

REGISTRATION FILE

REVISED JUNE 2009

The file will be due on September 1 for Summer submission, October 15 for Fall early-term submission, January 10 for Fall end-of-term submission, February 15 for Spring early-term submission and June 1 for Spring end-of-term submission.

<u>Number</u>	<u>New Column</u>	<u>TITLE</u>	<u>Date Revised</u>
1	1-2	Institutional Code Number	Revised July 2004
2	3-7	Reporting Year and Semester	Revised July 2004
3	8-16	Student's Social Security Number	
4	17-22	Course Index Number	
5	23	Course Level	REVISED JUNE 2009
6	24-26	Filler (was Census Credit Value Attempted)	REVISED JUNE 2009
7	27-29	Credit Value Attempted	REVISED JUNE 2009
8	30-32	End of Term Credit Value Earned	
9	33	End of Term Grade Earned	
10	34	Non-Traditional Delivery	New July 2004
11	35-36	Institution Providing the Course	New July 2004

FIELD: 1

Revised July 2004

TITLE: Institutional Code Number

SPACES NEEDED: 2

COLUMNS USED: 1-2

DEFINITION:

This number reflects the two-digit institutional code designation assigned by the West Virginia Higher Education Policy Commission.

CODING INSTRUCTIONS:

Use the two-digit code number for the reporting institution as provided below:

- 01 = Marshall University
- 02 = West Virginia University
- 09 = West Virginia School of Osteopathic Medicine
- 11 = Marshall University Graduate College
- 21 = Bluefield State College
- 22 = Concord University
- 23 = Fairmont State University
- 24 = Glenville State College
- 25 = Shepherd University
- 26 = West Liberty University
- 27 = West Virginia University Institute of Technology
- 28 = West Virginia State University
- 31 = WVU at Parkersburg
- 32 = Southern West Virginia Comm & Tech College
- 33 = West Virginia Northern Community College
- 34 = Eastern WV Community and Technical College
- 41 = Potomac State College of WVU
- 42 = Marshall Community and Technical College
- 43 = New River Community and Technical College
- 44 = Pierpont State Community and Technical College
- 45 = Blue Ridge Community and Technical College
- 46 = Bridgemont Community and Technical College
- 47 = Kanawha Valley Community and Technical College

EDIT CHECK:

Any two-digit identifier other than those indicated above will be invalid and will generate an error.

FIELD: 2

Revised July 2004

TITLE: Reporting Year and Semester

SPACES NEEDED: 5

COLUMNS USED: 3-7

DEFINITION:

This field reflects the appropriate academic year and semester for which the institution is reporting the file. All summer terms will be combined to make up the summer session.

CODING INSTRUCTIONS:

The academic year information is placed in the first four spaces of this field using the first year of an academic year as the reporting year. (For example, enter 2004 in the first four spaces of this field for the five submissions of the 2004-05 academic year.)

The semester information is placed in the last space of this field, using the

1 = Summer Session, End of Term

2 = Fall, Early Semester File

3 = Fall Semester, End of Term

4 = Spring, Early Semester File

5 = Spring, End of Term

EDIT CHECK:

All spaces in this field must contain numeric characters. The first four spaces must contain the correct academic year and the fifth space must contain a number greater than zero and less than six.

FIELD: 3

TITLE: Student's Social Security Number

SPACES NEEDED: 9

COLUMNS USED: 8-16

DEFINITION:

This field contains the student's Social Security Number.

CODING INSTRUCTIONS:

Enter the nine-digit number in this field, omitting hyphens.

EDIT CHECK:

This field must contain nine numeric characters. Any alpha or blank character in this field will generate an error.

FIELD: 4

TITLE: Course Index Number

SPACES NEEDED: 6

COLUMNS USED: 17-22

DEFINITION:

The reporting institution should assign a unique number to identify each class taught. Classes having laboratories should have both the class and the laboratory reported with a unique course index number. The course index number must correspond to a course index number reported on the West Virginia Higher Education Policy Commission Course File.

CODING INSTRUCTIONS:

Report a six-digit number in this field. This field should be zero-filled with leading zeroes.

EDIT CHECK:

This field must contain six numeric characters.

FIELD: 5

REVISED JUNE 2009

TITLE: Course Level

SPACES NEEDED: 1

COLUMNS USED: 23

DEFINITION:

This field identifies the academic level at which the course is being taught. This course levels are defined as follows:

FOUNDATION LEVEL-developmental courses preparatory for admission to career-technical, university parallel-college transfer, or four-year or five-year bachelor's degree programs (for example, remedial English and remedial Mathematics).

CAREER-TECHNICAL - courses designed for freshmen and sophomores, which are career-oriented or technical in nature.

LOWER-LEVEL BACHELOR'S CREDIT - courses designed for freshmen and sophomores that are transferable to four-year institutions.

UPPER-LEVEL- courses designed for juniors and seniors and not normally open to freshmen and sophomores.

GRADUATE - courses designed for students enrolled in a graduate degree program and normally limited to students holding a bachelor's degree or master's degree.

CODING INSTRUCTIONS:

Use the following codes to identify the course' s academic level.

F = Foundation Level

C = Career-Technical

B = Lower-Level Bachelor's

U = Upper-Level

G = Graduate Level (includes doctor's degree-professional practice)

EDIT CHECK:

Any character other than B, C, F, G, or U will generate an error.

FIELD: 6

REVISED JUNE 2009

TITLE: Filler (was Census Credit Value Attempted)

SPACES NEEDED: 3

COLUMNS USED: 24-26

DEFINITION:

FIELD: 7

REVISED JUNE 2009

TITLE: Credit Value Attempted

SPACES NEEDED:

COLUMNS USED: 27-29

DEFINITION:

This field reports the credit value that this student attempted for this course.

CODING INSTRUCTIONS:

The credit value of the course should be carried one decimal place and should be reported in terms of semester credit hours.

For students taking lecture and lab combinations, report the actual number of credit hours the student is attempting for the lecture and for the lab. If such courses assign all the credit hours to the lecture, then report the students credit value as such. If no credit hours are assigned to the lab, report the student's credit value as zero (0).

EDIT CHECK:

This field must contain three numeric characters. Any other characters in this field will generate an error.

FIELD: 8

TITLE: End of Term Credit Value Earned

SPACES NEEDED: 3

COLUMNS USED: 30-32

DEFINITION:

This field reports the credit value that this student received for this course.

Field is used for semester end file only; zero fill for census fall and census spring. For courses in which a passing grade is received, this will be the same as Field 7.

CODING INSTRUCTIONS:

The credit value of the course should be carried one decimal place and should be reported in terms of semester credit hours.

For students taking lecture and lab combinations, report the actual number of credit hours the student received for the lecture and for the lab. If such courses assign all the credit hours to the lecture, then report the student's credit value as such. If no credit hours are assigned to the lab, report the student's credit value as zero (0).

This includes pass/fail courses in which the student earned a grade but excludes all non-instructional credit such as life experience, CLEP, etc, awarded. This EXCLUDES audits and all credit hours for which the student DID NOT earn credits. This would also EXCLUDE all failing grades. Include all remedial/developmental courses. While developmental/remedial courses do not count toward graduation, they do count towards financial aid eligibility and should be reflected here.

EDIT CHECK:

This field must contain three numeric characters. Any other characters in this field will generate an error.

FIELD: 9

New 4/1/88, Revised 2/5/04

TITLE: End of Term Grade Earned

SPACES NEEDED: 1

COLUMNS USED: 33

DEFINITION:

This field reports the grade assigned to the student after the course.

CODING INSTRUCTIONS:

Code the letter equivalent for the course. If not one of the standard grades, A, B, C, D, or F, enter one of the following:

X = Indicates audit.

P = Indicates Passing Pass-Fail or Credit/No-Credit course.

R = Indicates pRogress in a course that continues past the semester.

N = Indicates grade Not yet received, or incomplete.

W = Student Withdrew from course.

EDIT CHECK:

Field should contain an alpha character of A, B, C, D, F, X, P, N, R or W. Any other character will generate an error.

FIELD: 10

New July 2004

TITLE: Non-Traditional Delivery

SPACES NEEDED: 1

COLUMNS USED: 34

DEFINITION:

This field reports whether the student is using 50% or greater non-traditional delivery methods.

CODING INSTRUCTIONS:

Y = Yes

N = No

EDIT CHECK:

This field must contain Y or N. Any other characters in this field will generate an error.

FIELD: 11

New July 2004

TITLE: Institution Providing the Course

SPACES NEEDED: 2

COLUMNS USED: 35-36

DEFINITION:

This field reports 2-digit institution code for the institution providing the course. In most cases, it will be the same as field 1. For example, an institution 23 student taking a course in what was previously community college component, would be coded 23 in field 1 and 44 in this field. This institution code will be used to match with the Course file.

EDIT CHECK:

This field must contain one of the institution codes listed in field 1.