SURE SYSTEM DOCUMENTATION

DATA DICTIONARY

FOR

12-MONTH ENROLLMENT DATA SUBMISSIONS

JUNE 2007

OFFICE OF FINANCE AND RESEARCH

NEW JERSEY COMMISSION ON HIGHER EDUCATION

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Y09	30-33	4	Total Credits Attempted this Year
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THE DATA COLLECTED IN THIS FILE SHOULD REFLECT ALL THE DEGREE CREDIT INSTRUCTIONAL
ACTIVITY AT AN INSTITUTION FOR AN ENTIRE YEAR, EITHER FROM JULY 1 THROUGH JUNE 30th
(STATE FISCAL YEAR) OR SEPTEMBER 1 THROUGH AUGUST 31st (ACADEMIC YEAR). THIS DATA,
LIKE THE FALL ENROLLMENT FILE, WILL BE USED TO POPULATE FEDERAL IPEDS SURVEYS AND
SHOULD ADHERE TO THEIR DEFINITIONS.

From the IPEDS instructions for unduplicated counts:

Coverage - Institutions should report students enrolled during the 12-month reporting period in any
courses leading to a degree or other formal award **and** any students enrolled in courses that are part
of a terminal vocational or occupational program. **Do NOT** report students whose only credit was at a
branch campus in a foreign country.

DO NOT include interns or residents as those students have already received their first-professional
degrees and are **NOT** included in the enrollment survey.

DATA ELEMENT (Y01) REPORT STARTING DATE

DEFINITION: THE POINT IN TIME THAT THE DATA IN THIS FILE STARTS.

LOCATION: 01 - 06

CODING: 6 DIGITS: THE FIRST THROUGH FOURTH DIGITS ARE THE CALENDAR YEAR;
                        THE FIFTH AND SIXTH DIGITS ARE THE CALENDAR MONTH.

             FIRST THROUGH FOURTH DIGITS

             2007 = 2007

             2008 = 2008

             2009 = 2009

             ETC.

             FIFTH AND SIXTH DIGITS
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             07 = JULY (BEGINNING OF STATE FISCAL YEAR)

             09 = SEPTEMBER (BEGINNING OF ACADEMIC YEAR)

             EXAMPLES OF REPORT STARTING DATES

             200707 = YEAR BEGINNING IN JULY 2007 (STATE FISCAL YEAR)

             200809 = YEAR BEGINNING IN SEPTEMBER 2008 (ACADEMIC YEAR)

             200907 = YEAR BEGINNING IN JULY 2009 (STATE FISCAL YEAR)

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DATA ELEMENT  (Y02)  INSTITUTION (CEEB) CODE
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DEFINITION:   A NUMBER ASSIGNED TO AN EDUCATION INSTITUTION BY THE COLLEGE
              ENTRANCE EXAMINATION BOARD (CEEB).
              THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL:
                      2 = ASSOCIATE DEGREE, 4 = BACHELORS.
              THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:
                      1 = PRIVATE, 2 = PUBLIC.


LOCATION:     07 - 12


CODING:       6 DIGITS


     NJ       202422  =  ATLANTIC COMMUNITY COLLEGE
 COMMUNITY    203222  =  BERGEN COMMUNITY COLLEGE
 COLLEGES     218122  =  BROOKDALE COMMUNITY COLLEGE
 ---------    218022  =  BURLINGTON COUNTY COLLEGE
              212122  =  CAMDEN COUNTY COLLEGE
              211822  =  CUMBERLAND COUNTY COLLEGE
              223722  =  ESSEX COUNTY COLLEGE
              228122  =  GLOUCESTER COUNTY COLLEGE
              229122  =  HUDSON COUNTY COMMUNITY COLLEGE
              244422  =  MERCER COUNTY COMMUNITY COLLEGE
              244122  =  MIDDLESEX COUNTY COLLEGE
              212422  =  MORRIS, COUNTY COLLEGE OF
              263022  =  OCEAN COUNTY COLLEGE
              269422  =  PASSAIC COUNTY COMMUNITY COLLEGE
              286722  =  RARITAN VALLEY COMMUNITY COLLEGE
              286822  =  SALEM COMMUNITY COLLEGE
              271122  =  SUSSEX COUNTY COMMUNITY COLLEGE
              292122  =  UNION COUNTY COLLEGE
              272222  =  WARREN COUNTY COMMUNITY COLLEGE


     NJ       251342  =  NEW JERSEY INSTITUTE OF TECHNOLOGY
  PUBLIC      274842  =  THOMAS A. EDISON STATE COLLEGE
  SENIOR      251642  =  JERSEY CITY STATE COLLEGE
 COLLEGES     251742  =  KEAN UNIVERSITY
 --------     252042  =  MONTCLAIR STATE UNIVERSITY
              288442  =  RAMAPO COLLEGE OF NEW JERSEY
              288942  =  RICHARD STOCKTON COLLEGE OF NEW JERSEY
              251542  =  ROWAN UNIVERSITY
              251942  =  THE COLLEGE OF NEW JERSEY (FORMERLY TRENTON STATE COLLEGE)
              251842  =  WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

              887742  =  UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY
              209242  =  RUTGERS-CAMDEN, CAMDEN COLLEGE OF ARTS & SCIENCES
              069802  =  RUTGERS-CAMDEN, SCHOOL OF BUSINESS (UNDERGRD)
              274242  =  RUTGERS-CAMDEN, UNIVERSITY COLLEGE, CAMDEN
              251242  =  RUTGERS-NEWARK, NEWARK COLLEGE OF ARTS & SCIENCES
              278942  =  RUTGERS-NEWARK, COLLEGE OF NURSING
              275342  =  RUTGERS-NEWARK, UNIVERSITY COLLEGE, NEWARK
              217042  =  RUTGERS-NEW BRUNSWICK, COOK COLLEGE
              283842  =  RUTGERS-NEW BRUNSWICK, COLLEGE OF ENGINEERING
              283942  =  RUTGERS-NEW BRUNSWICK, COLLEGE OF PHARMACY (UNDERGRAD)
              219242  =  RUTGERS-NEW BRUNSWICK, DOUGLASS COLLEGE
              238442  =  RUTGERS-NEW BRUNSWICK, LIVINGSTON COLLEGE
              276542  =  RUTGERS-NEW BRUNSWICK, RUTGERS COLLEGE
              273642  =  RUTGERS-NEW BRUNSWICK, MASON GROSS SCH (UNDERGRAD)
              277742  =  RUTGERS-NEW BRUNSWICK, UNIVERSITY COLLEGE
              069202  =  RUTGERS-NEW BRUNSWICK, SCHOOL OF BUSINESS
             *927142  =  RUTGERS-NEW BRUNSWICK, SCHOOL OF ARTS & SCIENCES
             *927242  =  RUTGERS-NEW BRUNSWICK, SCHOOL OF ENVIRONMENT & BIOLOGICAL SCI
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    NJ        *926142  =  RUTGERS-CAMDEN, THE LAW SCHOOL
  PUBLIC      *926242  =  RUTGERS-CAMDEN, THE GRADUATE SCHOOL
 GRADUATE     *926442  =  RUTGERS-CAMDEN, THE SCHOOL OF BUSINESS (GRADUATE)
 COLLEGES     *925342  =  RUTGERS-NEWARK, THE LAW SCHOOL
 --------     *925142  =  RUTGERS-NEWARK, THE GRADUATE SCHOOL
              *925442  =  RUTGERS-NEWARK, SCHOOL OF CRIMINAL JUSTICE
              *925242  =  RUTGERS-NEWARK, GRADUATE SCHOOL OF MANAGEMENT
              *925542  =  RUTGERS-NEW BRUNS, THE GRADUATE SCHOOL
              *925742  =  RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF EDUCATION
              *926042  =  RUTGERS-NEW BRUNS, SCHOOL OF LIBRARY STUDIES
              *925642  =  RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF PSYCHOLOGY
              *925842  =  RUTGERS-NEW BRUNS, SCHOOL OF SOCIAL WORK
              *925942  =  RUTGERS-NEW BRUNS, MASON GROSS SCHOOL (GRADUATE)
              *926542  =  RUTGERS-NEW BRUNS, COLLEGE OF PHARMACY (GRADUATE)
              *926642  =  RUTGERS-NEW BRUNS, SCHOOL OF MANAGEMENT & LABOR RELATIONS
              *926742  =  RUTGERS-NEW BRUNS, BLOUSTEIN SCHOOL
              *928142  =  RUTGERS-CAMDEN, SUMMER SCHOOL
              *928242  =  RUTGERS-NEWARK, SUMMER SCHOOL
              *928342  =  RUTGERS-NEW BRUNSWICK, SUMMER SCHOOL


    NJ         206121  =  BERKELEY COLLEGE
  PRIVATE      204441  =  BLOOMFIELD COLLEGE
 COLLEGES      207241  =  CALDWELL COLLEGE
 --------      208041  =  CENTENARY COLLEGE
               220341  =  DEVRY UNIVERSITY - NEW JERSEY
               219341  =  DREW UNIVERSITY
               226241  =  FAIRLEIGH DICKINSON UNIV, FLORHAM CAMPUS
               226341  =  FAIRLEIGH DICKINSON UNIV, METROPOLITAN CAMPUS
               232141  =  FELICIAN COLLEGE
               227441  =  GEORGIAN COURT UNIVERSITY
               491421  =  GIBBS COLLEGE
               241641  =  MONMOUTH UNIVERSITY
               267241  =  PRINCETON UNIVERSITY
               275841  =  RIDER UNIVERSITY
               209041  =  SAINT ELIZABETH, COLLEGE OF
               280641  =  SAINT PETER'S COLLEGE
               281141  =  SETON HALL UNIVERSITY
               281941  =  STEVENS INSTITUTE OF TECHNOLOGY
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* ASTERISKED CODES WERE DEVISED BY THE N.J. COMMISSION ON HIGHER
  EDUCATION BECAUSE NONE WERE LISTED IN THE CEEB MANUAL.

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DATA ELEMENT  (Y03)  SOCIAL SECURITY NUMBER
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DEFINITION:  THE SOCIAL SECURITY NUMBER ASSIGNED TO A STUDENT.


LOCATION:    13 – 21


CODING:      9 DIGITS


             TEMPORARY NUMBERS WHICH ARE REPLACED WITH STANDARD
             NUMBERS SHOULD BE REPORTED IN THE SOCIAL SECURITY
             NUMBER UPDATE DATA SUBMISSION.
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DATA ELEMENT (Y04) GENDER
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DEFINITION:  THE GENDER (MALE OR FEMALE) OF A STUDENT.


LOCATION:    22


CODING:      1 DIGIT


             0  =  NOT REPORTED BY STUDENT

             1  =  MALE

             2  =  FEMALE
```

DATA ELEMENT (Y05) CITIZENSHIP

DEFINITION: AN INDICATION OF WHETHER A STUDENT IS A CITIZEN OF THE UNITED STATES,
             RESIDENT ALIEN, OR A NON-RESIDENT ALIEN.

             A NON-RESIDENT ALIEN IS A PERSON WHO IS NOT A CITIZEN OR
             NATIONAL OF THE UNITED STATES AND WHO IS IN THIS COUNTRY ON A
             TEMPORARY BASIS AND DOES NOT HAVE THE RIGHT TO REMAIN HERE
             INDEFINITELY. A RESIDENT ALIEN IS A PERSON WHO IS NOT A CITIZEN AND
             HAS BEEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE AND WHO
             HOLDS AN ALIEN REGISTRATION RECEIPT CARD - FORM 1-551/155.

LOCATION: 23

CODING: 1 DIGIT

            0 = INFORMATION NOT AVAILABLE

            1 = U.S. CITIZEN

            2 = NON-RESIDENT ALIEN

            3 = RESIDENT ALIEN

NOTE: If your institution does not currently have citizens separated from resident
aliens, report these students as 1 (U.S. Citizen) until such time as the distinction
between citizens and resident aliens is available.

DATA ELEMENT (Y06) RACIAL/ETHNIC CODE

DEFINITION: CATEGORIZATION OF STUDENTS ACCORDING TO THE RACIAL/ETHNIC
            CATEGORY TO WHICH THEY BELONG, ARE REGARDED BY THE COMMUNITY
            AS BELONGING, OR CATEGORIZE THEMSELVES AS BELONGING.

LOCATION: 24

CODING: 1 DIGIT

    0 = NOT REPORTED BY STUDENT

    1 = AFRICAN-AMERICAN, NON-HISPANIC

        A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.

    2 = AMERICAN INDIAN OR ALASKAN NATIVE

        A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH
        AMERICA AND MAINTAINING CULTURAL IDENTIFICATION THROUGH TRIBAL
        AFFILIATION OR COMMUNITY RECOGNITION.

    3 = ASIAN OR PACIFIC ISLANDER

        A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR
        EAST, SOUTHEAST ASIA, THE INDIAN SUBCONTINENT OR THE PACIFIC ISLANDS.
        THIS AREA INCLUDES, FOR EXAMPLE, CHINA, JAPAN, KOREA, THE PHILIPPINE
        ISLANDS, SAMOA, INDIA and VIETNAM.

    4 = HISPANIC, Not Elsewhere Classified

        A PERSON OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN,
        OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE. USE SPECIFIC
        CATEGORIES 6 THROUGH 9 IF POSSIBLE.

    5 = WHITE, NON-HISPANIC

        A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE,
        NORTH AFRICA, OR THE MIDDLE EAST.

    6 = MEXICAN

    7 = PUERTO RICAN

    8 = CUBAN

    9 = CENTRAL OR SOUTH AMERICAN

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DATA ELEMENT  (Y07)  STUDENT LEVEL
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DEFINITION:  AN INDICATION OF THE LEVEL OF THE INSTRUCTION TAKEN BY A STUDENT.

             IF A STUDENT IS ENROLLED FOR INSTRUCTION AT MORE THAN ONE LEVEL DURING
             THE REPORTING PERIOD INCLUDE A SEPARATE RECORD FOR EACH LEVEL.  DO NOT
             REPORT MORE THAN ONE RECORD FOR A GIVEN LEVEL.

LOCATION:    26

CODING:      1 DIGIT

             1 = UNDERGRADUATE
             2 = GRADUATE
             3 = FIRST PROFESSIONAL



             DEFINITIONS OF STUDENT LEVELS:
             ------------------------------


             1 = UNDERGRADUATE

                 A student enrolled in a course that can be used to meet the
                 requirements of a bachelor's degree, associate degree or pre-
                 baccalaureate certificate program.  The student does not have
                 to be matriculated in a formal award program.


             2 = GRADUATE

                 A student enrolled in a course that can be used to meet the
                 requirements of a master's degree, doctoral degree or post-
                 baccalaureate certificate program.  The student does not have
                 to be matriculated in a formal award program.


             3 = FIRST PROFESSIONAL

                 A student enrolled in a course creditable to a program that meets
                 all of the following criteria: (1) completion of the academic
                 requirements to begin practice in the profession; (2) at least 2
                 years of college work prior to entering the program; and (3) a total
                 of at least 6 academic years of college work to complete the degree
                 program, including prior required college work plus the length of the
                 professional program itself. First-professional degrees may be
                 awarded in the following 10 fields: Chiropractic (D.C. or D.C.M.),
                 Dentistry (D.D.S. or D.M.D.), Law (L.L.B., J.D.), Medicine (M.D.),
                 Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.),
                 Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D.,
                 or Ordination) or Veterinary Medicine (D.V.M.).
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DATA ELEMENT  (Y08)  ACCUMULATED GRADE POINT AVERAGE
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   DEFINITION:  THE CALCULATION OF THE AVERAGE OF GRADES RECEIVED FOR ALL
                DEGREE-CREDIT COURSES COMPLETED BY A STUDENT AS OF THE END
                OF THE 12 MONTH PERIOD COVERED BY THIS FILE.

                LEAVE THIS FIELD BLANK IF STUDENT IS A FIRST-TIME FRESHMAN
                     AND HAS NO SUMMER SEMESTER G.P.A.;
                     (DO NOT ENTER ZERO).

                LEAVE THIS FIELD BLANK IF STUDENT INFORMATION IS NOT AVAILABLE;
                     (DO NOT ENTER ZERO).

                ENTER ZERO ONLY IF THE STUDENT'S G.P.A. IS ZERO
                (I.E., HAS FAILED ALL DEGREE-CREDIT COURSES ATTEMPTED).


                     VALUES X CREDITS
                     ---------------- = GRADE POINT AVERAGE
                          CREDITS


   LOCATION:    27 - 29


   CODING:      3 DIGITS (1 WHOLE NUMBER WITH 2 ASSUMED DECIMAL PLACES)



                EXAMPLES:  400  =  4.00
                           399  =  3.99
                           398  =  3.98
                           397  =  3.97
                           396  =  3.96
                           395  =  3.95
                           394  =  3.94
                           393  =  3.93

                              ETC
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DATA ELEMENT  (Y09)  TOTAL CREDITS ATTEMPTED
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DEFINITION:   THE NUMBER OF ACADEMIC CREDITS FOR WHICH THE STUDENT HAS PAID
              AND/OR ENROLLED AT THE INSTITUTION DURING THE REPORTING PERIOD.


LOCATION:    30 - 33


CODING:      4 DIGITS (2 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)



             0100 = 1 CREDIT
             0125 = 1 AND ONE-QUARTER CREDITS
             0133 = 1 AND ONE-THIRD CREDITS
             0150 = 1 AND ONE-HALF CREDITS

             0200 = 2 CREDITS
             0225 = 2 AND ONE-QUARTER CREDITS
             0233 = 2 AND ONE-THIRD CREDITS
             0250 = 2 AND ONE-HALF CREDITS

                ETC

             1500 = 15 CREDITS
             1525 = 15 AND ONE-QUARTER CREDITS
             1533 = 15 AND ONE-THIRD CREDITS
             1550 = 15 AND ONE-HALF CREDITS

             1600 = 16 CREDITS
             1625 = 16 AND ONE-QUARTER CREDITS
             1633 = 16 AND ONE-THIRD CREDITS
             1650 = 16 AND ONE-HALF CREDITS

                ETC
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From the IPEDS instructions for instructional activity:

Special Instructions - If a course does not end within the specified 12-month period, the instructional activity for the course should be reported only for the number of weeks which do fall within the 12-month period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the contact hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 contact hours.

Credit hour activity - Include instructional activity in all courses offered for credit that are measured in terms of credit hours, regardless of whether the student completed the course. Also include courses comprising part of a terminal vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution. Include remedial courses taken for credit, even if credit hours from such courses are not creditable toward a degree or other formal award. Any course that is used to determine a student's eligibility for financial aid should be included. Include credit courses taken by high school students. Do NOT include credit courses that are audited by students, or credit courses of students studying abroad.

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DATA ELEMENT  (Y10)  ACCUMULATED NATIVE DEGREE CREDITS
------------------------------------------------------


DEFINITION:    THE NUMBER OF ACADEMIC DEGREE CREDITS (A UNIT OF MEASURE THAT
               REPRESENTS AN ACTIVITY FOR WHICH ONE HOUR OF CREDIT IS GRANTED
               TOWARDS A DEGREE) **AWARDED BY THIS INSTITUTION** A STUDENT HAS
               ACCUMULATED AS OF THE END OF THE REPORTING PERIOD.

               LEAVE THIS FIELD BLANK IF STUDENT IS A FIRST-TIME FRESHMAN
               AND HAS NO SUMMER SEMESTER OR ADVANCED STANDING CREDITS;
                    (DO NOT ENTER ZERO).

               ENTER ZERO ONLY IF THE STUDENT HAS FAILED
               ALL DEGREE-CREDIT COURSES ATTEMPTED.


LOCATION:      34 - 48


CODING:        5 DIGITS (3 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)


               00000 = 0 CREDITS (FAILED ALL DEGREE-CREDIT COURSES ATTEMPTED)
               00025 = ONE-QUARTER CREDIT
               00033 = ONE-THIRD CREDIT
               00050 = ONE-HALF CREDIT

               00100 = 1 CREDIT
               00125 = 1 AND ONE-QUARTER CREDITS
               00133 = 1 AND ONE-THIRD CREDITS
               00150 = 1 AND ONE-HALF CREDITS

                    ETC

               09900 =  99 CREDITS
               09925 =  99 AND ONE-QUARTER CREDITS
               09933 =  99 AND ONE-THIRD CREDITS
               09950 =  99 AND ONE-HALF CREDITS

               10000 = 100 CREDITS
               10025 = 100 AND ONE-QUARTER CREDITS
               10033 = 100 AND ONE-THIRD CREDITS
               10050 = 100 AND ONE-HALF CREDITS

                    ETC
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DATA ELEMENT  (Y11)  ACCUMULATED TOTAL DEGREE CREDITS
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DEFINITION:  THE NUMBER OF ACADEMIC DEGREE CREDITS (A UNIT OF MEASURE THAT
             REPRESENTS AN ACTIVITY FOR WHICH ONE HOUR OF CREDIT IS GRANTED
             TOWARDS A DEGREE) **EARNED AT OR ACCEPTED BY THIS INSTITUTION**
             A STUDENT HAS ACCUMULATED AS OF THE END OF THE REPORTING PERIOD.

             LEAVE THIS FIELD BLANK IF STUDENT IS A TRANSFER STUDENT
             WHO HAS NOT YET HAD HIS CREDITS EVALUATED;
                  (DO NOT ENTER ZERO).


LOCATION:    39 – 43


CODING:      5 DIGITS (3 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)


             00025 = ONE-QUARTER CREDIT
             00033 = ONE-THIRD CREDIT
             00050 = ONE-HALF CREDIT

             00100 = 1 CREDIT
             00125 = 1 AND ONE-QUARTER CREDITS
             00133 = 1 AND ONE-THIRD CREDITS
             00150 = 1 AND ONE-HALF CREDITS

                ETC

             09900 =  99 CREDITS
             09925 =  99 AND ONE-QUARTER CREDITS
             09933 =  99 AND ONE-THIRD CREDITS
             09950 =  99 AND ONE-HALF CREDITS

             10000 = 100 CREDITS
             10025 = 100 AND ONE-QUARTER CREDITS
             10033 = 100 AND ONE-THIRD CREDITS
             10050 = 100 AND ONE-HALF CREDITS

                ETC
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