

## Enroll Data Elements

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
E01 Y * C	Institution Code	icode	C--4	1 -- 4	All OCCURS records contain this code. (see Validation Table).
E02 Y A C	Student ID	stid	C--9	5 -- 13	Student Social Security Number - actual or generated See Student Data Element #S03 Must have a master record in the Student File to be reported in this file
E03 Y * R	Term/Year	trmyr	C--5 TYYYY	14 -- 18	Term and year currently being reported. Format TYYYY
E04 Y * R	Course ID	crsid	C--12	19 -- 30	Course identifier / Course Number, excluding section
E05 Y * R	Section ID	sect	C--7	31 -- 37	College section identifier, or term/line number
E06 Y * R	Credits Attempted	creda	N--5 ###.##	38 -- 42	Number of credits student enrolled for - for this course - for this term.
E07 Y * R	Clock Hours	clockhrs	N--7 #####.##	43 -- 49	Total number of clock hours class meets in this term, OR, for open entry/exit Classes, Total number of clock hours student was present for instruction this term (as defined by FTE audit guidelines). Ties to EOT Course file.
E08 Y * R	Grade	grade	C--2	50 -- 51	Grade or satisfactory/unsatisfactory completion indicator. Values: Code            Meaning A*            Actual grade, with optional + or -, or asterisk B*            Actual grade, with optional + or -, or asterisk C*            Actual grade, with optional + or -, or asterisk D*            Actual grade, with optional + or -, or asterisk F*            Actual grade P*            P (Pass) grade NP            NP (No Pass) grade WD            Withdrew (after official drop date) X*            Audit (prior to 2006-7, "AU") NG            Not Graded IP            In Progress (term spanning courses) NR            Grade Not Reported (instructor's fault)

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
E08					NB No Basis for Grade IN Incomplete
E09 Y * R	Credits Earned	crede	N--5 ##.##	52 -- 56	Number of credits this student earned for this section for this term.
E10 Y * R	Work Experience Option	wexopt	C--3	57 -- 59	Work experience option for this student for this course, if applicable, e.g., CWE, practicum, etc. Values: Code Meaning 000 No Work Experience Option 110 Job Shadow 120 Mentorship 131 Cooperative Work Experience 132 Internship 133 Practicum 134 Clinical Experience 135 Registered Youth Apprenticeship 136 Non-registered Youth Apprenticeship 137 Community Service Learning 210 School-based Enterprise 211 School-directed Project 212 Supervised Agricultural Project 230 Pre-employment/work maturity/work readiness 240 Career Awareness and Exploration Training 250 Workplace Simulation
E11 Y * R	Record Date	recdate	D--8	60 -- 67	Date this file submission was created.
E12 Y * P	Student ID type	idtype	C--1	68 -- 68	Designates Valid SSN (V) or Generated number (G), with respect to Student ID. Do not send valid SSNs unless student disclosure release has been obtained.
E13 Y * R	Alternate ID	altid	C--10	69 -- 78	Unique (non-SSN) Student ID of college's choice, or sequential record number within this submission file . Z-fill at left if the ID you provide is not 10 characters long.  The purpose of this field is to help college staff locate problematic records by displaying it on error reports generated by the OCCURS data intake process.

Y = Yes, required data element

**Data Sources:**

T = Data that is self-reported by student each term

A = Data that is self reported by student at admission/intake

\* = College produces/calculates, or derives this data

O = OCCURS supplies

**Defaults:**

P = Defaults to previous term value if no current value

N = No default, blank or unknown if no current value

C = Constant, does not change

R = Current value must be provided

# OCCURS Data Element Description

Element ID ——— E01

Enroll Table: E01

Element Name ——— Institution Code

Field Name ——— icode

Data Type ——— C

Field Length ——— 4

Position ——— Starts at [ 1] -- Ends at [ 4]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Colleges

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

BM...Blue Mountain	MH...Mt Hood
CE...Central Oregon	OC...Oregon Coast
CH...Chemeketa	PO...Portland
CL...Clackamas	RO...Rogue
CT...Clatsop	SW...Southwestern
CG...Columbia Gorge	TB...Tillamook Bay
KL...Klamath	TV...Treasure Valley
LA...Lane	UM...Umpqua
LB...Linn Benton	

### Definition:

Two character college numeric designator followed by optional two-character subcategory (e.g. SK = Skills Center.)

If optional subcategory not necessary, fill with 00.

# OCCURS Data Element Description

---

Element ID ——— E02

Enroll Table: E02

Element Name ——— Student ID

Field Name ——— stid

Data Type ——— C

Field Length ——— 9

Position ——— Starts at [ 5] -- Ends at [ 13]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ A ] = College produces/calculates, or derives this data

Validation Table ——— Student

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Student Social Security Number - actual or generated

### Definition:

See Student Data Element #S03

Must have a master record in the Student File to be reported in this file

# OCCURS Data Element Description

---

Element ID ——— E03

Enroll Table: E03

Element Name ——— Term/Year

Field Name ——— trmyr

Data Type ——— C

Field Length ——— 5

Position ——— Starts at [ 14] -- Ends at [ 18]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— TermYear

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** TYYYY

Format TYYYY

1=Summer

2=Fall

3=Winter

4=Spring

Use actual 4-digit year

**Definition:**

**Term and year currently being reported.**

# OCCURS Data Element Description

---

Element ID ——— E04

Enroll Table: E04

Element Name ——— Course ID

Field Name ——— crsid

Data Type ——— C

Field Length ——— 12

Position ——— Starts at [ 19] -- Ends at [ 30]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Course

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Course identifier / Course Number, excluding section

### Definition:

**Must have a master record in the term course file in order to be included in this file.**

**Also can be linked to Course Master file**

# OCCURS Data Element Description

---

Element ID ——— E05

Enroll Table: E05

Element Name ——— Section ID

Field Name ——— sect

Data Type ——— C

Field Length ——— 7

Position ——— Starts at [ 31] -- Ends at [ 37]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Course

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

College section identifier, or term/line number

### Definition:

**There should be one unique section number for each course offered for each term.**

**There may be duplicate course numbers within the same term with different section numbers**

**A master record must exist in the course file for a section record to be entered in this file.**

# OCCURS Data Element Description

---

Element ID ——— E06

Enroll Table: E06

Element Name ——— Credits Attempted

Field Name ——— creda

Data Type ——— N

Field Length ——— 5

Position ——— Starts at [ 38] -- Ends at [ 42]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** ##.##

Format ##.##

**Definition:**

**Number of credits student enrolled for - for this course - for this term**

**This may vary for the student/section if this is a variable credit course**

# OCCURS Data Element Description

---

Element ID ——— E07

Enroll Table: E07

Element Name ——— Clock Hours

Field Name ——— clockhrs

Data Type ——— N

Field Length ——— 7

Position ——— Starts at [ 43] -- Ends at [ 49]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

Format and Coding: #####.##

### Definition:

Total number of clock hours class meets in this term, OR, for open entry/exit Classes, Total number of clock hours student was present for instruction this term (as defined by FTE audit guidelines). Ties to EOT Course file.

# OCCURS Data Element Description

Element ID ——— E08

Enroll Table: E08

Element Name ——— Grade

Field Name ——— grade

Data Type ——— C

Field Length ——— 2

Position ——— Starts at [ 50] -- Ends at [ 51]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— TBA

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Code	Meaning
A*	Actual grade, with optional + or -, or asterisk
B*	Actual grade, with optional + or -, or asterisk
C*	Actual grade, with optional + or -, or asterisk
D*	Actual grade, with optional + or -, or asterisk
F*	Actual grade
P*	P (Pass) grade
NP	NP (No Pass) grade
WD	Withdrew (after official drop date)
X*	Audit (Code was "AU" prior to 2006-7)
NG	Not Graded
IP	In Progress (term spanning courses)
NR	Grade Not Reported (instructor's fault)
NB	No Basis for Grade
IN	Incomplete

### Definition:

**Grade or satisfactory/unsatisfactory completion indicator.**

# OCCURS Data Element Description

---

Element ID ————— E09

Enroll Table: E09

Element Name ——— Credits Earned

Field Name ————— crede

Data Type————— N

Field Length ————— 5

Position ————— Starts at [ 52] -- Ends at [ 56]

Defaults ————— [ R ] = Current value must be provided

Data Source————— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required————— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** ##.##

Format ##.##

**Definition:**

**Number of credits this student earned for this section for this term.**

# OCCURS Data Element Description

Element ID ————— E10

Enroll Table: E10

Element Name ——— Work Experience Option

Field Name ————— wexopt

Data Type ————— C

Field Length ————— 3

Position ————— Starts at [ 57] -- Ends at [ 59]

Defaults ————— [ R ] = Current value must be provided

Data Source ————— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Wexopt

Required ————— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Values:

Code	Meaning
------	---------

000	No Work Experience Option
-----	---------------------------

110	Job Shadow
-----	------------

120	Mentorship
-----	------------

131	Cooperative Work Experience
-----	-----------------------------

132	Internship
-----	------------

133	Practicum
-----	-----------

134	Clinical Experience
-----	---------------------

135	Registered Youth Apprenticeship
-----	---------------------------------

136	Non-registered Youth Apprenticeship
-----	-------------------------------------

137	Community Service Learning
-----	----------------------------

210	School-based Enterprise
-----	-------------------------

211	School-directed Project
-----	-------------------------

212	Supervised Agricultural Project
-----	---------------------------------

230	Pre-employment/work maturity/work readiness
-----	---------------------------------------------

240	Career Awareness and Exploration Training
-----	-------------------------------------------

250	Workplace Simulation
-----	----------------------

### Definition:

**Work experience option for this student for this course, if applicable, e.g., CWE, practicum, etc. Use "000" if no work experience option, "UUU" if unknown for this record, "ZZZ" if college cannot supply this data for ANY record.**

# OCCURS Data Element Description

---

Element ID ——— E11

Enroll Table: E11

Element Name ——— Record Date

Field Name ——— recdate

Data Type ——— D

Field Length ——— 8

Position ——— Starts at [ 60] -- Ends at [ 67]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

4-digit year + month + day.

### Definition:

Date this file submission was created.

# OCCURS Data Element Description

---

Element ID ——— E12

Enroll Table: E12

Element Name ——— Student ID type

Field Name ——— idtype

Data Type ——— C

Field Length ——— 1

Position ——— Starts at [ 68] -- Ends at [ 68]

Defaults ——— [ P ] = Defaults to previous value if no current value

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— V,G

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

V = Valid Social Security Number

G = Generated number

### Definition:

**Designates Valid SSN (V) or Generated number (G), with respect to Student ID (next element). Do not send valid SSNs unless student disclosure release has been obtained.**

**May not be blank.**

# OCCURS Data Element Description

---

Element ID ——— E13

Enroll Table: E13

Element Name ——— Alternate ID

Field Name ——— altid

Data Type ——— C

Field Length ——— 10

Position ——— Starts at [ 69] -- Ends at [ 78]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Any printable character (no spaces/blanks)

Z-fill at left

### Definition:

Unique (non-SSN) Student ID of college's choice, or sequential record number within this submission file .

Z-fill at left if the ID you provide is not 10 characters long