - University Center and Auxiliary Services
 710.000 Student Services - Off Campus Housing Service
 711.000 Student Services - Security and Law Enforcement -
 Motor Vehicles
 711.100 Student Has Motor Vehicle Operator's License
 711.110 Student's Operators License Number
 711.120 Student's Operators License - State of Issue
 711.200 Student Operates Motor Vehicle On Campus
 711.210 Institution Vehicle Sticker Number
 711.220 Institution Vehicle Sticker Type
 711.230 Vehicle Make
 711.240 Vehicle Type
 711.250 Vehicle Year
 711.260 Vehicle Serial Number
 711.270 State in which Vehicle Registered
 711.280 State Vehicle License Number
 711.290 State Vehicle License Expiration Date
 711.300 Student Services - Security and Law Enforcement -
 Background Investigation
 711.310 Statement of Violations and Convictions
 711.311 Nature of Offense
 711.312 Date
 711.313 Student's Age At Time of Offense
 711.314 Place of Offense
 711.315 Disposition of Charges
 711.316 Name of Court and Location
 711.320 Statement of Organizations and Associations
 711.321 Name of Organization or Group
 711.322 Date of Association Beginning
 711.323 Date of Association Ending
 711.324 Nature of Association
 711.330 Statement of Affiliation with Criminal Syndicalism
 or Other Conspiracy
 711.331 Name of Group, Association or Individuals
 711.332 Date of Affiliation Beginning
 711.333 Date of Affiliation Ending
 711.334 Nature of Group and Affiliation
 712.000 Student Services - Student Housing & Food Services
 712.100 Student in Resident Halls
 712.110 Student's Contract Number
 712.120 Occupancy Type
 712.130 Residency Hall Code
 712.140 Room Number/Suite Designation

712.200	Student in Family Housing
712.210	Rental Agreement Number
712.220	Rental Unit Designation
712.230	Number of Student's Dependents Occupying Unit
712.300	Student Has Food Service Contract
712.310	Student Contract Number
712.320	Student Meal Contract Type

STUDENT DATA CHARACTERISTICS

IDE 701,000PICTURE X(120)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Services - Dean of Students**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICSIDE 702.000PICTURE X(120)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Services - Student Health Service**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICSIDE 703.000PICTURE X(120)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Services - Clinical Psychology Center**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICS

MODE 704.000PICTURE X(120)NCHEMS
ELEMENT None
NUMBERJOB TITLE Student Services - Speech and Hearing Clinic**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

DE 705.000

ICTURE X(120)

NCHEMS
ELEMENT None
NUMBER

T TITLE Student Services - Foreign Student Advisor Office

RECORDING INSTRUCTIONS

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICSDE 706.000ICTURE X(120)NCHEMS
ELEMENT None
NUMBERT TITLE Student Services - Co-ordinating Council for Handicapped**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 707.000ICTURE X(120)NCHEMS
ELEMENT None
NUMBERT TITLE Student Services - Special Services**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICSDE 708.000ICTURE X(120)NCHEMS
ELEMENT None
NUMBERTITLE Student Services - Placement Center**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 709.000PICTURE X(120)NCHEMS
ELEMENT None
NUMBERTITLE Student Services - University Center and Auxiliary Services**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 710.000PICTURE X(120)NCHEMS
ELEMENT None
NUMBERTITLE Student Services - Off Campus Housing Service**RECORDING INSTRUCTIONS**

A 120 position area reserved for unique information requirements of this office whose components will be defined at a later time after co-ordination with the respective office.

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 711.000 through 711.290ICTURE See Entries BelowNCHEMS
ELEMENT None
NUMBERT TITLE Student Services - Security and Law Enforcement - Motor Vehicles

RECORDING INSTRUCTIONS

Information related to operation of a motor vehicle on campus.

711.100	Student has motor vehicle operator's license (any type) If yes, fill in by an X	X(01)
711.110	Student's operator's license number	X(20)
711.120	Student's operator's license - State of issue	X(02)
711.200	Student operates motor vehicle on campus If yes, fill in by an X	X(01)
711.210	Institution Vehicle Sticker Number	X(12)
711.220	Institution Vehicle Sticker Type	X(06)
711.230	Vehicle Make	X(12)
711.240	Vehicle Type (Car, Van, Truck, Cycle, etc.)	X(06)
711.250	Vehicle Year	9(04)
711.260	Vehicle Serial Number	X(20)
711.270	State in which Vehicle Registered	X(02)
711.280	State Vehicle License Number	X(15)
711.290	State Vehicle License Expiration Date	9(04)

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 711.300 through 711.334

ICTURE See Entries Below NCHEMS ELEMENT None
NUMBER

TITLE Student Services - Security and Law Enforcement - Background Investigation

RECORDING INSTRUCTIONS

Information in this section is provided for background investigation purposes.

711.310	Statement of Violations and Convictions (Yes or No) Student certifies if he has ever been detained, held, arrested, indicted or summoned into court as a defendant in a criminal proceeding, or fined, or imprisoned or placed on probation, or have ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance of the United States, state, or local jurisdiction thereof (excluding minor traffic violations for which a fine or forfeiture of \$25 or less was imposed) including court-martials while in the military service.	X(03)
711.311	Nature of Offense	X(120)
711.312	Date (see appendix for date coding instructions)	9(06)
711.313	Student's age at time of offense	9(03)
711.314	Place of Offense	X(30)
711.315	Disposition of Charges	X(120)
711.316	Name of Court and Location	X(120)
711.320	Statement of Organizations and Associations (Yes or No) Student certifies if he has ever been a member of, ever been employed by, ever attended a meeting of or any social gathering of, ever attended any gathering of any kind sponsored by, ever prepared material for publication of, have ever corresponded with, have ever contributed money to or services of any kind to, have ever subscribed to any publication of, any organization or group designated by the Attorney General of the U. S. pursuant to Internal Security Act of 1950 (50 U.S.C. Sec. 781 et seq.)	X(03)
711.321	Name of Organization or Group	X(60)
711.322	Date of Association Beginning (year, month)	9(04)
711.323	Date of Association Ending (year, month)	9(04)
711.324	Nature of Association	X(360)

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 711.300 through 711.334 Continued

ICTURE _____

NCHEMS
ELEMENT
NUMBER _____

T TITLE _____

I RECORDING INSTRUCTIONS

711.330	Statement of Affiliation with Criminal Syndicalism or other Conspiracy (Yes or No) "Criminal Syndicalism" means the advocacy of crime or malicious damage or injury to property, or violence or other unlawful methods of terrorism as a means of accomplishing industrial or political ends. A person commits the offense of criminal syndicalism if he purposely or knowingly: (a) orally or by means of writing advocates or promotes the doctrine of criminal syndicalism; or (b) organizes or becomes a member of any assembly, group, or organization which he knows is advocating or promoting the doctrine of criminal syndicalism; or (c) for or on behalf of another who purposely thereby to advocate or promote the doctrine of criminal syndicalism, distributes, sells, publishes, or publicly displays, any writing advocating or advertising such doctrine. This is pursuant Sections 94-7-503 and 94-4-102 Montana Criminal Code of 1973, Title 94 of 1947 Revised Codes of Montana.	X(03)
711.331	Name of Group, Association or Individuals	X(360)
711.332	Date of Affiliation Beginning (year, month)	9(04)
711.333	Date of Affiliation Ending (year, month)	9(04)
711.334	Nature of Group and Affiliation	X(1200)

D COMMENTS

Student certifies this information quarterly as a part of registration for each term. The statement is a condition of registration and all statements in the 711.300 through 711.334 categories are subject to Title 18 U. S. C. Sec. 1001 and 94-7-201 through 94-7-204 Montana Criminal Code of 1973, Title 94 of the 1947 Revised Codes of Montana.

STUDENT DATA CHARACTERISTICS

DE 712.000 through 712.320

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

TITLE Student Services - Student Housing & Food Services

RECORDING INSTRUCTIONS

712.100	Student in Resident Halls (Yes=Y, No=N)	X(01)
712.110	Student's contract number	X(12)
712.120	Occupancy type (Single=S, Double=D)	X(01)
712.130	Residency Hall Code (institutionally determined)	X(04)
712.140	Room Number/Suite Designation	X(06)
712.200	Student in Family Housing (Yes=Y, No=N)	X(01)
712.210	Rental Agreement No.	X(12)
712.220	Rental Unit Designation	X(10)
712.230	Number of student's dependents occupying unit	9(02)
712.300	Student has Food Service Contract (Yes=Y, No=N)	X(01)
712.310	Student Contract No.	X(12)
712.320	Student Meal Contract Type (20, 15, 10)	9(02)

COMMENTS

CHAPTER IX

FINANCIAL AID DATA CHARACTERISTICS

This chapter contains data characteristics which relate to financial aid. The characteristics in this subsection have been designed to be of a general format compatible with the requirements of most institutions of higher education. Some institutions may require more detailed data about the student's financial status than is included in these data characteristics. If this is the case, an institution can insert the characteristics deemed necessary.

Information is collected about the student's financial status and that of his family. If the student is eligible for benefits from a social security program or the Veterans Administration, this is recorded. The programs to which the student has applied for aid are recorded.

An analysis of the student's financial needs for the coming fiscal period and a record of past financial aid is recorded. A record is made of awards and grants to the student by term and by program fund. The coding the institution uses to denote specific aid programs is left up to the individual institution.

A listing of the item codes and their titles appear on the following page followed by detailed information about each item code in the subsection.

FINANCIAL AID DATA CHARACTERISTICS

801.000	Family Income
802.000	Financial Dependency Status Code
803.000	Veterans Eligibility Benefits Status Code
804.000	Veterans Administration File Number
805.000	Veterans Administration Approved Degree Program
806.000	Social Security Benefits Status Code
807.000	Date of Application for Aid
808.000	Application for Institutionally Administered Scholarship
809.000	Application for Institutionally Administered Grant
810.000	Application for Institutionally Administered Loan
811.000	Application for State Administered Assistance Program
812.000	Application for Federal Assistance Program
813.000	Application for Co-ordinated Private Assistance Program
814.000	Application for Non-co-ordinated Private Assistance
815.000	Analysis of Needs for Current Fiscal Period
816.000	Summary of Awards for Prior Fiscal Periods
816.100	Prior Period 1
816.200	Prior Period 2
816.300	Prior Period 3
816.400	Prior Period 4
816.500	Prior Period 5
817.000	Awards and Advances Current Fiscal Period by Program Code
817.100	1st Program Code
817.110	Fall Award
817.111	Fall Advance
817.120	Winter Award
817.121	Winter Advance
817.130	Spring Award
817.131	Spring Advance
817.140	Summer Award
817.141	Summer Advance
817.200	2nd Program Code
817.210	Fall Award
817.211	Fall Advance
817.220	Winter Award
817.221	Winter Advance
817.230	Spring Award
817.231	Spring Advance
817.240	Summer Award
817.241	Summer Advance
817.300	3rd Program Code
817.310	Fall Award
817.311	Fall Advance
817.320	Winter Award
817.321	Winter Advance
817.330	Spring Award
817.331	Spring Advance
817.340	Summer Award
817.341	Summer Advance

STUDENT DATA CHARACTERISTICS

DE 801.000ICTURE 9(06)NCHEMS
ELEMENT 028
NUMBERT TITLE Family Income (NCHEMS Parent's Income)**RECORDING INSTRUCTIONS**

The adjusted gross income for a student's family or his parents, as applicable.

COMMENTS

This element normally does not include the student's income unless he is self-supporting. Information required for institutional participation in federal student financial aid programs.

STUDENT DATA CHARACTERISTICSDE 802,000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERTITLE Financial Dependency Status Code**RECORDING INSTRUCTIONS**

An institutionally defined code used to classify the student's financial dependency status.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICSDE 803.000ICTURE X(01)NCHEMS
ELEMENT None
NUMBERTITLE Veterans Eligibility Benefits Status Code**RECORDING INSTRUCTIONS**

An institutional code used to denote the student's Veterans Administration eligibility status.

COMMENTS

STUDENT DATA CHARACTERISTICSDE 804.000STRUCTURE X(13)NCHEMS
ELEMENT None
NUMBERTITLE Veterans Administration File Number**RECORDING INSTRUCTIONS**

The Veterans Administration file number applicable to the student, if any.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

DE 805.000ICTURE 9(08)NCHEMS
ELEMENT None
NUMBERRTITLE Veterans Administration Approved Degree Program**RECORDING INSTRUCTIONS**

The Program Classification Structure code for the degree program or continuing education program. Include program, program category, and program sector.

COMMENTS

STUDENT DATA CHARACTERISTICS

DE 806.000ICTURE X(01)NCHEMS
ELEMENT None
NUMBERTITLE Social Security Benefits Status Code**RECORDING INSTRUCTIONS**

Institutional code system to designate the eligibility status for student's social security benefits.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICSDE 807.000CTURE 9(06)NCHEMS
ELEMENT None
NUMBERTITLE Date of Application for Aid**RECORDING INSTRUCTIONS**

Date of student's application for financial aid.
See appendix for date coding instructions.

COMMENTS

STUDENT DATA CHARACTERISTICSDE 808.000CTURE X(06)NCHEMS
ELEMENT None
NUMBERT TITLE Application for Institutionally Administered Scholarship**RECORDING INSTRUCTIONS**

Indicates that the student has made application for an institutionally administered scholarship and the institutional code for that scholarship.

COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 809.000OBOL PICTURE X(06)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Application for Institutionally Administered Grant**CODES OR RECORDING INSTRUCTIONS**

Indicates that the student has made application for an institutionally administered grant and the institutional code for that grant.

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 810.000SYMBOL PICTURE X(06)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Application for Institutionally Administered Loan**MODES OR RECORDING INSTRUCTIONS**

Indicates that the student has made application for an institutionally administered loan and the institutional code for that loan.

USES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 811.000JOBOL PICTURE X(06)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Application for State Administered Assistance Program**CODES OR RECORDING INSTRUCTIONS**

Indicates that the student has made application for a state administered assistance program and the institutional code for that assistance program.

USES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 812.000COBOL PICTURE X(06)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Application for Federal Assistance Program**CODES OR RECORDING INSTRUCTIONS**

Indicates that the student has made application for a Federal Assistance Program and the institutional code for that assistance program.

USES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 813.000JOBOL PICTURE X(06)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Application for Co-ordinated Private Assistance Program**CODES OR RECORDING INSTRUCTIONS**

Indicates that the student has made application for an institutionally co-ordinated private assistance program and the institutional code for that program.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 814.000COBOL PICTURE X(60)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Application for Non-co-ordinated Private Assistance**CODES OR RECORDING INSTRUCTIONS**

Indicates that the student has made application to a non-co-ordinated private assistance program that the institution will have to provide information to for the student to participate in, and the name of that private assistance program.

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 815.000COBOL PICTURE 9999V99NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Analysis of Needs For Current Fiscal Period**CODES OR RECORDING INSTRUCTIONS**

The institution's analysis for financial needs for this fiscal year expressed in dollars and cents.

USES AND COMMENTS

STUDENT DATA CHARACTERISTICS

ITEM CODE 816.000 through 816.500

COBOL PICTURE See Entries Below

NCHEMS
ELEMENT
NUMBER _____

ELEMENT TITLE Summary of Awards for Prior Fiscal Periods

CODES OR RECORDING INSTRUCTIONS

This lists the awards given the student while attending this institution in prior fiscal periods.

816.100	Prior Period 1	9999V99
816.200	Prior Period 2	9999V99
816.300	Prior Period 3	9999V99
816.400	Prior Period 4	9999V99
816.500	Prior Period 5	9999V99

USES AND COMMENTS

STUDENT DATA CHARACTERISTICS

DE 817.000 through 817.341

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

TITLE Awards and Advances Current Fiscal Period by Program Code

RECORDING INSTRUCTIONS

List of awards and advances this fiscal period listed by program code.

817.100	1st Program Code	X(06)
817.110	Fall Award	9999V99
817.111	Fall Advance	9999V99
817.120	Winter Award	9999V99
817.121	Winter Advance	9999V99
817.130	Spring Award	9999V99
817.131	Spring Advance	9999V99
817.140	Summer Award	9999V99
817.141	Summer Advance	9999V99
817.200	2nd Program Code	X(06)
817.210	Fall Award	9999V99
817.211	Fall Advance	9999V99
817.220	Winter Award	9999V99
817.221	Winter Advance	9999V99
817.230	Spring Award	9999V99
817.231	Spring Advance	9999V99
817.240	Summer Award	9999V99
817.241	Summer Advance	9999V99
817.300	3rd Program Code	X(06)
817.310	Fall Award	9999V99
817.311	Fall Advance	9999V99
817.320	Winter Award	9999V99
817.321	Winter Advance	9999V99
817.330	Spring Award	9999V99
817.331	Spring Advance	9999V99
817.340	Summer Award	9999V99
817.341	Summer Advance	9999V99

COMMENTS

CHAPTER X

FINANCIAL DATA CHARACTERISTICS

This chapter contains data characteristics relating to the financial transactions of the student during the current term. It shows what specific fees and expenses the student has paid and the refunds, if any, the student has received from the institution.

A device called a transaction code is used to associate fees and expenses with the transaction of payment. This linking element is the receipt number. The linking element associating a refund with the disbursement of the funds is the voucher number.

This subsection is constructed to meet the specific requirements of an individual institution of higher education, in this example the University of Montana, as the fees and expenses are described in the University of Montana Bulletin 1972-74 Catalog.¹

For other institutions to use this subsection they should define their own applicable fees, expenses, and refunds in a similar manner. The characteristics relating to payments and disbursements can be linked to the applicable fees or refunds by the transaction code.

A listing of the item codes and their titles appear on the following pages followed by detailed information about each item code in the subsection.

¹University of Montana Bulletin 1972-74 Catalog, (Missoula, Montana: Jan. 1973), pp. 31-33.

FINANCIAL DATA CHARACTERISTICS

901.000	Fees Full Time Student
901.100	Full Time Student - Registration Fee
901.110	Transaction Code
901.200	Full Time Student - Incidental Fee
901.210	Transaction Code
901.300	Full Time Student - Building Fee
901.310	Transaction Code
901.400	Full Time Student - Student Union Fee
901.410	Transaction Code
901.500	Full Time Student - University Center Operations Fee
901.510	Transaction Code
901.600	Full Time Student - Student Activities Fee
901.610	Transaction Code
901.700	Full Time Student - Health Service Fee
901.710	Transaction Code
901.800	Full Time Student - Non-Resident Fee
901.810	Transaction Code
901.900	Full Time Student - Non-Resident Building Fee
901.910	Transaction Code
902.000	Fees Limited Registrant Students
902.100	Limited Registrant - Fee Classification
902.200	Limited Registrant Fee
902.210	Transaction Code
902.300	Limited Registrant - Activities Fee
902.310	Transaction Code
902.400	Limited Registrant - Non-Resident Fee
902.410	Transaction Code
902.500	Limited Registrant - Non-Resident Building Fee
902.510	Transaction Code
903.000	Student Housing Fee
903.100	Resident Hall Normal Occupancy Fee
903.110	Transaction Code
903.200	Resident Hall Additional Single Occupancy Fee
903.210	Transaction Code
903.300	Family Housing Fee
903.310	Transaction Code
904.000	Food Service Fees
904.100	Food Service - 20 Meal Plan Fee
904.110	Transaction Code
904.200	Food Service - 15 Meal Plan
904.210	Transaction Code
904.300	Food Service - 10 Meal Plan
904.310	Transaction Code
905.000	Special Purpose Fees
905.100	Special Purpose Fees - Late Registration
905.110	Transaction Code
905.200	Special Purpose Fees - Dishonored Checks
905.210	1st Check
905.211	Transaction Code
905.220	2nd Check
905.221	Transaction Code

905.230	3rd Check
905.231	Transaction Code
906.000	Field Trip Fees
906.100	1st Trip
906.110	Transaction Code
906.200	2nd Trip
906.210	Transaction Code
906.300	3rd Trip
906.310	Transaction Code
906.400	4th Trip
906.410	Transaction Code
906.500	5th Trip
906.510	Transaction Code
906.600	6th Trip
906.610	Transaction Code
906.700	7th Trip
906.710	Transaction Code
906.800	8th Trip
906.810	Transaction Code
906.900	9th Trip
906.910	Transaction Code
907.000	Vehicle Registration Fee
907.100	Transaction Code
908.000	Remedial English Fee
908.100	Transaction Code
909.000	Remedial Mathematics Fee
909.100	Transaction Code
910.000	Graduate Student Laboratory Incidental Fee
910.100	Transaction Code
911.000	Terminal Graduate Student Fee
911.100	Transaction Code
912.000	Forestry Fees Reserved Area
913.000	Music Fees Reserved Area
914.000	Refunds of Fees
914.100	Incidental Fee Refund
914.110	Percent Refund
914.111	Transaction Code
914.200	Building Fee Refund
914.210	Percent Refund
914.211	Transaction Code
914.300	Student Union Fee Refund
914.310	Percent Refund
914.311	Transaction Code
914.400	University Center Operation Fee Refund
914.410	Percent Refund
914.411	Transaction Code
914.500	Student Activities Fee Refund
914.510	Percent Refund
914.511	Transaction Code
914.600	Health Services Fee Refund
914.610	Percent Refund
914.611	Transaction Code

914.700	Non-Resident Fee Refund
914.710	Percent Refund
914.711	Transaction Code
914.800	Special Purpose Fee Refund
914.810	Percent Refund
914.811	Transaction Code
915.000	Total Assessed Fees and Expenses
915.100	Student Pays
915.200	Financial Aid Pays
915.210	Program Code
915.211	Amount
915.220	Program Code
915.221	Amount
915.230	Program Code
915.231	Amount
915.240	Program Code
915.241	Amount
915.250	Program Code
915.251	Amount
915.300	Payment Date
915.400	Receipt No.
915.500	Cashier No.
916.000	Additional Payments by Students
916.100	1st Additional Payment
916.110	Payment Date
916.120	Receipt No.
916.130	Cashier No.
916.200	2nd Additional Payment
916.210	Payment Date
916.220	Receipt No.
916.230	Cashier No.
916.300	3rd Additional Payment
916.310	Payment Date
916.320	Receipt No.
916.330	Cashier No.
916.400	4th Additional Payment
916.410	Payment Date
916.420	Receipt No.
916.430	Cashier No.
916.500	5th Additional Payment
916.510	Payment Date
916.520	Receipt No.
916.530	Cashier No.
917.000	Disbursement - Refund to Student
917.100	Amount
917.200	Payment Date
917.300	Voucher No.
917.400	Check No.
918.000	Disbursement - Refund to Financial Aid
918.100	Amount Refunded
918.200	Payment Date
918.300	Voucher No.
918.400	Check No.

918.500	Credit to Program Codes
918.510	Program Code
918.511	Amount
918.520	Program Code
918.521	Amount
918.530	Program Code
918.531	Amount
918.540	Program Code
918.541	Amount
918.550	Program Code
918.551	Amount

STUDENT DATA CHARACTERISTICS

CODE 901.000DL PICTURE X(01)NCHEMS
ELEMENT None
NUMBERMENT TITLE Fees Full Time Student**NOTES OR RECORDING INSTRUCTIONS**

This indicates that the student has been classified as a full time student based upon the number of credit hours he is currently enrolled for this term and fee assessment will be made on this basis. IAW University of Montana Bulletin 1972-74 Catalog pg 31.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

DE 901.100 & 901.110ICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERT TITLE Full Time Student - Registration Fee & Transaction Code**1 RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student registration fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

ND COMMENTS

STUDENT DATA CHARACTERISTICS

IDE 901.200 & 901.210PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERTITLE Full Time Student - Incidental Fee & Transaction Code**RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student incidental fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 901.300 & 901.310PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Full Time Student - Building Fee & Transaction Code**OR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student building fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICSCODE 901.400 & 901.410PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Full Time Student - Student Union Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student, student union fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 901.500 & 901.510

PICTURE 9999V99 & X(12)

NCHEMS
ELEMENT None
NUMBER

NT TITLE Full Time Student - University Center Operations Fee & Transaction Code

FOR RECORDING INSTRUCTIONS

Indicates the student has paid the current applicable full time student university center operations fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 901.600 & 901.610PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERDESCRIPTION TITLE Full Time Student - Student Activities Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student, student activities fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

NO COMMENTS

STUDENT DATA CHARACTERISTICS

M CODE 901.700 & 901.710COL PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERMENT TITLE Full Time Student - Health Service Fee & Transaction Code**NOTES OR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student health service fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 901.800 & 901.810IL PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERSTUDENT TITLE Full Time Student - Non-Resident Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student non-resident fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 901.900 & 901.910DL PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Full Time Student - Non-Resident Building Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable full time student non-resident building fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 902,000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERNT TITLE Fees Limited Registrant Students**DR RECORDING INSTRUCTIONS**

This record indicates that the student is being accessed fees on the basis of a limited registrant student.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 902.100L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Limited Registrant - Fee Classification**FOR RECORDING INSTRUCTIONS**

The fee classification for a limited registrant student based on the number of credits to be taken this term.

S AND COMMENTS

STUDENT DATA CHARACTERISTICS

DDE 902.200 & 902.210PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERNT TITLE Limited Registrant Fee & Transaction Code**DR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable limited registrant student fee based on the classification of credit hours taken this term. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 902.300 & 902.310PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERNT TITLE Limited Registrant - Activities Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has elected to pay the current applicable limited registrant activities fee which is optional to limited registrant students. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

M CODE 902,400 & 902,410POL PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERELEMENT TITLE Limited Registrant - Non-resident Fee & Transaction Code

NOTES OR RECORDING INSTRUCTIONS

Indicates the student has paid the current applicable limited registrant non-resident fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 902.500 & 902.510IL PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERIDENT TITLE Limited Registrant - Non-Resident Building Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable limited registrant non-resident building fee. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICSCODE 903.000PICTURE X(01)NCHEMS
ELEMENT None
NUMBERACCOUNT TITLE Student Housing Fee**DESCRIPTION OF RECORDING INSTRUCTIONS**

Indicates the student has entered into contract for institutionally controlled residency hall space or family housing.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 903.100 & 903.110PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBEREVENT TITLE Resident Hall Normal Occupancy Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has a residency hall contract and has paid current applicable housing fee for the term. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 903.200 & 903.210L PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Resident Hall Additional Single Occupancy Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has a resident hall contract and has paid the current additional fee for single occupancy. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 903.300 & 903.310PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERNT TITLE Family Housing Fee & Transaction Code**DR RECORDING INSTRUCTIONS**

Indicates the student has a contract with the institution for institutionally controlled family housing. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

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STUDENT DATA CHARACTERISTICS

CODE 904.000

PICTURE X(01)

NCHEMS
ELEMENT None
NUMBER

DESCRIPTION TITLE Food Service Fees

DESCRIPTION RECORDING INSTRUCTIONS

Indicates the student has entered in contract for an institutional food service program.

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

JDE 904.100 & 904.110PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERNT TITLE Food Service 20 Meal Plan Fee & Transaction Code**DR RECORDING INSTRUCTIONS**

Indicates the student has paid the fee for the twenty meal plan. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 904.200 & 904.210PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERNT TITLE Food Service 15 Meal Plan & Transaction Code**DR RECORDING INSTRUCTIONS**

Indicates the student has paid the fee for the fifteen meal plan. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ICODE 904.300 & 904.310

OL PICTURE 9999V99 & X(12) NCHEMS ELEMENT None
NUMBER

MENT TITLE Food Service 10 Meal Plan & Transaction Code

NOTES OR RECORDING INSTRUCTIONS

Indicates the student has paid the fee for the ten meal plan. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 905.000L PICTURE X(01)NCHEMS
ELEMENT None
NUMBERENT TITLE Special Purpose Fees**FOR RECORDING INSTRUCTIONS**

Indicates the applicability of special purposes fees.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 905.100 & 905.110L PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Special Purpose Fees - Late Registration & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current applicable fee for the privilege of late registration. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 905.200 through 905.231

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Special Purpose Fees - Dishonored Checks & Transaction Codes

FOR RECORDING INSTRUCTIONS

Indicates the student has paid special purpose fees for one or more dishonored checks during the term. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

905.200	Dishonored Checks	X(01)
905.210	1st Check	9999V99
905.211	Transaction Code	X(12)
905.220	2nd Check	9999V99
905.221	Transaction Code	X(12)
905.230	3rd Check	9999V99
905.231	Transaction Code	X(12)

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 906.000 through 906.910

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Field Trip Fees

FOR RECORDING INSTRUCTIONS

Indicates the student has paid for one or more field trip fees. The transaction code is a control field used as an audit trail device. See appendix for explanation of Transaction Codes.

906.000	Field Trip Fees	X(01)
906.100	1st Trip	9999V99
906.110	Transaction Code	X(12)
906.200	2nd Trip	9999V99
906.210	Transaction Code	X(12)
906.300	3rd Trip	9999V99
906.310	Transaction Code	X(12)
906.400	4th Trip	9999V99
906.410	Transaction Code	X(12)
906.500	5th Trip	9999V99
906.510	Transaction Code	X(12)
906.600	6th Trip	9999V99
906.610	Transaction Code	X(12)
906.700	7th Trip	9999V99
906.710	Transaction Code	X(12)
906.800	8th Trip	9999V99
906.810	Transaction Code	X(12)
906.900	9th Trip	9999V99
906.910	Transaction Code	X(12)

AND COMMENTS

STUDENT DATA CHARACTERISTICS

ODE 907.000 & 907.100PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERINSTRUMENT TITLE Vehicle Registration Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the current vehicle registration fee if applicable this term. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

ADDITIONAL COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 908.000 & 908.100PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERCONTENT TITLE Remedial English Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the remedial English fees in conjunction with enrollment in that program. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 909.000 & 909.100L PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Remedial Mathematics Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid the remedial mathematics fees in conjunction with enrollment in that program. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 910.000 & 910.100L PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Graduate Student Laboratory Incidental Fee & Transaction Code**OR RECORDING INSTRUCTIONS**

Indicates that a graduate has paid the current graduate student laboratory incidental fee if applicable. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 911.000 & 911.100L PICTURE 9999V99 & X(12)NCHEMS
ELEMENT None
NUMBERENT TITLE Terminal Graduate Student Fee & Transaction Code**FOR RECORDING INSTRUCTIONS**

Indicates the student has paid appropriate fee for registration status as a terminal graduate student. The transaction code is a control field used as an audit trail device. See appendix for explanation of transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 912.000

PL PICTURE X(180)

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Forestry Fees Reserved Area

FOR RECORDING INSTRUCTIONS

An 180 character allocation of space for determination of forestry fees and accompanying transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICSCODE 913.000L PICTURE X(180)NCHEMS
ELEMENT None
NUMBERENT TITLE Music Fees Reserved Area**FOR RECORDING INSTRUCTIONS**

An 180 character allocation of space for determination of music fees and accompanying transaction codes.

AND COMMENTS

STUDENT DATA CHARACTERISTICS

FORM CODE 914.000 through 914.811

30L PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

DOCUMENT TITLE Refund of Fees

NOTES OR RECORDING INSTRUCTIONS

This record shows a summary of fees to be refunded, the percent of the original fee refunded, and an accompanying transaction code.

914.000	Refund of Fees	X(01)
914.100	Incidental Fee Refund	9999V99
914.110	Percent Refund	99V9
914.111	Transaction Code	X(12)
914.200	Building Fee Refund	9999V99
914.210	Percent Refund	99V9
914.211	Transaction Code	X(12)
914.300	Student Union Fee Refund	9999V99
914.310	Percent Refund	99V9
914.311	Transaction Code	X(12)
914.400	University Center Operation Fee Refund	9999V99
914.410	Percent Refund	99V9
914.411	Transaction Code	X(12)
914.500	Student Activities Fee Refund	9999V99
914.510	Percent Refund	99V9
914.511	Transaction Code	X(12)
914.600	Health Services Fee Refund	9999V99
914.610	Percent Refund	99V9
914.611	Transaction Code	X(12)
914.700	Non-Resident Fee Refund	9999V99
914.710	Percent Refund	99V9
914.711	Transaction Code	X(12)
914.800	Special Purpose Fee Refund	9999V99
914.810	Percent Refund	99V9
914.811	Transaction Code	X(12)

NOTES AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 915.000 through 915.500

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENTITLE Total Assessed Fees and Expenses

FOR RECORDING INSTRUCTIONS

This is a summary of fees and expenses and an allocation of payment amount between the student and financial aid program codes.

915.100	Student Pays	9999V99
915.200	Financial Aid Pays	9999V99
915.210	Program Code	X(06)
915.211	Amount	9999V99
915.220	Program Code	X(06)
915.221	Amount	9999V99
915.230	Program Code	X(06)
915.231	Amount	9999V99
915.240	Program Code	X(06)
915.241	Amount	9999V99
915.250	Program Code	X(06)
915.251	Amount	9999V99
915.300	Payment Date	9(06)
915.400	Receipt No.	9(12)
915.500	Cashier No.	9(02)

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 916.000 through 916.530

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Additional Payments By Students

FOR RECORDING INSTRUCTIONS

Area to record additional payments by students.

916.100	1st Additional Payment	9999V99
916.110	Payment Date	9(06)
916.120	Receipt No.	9(12)
916.130	Cashier No.	9(02)
916.200	2nd Additional Payment	9999V99
916.210	Payment Date	9(06)
916.220	Receipt No.	9(12)
916.230	Cashier No.	9(02)
916.300	3rd Additional Payment	9999V99
916.310	Payment Date	9(06)
916.320	Receipt No.	9(12)
916.330	Cashier No.	9(02)
916.400	4th Additional Payment	9999V99
916.410	Payment Date	9(06)
916.420	Receipt No.	9(12)
916.430	Cashier No.	9(02)
916.500	5th Additional Payment	9999V99
916.510	Payment Date	9(06)
916.520	Receipt No.	9(12)
916.530	Cashier No.	9(02)

AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 917.000 through 917.400

DESCRIPTION See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENTRY TITLE Disbursement - Refund to Student

RECORDING INSTRUCTIONS

This is a record of disbursements paid to students for refunds of fees.

917.100	Amount	9999V99
917.200	Payment Date	9(06)
917.300	Voucher No.	9(12)
917.400	Check No.	9(12)

REMARKS AND COMMENTS

STUDENT DATA CHARACTERISTICS

CODE 918.000 through 918.551

PICTURE See Entries Below

NCHEMS
ELEMENT None
NUMBER

ENT TITLE Disbursement - Refund to Financial Aid

OR RECORDING INSTRUCTIONS

This is a record of disbursement paid to financial aid for a student's refund of fees which should be returned to various program code accounts.

918.100	Amount Refunded	9999V99
918.200	Payment Date	9(06)
918.300	Voucher No.	9(12)
918.400	Check No.	9(12)
918.500	Credit to Program Codes	
918.510	Program Code	9(06)
918.511	Amount	9999V99
918.520	Program Code	9(06)
918.521	Amount	9999V99
918.530	Program Code	9(06)
918.531	Amount	9999V99
918.540	Program Code	9(06)
918.541	Amount	9999V99
918.550	Program Code	9(06)
918.551	Amount	9999V99

AND COMMENTS

CHAPTER XI

CONSIDERATIONS FOR IMPLEMENTATION

There are a number of factors to be considered in the implementation of any new information system for an educational institution. The most basic need is for the administrators and operating staff within the educational institution to thoroughly understand why they need to make a change in the way they have been operating. They have to be "sold" on the idea of a new system. They have to be shown how this change in operating practices will affect them in their respective functions and responsibilities. Above all, they must be willing to support the new system and allow it to function as it was designed. Some systems can function despite the people who use it, but all systems function best when all personnel concerned are trying to make it work.

There are several ways in which the new system may be developed. One method would be to use an outside consulting firm to evaluate the institution and design a custom system to meet its specific needs.¹ This would normally use a classical team composition composed of professionals from diverse backgrounds and disciplines. This consultant group would develop a system and train the institutional personnel in the operation and administration of that system. This is usually the most costly method and because of the fiscal conditions of most institutions an alternative is usually sought.

¹James Farmer, An Approach to Planning and Management Systems Implementation (Los Angeles, California: California State Colleges, 1971), p. 2.

A viable alternative is for the institution to develop a system using personnel within their current resources with outside assistance where needed.² Most higher educational institutions of medium size or larger will have within their resources personnel with the talent to develop a good system. These resource personnel include administrators, operating staff, faculty, and students. Institutions should also realize it is not necessary for them to reinvent the wheel. They have the possibility of using developments from other institutions, research programs, and assistance from various federal agencies or federally sponsored programs, as a foundation to develop their own system and procedures.

The first step in the development of a new system is an education process. This process is first directed toward institutional heads and administrators of state systems.³ Later this process is directed toward various administrators and operatives within each institution of higher education.

In this education process the object is to convey that there is a definite need to improve the efficient operation of higher educational institutions. This will require changes in managerial practices and administrative processes used by administrators to plan, organize, staff, direct, and control their respective institutions.

Administrators must come to the realization that the environment of higher education of the "fiftys" and "sixtys" has changed. The time of affluent funding has passed, and higher education must compete vigorously for funds with other social programs. Administrators are being asked to justify their funding with detailed budgets and are being required to evaluate the

²Ibid.

³Ibid., p. 10.

effectiveness of various programs within their respective institutions. Higher education is now in an environment where to effectively compete for funds administrators must be able to justify funding based upon outputs rather than the conventional input basis as had been done in the past.⁴ This is a problem compounded by the fact that many of the outputs of higher education are diverse and intangible.⁵ It is, therefore, paramount that administrators have a complete understanding of the operations of their institution, the programs they administer, the services they perform, and how all of these operations, programs, and services interrelate. Furthermore, the administrator needs to have a means of evaluating the effectiveness of his institution and its programs. To facilitate this he must have quantitative measurements upon which to make his evaluations.⁶ To add further meaning to these evaluations he should be able to compare the operations of his institution to that of others with similar goals and programs. As such, there is a need for common standards of measurement and reporting to have meaningful information exchange.⁷ It is, therefore, necessary to develop a basis for generating comparable information as previously stated in the Introduction. The steps are:

1. Define and measure data characteristics in a common way.
2. Arrange these data characteristics into a common categorized framework.

⁴Robert A. Huff and Charles W. Manning, Higher Education Planning and Management Systems (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972), p. 3.

⁵Ben Lawrence, George Weathersby, and Virginia W. Patterson (Ed.), Outputs of Higher Education: Their Identification, Measurement, and Evaluation (Boulder, Colorado: Western Interstate Commission for Higher Education, 1970), p. 112.

⁶Ben Lawrence, Compatible Management Information Systems (Boulder, Colorado: Western Interstate Commission for Higher Education, 1969), p. 6.

⁷Leonard C. Romney, Information Exchange Procedures: Overview and General Approach Field Review Ed. (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972), p. 19.

3. Collect and classify data into this framework in a common manner.
4. Total and summarize data in accordance with common procedural standards.

The next area the institution should consider is to define the components and characteristic coding to be used in the operational data base. The National Center for Higher Education Management Systems (NCHEMS), Data Element Dictionary defines data characteristics in five major functional areas relating to: Staff, Courses, Facilities, Students, and Finances. The data characteristics defined in these five areas in the Data Element Dictionary provide the minimal requirements for characteristics to make use of NCHEMS management planning tools and services. An institution should develop an expanded set of characteristics in each of these five areas as it deems necessary. This paper is an example of how student characteristics might be expanded. It is highly recommended that as much standardization as possible be maintained between institutions within one regency.

Other smaller data characteristic files still must be maintained for other aspects of institutional operations. These might include: payroll, physical equipment, supplies, vendors, library catalogues, etc., in addition to various accounting related files.

Once the various data segments have been established they serve as a basis from which to extract information. If the data base has been well planned, all information normally needed for use with regard to the defined subjects can be derived from the raw data itself or from totalizations and summaries of various raw data characteristics.

The next step is the conceptual design of the information system. There are a number of factors to be weighed and considered in this area. It must be decided what is expected from the information system and what function it is expected to perform upon implementation and in the future.

The amount of time available to design and have the system operational is a consideration. Last, but by no means least, the amount of funds available to be spent on the system for implementation and continued operation is considered.

To begin it is necessary to define the goals and limits of the system. These goals and limits will reflect demands on the system, funding available, time constraints, and personnel available for design and implementation. One of the most important factors that relates to cost and complexity of the system is the dexterity of the system. Other than normal operating reports how flexible is the system in meeting various requests for information from its users, and with what speed can the system process these requests? This will affect the design of the system, the size and type of processor needed, the capacity and medium of data storage, the types and amounts of data communication equipment available, and the computer software to support such a system.

One of the determinants influencing speed of operation, dexterity, and flexibility is the number of ways data may be accessed in the system. To more clearly illustrate what is meant by "number of ways data may be accessed" an illustration would be useful. Student records are normally filed and accessed by use of a reference code, a student number (this is the case even in a random access storage medium). This is fine for retrieving information about a specific student if his student number is known. But given an instance where information is wanted about the subset of students whose characteristics are: male, of Oriental extraction, receiving financial aid from program number 2213 (an arbitrary number used for illustrative purposes), were or are members of the armed forces of the United States, had a 3.6 grade point average or higher last term, and are seeking graduate degrees in business, agriculture, or law, it could result

in extensive search of all student records to derive this requested subset of students.

If the institution has included a cross-indexing feature in their data base and the number of subjects are diverse and discretely coded, the search time can be greatly reduced and therefore, the information system becomes much more powerful as a management tool.

When information about a student is updated in the student's record, information in an index would also be modified. The index would be composed of element characteristics which have discrete codes and codes representing statistical grouping of data covering the allowable range for that characteristic.

For example, Civil Rights Racial Category is an element characteristic with five denoted descriptive codes, one of which is Oriental. In the index associated with the element characteristic Civil Rights Racial Category there would be five areas, one for each of the five descriptive codes. In the areas assigned to each descriptive code would be a designation to identify each student who has the description for this element characteristic.

In contrast, grade point average is an element characteristic with a continuous possible range of from zero through four measured to three decimal accuracy. This can be represented by 10 groups corresponding to 0.000-0.399, 0.400-0.799, 0.800-1.199 . . . 3.800-4.000. When the student's grade point average is entered in the student's record it would also be evaluated as to its applicable group, and the student's designation would be added to the list of students with grade point averages falling into this specific group. This would be the same for other element characteristics of a similar type.

It is obvious that data entered in narrative form cannot be indexed because of the lack of definite coding structure or the existence of an element characteristic with appreciably infinite descriptions. These characteristics could be referenced only by individually scanning student records one at a time. It would be up to the institution to determine the characteristics to be included in the indexing system based upon: demand, expected utility of the characteristic, and (as a matter of practical operating reasons) the extent to which it reduces the size requirements for the random access data storage medium.

Since the student designator is associated with a descriptive code for any element characteristic, the entire subset of students having this descriptive code for an element characteristic is readily known. Therefore, it is possible to use set theory to find possible combinations of unions and intersections of subsets to derive the required list of students, as earlier specified in the example, when a subset of students (whose characteristics are: male, Oriental, receiving financial aid from program 2213, were or are currently armed forces members, and having grade point averages of 3.6 or higher last term, and are seeking graduate degrees in business, agriculture, or law) is wanted. This group of students can now be readily identified, especially if the discriminant with the most characteristics is used first to reduce the number of comparisons. The operating system could be programmed to make comparisons in that order.

Once the institution has some preliminary ideas about a new information system it should then consider a formal program to develop these ideas into a working system.

The creation of a data base is only a segment of developing an institutional information system. Robert I. Benjamin suggests a six phase

program in the implementation of any new information system. His six phases are:⁸

1. Feasibility Study
2. System Specification
3. System Engineering
4. Programming and Procedure Development
5. Implementation
6. Operation

The first phase, the feasibility study, should be conducted by a feasibility study committee. The objectives of this study are to develop sufficient detail about a proposed system project to determine if it is worth doing from the viewpoints of economics, technology, and operations. The committee should define the scope of the system project and study the integration of the proposed system project into the institutional plan for development. It should present their data in a form that can be used as a learning tool by those who will continue the system project in further phases.

The functional users within the institution should analyze the operational and economic feasibility of the proposal while systems development and data automation analysts should evaluate the technical feasibility of the project. It is the responsibility of the higher administration of the institution to evaluate the potential benefits of the project against the resources available for the project.⁹

The committee during the feasibility study phase should collect statements from various functional users, who will be affected by a system change, stating what they want and must have from a new system. The committee should then write a project outline. This is a short statement

⁸Robert I. Benjamin, Control of the Information System Development Cycle (New York: John Wiley & Sons, Inc., 1971), p. 28.

⁹Ibid., p. 42.

of the problem to be solved, the scope of the project, and the responsibilities of various groups during the study and in later phases of the project.¹⁰

The next step during this phase is a study of the economics of the system. This should include cost and potential savings over the expected life of the system. This should include a determination of the operational life of the system, development cost of the system, present system operating cost, projected operating cost of the new system, cost benefits of converting to new system, and the economic justification of converting to the new system. The committee and institutional management should note that the development of any new management system should be evaluated as a capital investment.¹¹

The committee should lastly write the feasibility study report. This should include a summary of the feasibility study and how it was conducted, a rationale for system development in the institution, a documentation of the present system, a description of the proposed system, conversion requirements for the new system, a statement of economic analysis presenting cost findings, and lastly future planning requirements.¹²

The second phase of the project is system specification. The objectives of this phase are to provide detail specifications and operating requirements of the new system in language that is implicitly clear to both the users of the system and the designers. The objective is also to develop sufficient technical design detail to prove that the system can be built. It should provide a preliminary information base to allow programming and

¹⁰Ibid., pp. 43-44.

¹¹Ibid., pp. 44-45.

¹²Ibid., pp. 45-48.

procedural design to take place. It should also provide sufficient cost and benefit data to allow the administrators of the institution to decide whether to continue the project.

It would be the responsibilities of the functional users in the institution to develop detailed operating requirements and evaluate these requirements against cost and benefits; likewise, they should also identify unusual problems of implementation.

The system development group should determine detailed technical system design and management specifications. It should also determine development staff cost and requirements for new or additional equipment. The administration of the institution should review the findings of this phase to determine if continuation of the project is justified.¹³

The phase itself should begin with the system's group setting up a task list of things that should be accomplished, establishing a work plan, conducting a system survey, creating a general design of the new system, and coordination of this general design with appropriate institutional users. The system's group should begin detailed design of the new system, planning of a generalized nature for converting to the new system, developing a system proposal, and having that proposal evaluated and approved.¹⁴

A questionnaire should be used for the system survey of institutional users. The design of the questionnaire should force necessary design research before data gathering takes place. It also serves to reduce data received from users to common characteristics suitable for analysis.¹⁵

Matrix design techniques may then be used to design a structure for the data base. Its purpose is to relate input requirements to output

¹³Ibid., p. 50

¹⁴Ibid., pp. 50-51.

¹⁵Ibid., p. 51.

requirements and establish a data management system composed of various data files to meet the needs of the system. Matrix design tools are also useful to determine if all necessary data requirements have been accounted for and indicating where data characteristics are not being used by the system for output reports.¹⁶

The next step is the development of functional models. These would include system flow charts and decision tables or various combinations of both. A tool called an implementation planning table may be used to show associations between data characteristics and various forms on which they are used in the system. The table should contain information about forms used by the system or an applicable subsystem. The following are listed for each form: the form name, control designation, its use, the difficulty of use, special knowledge required to use the form, and the number of people and locations using the form.¹⁷

Another data management tool is the data source matrix. This matrix lists each data characteristic in the data base, on what input products it appears, on what output products it appears, the reliability of this data characteristic being true and correct when captured, the capture method, the office responsible for capture or update, and primary users of the characteristic.¹⁸

The last product of this phase is the system specification report. This report is composed of seven sections dealing with: system summary, functional specifications for the new system, control specifications, functional specifications for system conversion, technical specifications,

¹⁶Ibid., pp. 51-52.

¹⁷Ibid., pp. 52-54.

¹⁸Ibid., pp. 54-55.

economic analysis, and planning requirements.¹⁹

The third phase of the project is system engineering. The objectives in this phase are to produce final design specifications in the areas of programming, procedures, and conversion. Other objectives are to document the design specifications in a form that can be updated and maintained throughout the life of the system and that will allow the expansion of the system effort to the full project group. It should also provide a final cost analysis based on the detailed design specifications that will provide an accurate estimate of the development cost, operating cost, and a timetable for implementation.

The system development personnel should be responsible for detail design of system flow charts, files, programs, procedures, and controls. They should also provide revised cost estimates. The functional users should be responsible for evaluating changes in specifications against operational objectives. The users should also develop a conversion plan and an evaluation of costs against the benefits of the system. The administration should evaluate the benefits of the project against system cost as of the last revisions.²⁰

The systems engineering group should develop task lists in the areas of program specifications, procedural specifications, and conversion specifications.²¹ In addition they should try to divide the project into several modular subsystems to simplify design and project management. These modules should have a unique function, be logically complete in themselves, and have a minimum of data interface with other subsystems.²²

¹⁹Ibid., pp. 55-57.

²⁰Ibid., p. 60.

²¹Ibid., pp. 61-63.

²²Ibid., pp. 63-65.

Prototypes of the system can be designed and tested. These may be prototypes of the whole system or module subsystems. These prototypes will usually take the form of a mathematical model. These models may be of several types but queuing models may be one of the most beneficial in setting up a new system. These queuing models may be of a single channel or multistage type depending on the setup of the proposed system under simulation.²³ They are useful in determining the number of terminals required for the information system, the number of communication channels required to support these terminals, and system configuration requirements to support multiprocessing and multiprogramming in the data processing center. Specifications for programming, procedures, conversion, and system control are produced, likewise, conversion timetables for implementation of the system are also produced.²⁴

The fourth phase of the project is for programming and procedure development. The objectives of this phase are to code, test, and document all programs. The programs should be integrated into a working system and all procedural manuals should be completed. The programs, procedures, and conversion efforts should be integrated into a test of the entire system. All cost and schedule estimates should be re-evaluated and updated as necessary.

The system development staff should develop and test all programs and procedures and re-evaluate operating cost.

The functional users should evaluate changes in specifications and cost against objectives. They should develop conversion training plans

²³Giuseppe M. Ferrero di Roccaferrera, Operations Research Models for Business and Industry (Cincinnati: South-Western Publishing Co., 1964), pp. 801-913.

²⁴Benjamin, op. cit., pp. 65-72.

and educational aids. They should then schedule the implementation of the system.

The data center is responsible for development of conversion training plans and training aids for their personnel. They should then schedule the installation of the new equipment.²⁵

The administration should evaluate the progress made during the phase against the planned items to be accomplished as listed in appropriate planning tools such as GANTT charts, CPM, and PERT models.²⁶

During this phase the modular subsystems are assembled and the programs and procedures to connect these subsystems together are developed. Consideration is given during this phase to the selection of the program language to be used in writing the computer programs and to developing specialized language to be used by non-data system oriented personnel²⁷ who need to be able to use the terminals to query the information system. Tests need to be conducted to insure that the data conversion methods are feasible. This should also include simulation programs and emulation hardware to use old computer programs on new equipment until these programs can be rewritten for the new system.²⁸

The fifth phase of the project is the implementation phase. The objectives of this phase are to assure the capability of the system to perform the specified functions, convert all operations to the new system, and update programs, procedures, and documentation as necessary.

²⁵Ibid., p. 74.

²⁶James M. McKeever, Management Reporting Systems (New York: John Wiley & Sons, Inc., 1971), pp. 71-76.

²⁷Ibid., pp. 53-57.

²⁸Benjamin, op. cit., pp. 75-81.

The functional user has the responsibility to test the system under controlled low volume operations and request any changes in the system specifications necessitated by this controlled test. After required changes have been made the users should test the system under normal operating conditions at full volume work load. The users should continue to evaluate the cost and the effectiveness of the new system.

The data center should test the system under low volume operations and request changes in specifications as a result of the preliminary test. The system should then be increased to full volume operations after any modifications have been made. The low volume test of the users and the data center may be concurrent.

It is the responsibility of the system development group to make changes in the system as requested by the functional users and the data center operators. After this has been accomplished the system's group should identify the cost of these last changes.

The administrators of the institution should evaluate the progress of the system against the planning documents and the timetables that were established for the system project. They should then begin to measure the results of the new system.²⁹

The sixth phase of the project is the continued operation of the system. The objectives during this phase are to modify the system as required to meet changing requirements of the applications and the changing environment of system technology.

The functional users should request changes in the system to meet new operating requirements of the institution.

The data center should concentrate on operating efficiency.

²⁹Ibid., p. 84.

The system development staff should modify specifications and change programs and procedures as required and continue ongoing program maintenance.

The administration should evaluate the effectiveness of the new system and determine the operational cost of the system including total clerical and data processing cost.³⁰

One of the problems facing the institution that has developed a comprehensive integrated information system is the control of the information in its data base. To be more specific, who has a right to access the information and under what circumstances and preconditions? This problem is more acute with publicly supported institutions.

Currently there are two growing trends and philosophies affecting the information sciences and data base management. One is the individual's wish for anonymity and privacy. This has manifested itself in various forms including various statutes establishing a right of privacy.³¹ Extreme activists in this movement seek to limit the ability of government and the private sector to collect information about private individuals by means of data exchange. They seek to limit the access to information contained in government files and private information utilities. In some instances they seek the abolition of certain types of data bases maintained by government.³² Various statutes and judicial decisions have established the right of individuals to inspect information kept in various data bases about themselves and to correct information in these files when they can prove the information contained therein is in error.

³⁰Ibid., p. 88.

³¹Montana, Constitution, Art. 2, sec. 10.

³²"Records, Computers and Citizens' Rights," Computer Digest, September 1973, pp. 2-4.

The other trend is not really new, but it is more currently in prominence. It concerns the rights of the individual public to know how the business of government is being conducted and to inspect the records of government and attend meetings of government or their appointed agencies.

In general there are three categories into which states may be grouped in reference to their administration of the right of the public to inspect the records of government.³³ The first group of states have general inspection statutes where the public has a general right of inspection of such records as are defined to be public by statute, judicial definition, and test. The second group of states have specific statutes where a right of inspection of records is allowed by a number of specific statutes that specifically state what records are exempt from general public inspection but may be accessed by individual only under writ of mandamus, where the individual must prove a right and need to inspect records. Other statutes may specifically prohibit any public inspection of certain classes of records. The third group of states base their information access on the theory of Common Law. Under Common Law the public has the right to inspect public records as a protection against secrecy in government.

Most institutional records come under the criteria set forth for public records, in that they are records under the care of a public officer, that they are authorized by law, that they are accurate and durable, and that they are written memorials.³⁴ To inspect documents under common law the individual must not interfere with the operation of the agency where the records are kept; he must have a "legitimate" (the definition varies

³³Joanne E. Arnold, Full Disclosure: New and Responsible Attitudes (Boulder, Colorado: National Center for Higher Education Management Systems at WICHE, 1972), p. 5.

³⁴Ibid., p. 4.

between jurisdictions but most have proven to be exceptionally liberal including any motive, even mere curiosity) interest in the records; he must handle the records with care; and he must carry out the inspection during reasonable hours at the place where the records are kept.³⁵

In the past some institutions have declared that certain of their records were confidential and not open to public inspection. Under common law there are four preconditions necessary to insure confidentiality: the communications must originate in a confidence that will not be disclosed, the element of confidence must be a necessary precondition of acquiring the information and establishing the relationship between the parties, the relationship between the parties must be one of which the state approves and wishes to foster, and the harm to the relationship as a result of the compromise of the information must be greater than the public good resulting from the disclosure.³⁶ In general institutions have contended that the relationship between the institution and the student and others was confidential. It should be noted that in a number of recent court decisions public schools, school districts, and institutions of postsecondary education have been required to allow inspection of student records, personnel information, survey data, and records pertaining to the receipt and expenditures of public funds even though the records were contended to be confidential by the custodians of the records and met the requirements of confidentiality expressed in common law.³⁷

³⁵Ibid., citing, Walter J. Foley, "It's Time to Re-Examine Confidentiality of Public Records," Confidentiality and the School Counselor, Ed. by Gerald Haney et al. (Topeka: Kansas State Department of Public Instruction, 1970).

³⁶Ibid., p. 11, citing, Lawrence Litwack, Dean Rochester, Ralph Oates, and Wayne Addison, "Testimonial Privileged Communication and the School Counselor," School Counselor, 17 (1969), pp. 108-111.

³⁷Ibid., pp. 11-14.

The State of Montana does not have a clear set of statutes regulating the access of the public to documents. Title 93 Chapter 1001 of the 1947 Revised Codes of Montana contains statutes on Evidence--Public Writings:

93-1001-1. Writings, public and private. Writings are of two kinds: 1. Public; and, 2. Private.

93-1001-2. Public writings defined. Public writings are:
1. The written acts or records of the acts of the sovereign authority, of official bodies and tribunals, and of public officers, legislative, judicial, and executive, whether of this state, of the United States, of a sister state, or of a foreign country. 2. Public records, kept in this state, of private writings.

93-1001-3. All others private. All other writings are private.

93-1001-4. Every citizen entitled to inspect and copy public writings. Every citizen has a right to inspect and take a copy of any public writings of this state, except as otherwise expressly provided by statute.

93-1001-5. Public officer bound to give copies. Every public officer having the custody of a public writing, which a citizen has a right to inspect, is bound to give him, on demand, a certified copy of it, on payment of the legal fees therefor, and such copy is admissible as evidence in like cases and with like effect as the original writing.

93-1001-6. Four kinds of public writings. Public writings are divided into four classes: 1. Laws. 2. Judicial records. 3. Other official documents. 4. Public records, kept in this state, of private writings.

Title 59 Section 512 of the 1947 Revised Codes of Montana is quoted as follows:

59-512. Records open to public inspection--exceptions. The public records and other matters in the office of any officer are at all times, during office hours, open to the inspection of any person. In cases of attachment, the clerk of the court with whom the complaint is filed must not make public the fact of the filing of the complaint, or the issuing of such attachment.

No files in the office of the clerk of district court relating to the adoption of children shall be open to examination or inspection by any person unless the person desiring to examine or inspect any such file shall first obtain written permission from the district judge, and no district judge shall grant any applicant permission to examine or inspect any such file in the office of clerk of district court unless such applicant shall set forth in his application good and sufficient cause for such examination or inspection.

The above statutes were passed under the provisions of the Constitution of 1889. In the Montana Constitution of 1972 Article II Section 9 describes the right of the public to information about government.

Article II Section 9. Right to know. No person shall be deprived of the right to examine documents or to observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demand of individual privacy clearly exceeds the merits of public disclosure.

With the implementation of the new state constitution and the formal declaration of the "right to know," it becomes evident that there is a need for definitive statutes or executive orders to define what types of information collected and maintained by government or its agencies are open to public inspection and those that are exempt from inspection because the merits of individual privacy would exceed that of public disclosure.

An excellent illustration of laws concerning public records is found in the Colorado Public Record Law of 1968. This is a comprehensive set of statutes containing: a declaration of policy of the public right of inspection, a set of applicable definitions of related terms, how records are open to public inspection, how copies will be made of the documents, lastly, violations and penalties.³⁸ This would be an excellent example to follow in developing statutes or executive orders to implement Article II Section 9 of the new constitution.

It now comes to the point where institutions and other agencies of government must seriously consider what types of information it would want to collect, compile, and store, knowing it may not be able to guarantee the confidentiality of that information.³⁹

³⁸Colorado, Revised Statutes Annotated, Sec. 113-2-1 to 113-2-6.

³⁹Montana, Constitution, Art. 2, Sec. 9.

APPENDIX A

MONTANA COUNTIES FOUR LETTER CODES

	<u>County</u>	<u>Code</u>		<u>County</u>	<u>Code</u>
01	Beaverhead	BEAV	29	McCone	MCCO
02	Big Horn	BIGH	30	Meagher	MEAG
03	Blaine	BLAI	31	Mineral	MINE
04	Broadwater	BROA	32	Missoula	MISS
05	Carbon	CARB	33	Musselshell	MUSS
06	Carter	CART	34	Park	PARK
07	Cascade	CASC	35	Petroleum	PETR
08	Chouteau	CHOU	36	Phillips	PHIL
09	Custer	CUST	37	Pondera	POND
10	Daniels	DANI	38	Powder River	POWD
11	Dawson	DAWS	39	Powell	POWE
12	Deer Lodge	DEER	40	Prairie	PRAI
13	Fallon	FALL	41	Ravalli	RAVA
14	Fergus	FERG	42	Richland	RICH
15	Flathead	FLAT	43	Roosevelt	ROOS
16	Gallatin	GALL	44	Rosebud	ROSE
17	Garfield	GARF	45	Sanders	SAND
18	Glacier	GLAC	46	Sheridan	SHER
19	Golden Valley	GOLD	47	Silver Bow	SILV
20	Granite	GRAN	48	Stillwater	STIL
21	Hill	HILL	49	Sweet Grass	SWEE
22	Jefferson	JEFF	50	Teton	TETO
23	Judith Basin	JUDI	51	Toole	TOOL
24	Lake	LAKE	52	Treasure	TREA
25	Lewis and Clark	LEWI	53	Valley	VALL
26	Liberty	LIBE	54	Wheatland	WHEA
27	Lincoln	LINC	55	Wibaux	WIBA
28	Madison	MADI	56	Yellowstone	YELL

APPENDIX B

DATE CODING INSTRUCTIONS

The procedures for the coding of dates in this paper are in accordance with U. S. Department of Commerce, National Bureau of Standards, as described in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this system a date is represented by a six digit numeric code. The first two positions from the left represent the year. The center two positions represent the month, and the two positions to the right represent the day of the month.

In coding the year only, the last two digits are used, assuming that all dates will occur in one century, or if they carry-over into another century only a span of one hundred years will be relevant to the data concerned. The month is represented by the number of the month as it appears in the calendar where January would be one and December would be twelve.

<u>MONTH</u>	<u>CODE</u>	<u>MONTH</u>	<u>CODE</u>
January	01	July	07
February	02	August	08
March	03	September	09
April	04	October	10
May	05	November	11
June	06	December	12

Some dates only require information regarding the month and the year. In that case the first two positions represent the year while the last two represent the month. In cases where only the year is requested the

two position field should be filled by the last two digits of the requested year.

Item Codes-Six Digit Dates

Item Code	Name
004.000	Birth Date
024.000	Survey Data Date
102.000	Admission Application Date
105.000	Admission Date Valid
107.000	Admission Action Date
201.000	Date Last Counseled
210.000	Date Administered
301.050	Degree/Certificate Date
401.140	Withdrawal Date
508.000	Date Request Entered
807.000	Date of Application for Aid
915.300	Payment Date (Total Assessed Fees and Expenses)
916.110	Payment Date (1st Additional Payment by Student)
916.210	Payment Date (2nd Additional Payment by Student)
916.310	Payment Date (3rd Additional Payment by Student)
916.410	Payment Date (4th Additional Payment by Student)
916.510	Payment Date (5th Additional Payment by Student)
917.200	Payment Date (Disbursement-Refund to Student)
918.200	Payment Date (Disbursement-Refund to Financial Aid)

Item Codes-Four Digit Dates Month & Year

204.100	Term Date (Programming for Following Terms)
204.200	Term Date (Programming for Following Terms)
204.300	Term Date (Programming for Following Terms)
204.400	Term Date (Programming for Following Terms)
205.000	Counseling Required Before Term Date
302.010	Term Date (Term Record)
303.010	Term Date (Course Record Block)
501.000	Term Starting Date

Item Codes-Two Digit Dates Year Only

301.120	Beginning Date-Year
301.130	Ending Date-Year

APPENDIX C

MONTANA SECONDARY SCHOOLS

<u>County and School</u>	<u>ACT Code</u>
Beaverhead County	
Beaverhead County High School	27 002-706
Lima High School	27 005-667
Big Horn County	
Harden High School	27 004-156
Lodge Grass High School	27 005-772
Busby High School	27 001-580
Blaine County	
Chinook High School	27 002-056
Harlem High School	27 004-172
Turner High School	27 008-178
St. Paul Mission High School	27 004-482
Broadwater County	
Broadwater County High School	27 008-062
Carbon County	
Red Lodge High School	27 006-906
Bridger High School	27 001-416
Joliet High School	27 004-997
Roberts High School	27 007-007
Fromberg High School	27 003-443

<u>County and School</u>	<u>ACT Code</u>
Carbon County (continued)	
Belfry High School	27 000-436
Edgar High School	27 002-943
Carter County	
Carter County High School	27 002-986
Cascade County	
Great Falls High School	27 003-826
C. M. Russell High School	27 013-163
Great Falls Vocational Technical Center	**27 070-099
Cascade High School	27 001-920
Centerville High School	27 007-465
Belt High School	27 000-517
Simms High School	27 007-783
Central Catholic High School	27 003-761
Cascade Colony	**27 079-373
Chouteau County	
Fort Benton High School	27 003-265
Big Sandy High School	27 000-576
Highwood High School	27 004-741
Geraldine High School	27 003-508
Custer County	
Custer County High School	27 006-027
Sacred Heart High School	27 006-078
Pine Hills School	27 006-094
Daniels County	
Scobey High School	27 007-511

<u>County and School</u>	<u>ACT Code</u>
Daniels County (continued)	
Peerless High School	27 006-515
Flaxville High School	27 003-184
Dawson County	
Dawson County High School	27 003-664
Richey High School	27 006-965
Deer Lodge County	
Anaconda High School	27 000-169
Anaconda Central High School	27 000-134
Fallon County	
Baker High School	27 000-398
Plevna High School	27 006-671
Fergus County	
Fergus High School	27 005-462
Grass Range High School	27 003-729
Moore High School	27 006-272
Roy High School	27 007-228
Denton High School	27 002-684
Winifred High School	27 008-682
St. Leo High School	27 005-551
Flathead County	
Flathead High School	27 005-217
Columbia Falls High School	27 002-242
Big Fork High School	27 000-533
White Fish High School	27 008-461

<u>County and School</u>	<u>ACT Code</u>
Gallatin County	
Manhattan High School	27 005-934
Bozeman High School	27 001-211
Willow Creek High School	27 008-623
Three Forks High School	27 008-046
Belgrade High School	27 000-460
West Yellowstone High School	27 008-410
Mount Ellis Academy	27 001-300
Holy Rosary High School	27 001-319
Manhattan Christian High School	27 005-896
Garfield County	
Garfield County High School	27 005-063
Glacier County	
Browning High School	27 001-556
Cut Bank High School	27 002-501
Golden Valley County	
Ryegate High School	27 007-279
Lavina High School	27 005-438
Granite County	
Granite High School	27 006-558
Drummond High School	27 002-854
Hill County	
Box Elder High School	27 001-165
Havre High School	27 004-350
Hingham High School	27 004-784
Rudyard High School	27 007-252

<u>County and School</u>	<u>ACT Code</u>
Hill County (continued)	
Inverness High School	27 004-962
K-G High School	27 003-559
Jefferson County	
Whitehall High School	27 008-550
Jefferson High School	27 001-149
Judith Basin County	
Stanford High School	27 007-813
Hobson High School	27 004-830
Geyser High School	27 003-524
Lake County	
Charlo High School	27 001-998
Arlee High School	27 000-282
Polson High School	27 006-728
St. Ignatius High School	27 007-376
Ronan High School	27 007-082
Lewis and Clark County	
Helena Senior High School	27 004-571
Helena Vocational Technical Center	**27 250-488
Augusta High School	27 000-320
Mountain View School	27 004-733
Liberty County	
Joplin High School	27 005-020
Chester High School	27 002-013
Lincoln County	
Troy High School	27 008-143

<u>County and School</u>	<u>ACT Code</u>
Lincoln County (continued)	
Libby High School	27 005-624
Lincoln County High School	27 003-109
Madison County	
Sheridan High School	27 007-651
Twin Bridges High School	27 008-208
Harrison High School	27 004-288
Madison Valley Consolidated High School (Ennis High)	27 003-044
Virginia City High School	27 008-321
McCone County	
Circle High School	27 002-137
Meagher County	
White Sulpher Springs High School	27 008-585
Mineral County	
Alberton High School	27 000-061
Superior High School	27 007-929
St. Regis High School	27 007-422
Missoula County	
Hellgate High School	27 011-802
Sentinel High School	27 006-140
Missoula Technical Center	**27 320-548
Seeley Swan High School	27 014-402
Frenchtown High School	27 003-370
Loyola High School	27 006-132
Sacred Heart Academy High School	27 006-191

<u>County and School</u>	<u>ACT Code</u>
Musselshell County	
Roundup High School	27 007-163
Melstone High School	27 005-993
Park County	
Park Senior High School	27 005-713
Gardiner High School	27 003-486
Clyde Park High School	27 002-188
Wilsall High School	27 008-666
Petroleum County	
Winnett High School	27 008-704
Phillips County	
Dodson High School	27 002-838
Saco High School	27 007-317
Malta High School	27 005-845
Whitewater High School	27 008-577
Pondera County	
Conrad High School	27 002-232
Valier High School	27 008-267
Brady High School	27 001-378
Powder River County	
Powder River County District High School	27 001-440
Powell County	
Powell County High School	27 002-633
Prairie County	
Terry High School	27 007-945

<u>County and School</u>	<u>ACT Code</u>
Ravalli County	
Corvallis High School	27 002-390
Stevensville High School	27 007-864
Hamilton High School	27 004-032
Victor High School	27 008-313
Darby High School	27 002-595
Florence-Carlton High School	27 003-206
Richland County	
Sidney High School	27 007-724
Savage High School	27 007-503
Fairview High School	27 003-176
Lambert High School	27 005-349
Roosevelt County	
Poplar High School	27 006-779
Culbertson High School	27 002-439
Wolf Point High School	27 008-739
Brockton High School	27 001-505
Froid High School	27 003-419
Bainville High School	27 000-355
Rosebud County	
Forsyth High School	27 003-230
Rosebud High School	27 007-112
Colstrip High School	27 002-218
St. Labre Mission High School	27 000-304
Sanders County	
Plains High School	27 006-582

<u>County and School</u>	<u>ACT Code</u>
Sanders County (continued)	
Thompson Falls High School	27 007-953
Dixon High School	27 002-781
Noxon High School	27 006-388
Hot Springs High School	27 004-881
Sheridan County	
Westby High School	27 008-372
Medicine Lake High School	27 005-969
Antelope High School	27 000-266
Plentywood High School	27 006-639
Outlook High School	27 006-469
Silver Bow County	
Butte High School	27 001-610
Butte Vocational Technical Center	**27 471-212
Butte Central High School	27 001-653
Stillwater County	
Park City High School	27 006-507
Columbus High School	27 002-307
Reedpoint High School	27 006-922
Rapelje High School	27 006-876
Absarokee High School	27 000-029
Sweet Grass County	
Sweet Grass County High School	27 000-657
Teton County	
Choteau High School	27 002-099
Fairfield High School	27 003-133

<u>County and School</u>	<u>ACT Code</u>
Teton County (continued)	
Dutton High School	27 002-870
Power High School	27 006-817
Toole County	
Sunburst High School (North Toole Co. High School)	27 007-902
Shelby High School	27 007-597
Treasure County	
Hysham High School	27 004-938
Valley County	
Glasgow High School	27 003-591
Frazer High School	27 003-346
Hinsdale High School	27 004-814
Opheim High School	27 006-434
Nashua High School	27 006-310
Lustre Bible Academy High School	27 003-354
Wheatland County	
Harlowton High School	27 004-237
Judith Gap High School	27 005-128
Wibaux County	
Wibaux High School	27 008-615
Yellowstone County	
Billings Senior High School	27 000-711
Billings West High School	27 001-076
Billings Vocational Technical Center	**27 560-966
Laurel High School	27 005-403
Custer High School	27 002-463

<u>County and School</u>	<u>ACT Code</u>
Yellowstone County (continued)	
Broadview High School	27 001-467
Huntley Project High School	27 008-763
Shepherd High School	27 007-635
Central Catholic High School	27 000-797

** These institutions are not currently coded in the "ACT High School Code Book." Numbers for these schools have been contrived to temporarily fill this gap and devised so there will be no overlap with the ACT code system. When these schools appear in the "ACT High School Code Book," the contrived codes should be replaced in current applicable records.

APPENDIX D

TIME BLOCKS AND TIME SECTORS

In this paper I have referred to two data characteristics, time blocks and time sectors. Time blocks are used to refer to times used in conjunction with meeting times of courses, while time sectors are used to refer to periods of time in which the student wishes to have courses scheduled.

In the case of time blocks it was necessary to be able to identify each half hour time interval occurring during a 24 hour period of each day of the week. This provides the ability to schedule for any hour of the day or any day of the week, if it should become necessary. Each time block code is a four character designation identifying a day of the week and a half hour time period. By associating these time blocks with each class section it is possible to identify periods of time the class meets without the need for any computation by an operating system functioning as a scheduling agent. This concept is valid for determining student conflict checking and also facilities utilization.

Time sectors are used by the student to reference periods of time when the student prefers to have his classes scheduled. Most of the time sectors are from two to six hours in length on a specific day. Two sectors are a one and a two hour period covering several days. By using various combinations of time sectors it is possible to arrange most of the common scheduling patterns used by institutions of higher education.

STUDENT COURSE TIME BLOCK CODES

Time Block	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
0000 - 0029	A000	B000	C000	D000	E000	F000	G000
0030 - 0059	A003	B003	C003	D003	E003	F003	G003
0100 - 0129	A010	B010	C010	D010	E010	F010	G010
0130 - 0159	A013	B013	C013	D013	E013	F013	G013
0200 - 0229	A020	B020	C020	D020	E020	F020	G020
0230 - 0259	A023	B023	C023	D023	E023	F023	G023
0300 - 0329	A030	B030	C030	D030	E030	F030	G030
0330 - 0359	A033	B033	C033	D033	E033	F033	G033
0400 - 0429	A040	B040	C040	D040	E040	F040	G040
0430 - 0459	A043	B043	C043	D043	E043	F043	G043
0500 - 0529	A050	B050	C050	D050	E050	F050	G050
0530 - 0559	A053	B053	C053	D053	E053	F053	G053
0600 - 0629	A060	B060	C060	D060	E060	F060	G060
0630 - 0659	A063	B063	C063	D063	E063	F063	G063
0700 - 0729	A070	B070	C070	D070	E070	F070	G070
0730 - 0759	A073	B073	C073	D073	E073	F073	G073
0800 - 0829	A080	B080	C080	D080	E080	F080	G080
0830 - 0859	A083	B083	C083	D083	E083	F083	G083
0900 - 0929	A090	B090	C090	D090	E090	F090	G090
0930 - 0959	A093	B093	C093	D093	E093	F093	G093
1000 - 1029	A100	B100	C100	D100	E100	F100	G100
1030 - 1059	A103	B103	C103	D103	E103	F103	G103
1100 - 1129	A110	B110	C110	D110	E110	F110	G110
1130 - 1159	A113	B113	C113	D113	E113	F113	G113
1200 - 1229	A120	B120	C120	D120	E120	F120	G120
1230 - 1259	A123	B123	C123	D123	E123	F123	G123
1300 - 1329	A130	B130	C130	D130	E130	F130	G130
1330 - 1359	A133	B133	C133	D133	E133	F133	G133
1400 - 1429	A140	B140	C140	D140	E140	F140	G140
1430 - 1459	A143	B143	C143	D143	E143	F143	G143
1500 - 1529	A150	B150	C150	D150	E150	F150	G150
1530 - 1559	A153	B153	C153	D153	E153	F153	G153
1600 - 1629	A160	B160	C160	D160	E160	F160	G160
1630 - 1659	A163	B163	C163	D163	E163	F163	G163
1700 - 1729	A170	B170	C170	D170	E170	F170	G170
1730 - 1759	A173	B173	C173	D173	E173	F173	G173
1800 - 1829	A180	B180	C180	D180	E180	F180	G180
1830 - 1859	A183	B183	C183	D183	E183	F183	G183
1900 - 1929	A190	B190	C190	D190	E190	F190	G190
1930 - 1959	A193	B193	C193	D193	E193	F193	G193
2000 - 2029	A200	B200	C200	D200	E200	F200	G200
2030 - 2059	A203	B203	C203	D203	E203	F203	G203
2100 - 2129	A210	B210	C210	D210	E210	F210	G210
2130 - 2159	A213	B213	C213	D213	E213	F213	G213
2200 - 2229	A220	B220	C220	D220	E220	F220	G220
2230 - 2259	A223	B223	C223	D223	E223	F223	G223
2300 - 2329	A230	B230	C230	D230	E230	F230	G230
2330 - 2359	A233	B233	C233	D233	E233	F233	G233

STUDENT COURSE TIME SECTOR CODES

Time Sector Mon. Tue. Wed. Thu. Fri. Sat. Sun.

0000 - 0059							
0100 - 0159							
0200 - 0259	WA	WB	WC	WD	WE	WF	WG
0300 - 0359							
0400 - 0459							
0500 - 0559							
0600 - 0659	Q1						
0700 - 0759							
0800 - 0859						XF	XG
0900 - 0959	RA	RB	RC	RD	RE		
1000 - 1059							
1100 - 1159							
1200 - 1259	S1						
1300 - 1359							
1400 - 1459							
1500 - 1559	TA	TB	TC	TD	TE	YF	YG
1600 - 1659							
1700 - 1759							
1800 - 1859							
1900 - 1959	UA	UB	UC	UD	UE		
2000 - 2059						ZF	ZG
2100 - 2159							
2200 - 2259	VA	VB	VC	VD	VE		
2300 - 2359							

APPENDIX E

TRANSACTION CODES

In dealing with many on-line systems it is necessary to have a control or a means to audit the update of specific data elements within the information system or data base. This is especially true of financial data and other sensitive or time critical elements. By associating another field with the elements or group of elements it is possible to show association between elements, if the associated fields contain the same argument characteristic. The argument characteristic may be a transaction number, a time and date, an operation, or any combination of the above to provide a useful audit trail.

In this paper a data element is provided for an argument characteristic for each fee or expense associated with a student found in the 900 section. The purpose is to associate fees or expenses with the transactions which caused them to be debited as paid, or credited as refunded. The name for the data element for the argument characteristic is the transaction code. It is a transaction number which contains either the receipt number or voucher number of the applicable payment or disbursement, affecting the fees, expenses, or refunds.

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