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, <u>but does not</u> replace the <u>data dictionary</u>.

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 <u>research@oshe.nj.gov</u>.

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 Completions Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Month of Award	Text	2	Y	MM	7	☐ Values correspond with month, 01 (Jan) through 12 (Dec) ☐ Column is formatted as text and not a custom format
B	Year of Award	Numeric	4	Y	YYYY	8	☐ Year indicated is current **calendar** year
C	Institution Code	Text	6	Y	XXXXXX	**9**	☐ All codes are 6 digits ☐ Column is formatted as text and not a custom format
D	Social Security Number	Text	9	Y	XXXXXXXXX	**10**	☐ SSN is 9 characters long ☐ No commas, dashes slashes are present ☐ Invalid <u>SSN's</u> are replaced with a <u>temporary identifier</u> 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
E	Sex	Numeric	1	Y	X	11	☐ All values are 1 digit and valid values are between 1 or 2
F	Citizenship	Numeric	1	Y	X	12	☐ All values are 1 digit and valid values are between 0 and 3
G	Birth Date	Text	8	Y	MMDDYYYY	13	☐ Date does not include separators, slashes "/" or dashes "–" ☐ Yields age between 11 and 100 ☐ Column is formatted as text and not a custom format
H	Admissions Status	Numeric	1	Y	X	**14**	☐ All values are 1 digit and valid values are between 1 and 6

I	Year of Matriculation	Numeric	4	N	YYYY	**15**	☐ Year indicated is the **calendar** year in which the student first matriculated
J	Semester of Matriculation	Numeric	1	N	X	**16**	☐ Value is either 2 (Spring), 3 (Summer) or 4 (Fall)
K	Award Type	Text	3	Y	XXX	**17**	☐ 3-digit Award Type Code matches credential earned ☐ Column is formatted as text and not a custom format
L	Award Major	Text	6	Y	XXXXXX	**19**	☐ Award Major is 6 digits, including leading zeros ☐ Column is formatted as text and not a custom format **FYI** For accepted codes, refer to the Degree Program Inventory on the OSHE website.
M	Accumulated Degree Credits	Numeric	3-5	Y	XXX.XX	**20**	☐ All values are separated by a decimal and are between 3 and 5 digits ☐ All values of 0 indicate "failed all attempted credits" ☐ No leading zeros **FYI** Leave cell blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student awaiting credit evaluation.
N	Accumulated Grade Point Average	Numeric	3	Y	X.XX	**21**	☐ All values are separated by a decimal and are 3 digits ☐ All values of 0 indicate "failed all attempted credits" ☐ No leading zeros **FYI** Cell can only be left blank if information is not available or student is first-time with no semester GPA.
O	Hispanic/Latino Code	Numeric	1	Y	X	22	☐ Code is 1 digit and valid values are between 0 and 1
P	American Indian/Alaskan Native Code	Numeric	1	Y	X	23	☐ Code is 1 digit and valid values are between 0 and 1
Q	Asian Code	Numeric	1	Y	X	24	☐ Code is 1 digit and valid values are between 0 and 1
R	Black/African American Code	Numeric	1	Y	X	25	☐ Code is 1 digit and valid values are between 0 and 1
S	Native Hawaiian/Pacific	Numeric	1	Y	X	26	☐ Code is 1 digit and valid values are between 0 and 1
T	White Code	Numeric	1	Y	X	27	☐ Code is 1 digit and valid values are between 0 and 1
U	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	**28**	☐ 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
V	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXX	**29**	☐ Valid Institutional ID is ≤ 15 characters ☐ Institutional ID Includes leading 0's ☐ Column is formatted as text and not a custom format

Separate Excel File	Federal IPEDS Distance Education Data Collection Spreadsheet	Text		Y		30	☐ Spreadsheet is completed with values for each variable ☐ Spreadsheet follows all instructions provided in pages 30-32 of the Completions Data Dictionary ☐ Spreadsheet is saved with the correct naming convention as an XLSX file

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_FY20XX_Completions_V1_MMDDYY*
2. *InstitutionName_FY20XX_SummerCompletions_V1_MMDDYY (where XX (year) is current calendar year)*

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_FY20XX_Completions_V2_MMDDYY*
> *InstitutionName_Revised_FY20XX_SummerCompletions_V2_MMDDYY*

(Ex. FY21 Completions Revised file submitted on 10/15/2021 will have the naming convention ***InstitutionName_FY21_Completions_V2_101521)***

(Ex. 2021 Summer Completions Revised file submitted on 11/04/2021 will have the naming convention ***InstitutionName_FY21_SummerCompletions_V2_110421)***

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 <u>home folder</u> should be a folder with the institution's name. Click into that folder and <u>either drag and drop</u> the file you are submitting or <u>click the "upload files"</u> 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 <u>avoid</u> sending your files using the packages option in MOVEit by sending the file to <u>*Research@oshe.nj.gov*</u>, as this generates a new member username and password that requires a separate login and may get missed.