



Enrollment & Completions Codebook

*Format and Instructions
2019-2020*

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General Instructions

COMPLETIONS REPORT

The completions report consists of a record of every degree or certificate awarded (undergraduate, graduate, and first-professional) by the institution, exported into an Excel-compatible file format (e.g. .XLS, .CSV, or tab-delimited). Data should be reported on ALL students graduating from an institution, not just TELS recipients.

General Guidelines

1. A report will be run once per year for the prior Summer, Fall, and Spring terms.

Reporting Dates

June 15th

Definitions

Term: A term extends from the first official day of activity up to the first official day of activity of the following term. The school year will consist of three regular terms (fall, spring, and summer).

Submitting Completions Data to TICUA

To ensure the privacy of completions data during transmission, all completions reports should be submitted via TICUA's secure web site. The latest version of the instructions on accessing this web site can be located on TICUA's Research web page located at <http://www.ticua.org/research/>

How Data Will Be Used

The data will be used to report institutional information in our annual *Characteristics* report and to satisfy institutional reporting requirements relating to TELS awards. The data will also be used to highlight key trends and important policy issues facing private colleges and universities. The data replace a number of former surveys conducted by TICUA.

Data Privacy and Security

TICUA has taken all reasonable steps to ensure that the data shared with the Association are secure, and that access to the data is restricted.

ENROLLMENT AND FINANCIAL AID REPORT

The enrollment and financial aid report consists of a record of every student (undergraduate, graduate, and first-professional) attending the institution in a particular term exported into an Excel-compatible file format (e.g. .XLS, .XLSX, .XLSM, .CSV, tab-delimited). Except where noted, data should be reported on all students. Please use the sheet on the enrollment and financial aid report template titled “Blank Enrollment Report” to report the students. You should check TICUA’s research web page each semester to make sure you have the latest copy of the reporting template – not doing so may require revisions of your submission due to missing /changed data elements.

General Guidelines

- 1 Enrollment and financial aid data shall be reported in the term in which the ending date of the course falls.
- 2 A report will be run for each term (fall, spring and summer).
- 3 For consistency, please use data from the census or report date(s) at your institution.

Reporting Dates

Fall -	October 1 st
Spring -	March 15 th
Summer -	August 15 th

Duplicate Records Check

Student records will be checked to determine whether a duplicate record exists in the file. The student identifier fields (STDTNU and INTNUM) are used to match the records.

Submitting Enrollment and Financial Aid Data to TICUA

To ensure the privacy of enrollment and financial aid data during transmission, all reports should be submitted via TICUA’s secure web site. The latest version of the instructions on accessing this web site can be located on TICUA’s research web page located at <https://ticua.org/page/datacollection>

A data-checking program has also been created to help ease the reporting process – it is located on TICUA’s research page as well. Please make sure to run this program before submitting your reports – this will greatly cut down on the amount of time it takes to finish the process.

How Data Will Be Used

The data will be used to report institutional information in our annual *Characteristics* report to satisfy institutional reporting requirements relating to TELS awards. The data will also be used to highlight key trends and important policy issues facing private colleges and universities. The data replace a number of former surveys conducted by TICUA.

Data Privacy and Security

TICUA has taken all reasonable steps to ensure that the data shared with the Association are secure, and that access to the data is restricted.

Data Element Directory ~ Completions

Institution FICE Code (FICECODE)

Description

The six-digit FICE code corresponding to your institution. FICE codes for Tennessee and other institutions can be found at http://www.ticua.org/research/data_collection.

Valid Responses

Six-digit number in form #####

Examples

003258
003854

Edit

An error will occur if the field is not equal to a valid six-digit FICE code.

Internal Student Number (INTNUM)

Description

The institution internal student number must be unique for each student enrolled. All students must have either a STDTNU or an INTNUM. Internal student numbers should be consistent across a student's career (ie: they should have the same INTNUM for all semesters enrolled). They may contain a mix of characters and digits, to a maximum length of 25 characters.

Valid Responses

Unique number.

Examples

123456789
123-45-6789
LMU12345678

Edit

An error will be generated if the field is not a unique value.

Student Number (STDTNU)

Description

The student's Social Security number is used for the student identification number. If a student does not have a Social Security number, please contact TICUA with your procedure for assigning a student identification number. The student number must be unique for all students. Required for all TELS, TN Promise, & TN Reconnect students. In addition, campuses participating in P20 Connect, Tennessee's longitudinal data system, should report the student's Social Security number in this field for all students.

Valid Responses

Unique nine digit number in form ###-##-#### or #####.

Examples

123-45-6789
987654321

Edit

The field must be a unique nine-digit number in form ##### or ###-##-####.

Year of Degree Award (AWARDEDYEAR)

Description

The year in which the student actually received their degree – may or may not be the same as the completion year.

Valid Responses

Four-digit year in form ####

Examples

2014
2015

Edit

An error will be generated if the awarded year is not a four digit integer.

Term of Degree Award (AWARDEDTERM)

Description

The term in which the student actually received their degree – may or may not be the same as the completion term.

Valid Responses

Fa, Sp, or Su

Examples

Fa
Su

Edit

An error will be generated if the awarded term is not one of the valid responses listed above.

Degree Level (DEGREELEV)

Description

The type of degree awarded – Associate’s, Bachelor’s, Master’s, Doctoral, First-Professional Degree, Pre-Baccalaureate Certificate, Post-Baccalaureate Certificate, or Post-Master’s Certificate.

Note that first-professional degrees and certificates are only awarded in the following fields:

Chiropractic (D.C., D.C.M.)	Pharmacy (B. Pharm, Pharm D.)
Dentistry (D.D.S, D.M.D.)	Podiatry (Pod. D. D.P., D.P.M.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B., J.D.)
Osteopathic Medicine (D.O.)	Divinity/Ministry (B.D., M. Div.)
Rabbinical and Talmudic Studies (M.H.L, Rav)	

Valid Responses

(adapted from the Classification of Instructional Programs:2000 Edition)

Three-letter code in form XXX corresponding to the type of degree listed above – ASO, BAC, MAS, DOC, FPD, UGC, PBC, or PMC.

Examples

ASO
FPD
DOC

Edit

An error will be generated if the degree level is not one of the valid responses listed above.

First and Second Major Fields (MAJOR1 and MAJOR2)

Description

The first and second academic major of the student. The major is reported using the appropriate six digit code from the [Classification of Instruction Programs, 2010](https://ticua.org/page/datacollection) developed and published by the National Center for Educational Statistics. Links to the CIP2010 can be found <https://ticua.org/page/datacollection>. MAJOR1 is required for all students, MAJOR2 is optional.

Valid Responses

Six-digit code from the 2010 Classification of Instructional Programs (CIP).

Examples

12.2210
541100

Edit

An error will be generated if MAJOR1 and MAJOR2 are not valid CIP2010 codes in the form ##.#### or #####.

GPA – Final Cumulative TELS (TELSGPA)

Description

Required for all TELS students. This is the student's final TELS GPA at graduation. Defined in the same manner as the GPATELS variable in the enrollment report.

REMINDER: ALL CREDITS ATTEMPTED AT OTHER POSTSECONDARY INSTITUTIONS MUST BE INCLUDED IN THIS CALCULATION, EVEN IF THEY DO NOT COUNT TOWARD GRADUATION.

Valid Responses

Numeric on a 4.0 scale (e.g. 2.50 or 3.24) with up to two digits to the right of the decimal place.

Examples

3.00
2.98

Edit

An error will be generated if TELSGPA is missing for any TELS students.

GPA – Final Cumulative Home (CUMGPA)

Description

Student's final cumulative GPA from the reporting institution. Required for all students. Defined in the same manner as the GPAHME variable in the enrollment report.

Valid Responses

Number on a 4.0 scale with up to two digits to the right of the decimal place.

Examples

3.75
0.75

Edit

An error will be generated if CUMGPA is missing for any student.

Credit Hours Earned – Final Cumulative Home (CUMHRS)

Description

Total number of credits earned at or accepted by the reporting institution at graduation. Required for all students. Defined in the same manner as the ERNHME variable in the enrollment report.

Valid Responses

Number with up to two digits to the right of the decimal place.

Examples

110.25
17.25

Data Element Directory ~ Enrollment

Institution FICE Code (FICECODE)

Description

The six-digit FICE Code corresponding to your institution. Required for all students. FICE codes for Tennessee and other institutions can be found at <https://ticua.org/page/datacollection>.

Valid Responses

Six-digit number in form #####

Examples

003258
003854

Edit

An error will occur if the field is not equal to a valid six-digit FICE code.

Internal Student Number (INTNUM)

Description

The institution internal student number must be unique for each student enrolled. All students must have either a STDTNU or an INTNUM. Internal student numbers should be consistent across a student's career (ie: they should have the same INTNUM for all semesters enrolled). They may contain a mix of characters and digits, to a maximum length of 25 characters.

Valid Responses

Unique number.

Examples

123456789
123-45-6789
LMU12345678

Edit

An error will be generated if the field is not a unique value.

Student Number (STDTNU)

Description

The student's Social Security number is used for the student identification number. If a student does not have a Social Security number, please contact TICUA with your procedure for assigning a student identification number. The student number must be all numeric and unique. All students must have either a STDTNU or an INTNUM.

Please note: For all TELS, TN Promise, and TN Reconnect students, this field must be populated with the student's Social Security number. In addition, campuses participating in P20 Connect, Tennessee's longitudinal data system, should report the student's Social Security number in this field for all students.

Valid Responses

Unique nine-digit number in form ###-##-#### or #####.

Examples

123456789
123-45-6789

Edit

An error will be generated if the student number is not a unique nine-digit number in form ###-##-#### or #####, or if the field is omitted for a student receiving a TELS award.

Registration Term (TERM)

Description

The term for which the report is being generated – fall, spring, or summer. Required for all students.

Valid Responses

Fa, Sp or Su

Examples

Sp
Su

Edit

An error will be generated if the field is not one of the above valid responses.

Registration Year (YEAR)

Description

The year for which the report is being generated. Required for all students.

Valid Responses

Four digit year in form ####

Examples

2015
2016

Edit

An error will be generated if the field is not a four digit integer.

Race/Ethnicity (RACE)

Description

Indicates a student's racial/ethnic origin. The code is designed to provide information in the form collected by IPEDS. Please refer to IPEDS rules regarding reporting race/ethnicity. Required for all students.

Numeric Code	Race/Ethnicity	Definition
1	Non-resident Alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
2	Black or African-American	A person having origins in any of the Black racial groups of Africa.
3	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

6	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
7	Unclassified	Students who classify themselves as “human”, “none of your business”, etc. All reasonable efforts should be made to place the student in one of the other categories before using this one. Undocumented students should be reported in this category.
8	Two or more races	Students who classify themselves as more than one race
9	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Valid Responses

One-digit numeric code corresponding to above.

Examples

2
3

Edit

An error will be generated if the field is not one of the above valid responses. An error will also be generated if a student is listed as a US citizen but has a RACE value of 1.

Gender (GENDER)

Description

The student’s gender - male, female, or unknown. Required for all students.

Valid Responses

M, F or U

Examples

M
U

Edit

An error will be generated if the field is not one of the above valid responses.

Citizenship (CITZEN)

Description

Classification of each student according to their U.S. citizenship status. Use PR for Permanent Residents. Required for all students.

Valid Responses

Y, N, or PR

Examples

Y
N
PR

Edit

An error will be generated if the field is not one of the above valid responses. If a student is listed as CITZEN = "Y" or "PR", then their PCNTRY value must be equal to "US".

Resident Status – Lottery (RESIDT)

Description

This is the Tennessee Education Lottery Definition of Residency. Required for all students. Students must be a Tennessee resident for one year as of May 1 immediately preceding enrollment in an eligible postsecondary institution and be a Tennessee resident as defined by the Board of Regents Chapter 0240-2-2, classifying students as in-state (I) or out-of-state (O).

Note: If a student living out of state (for example, in a TN border state) is receiving a TELS award, then they would be classified as in-state.

Because this data element is based on the student's residency prior to enrollment in a postsecondary institution, the value will not change following a change in permanent address (ex. a parent moving out-of-state).

Valid Responses

I or O

Examples

O
I

Edit

An error will be generated if the field is not one of the above valid responses.

Date of Birth (BIRTHD)

Description

The student's date of birth. Required for all students.

Valid Responses

Date in form MM/DD/YYYY

Examples

01/22/1997

07/21/1956

Edit

An error will be generated if the field is not a valid date.

Permanent Address ZIP Code (PZIP)

Description

This is the student's permanent ZIP code at the time of current registration. It is the home ZIP code when he or she is not a student. An unemancipated person whose parent is out of the country on temporary assignment, such as military, would use the appropriate state or Tennessee code for permanent ZIP code. This data element should be reported for US citizens and permanent residents only. Nine digit ZIP codes (+4's) should be stripped to their first 5 digits.

Valid Responses

Numeric code in form #####

Examples

37024

35322

Edit

An error will be generated if the field is not a valid five-digit zip code.

Permanent County Code (PCOUNTY)

Description

This is the code for the student's permanent county of residence at the time of current registration according to the county codes list at: <http://www.ticua.org/page/datacollection>. This data element should be reported for TN residents, and for students who are living in a border state and are receiving the lottery scholarship. For example, if a student lives in Jackson County (in Alabama) then the county code for this student would be AL071.

Valid Responses

Three-digit code corresponding to Tennessee county name OR five-digit code corresponding to student's state and county number for students living in border states.

Examples

015
MS033
999

Edit

An error will be generated if the field is not a three-digit integer or five-digit code as in the examples above.

Permanent Address State Code (PSTATE)

Description

This is the student's permanent state code at the time of current registration. Required for all students with a permanent country code (PCNTRY) of 'US'. A complete list of all valid state codes can be found at <https://ticua.org/page/datacollection>.

Valid Responses

Two letter text code.

Examples

TN
AZ

Edit

An error will be generated if a student has a permanent country of other than the US but has a PSTATE code listed or if a student has a permanent country of US and no

PSTATE code listed. An error will also be generated if the field is not a valid two-letter text code.

Permanent Address Country Code (PCNTRY)

Description

This is the student's permanent country code at the time of current registration. Required for all students. It is the home country code when he or she is not a student. An unemancipated person whose parent is out of the country on temporary assignment, such as military, would use the appropriate state or Tennessee code for permanent country code. Use the two-letter FIPS codes used for SEVIS (the Student and Exchange Visitor Information System) reports. Access a list of these country codes in the Federal Information Processing Standards Publication "Countries, Dependencies and Areas of Special Sovereignty". A list of country codes is available on our website at <https://ticua.org/page/datacollection>.

Valid Responses

Two-letter text code.

Examples

US
BU

Edit

An error will be generated if the field is not a valid two-letter text code. An error will also be generated if a student is listed as a US citizen but has a permanent country of other than the US. An error will also be generated if a student has a permanent country of "US" but has a race code of "1" (non-resident alien).

Student Level (SLEVEL)

Description

This data element indicates the student's level. If a student is working toward a degree or certificate at the reporting institution, the individual is classified according to the level or progress within that program. Required for all students. If a student is not working toward a degree or certificate at the reporting institution, the student is classified as a continuing education student.

Codes

Code	Student Level	Definition
Undergraduate Student Levels		
1	Freshman	The term “freshman” is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
2	Sophomore	The term “sophomore” is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
3	Junior	The term “junior” is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
4	Senior	The term “senior” is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
5	Fifth-year undergraduate	This term refers to students enrolled in programs which normally take five years to complete, e.g. some engineering programs or medical technology degrees. Do not use “fifth-year undergraduate” to describe a student who takes five years to complete a four-year degree.
6	Undergraduate special	This is a student who is (1) non-degree seeking and holds no degree or certificate; or (2) non-degree seeking, holding any level degree, but taking only courses for undergraduate credit; or (3) non-degree seeking, holding no bachelor’s degree, and taking courses for both graduate and undergraduate credit; or (4) one seeking a Technical Certificate of Credit. *Dual Enrollment students should be reported in this category.
Graduate Student Levels		
7	Graduate special	A student who is (1) non-degree seeking, holding a bachelor’s or higher degree, taking courses for graduate credit only; or (2) non-degree seeking, holding a bachelor’s or higher degree, taking courses for both graduate and undergraduate credit; or (3) holding a bachelor’s degree, and seeking a Graduate Certificate of Credit.
8	Master’s candidate	A student who has been formally admitted to graduate school for the purpose of pursuing a Master’s degree.
9	Specialist in Education candidate	A student who has been formally admitted to a graduate school for the purpose of pursuing Specialist in Education degree.
10	Doctoral student, early stage	A student who has been formally admitted to graduate study and whose major academic endeavor consists of

		formal course work directed toward fulfilling requirements for a doctoral degree.
11	Doctoral student, late stage	A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward fulfilling requirements for a doctoral degree.
12	Post-doctoral student	A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite.
Professional degree student levels		
13	First year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the first year of his studies toward that degree.
14	Second year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the second year of his studies toward that degree.
15	Third year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the third year of his studies toward that degree.
16	Fourth year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the fourth year of his studies toward that degree.
Graduate Medical Residency Student Level		
17	First Year Resident Second Year Resident Third Year Resident Fourth Year Resident	A person holding the MD, DDS, or DVM degree and who has been admitted to advanced professional study in a residency program and is in the first, second, third, or fourth year of that study.
Non-degree Student Level		
18	Continuing education student	A student who is participating exclusively in individual continuing education unit activities.

Valid Responses

Numeric code corresponding to categories above.

Examples

1
11

Edit

An error will be generated if the field is not one of the above valid responses.

Registration Type (REGTYPE)

Description

This element is used to describe the current enrollment status of the student. Required for all students. Students who do not fit in categories 1 – 4 should be classified as 6.

Code	Registration Type	Definition
1	First-time freshman (first-time college student)	A student who has not been previously enrolled for work creditable toward a bachelor's or associate degree or certificate in any college, university, or technical institute since they graduated from high school, but who is now enrolled for work creditable toward such a degree. A first-time college student be either full-time or part-time. This code should be used only for the individual's first term in college; later terms are coded "6".
2	First-time graduate or professional student	A student who has not been previously enrolled for work creditable toward an advanced degree at any university, and who is enrolled for work creditable toward such a degree. A first-time graduate or professional student may be either full or part-time.
3	Transfer student	A student who last attended another institution from which credit is acceptable toward the degree or certificate in progress by the student. This code should be used only for the individual's first term as a transfer student; later terms are coded "6".
4	Transient student	A transient or term special student is one who is regularly enrolled and in good standing at an institution other than the reporting institution and who is taking a course(s) at the reporting institution which he/she intends to transfer to his/her regular institution.
6	Student not classified in one of the above categories	Continuing students and students that do not fall into any of the above categories (e.g. dual enrollment students).

As noted above, in most cases, codes 1, 2, and 3 should only be reported in the individual's first term in college. If, however, an individual's first term is a summer term, the individual may be reported again as a first-time student in the fall term.

Valid Responses

One-digit numeric code.

Examples

2
6
1

Edit

An error will be generated if the field is not one of the above valid responses.

Transfer Institution (TFICE)

Description

The most recent institution from which a student has transferred. If a student is identified as a transfer student under the REGTYPE field (code 3), the appropriate transfer institution code should be reported in this field.

Codes for all U. S. institutions can be found in the Higher Education Directory, published by the Higher Education Publications, Inc.

A list of FICE Codes for Tennessee and other institutions can be found at <https://ticua.org/page/datacollection>.

Alternate Responses:

If no FICE code exists for an institution, the alternate codes listed below may be used.

Code	Transfer Institution
F	Foreign Institutions
T1	Two-year public institutions
T2	Two-year independent institutions
F1	Four-year or more public institutions
F2	Four-year or more independent institutions
999999	Unaccredited US colleges & universities; Also a miscellaneous code to be used as a last resort if the transfer institution is unknown

Valid Responses

Six-digit FICE code maintained by the National Center for Educational Statistics in form #####.

Examples

999999
007783

Edit

An error will be generated if student is listed as a first-semester transfer student (FirstTR="Y"), but does not have a TFICE code listed. An error will also be generated if a code is listed, but it is not a valid six-digit FICE code or one of the alternate codes listed above.

Major of Study (MAJOR1)

Description

The first academic major of the student. The major is reported using the appropriate six digit code from the Classification of Instruction Programs, 2010 developed and published by the National Center for Educational Statistics. Links to the CIP2010 can be found at <https://ticua.org/page/datacollection>.

Valid Responses

Six-digit code from the 2010 Classification of Instructional Programs (CIP).
Unknown/undeclared majors should be reported as 000000.

Examples

12.1111
332500

Edit

An error will be generated if the student major field is not a valid CIP code in the form ##.#### or #####. An error will also be generated if a student does not have a major listed and their student level is greater than sophomore (SLEVEL > 2).

Credits Attempted - Cumulative Home (ATMHME)

Description

Total number of credits attempted at the reporting institution using institutional guidelines. Required for all students. This incorporates all credits accepted by the institution, including any transfer credits accepted.

Please note: this variable DOES NOT include the student's current semester hours.

Valid Responses

Number with up to two digits to the right of the decimal place.

Examples

110.25
17.25
0.00

Edit

An error will be generated if ATMHME is missing.

Cumulative Attempted TELS Credit Hours (ATMTELS)

Description

This is the Tennessee Education Lottery Definition of attempted credits. Required for all TELS students.

Cumulative Attempted TELS Credit Hours includes all credits attempted AFTER high school graduation, GED completion, or home school program completion, including repeated courses, developmental and remedial courses, independent studies, distance learning courses, internship and co-op programs, alternative programs, and courses earned as a transient student; it excludes credits attempted BEFORE high school graduation, GED completion, or home school program completion; it excludes credits attempted as part of a certificate program unless these hours count toward graduation; and it excludes audit hours and continuing education hours.

Please note: this variable DOES NOT include the student's current semester hours.

Valid Responses

Number with up to two digits to the right of the decimal place.

Examples

110.25
17.25
0.00

Edit

An error will be generated if ATMTELS is blank for any TELS students.

Credits Earned - Cumulative Home (ERNHME)

Description

Total number of credits earned at or accepted by the reporting institution. Required for all students.

Please note: this variable DOES NOT include the student's current semester hours.

Valid Responses

Number with up to two digits to the right of the decimal place.

Examples

110.25
17.25
0.00

Edit

An error will be generated if ERNHME is missing.

Current Term Credit Hours (CURHRS)

Description

The number of credit hours for which the student is enrolled at the institutionally defined census or report date for the term reported. Required for all students.

Valid Responses

Number with up to one digit to the right of the decimal place.

Examples

110.0
17.5
0.0

Edit

An error will be generated if CURHRS is missing.

Remedial/Developmental Hours (RemDevHrs)

Description

Please indicate the number of credit hours students are enrolled in remedial and/or developmental courses this semester. Required for all TELS students.

Valid Response

Numeric with up to one digit to the right of the decimal place.

Examples

0.0
3.5

Edit

An error will be generated if RemDevHrs is missing for any TELS students.

GPA – Cumulative Home (GPAHME)

Description

Student cumulative GPA from the reporting institution. Required for all students. This incorporates all credits accepted by the institution.

Valid Responses

Number on a 4.0 scale with up to two digits to the right of the decimal place.

Examples

3.75
0.75

Edit

An error will be generated if GPAHME is missing for any student.

GPA – Cumulative TELS (GPATELS)

Description

Required for all TELS students. This is the Tennessee Education Lottery Definition of GPA.

The TELS GPA calculation is based on Institutional grading policy, but it must be on a 4 point scale. It must calculate GPA on all credits attempted AFTER high school graduation, GED completion, or home school program completion, including repeated courses, developmental and remedial courses, independent studies, distance learning courses, internship and co-op programs, alternative programs, and courses earned as a transient student EXCEPT for withdrawals and current incompletes; it excludes credits attempted before high school graduation, GED completion, or home school program completion; it excludes credits attempted as part of a certificate program unless these hours count toward graduation; and it excludes audit hours and continuing education hours. If your institution does not assign quality points to pass/fail courses, they may be excluded from this calculation.

REMINDER: ALL CREDITS ATTEMPTED AT OTHER POSTSECONDARY INSTITUTIONS MUST BE INCLUDED IN THIS CALCULATION, EVEN IF THEY DO NOT COUNT TOWARD GRADUATION.

Valid Responses

Numeric on a 4.0 scale (e.g. 2.50 or 3.24) with up to two digits to the right of the decimal place.

Examples

3.00
2.98

Edit

An error will be generated if GPATELS is missing for any TELS students.

Month and Year of Initial TELS Award Receipt (InTELS)

Description

The first month and year a student receives a TELS award at any institution. Required for all TELS students.

Valid Responses

Date in form MM/YYYY

Examples

12/2012
08/2014

Edit

An error will be generated if a student has a value greater than zero in HOPESC or HOPEGR and InTELS is blank.

Lost TELS Reason (LostTELS)

Description

Required for all TELS students. This element holds the code for the reason a student lost his/her TELS award. The student's record level data will be reported to THEC each semester until the student graduates or exceeds eligibility (6 years enrolled or max of 124 hours).

A—Cumulative Higher Education GPA.

B—Reached Maximum Cumulative Attempted TELS Credit Hours. The student has reached the maximum number of hours allowed in the TELS program. This is usually 120 hours except in a few majors.

C—24 Attempted Hours (Hope Access grant only). The student has a HOPE Access Grant and has reached the maximum 24 attempted hours allowed by the Access Grant.

D—Enrollment Status Change without permission. A student changed from full-time to part-time in the semester by dropping a class. A student must be full-time to retain the grant.

E—Non-continuous Enrollment. A student did not register for a semester causing them to lose the grant.

F—Received Bachelor's Degree.

G—Maximum time on TELS reached.

H—Reached 8 full-time equivalent semesters.

O—Other – student lost the TELS award for a reason other than those listed above.
Z—Has not lost Lottery Scholarship

Valid Responses

One-letter code corresponding to categories above.

Examples

A
D

Edit

An error will be generated if a student has an InTELS date, but no award in HOPESC or HOPEGR and LostTELS is blank.

Regain TELS Award Flag (RegainTELS)

Description

This is a single letter flag that indicates if the student has lost and regained the TELS scholarship. 'Y' means the student lost and regained the scholarship, 'N' indicates the student lost and has not regained the scholarship OR an 'N' can indicate the student never lost the scholarship and therefore has not regained the scholarship. Required for all TELS students.

Valid Responses

One letter code corresponding to above.

Examples

Y
N

Edit

An error will be generated if a student is receiving a TELS award and is missing a RegainTELS value.

Repeat Course Affecting TELS GPA Flag (RepeatTELS)

Description

This is a single letter flag that indicates if the student has used the one time option to replace a course that alters their TELS GPA (GPATELS). 'Y' indicates they have repeated a course and that it has affected their TELS GPA, 'N' indicates they have not repeated a course that affected their TELS GPA. Required for all TELS students.

Valid Responses

One letter code corresponding to above.

Examples

Y
N

Edit

An error will be generated if a student is receiving a TELS award and is missing a RepeatTELS value.

Non-Traditional HOPE Student Flag (NonTradHOPE)

Description

This is a single letter flag that indicates if the student is receiving the HOPE Scholarship for Non-traditional students. 'Y' indicates they are receiving HOPE for non-traditional students, 'N' indicates they are not receiving HOPE for non-traditional students. Required for all TELS students.

In short, a non-traditional HOPE student is over the age of 25, has entered the institution as a freshman or after not being enrolled for 2 years. The student also must have an Adjusted Gross Income (AGI) of 36,000 or less and must have a 2.75 GPA after 12 attempted hours to qualify. Please note that this is only a summary meant to clarify who is to be flagged Y in the NonTradHOPE field. For more detailed information, please contact TSAC or refer to Tennessee Code Annotated § 49-4-931.

Valid Responses

One letter code corresponding to above.

Examples

Y
N

Edit

An error will be generated if a student is receiving a HOPE award and is missing a NonTradHOPE value. An error will also be generated if NonTradHOPE is Y and the student's age is less than 25.

High School Code (HSCODE)

Description

This element contains the College Board code for the students' high school of graduation. Required for all TELS students. College Board high school codes can be found at <https://ticua.org/page/datacollection>.

Valid Responses

Numeric in form #####

Examples

122331
002111

Edit

An error will be generated if a student is receiving a TELS award, has a GRADTYPE of 1 or 2, and HSCODE is missing. An error will also be generated if the HSCODE value is not a valid CEEB code in the form #####.

High School Diploma Type (GRADTYPE)

Description

This element contains a one-digit code for the high school diploma type. Required for all TELS students. The codes are as follows:

- 1 – High School Diploma/met A89 admission requirements
- 2 – High School Diploma/did not meet A89 admission requirements
- 3 – No High School Diploma
- 4 – No High School Diploma/Early Admission
- 5 – No High School Diploma/Dual Enrollment
- 6 – GED/HiSET
- 7 – Home School

Valid Responses

Number code corresponding to categories above.

Examples

2

Edit

An error will be generated if a student is receiving a TELS award and GRADTYPE is missing. An error will also be generated if the GRADTYPE value is not one of the above codes.

High School Graduation Date (GRADDATE)

Description

This element holds the two-digit month and four-digit year of the students' high school graduation. Required for all TELS students.

Valid Responses

Date in form MM/YYYY.

Examples

05/2019
12/2011

Edit

An error will be generated if a student is receiving a TELS award and GRADDATE is missing. An error will also be generated if the GRADDATE value is not a valid date.

High School GPA – (HSGPA)

Description

This is the student's final high school GPA as reported on their transcript. Required for all TELS students.

Valid Responses

Number with up to 2 digits to the right of the decimal place.

Examples

2.00
3.25

Edit

An error will be generated if a student is receiving a TELS award and HSGPA is missing.

AP – Number of Advanced Placement Courses Taken (NUMAP)

Description

This element will be the number of advanced placement (AP) courses a student took in high school. Required for all TELS students.

Valid Responses

Two digit number in form ##

Examples

10
03

Edit

An error will be generated if a student is receiving a TELS award and NUMAP is missing.

ACT Composite Score (ACT)

Description

This is a two digit element containing the ACT composite score for the student. The composite score is the average of the four ACT subtests rounded to an integer. Do not report residual scores. All TELS students are required to have either an ACT or SAT score listed.

Valid Responses

Two digit number in form ##

Examples

32
19

Edit

An error will be generated if a student is receiving a TELS award and is missing both ACT and SAT values or if an invalid ACT score is reported.

SAT Cumulative Score (SAT)

Description

This is a four digit element containing the cumulative SAT score for the student. All TELS students are required to have either an ACT or SAT score listed.

As of 2017-2018, the “New SAT” score should be reported. You may use the concordance provided by the CollegeBoard for guidance conording the old scores to the new scores. Tools and concordance tables can be found at <https://collegereadiness.collegeboard.org/educators/higher-ed/scoring-changes/concordance>.

Valid Responses:

Four digit number in form ####

Examples

0825
1500

Edit

An error will be generated if a student is receiving a TELS award and is missing both ACT and SAT values or if an invalid SAT score is reported.

Financial Aid

Description

The following columns deal with financial aid awarded to a student. All elements are required for all students. It is possible to have more than one type of aid per student per term. Report awards for the current term only. Columns are provided for the following programs:

FEDAID	Amount of Total Federal Aid <i>Please note: This data element should total all federal aid awarded to the student including but not limited to Pell Grant, Stafford Loans, Perkins Loans, PLUS loans, SMART grants, Academic Competitiveness Grants (ACG), Supplemental Educational Opportunity Grants (SEOG), etc.</i>
PELL	Federal PELL Grant
STFSUB	Federal Stafford (Subsidized) Loan
STFUSB	Federal Stafford (Unsubsidized) Loan

STAAID	Amount of Total State Aid <i>Please note: This data element should total all state aid awarded to the student including but not limited to TSAA, HOPE Access Grant, HOPE Scholarship, General Assembly Merit Scholarship, HOPE Aspire Award, HOPE Dual Enrollment Grants, Helping Heroes Grants, HOPE Foster Care Grants, Ned McWherter Scholars, TSAC-Byrd Scholarship, TN Promise, TN Reconnect, etc.</i>
TSAAG	Amount of Tennessee Student Assistance Award Grant
HOPEGR	Amount of Tennessee HOPE Access Grant
HOPEESC	Amount of Tennessee HOPE Scholarship
HOPESU	Amount of Tennessee HOPE ASPIRE Award
GMERIT	Amount of General Assembly Merit Scholarship
HOPEDU	Amount of Tennessee HOPE Dual-Enrollment Grant
HOPEFO	Amount of Tennessee HOPE Foster Care Grant
INSAID	Amount of Institutional Aid
PCAID	Amount of Private / Community Aid
TOTLOA	Amount of Total Loan Aid (including Federal) <i>Please note: This data element should total all loan aid awarded to the student including but not limited to Stafford loans, PLUS loans, Perkins loans, Private/Alternative loans, etc</i>

Valid Responses

Numeric with two digits to the right of the decimal place.

Examples

1010.00
157.25
0.00

Edit

An error will be generated if any of the financial aid values are missing or greater than their semester maximum award amounts (ex: PELL - \$3048 per semester).

An error will also be generated if FEDAID (Total Federal Aid Award Amount) is not equal to or greater than the sum of the other federal award amounts (PELL, STFSUB, and STFUSB)

An error will also be generated if STAAID (Amount of Total State Aid) is not equal to or greater than the sum of the other state financial aid awards (TSAAG, HOPEGR, HOPEESC, HOPESU, GMERIT, HOPEDU, HOPEFO, TNPROMISE, & TNRECONNECT)

An error will be generated if TOTLOA (Amount of Total Loan Aid) is not equal to or greater than the sum of the other loan award amounts (STFSUB and STFUSB).

Tennessee Promise Eligibility Flag (TNPROMISEFLAG)

Description

This is a single letter flag that indicates if the student is eligible for the Tennessee Promise scholarship. 'Y' indicates they are currently eligible, 'N' indicates they are not. Because the Tennessee Promise award is a last dollar scholarship, it is possible for a student to be eligible for the program without receiving an award. If a student loses eligibility for the Tennessee Promise scholarship, this flag should be 'N' and the appropriate lost scholarship reason should be reported.

Valid Responses

One letter code corresponding to above.

Examples

Y

Edit

An error will be generated if the TNPROMISEFLAG is 'Y' and a valid lost scholarship reason code is reported in TNPROMISELOST.

Tennessee Promise Award Amount (TNPROMISE)

Description

This column contains the Tennessee Promise scholarship amount awarded. This may be zero if student participated in the program but received no funds. Required for Tennessee Promise eligible students.

Valid Responses

Numeric with two digits to the right of the decimal place.

Examples

1010.00
157.25
0.00

Edit

An error will be generated if the TNPROMISE award amount is blank and the TNPROMISEFLAG is 'Y'. An error will be generated if the TNPROMISE award amount is not equal to 0.00 or blank and a valid lost scholarship reason code is reported in TNPROMISELOST.

Tennessee Promise Lost Scholarship Reason (TNPROMISELOST)

Description

This element holds the code indicating the reason a student lost the Tennessee Promise scholarship. For students who have not received the Tennessee Promise scholarship this field should be blank.

Lost Scholarship Reason	Code
Verification Incomplete	N01
Not Enrolled	N02
Not Enrolled Full-time	N03
Tuition/Fees Covered By Gift Aid	N04
Graduated	N05
Drop from Full-time to Part-time Status	N06
Academic Progress Not Met	N07
Leave of Absence	N08
Appeals Pending	N09
Ineligible Degree	N10
Diploma Received	N11
Program Complete	N12
Associate's Degree Received	N13
Received five (5) Semesters	N14
Not a Tennessee Resident	N15
Other Not Listed Above	N99

Valid Responses

Three character alphanumeric code from table above.

Examples

N01

Edit

An error will be generated if the TNPROMISELOST reason code is not blank or one of the above reason codes. An error will be generated if a valid TNPROMISELOST reason code is reported and the TNPROMISELOST flag is 'Y'. An error will be generated if a valid TNPROMISELOST reason code is reported and the TNPROMISE award amount is not 0.00 or blank.

Tennessee Reconnect Eligibility Flag (TNRECONNECTFLAG)

Description

This is a single letter flag that indicates if the student is eligible for the Tennessee Reconnect Grant. 'Y' indicates they are eligible, 'N' indicates they are not. Because the Tennessee Reconnect Grant is a last dollar scholarship, it is possible for a student to be eligible for the program without receiving an award. If a student loses eligibility for the Tennessee Reconnect grant, this flag should be 'N' and the appropriate lost scholarship reason should be reported.

Valid Responses

One letter code corresponding to above.

Examples

Y

Edit

An error will be generated if the TNRECONNECTFLAG is 'N' and no value exists in TNRECONNECTLOST.

Tennessee Reconnect Award Amount (TNRECONNECT)

Description

This column contains the Tennessee Reconnect Grant amount awarded. This may be zero if student participated in the program but received no funds. Required for Tennessee Reconnect students.

Valid Responses

Numeric with two digits to the right of the decimal place.

Examples

1010.00
157.25
0.00

Edit

An error will be generated if the TNRECONNECT award amount is blank and the TNRECONNECTFLAG is 'Y'. An error will be generated if the TNRECONNECT award amount is not equal to 0.00 or blank and a valid lost scholarship reason code is reported in TNRECONNECTLOST.

Tennessee Reconnect Lost Scholarship Reason (TNRECONNECTLOST)

Description

This element holds the code indicating the reason a student lost the Tennessee Reconnect Grant. For students who have not received the Tennessee Reconnect Grant this field should be blank.

Lost Scholarship Reason	Code
Verification Incomplete	N01
Not Enrolled	N02
Not Enrolled Full-time	N03
Tuition/Fees Covered By Gift Aid	N04
Graduated	N05
Drop from Full-time to Part-time Status	N06
Academic Progress Not Met	N07
Leave of Absence	N08
Appeals Pending	N09
Ineligible Degree	N10
Diploma Received	N11
Program Complete	N12
Associate's Degree Received	N13
Received five (5) Semesters	N14
Not a Tennessee Resident	N15
Other Not Listed Above	N99

Valid Responses

Three character alphanumeric code from table above.

Examples

N01

Edit

An error will be generated if the TNRECONNECTLOST reason code is not blank or one of the above reason codes. An error will be generated if a valid TNRECONNECTLOST reason code is reported and the TNRECONNECTLOST flag is 'Y'. An error will be generated if a valid TNRECONNECTLOST reason code is reported and the TNRECONNECT award amount is not 0.00 or blank.

How to Utilize the Enrollment Checking Program

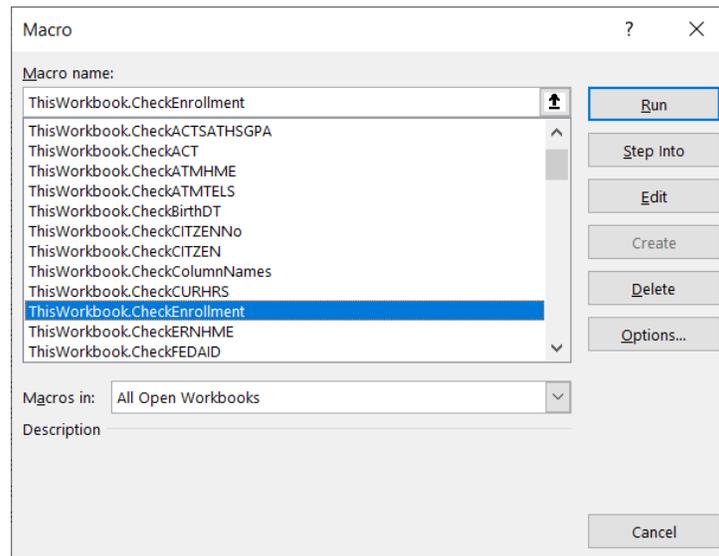
In order to make the enrollment reporting process easier for both TICUA and our member institutions, a program was created in Visual BASIC for Applications (VBA) to use for checking enrollment data files for errors in a quick and automatic way.

It is not a standalone application like a traditional program (meaning, you do not run it by double-clicking an .EXE file) – rather it is a compilation of VBA code that the user can insert into their spreadsheet and run like an MS Office macro.

Running the Checking Program

Visit the TICUA Research / Data Collection page at <https://ticua.org/page/datacollection> and download the latest version of the Enrollment Reporting Template. The template has the checking program embedded as a macro. If you wish to import the code into your own file, skip down to the “How to import the code into your spreadsheet” section.

Now that the code is in the worksheet, you can run the program just like any Office macro. In Excel, click the **Developer** tab, then select **Macros**. This will bring up a menu similar to the one below. (If you do not see a Developer tab, you can add it by right-clicking on the ribbon and selecting “Customize the Ribbon”. From here, you will check the box next to “Developer” to add the Developer tab.)



[Image 1 - Macro selection menu]

The worksheet (note: work***sheet***, not work***book*** – the name of the workbook (the filename) doesn’t matter in this case) containing your report must be titled “Enrollment” or the program will generate a “Subscript Out of Range” error.

Make sure that the first column in your spreadsheet is the “FICECODE” column and not the “Questions” column from any previous runs of the program– or else it will insert a second “Questions” column and problems will ensue.

Select the ThisWorkBook.CheckEnrollment macro from the menu and click **Run**.

The program will then proceed to run, running formatting and data checks. It may take a few minutes, depending on the speed of your computer and the number of records in the file.

Should all go as planned, and no errors encountered, you should see a pop-up box stating that “Enrollment checking is completed”. A column titled “Questions” will be inserted at the beginning of the file. This column will contain any error messages relating to the record contained in that row.

Should you edit a record and need to re-run the program, simply delete the “Questions” column and repeat the steps above, from the point of clicking Macros on the Developer tab.

Make sure to delete the ‘Questions’ column or errors may result!

Data Tips for Successfully Running the Enrollment Checking Program

The following errors are common yet easily fixed:

Yes/No fields such as RegainTELS, RepeatTELS, & NonTradHOPE for TELS students should not be left blank. If the value is No or False make sure that a ‘N’ is reported. Blank values are interpreted as missing/unknown and missing data errors will result.

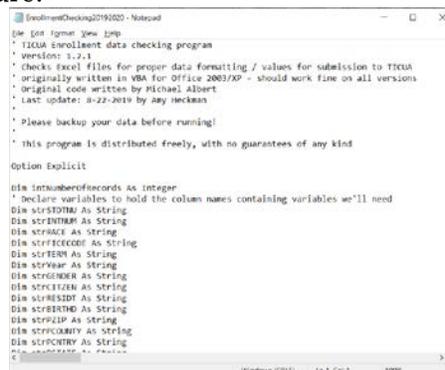
Along these same lines, the financial aid award fields (from FEDAID to TOTLOA) should not be left blank, instead report a zero for students who have not been awarded a particular type of aid. Otherwise, missing data errors will result.

How to import the code into your spreadsheet

If you are not using the Enrollment Reporting Template, download the latest version of the Enrollment Data Checking Program (also available on the data collection page) and follow the steps below.

It is very important that the version of the template and the version of the program that you are using match. The columns in your worksheet must match the order of the columns found in the ‘Blank Enrollment Report’ sheet – if not the checks and formatting will be performed on the wrong columns and result in false errors.

Once downloaded, open the .VB file with a text editor, such as Notepad. It should look something like the below picture:



```
EnrollmentChecking20190202 - Notepad
Dim fcnm fcnm New Temp
' TICUA Enrollment data checking program
' Version: 1.7.1
' Checks excel files for proper data formatting / values for submission to TICUA
' originally written in VBA for Office 2003/XP - should work fine on all versions
' Original code written by Michael Albert
' Last update: 9-22-2019 by Amy Heckman

' Please backup your data before running!
' This program is distributed freely, with no guarantees of any kind

Option Explicit

Dim intNumberofrecords As Integer
' Declare variables to hold the column names containing variables we'll need
Dim strSTDRM As String
Dim strINTRM As String
Dim strFNCE As String
Dim strFRCRCD As String
Dim strTERM As String
Dim strYEAR As String
Dim strCOUNTR As String
Dim strCITIZEN As String
Dim strRESIDT As String
Dim strBIRTHD As String
Dim strPREP As String
Dim strCOUNTRY As String
Dim strPCNTY As String
Dim strPCNTY As String
```

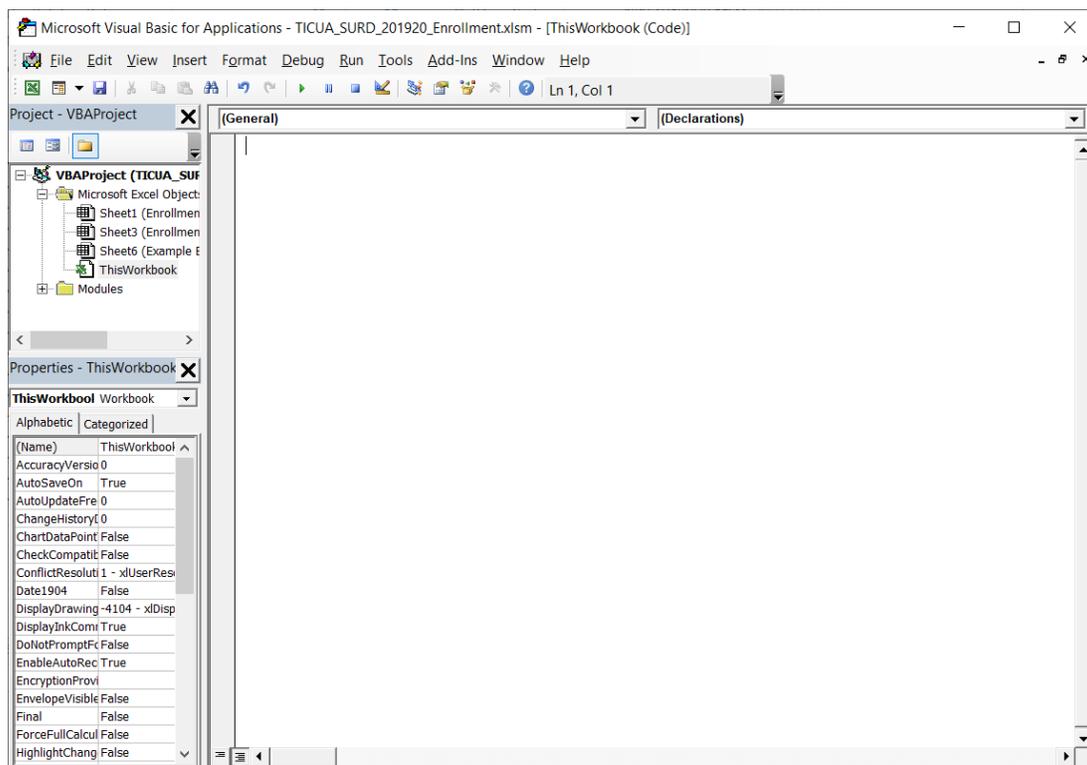
[Image 2 - .VB file opened with Notepad]

Now click **Edit->Select All**, then click **Edit->Copy** (while these directions are written for Notepad, the process is often the same in different programs – basically, what you’re doing is selecting the entire file and copying it to the Clipboard)

Open the Excel file containing your enrollment report. Rename the worksheet containing your data to “Enrollment”.

Enable the Developer tab if it is not enabled. To do this, right click the ribbon and select “Customize the ribbon”. Check the box next to **Developer**, then click **OK** and you are ready to go. Once the Developer tab is enabled, open the Visual Basic Editor by selecting the **Developer** tab, then **Visual Basic**.

The Visual Basic Editor should open and look something like the picture below.



[Image 3 - The Visual BASIC Editor]

Make sure that the workbook titled “ThisWorkbook” is selected, on the left-hand side of the screen. If not, double click it to select it.

If there is any existing code from older versions of the program already in the file, you’ll need to select it all and delete it. (If there is code from something other than the enrollment checking program, you probably won’t want to delete it)

Click **Edit->Paste** to paste the program code into your worksheet. Now you can close the editor window by clicking the “**X**” in the top right of the screen, or by clicking **File->Close and Return to Microsoft Excel**.

From here, follow the directions in the “Running the Checking Program” section above.