NONCREDIT OPEN ENROLLMENT

DATA FILE HANDBOOK

VERSION 1.0

NJ SURE

State of New Jersey

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Executive Summary

The Student Unit Record (SURE) system which began in 1985 is a comprehensive collection, storage, and retrieval system for data on enrolled and graduated students. The SURE system was designed to strengthen the capacity of New Jersey Higher Education by creating efficiencies in documentation, data collection, student tracking, and other key processes. With the added efficiencies provided by the SURE collection and a suite of analytic tools, New Jersey Higher Education has the ability to effectively and flexibly plan, coordinate responsibilities, conduct and disseminate research, and assist New Jersey's public colleges/universities and independent institutions.

New Jersey's establishment of a P-20W Statewide Longitudinal System (SLDS) has created the opportunity for New Jersey Office of the Secretary of Higher Education (OSHE), New Jersey Department of Education (NJDOE), and the New Jersey Department of Labor and Workforce Development (NJLWD) to collaboratively strengthen the collection, cooperative analysis, and communication of student data to inform important decisions at every level of education. As New Jersey's higher education data collection and storage capacity increases to support the development of the P-20W SLDS system, -maintaining accuracy and consistency in reporting remains important. SURE's handbooks have been published to support New Jersey's higher education institutions in this effort.

SURE's collections capture a set of postsecondary components that comprise the categories of enrollment, completions, and non-credit activity. Enrollment components are fall and spring semester "snapshots" and a 12-month enrollment file. The completions component captures data for an entire academic/state fiscal year. The non-credit file provides data on registrations for training that does not lead to college credits.

This handbook serves as a guide for the state's colleges and universities during their data submissions. Certain principles have guided the development of the SURE system such as considerations for planning at both the statewide and institutional levels, standardization, maintaining the confidentiality of individual-level data, and facilitating research.

The Noncredit Open Enrollment Data Handbook outlines the data elements, layout and definitions for students engaged in educational activities not covered by the enrollment reports due to the federal IPEDS system. These students do not receive college credit that is applicable to formal awards by the institution and cannot be transferred to another institution for credit toward a formal award.

Only Community Colleges are required to report these data since they are a significant component of their educational activity and their data is included in their annual Institutional Profiles. Any other institutions are welcome to report on these types of students in order to complete the picture of their institution.

Privacy of student records is required by the Family Educational Rights and Privacy Act (FERPA). FERPA requires state and local education agencies to protect the privacy of education records that contain "information directly related to a student" and which are maintained by an educational agency or institution. Education data stored from this collection qualifies as education records within the limits of FERPA. Absent written consent from the student, or a valid court order, FERPA prohibits the release of education records to anyone other than institutional officials, or federal and state education agencies with legitimate educational interests for the information

New Jersey Higher Education and SURE take privacy and security concerns extremely seriously. To ensure confidentiality of student records, security tools and procedures have been set in place. First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities within the portal are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information submitted to the data collection is segmented or compartmentalized with security rights set up by the institution so that only registered and authorized users have access to information where they have a legitimate educational interest.

Data Elements and Definitions

This handbook includes data elements that are collected and maintained by higher education institutions. Not all data elements are relevant to each student (e.g., students without available birth information will not have a Birth Year value) It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SURE so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the SURE system.
SURE Code	The alpha, numeric, or alphanumeric identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition	A brief description of the data element.
Functional, Policy or Legal Rationale	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Type	Data element types such as alpha, numeric, alphanumeric, or date indicate how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element.
Required Element?	Indication of whether the data element is required for file submission.
Validation Checks	Measure set in place to ensure proper data entry.
Format	Requirement for how each data element must be arranged/ reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Reporting Date (Fiscal Year)

Definition of Data Element

The fiscal year in which the student enrolled in courses.

Functional, Policy or Legal Description

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Date
Minimum Length: 6
Maximum Length: 6

Validation Checks

- Date must be in FYyyyy format. Do not include any separators such as "/" or "-". For Example, fiscal year 2016 is FY2016.

Additional Notes

Common Errors

- **Error Message:** Date must be a valid value.
  Resolution: The year must always be entered as six digits.

Institution Code

Definition of Data Element

A number assigned to an institution, in most cases by the College Entrance Examination Board (CEEB).

Functional, Policy or Legal Rationale

Institution CEEB Code is needed for file maintenance

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 6
Maximum Length: 6

For a list of Institution Codes, please refer to the *Institution Code List.*

Validation Checks

- Institutions may only input codes included on the above listing, which includes CEEB codes and additional codes created for institutions not coded by CEEB.

Additional Notes

- The 5th digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors.
- The 6th digit indicates control of affiliation: 1= Private, 2= Public

Common Errors

Social Security Number/Student ID

SURE Code
N03

Definition of Data Element

The nine-digit number of identification assigned to the student by the Social Security Administration, if that is not available use unique student identifier created by the institution

Functional, Policy or Legal Rationale

Social Security Number is needed for record management.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Number
Minimum Length: 9
Maximum Length: 9

Validation Checks

- Social Security Number must be entered in XXXXXXXXX format. Separators such as "-"will not be accepted.
- Social Security Number cannot have three or more leading zeros
- Social Security Number cannot end in four zeros
- Social Security Number cannot start with digits 666

Additional Notes

- In 2011 the Social Security Administration changed their SSN procedures to allow valid SSNs between 729 and 899.
- If a student does not have a valid SSN, use a unique student ID number created by the institution. (it is recommended that institutions use their institutional ID padded out to 9 digits)

Common Errors

Definition of Data Element

The concept describing the biological traits that distinguish the males and females of a species.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Male
2 = Female

Validation Checks

- Error will occur if value is not a 0, 1, or 2.

Additional Notes

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Common Errors

Birth Year

Definition of Data Element

The year of birth as designated on the student's legal birth registration or certificate.

Functional, Policy or Legal Rationale

Birth Year is optional.

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Date
Minimum Length: 4
Maximum Length: 4

Validation Checks

- Error will occur if format is not a four digit year (i.e. 2001).
- Date cannot be in the future.
- Birth Year cannot occur 10 or fewer years prior to current year.
- Birth Year cannot occur 121 or more years prior to current year.

Additional Notes

- Leave this field blank ONLY if information is not available. Do not enter a value of zero. Use value of 9999 for birth year unknown.

Common Errors

- **Error Message:** Date cannot be in the future.
  Resolution: This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format.

- **Error Message:** Date must be a valid value.
  Resolution: The date of birth value must be in YYYY format.

Zip Code of Mailing Address

Definition of Data Element

The zip code of the student's mailing address at the time of registration.

Functional, Policy or Legal Description

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 5
Maximum Length: 5

Validation Checks

- Error will occur if zip code is not exactly 5 digits when entered.

Additional Notes

- Leave this field null if information is not available. Do not enter a value of zero.

Common Errors

State of Residence

Definition of Data Element

An identification of the state in which a student legally resided as of the reporting date.

Functional, Policy or Legal Rationale

State of Residence is optional.

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 2

Maximum Length: 201 = Alabama	36 = New York
02 = Alaska	37 = North Carolina
04 = Arizona	38 = North Dakota
05 = Arkansas	39 = Ohio
06 = California	40 = Oklahoma
08 = Colorado	41 = Oregon
09 = Connecticut	42 = Pennsylvania
10 = Delaware	44 = Rhode Island
11 = District of Columbia	45 = South Carolina
12 = Florida	46 = South Dakota
13 = Georgia	47 = Tennessee
15 = Hawaii	48 = Texas
16 = Idaho	49 = Utah
17 = Illinois	50 = Vermont
18 = Indiana	51 = Virginia
19 = Iowa	53 = Washington
20 = Kansas	54 = West Virginia
21 = Kentucky	55 = Wisconsin
22 = Louisiana	56 = Wyoming
23 = Maine	
24 = Maryland	60 = American Samoa
25 = Massachusetts	64 = Micronesia
26 = Michigan	66 = Guam
27 = Minnesota	68 = Marshall Islands
28 = Mississippi	69 = Northern Mariana Islands
29 = Missouri	70 = Palau
30 = Montana	72 = Puerto Rico
31 = Nebraska	75 = Trust Terr. of Pacific Islands
32 = Nevada	78 = Virgin Islands
33 = New Hampshire	90 = Foreign Country
34 = New Jersey	
35 = New Mexico	99 = Unknown State of Residence

Validation Checks

- 2 digit codes must conform to the above list used by Federal Information Process Standards (FIPS) or an error will occur.
- If NJ County Of Residence is any value other than 99 or 00, State of Residence must be 34

Additional Notes

Common Errors

Definition of Data Element

An identification of the county of residence for all students who were legal residents of New Jersey at the time of the reporting date.

Functional, Policy or Legal Rationale

NJ County of Residence is optional.

Is this Data Element Required?

- No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 2
Maximum Length: 2

01 = Atlantic County	25 = Monmouth County
03 = Bergen County	27 = Morris County
05 = Burlington County	29 = Ocean County
07 = Camden County	31 = Passaic County
09 = Cape May County	33 = Salem County
11 = Cumberland County	35 = Somerset County
13 = Essex County	37 = Sussex County
15 = Gloucester County	39 = Union County
17 = Hudson County	41= Warren County
19 = Hunterdon County	88 = N.J. resident, but county unknown
21 = Mercer County	99 = Not a N.J. resident
23 = Middlesex County	00 = Information not available

Validation Checks

- Error will occur if value does not correspond to one of the codes from the NJ County Code list above.
- Code 00 can be used ONLY if "State of Residence" code is "99".
- If State Of Residence = 34, NJ County of Residence cannot be 99.

Additional Notes

- 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.

Common Errors

- **Error Message:** Field must have a valid code from the NJ County Code list
  Resolution: Only values from the provided list will be accepted for this element. Check that you have used a code present in the list and that it is exactly 2 characters in length.

Course Content Category

Definition of Data Element

The intended purpose of the course.

Functional, Policy or Legal Description

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Avocational

2 = Career Enhancement

Validation Checks

- Field must have a value of 1 or 2.

Additional Notes

- If the course is intended for personal development, its category is vocational.
- 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.

Common Errors

Definition of Data Element

Targeted audience of the course.

Functional, Policy or Legal Description

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

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

Validation Checks

- Field must have a value of 1, 2, or 3.

Additional Notes

Common Errors

Clock Hours

Definition of Data Element

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.

Functional, Policy or Legal Description

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 6

Up to 3 whole numbers with 2 decimal places

For example:
1.00 = 1 hour
1.50 = 1 and one-half hours
100.00 = 100 hours

Validation Checks

- Unless blank, field must be a numeric value in X.XX, XX.XX, or XXX.XX format.

Additional Notes

- 1 clock hour = 60 minutes
- Colleges that offer bus trips to museums or plays should capture these enrollments and identify them as vocational 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.

Common Errors

Hispanic/ Latino Code

Definition of Data Element

An indication that a person most identifies as having origins in any of the peoples of Central or South American, or other Spanish origins.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Hispanic or Latino.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

American Indian/ Alaskan Native Code

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of North or South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

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

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Asian Code

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippines, Thailand, and Vietnam.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Asian.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Black/ African American Code

Definition of Data Element

An indication that a person most identifies as having origins in any of the black racial groups of Africa.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Black or African American.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Native Hawaiian/ Pacific Islander Code

SURE Code

N17

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Native Hawaiian or Pacific Islander.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Functional, Policy or Legal Rationale

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being White.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

NJ SMART Identification Number

Definition of Data Element

Identification number assigned to a student by the New Jersey Department of Education's NJ SMART (New Jersey Standards Measurement and Resource for Teaching) System.

Functional, Policy or Legal Rationale

Field will assist with file maintenance and data matching

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Numeric
Minimum Length: 10
Maximum Length: 10

Validation Checks

- Unless blank, field must be a valid NJSMART issued SID.

Additional Notes

- NJ SMART ID numbers are only assigned to students who attended primary or secondary school at a New Jersey public or charter school.
- Leave this field blank if student's high school transcript does not contain an NJ SMART ID number.

Common Errors

Institutional Student Identification Number

Definition of Data Element

The identification number assigned to the student by the Institution.

Functional, Policy or Legal Rationale

Institutional Student Identification Number will assist in record management and improve student tracking.

Is this Data Element Required?

No. Field is **optional**.

Acceptable Values

Type: Alphanumeric characters
Maximum Length: 15

Validation Checks

- The same Institutional Student Identification Number can appear on multiple records in this file but should only refer to a single student.

Additional Notes

Common Errors