

SURE SYSTEM DOCUMENTATION

DATA DICTIONARY

FOR

NONCREDIT OPEN ENROLLMENT DATA

(Effective as of FY 2011)

August 2011

Commission on Higher Education/Office of the Secretary of Higher Education

**SURE Noncredit Open Enrollment Data Dictionary
August 2011**

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(N01) REPORTING DATE (FISCAL YEAR)

DEFINITION:	The fiscal year in which the student enrolled in courses.
LENGTH/TYPE:	6 alphanumeric characters
POSITION:	01 – 06
CODING/DESCRIPTION:	The first and second characters are always “FY.” The third through sixth characters are the fiscal year being reported (i.e. 2009, 2010, 2011 etc.).
EXAMPLES:	FY2009 = Fiscal year 2009 FY2010 = Fiscal year 2010 FY2011 = Fiscal Year 2011

(N02) INSTITUTION CEEB CODE

DEFINITION: A number assigned to an education institution by the College Entrance Examination Board (CEEB).

LENGTH/TYPE: 6 digits

POSITION: 07 – 12

CODING/DESCRIPTION: The fifth digit indicates primary degree level (i.e. 2 = associate degree, 4 = bachelor degree).

The sixth digit indicates control or affiliation (i.e. 1 = private, 2 = public).

The codes for New Jersey's community colleges are as follows:

- 202422 = Atlantic Cape Community College
- 203222 = Bergen Community College
- 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 = County College of Morris
- 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

(N03) SOCIAL SECURITY NUMBER/STUDENT ID

DEFINITION: The student's social security number issued by the United States Social Security Administration or unique student identification number assigned to the student by the college.

LENGTH/TYPE: 9 alphanumeric characters

POSITION: 13 – 21

CODING/DESCRIPTION: Do not include dashes in social security number.

Student identification number can be less than 9 alphanumeric characters.

(N04) SEX

DEFINITION: The sex of a student (i.e. male or female).

LENGTH/TYPE: 1 digit

POSITION: 22

CODING/DESCRIPTION: 0 = Not reported by student
1 = Male
2 = Female

BLANK: OLD RACIAL/ETHNIC CODE

Racial/ethnic codes have been changed to reflect the new federal standards for race/ethnicity identification as defined by the National Center for Educational Statistics, NCES Standard 1-5. The new codes are defined in N13 through N18.

(N06) BIRTHYEAR

DEFINITION: The year of birth as designated on the student's registration.

LENGTH/TYPE: 4 digits

LOCATION: 24 – 27

CODING/DESCRIPTION: Leave field blank if information is not available.

Do not enter zero.

Use all four digits of the year.

EXAMPLES: 1989, 1990, 1991, etc.

(N07) ZIP CODE

DEFINITION:	The zip code of the student's mailing address at the time of registration.
LENGTH/TYPE:	5 digits
POSITION:	28 – 32
CODING/DESCRIPTION:	Leave this field blank if student information is not available. Do not enter zero.

(N08) STATE OF RESIDENCE

DEFINITION: The state where the student resides at time of registration.

LENGTH/TYPE: 2 digits

POSITION: 33 – 34

CODING/DESCRIPTION: Do not enter zero.

These are the American National Standards Institute (ANSI) codes for the identification of the States, District of Columbia, Puerto Rico, and the insular areas of the United States. These codes replaced the Federal Information Processing Standards (FIPS) codes previously issued by the National Institute of Standards and Technology (NIST). The codes 90 (Foreign Country) and 99 (Unknown state of residence) are user defined codes.

01 = Alabama	28 = Mississippi	54 = West Virginia
02 = Alaska	29 = Missouri	55 = Wisconsin
04 = Arizona	30 = Montana	56 = Wyoming
05 = Arkansas	31 = Nebraska	60 = American Samoa
06 = California	32 = Nevada	64 = Federated States of Micronesia
08 = Colorado	33 = New Hampshire	66 = Guam
09 = Connecticut	34 = New Jersey	67 = Johnston Atoll
10 = Delaware	35 = New Mexico	68 = Marshall Islands
11 = District of Columbia	36 = New York	69 = Commonwealth of the Northern Marian Islands
12 = Florida	37 = North Carolina	70 = Palau
13 = Georgia	38 = North Dakota	71 = Midway Island
15 = Hawaii	39 = Ohio	72 = Puerto Rico
16 = Idaho	40 = Oklahoma	74 = U.S. Minor Outlying Islands
17 = Illinois	41 = Oregon	76 = Navassa Island
18 = Indiana	42 = Pennsylvania	78 = U.S. Virgin Islands
19 = Iowa	44 = Rhode Island	79 = Wake Island
20 = Kansas	45 = South Carolina	81 = Baker Island
21 = Kentucky	46 = South Dakota	84 = Howland Island
22 = Louisiana	47 = Tennessee	86 = Jarvis Island
23 = Maine	48 = Texas	89 = Kingman Reef
24 = Maryland	49 = Utah	90 = Foreign Country
25 = Massachusetts	50 = Vermont	95 = Palmyra Atoll
26 = Michigan	51 = Virginia	99 = Unknown state of residence
27 = Minnesota	53 = Washington	

(N09) NEW JERSEY COUNTY OF RESIDENCE

DEFINITION: The county in which the student resides at time of registration.

LENGTH/TYPE: 2 digits

POSITION: 35 – 36

CODING/DESCRIPTION: Delete the leading zero.

These are the American National Standards Institute (ANSI) codes for the identification of the New Jersey counties. These codes replaced the Federal Information Processing Standards (FIPS) codes previously issued by the National Institute of Standards and Technology (NIST). The codes 88 (New Jersey resident, but county unknown), 99 (Not a New Jersey resident), and 00 (Information not available) are user defined codes.

01 = Atlantic
03 = Bergen
05 = Burlington
07 = Camden
09 = Cape May
11 = Cumberland
13 = Essex
15 = Gloucester
17 = Hudson
19 = Hunterdon
21 = Mercer
23 = Middlesex
25 = Monmouth
27 = Morris
29 = Ocean
31 = Passaic
33 = Salem
35 = Somerset
37 = Sussex
39 = Union
41 = Warren
88 = New Jersey resident, but county unknown
99 = Not a New Jersey resident
00 = Information not available (use only if State (N08) is "99")

(N10) COURSE CONTENT CATEGORY

DEFINITION:	The intended purpose of the course. If the course is intended for personal development, its category is avocational. If the course is intended for building skills and can be used for career development and/or can lead to certification, its category is career enhancement.
LENGTH/TYPE:	1 digit
POSITION:	37
CODING/DESCRIPTION:	1 = Avocational 2 = Career Enhancement

(N11) TARGETED AUDIENCE

DEFINITION: Targeted audience of the course. This data element defines the audience to whom the course is targeted, not the type of individual student who is enrolled.

LENGTH/TYPE: 1 digit

POSITION: 38

CODING/DESCRIPTION:

- 1 = Youth/Children
- 2 = General Adult Population
- 3 = Senior Citizens

(N12) CLOCK HOURS

DEFINITION:

The number of clock hours of the course for which the student has paid and/or enrolled as of the reporting date. A student is considered enrolled in a noncredit course if in attendance as of the second day of the class or in the first class if the class meets only once.

Colleges that offer bus trips to museums or plays should capture these enrollments and identify them as avocational courses with the number of clock hours reported that represent the time that the student actually spends directly involved in the activity.

For online courses, report the number of clock hours as defined by the vendor or course developer.

For JTPA type noncredit programs, if possible, clock hours should be calculated based on the length of time that the student attended the JTPA type training program, not the scheduled clock hours of the entire course/training program.

LENGTH/TYPE:

5 digits

POSITION:

39 – 43

CODING/DESCRIPTION:

1 clock hour = 60 minutes.

Whole numbers should be reported in columns 44-46.

Decimals should be reported in columns 47-48.

The decimal point is NOT reported.

EXAMPLES:

00100 = 1 hour
04550 = 45.5 hours
12075 = 120.75 hours

(N13) HISPANIC/LATINO CODE

DEFINITION:	An indication that a student self-identifies as being Hispanic or Latino.
LENGTH/TYPE:	1 digit
POSITION:	44
CODING/DESCRIPTION:	0 = Not reported by student 1 = Yes, a student identifies as being Hispanic or Latino

(N14) AMERICAN INDIAN/ALASKAN NATIVE CODE

DEFINITION: An indication that a student self-identifies as being American Indian or Alaskan Native.

LENGTH/TYPE: 1 digit

POSITION: 45

CODING/DESCRIPTION: 0 = Not reported by student
1 = Yes, a student identifies as being American Indian or Alaskan Native

(N15) ASIAN CODE

DEFINITION: An indication that a student self-identifies as being Asian.

LENGTH/TYPE: 1 digit

POSITION: 46

CODING/DESCRIPTION: 0 = Not reported by student
1 = Yes, a student identifies as being Asian

(N16) BLACK/AFRICAN AMERICAN CODE

DEFINITION:	An indication that a student self-identifies as being Black or African American.
LENGTH/TYPE:	1 digit
POSITION:	47
CODING/DESCRIPTION:	0 = Not reported by student 1 = Yes, a student identifies as being Black or African American

(N17) NATIVE HAWAIIAN/PACIFIC ISLANDER CODE

DEFINITION: An indication that a student self-identifies as being Native Hawaiian or Pacific Islander.

LENGTH/TYPE: 1 digit

POSITION: 48

CODING/DESCRIPTION: 0 = Not reported by student
1 = Yes, a student identifies as being Native Hawaiian or Pacific Islander

(N18) WHITE CODE

DEFINITION: An indication that a student self-identifies as being White.

LENGTH/TYPE: 1 digit

POSITION: 49

CODING/DESCRIPTION: 0 = Not reported by student
1 = Yes, a student identifies as being White