SURE Submission Layout File Specifications

This guide serves as a reference in preparation to submit a SURE file via the secure data platform MoveIT. This document is intended to serve as a checklist, but does not replace the data dictionary.

All fields identified with a "Y" in the column titled "*Required*" are required. The "*Page*" column indicates the page number of the data dictionary on which more information for the specific field can be found. Pages in **BOLD** indicate fields that have historically been prone to errors and thus merit closer attention. If you have any questions, please e-mail research@oshe.nj.gov.

STEP 1: Create Student Unit Record

SURE data files should use the layout below. Each SURE file must be submitted in XLSX format.

IMPORTANT: Do not enter commas, dashes, or slashes in any of the fields. For all fields with "*Text*" in the "*Variable Type*" column below, select the entire column in the file and change the type from "General" to "Text" and then paste as values 📋123

SURE New Transfer Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Reporting Date	Text	6	Y	MMYYYY	6	☐ Date is in MMYYYY format ☐ Date does not include separators such as "/" or "-"
B	Institution Code	Text	6	Y	XXXXXX	**7**	☐ All codes are 6 digits, formatted as text
C	Social Security Number	Text	9	Y	XXXXXXXXX	**8**	☐ SSN is 9 characters long ☐ No commas, dashes slashes are present ☐ Invalid SSN's are replaced with a temporary identifier in the format 9XXXXXXXX, using "9" followed by the Student ID Number ☐ This temporary Identifier has been consistently reported across reporting years and submission type ☐ Column is formatted as text and not a custom format
D	Class Level	Numeric	1	Y	X	**9-10**	☐ All values are 1 digit and valid values are between 1 and 9 **FYI** • If Class level =1-4, then Matric status=1 • If Class level =6, then Matric status=1 If Class level =7, then Matric status=2
E	Program Major (CIP Code)	Text	6	Y	XXXXXX	**11**	☐ Program Major is an approved value listed on the Inventory of Degree Programs list

F	Baccalaureate Degree Program	Numeric	1	Y	X	12	☐ All values are 1 digit and valid values are between 1 and 3
G	Transfer Institution Code	Text	6	Y	XXXXXX	13	☐ All codes are 6 digits, formatted as text ☐ Value matched the CEEB Code indicated within the data dictionary for the institution from which they transferred. **FYI** This code must be provided to compile annual state report.
H	Associate Degree Received	Numeric	1	Y	X	14	☐ All values are 1 digit and valid values are between 1 and 4 unless left blank (for students that have not received an Associate Degree)
I	Degree Credits Awarded by Transfer Institution	Numeric	3-5	Y	X.XX XX.XX XXX.XX	15	☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
J	Degree Credits Accepted by Reporting Institution	Numeric	3-5	Y	X.XX XX.XX XXX.XX	16	• ☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
K	Total Degree Credits Awarded by All Transfer Institutions	Numeric	3-5	Y	X.XX XX.XX XXX.XX	17	☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
L	Total Degree Credits Accepted by Reporting Institution	Numeric	3-5	Y	X.XX XX.XX XXX.XX	18	• ☐ All values are a numeric value in X.XX, XX.XX, or XXX.XX format, unless left blank (for students for whom transfer credits have not yet been evaluated)
M	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	19	☐ Valid NJ SMART SID is provided. ☐ NJ SMART ID Includes leading 0's ☐ Left blank (ONLY if NJ SMART SID is NOT available) ☐ Column is formatted as text and not a custom format
N	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXX	20	☐ Valid Institutional ID is ≤ 15 characters ☐ Institutional ID Includes leading 0's ☐ Identical Institutional ID should not appear on multiple rows. ☐ Column is formatted as text and not a custom format

STEP 2: SAVING AND NAMING Your File

Your file name should include your account code. You can use underscores in your file name, but should NOT use these characters: ! @ # $ % ^ & * ( ) +. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention and preparing it for submission. Please review the naming convention criteria and examples below.

TITLE VARIABLE	EXAMPLE
1. INSTITUTION NAME	South University
2. SEMESTER	Fall or Spring or FY, Feb, August
3. REPORTING YEAR	YYYY (e.g 2021)
4. SURE FILE TYPE	Enrollment, FY Completions, 12 Month, SSN Updates, New Transfer, Non Credit
5. VERSION	Initial submission: V1
	Revised Version: V2, V3, etc.
6. DATE OF SUBMISSION	Month, day, year format (MMDDYY) the file was submitted.

Naming convention for Initial file type

1. *InstitutionName_Fall20XX_NewTransferEnrollment_V1_MMDDYY*

REVISED FILE SUBMISSION

For submission of a **revised file**, we request the file to be saved with the following naming convention before the file is dropped or uploaded to the respective moveIT folder.

> *InstitutionName_Revised_Fall20XX_NewTransferEnrollment _V2_MMDDYY*

(Ex. Fall 2021 Revised New Transfer Enrollment file submitted on 2/15/2022 will have the naming convention ***InstitutionName_Revised_Fall2021_NewTransferEnrollment _V2_021522***)

STEP 3: Uploading prepared SURE File to MoveIT platform.

Once the file is ready and appropriately named, it is ready to be placed in the designated folder via MoveIT. You will navigate to the NJ secure MoveIT platform by going to the log-in URL- https://njgov.moveitcloud.com/.

Use your login credentials to login to the secure platform. Once logged in, your home folder should be a folder with the institution's name. Click into that folder and either drag and drop the file you are submitting or click the "upload files" option. Once the file has been uploaded, you should the uploaded file in the folder. Once the file is uploaded, we will be able to retrieve the file from the folder and OSHE Research will get a message indicating a new file has been uploaded to your institutions folder.

We kindly ask you avoid sending your files using the packages option in MoveIT by sending the file to *Research@oshe.nj.gov,* as this generates a new member username and password that requires a separate login and may get missed.