

FFTFcohort Data Elements

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
F01 Y * R	Institution Code	icode	C-4	1 -- 4	All OCCURS records contain this code. Two letter-character college designator, followed by optional two-character subcategory (e.g. SK = Skills Center.) If optional subcategory not necessary, fill with 00.
F02 Y * R	Student ID Type	idtype	C--1	5 -- 5	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.
F03 Y * C	Student ID	stid	C--9	6 -- 14	Student ID. 9 characters. Generated numbers zero fill at left.
F04 Y * R	Cohort Year	cohortyr	C-4 YYYY	15 -- 18	Cohort year. Actual year for Fall term enrollment.
F05 Y * R	Full or Part time	fptime	C--1	19 -- 19	"F": Full time enrollment (12 or more credits) in fall term of cohort year "P": Part time enrollment (greater than zero and less than 12 credits) in fall term of cohort year
F06 Y * R	OCCURS Extension	occext	C--1	20 -- 20	OCCURS Extension - 7 th digit of OCCURS Major code, indicating the degree/transfer intent of student during fall first-time freshman enrollment.
F07 Y * R	First name	fname	C--20	21 -- 40	Student first name
F08 Y * N	Middle Name	mname	C--15	41 -- 55	Student middle name or middle initial
F09 Y * R	Student Last Name	lastname	C--25	56 -- 80	Student last name.
F10 Y * N	Name Suffix	suffix	C--5	81 -- 85	Student name suffix
F11 Y * N	Student Date of Birth	bdate	C--8	86 -- 93	Birth date of student; format YYYYMMDD. "#####" for "Did not ask" "&&&&&&&" for "Asked but Student did not supply"
F12 Y * R	Record date	recdate	D-8 YYYYMMDD	94 -- 101	Date this file submission was created.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
F13 Y	Alternate ID	altid	C--10	102--111	<p>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.</p> <p>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.</p> <div data-bbox="388 402 1837 625" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Y = Yes, required data element</p> <p>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</p> <p>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</p> </div>

OCCURS Data Element Description

Element ID ——— F01

FFTFcohort Table: F01

Element Name ——— Institution Code

Field Name ——— icode

Data Type ——— C

Field Length ——— 4

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

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

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:

SUBMIT ALPHA INSTEAD OF NUMERIC CODES

BM...Blue Mountain

CE...Central Oregon

CH ...Chemeketa

CL ...Clackamas

CT...Clatsop

CG ...Columbia Gorge

KL...Klamath

LA...Lane

LB...Linn Benton

MH...Mt Hood

OC ...Oregon Coast

PO...Portland

RO...Rogue

SW...Southwestern

TB...Tillamook Bay

TV...Treasure Valley

UM...Umpqua

Definition:

95/96: All OCCURS records contain this code.

Two letter-character college 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 ——— F02

FFTFcohort Table: F02

Element Name ——— Student ID Type

Field Name ——— idtype

Data Type ——— C

Field Length ——— 1

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

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:

V = Valid Social Security Number

G = Generated number

Definition:

Identifies status of Student ID Number (SSN) submitted to OCCURS (see next element).

Do not send valid SSNs unless student disclosure release has been obtained.

"ID Change" Table will be used when necessary to change ID's from Generated to Valid, to rescind permission to use SSN, or to correct erroneous numbers.

OCCURS Data Element Description

Element ID ——— F03

FFTFcohort Table: F03

Element Name ——— Student ID

Field Name ——— stid

Data Type ——— C

Field Length ——— 9

Position ——— Starts at [6] -- Ends at [14]

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

Data Source ——— [*] = 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.

May be a generated number if student does not provide SSN.

Generated numbers should be zero-filled at left if not nine characters in length.

Definition:

College must have obtained student disclosure release to use or submit valid SSN to OCCURS; otherwise a generated number must be submitted.

Student may revoke permission to use SSN at a future date, which revokes permission for all prior submissions.

Field S2 should be changed to a "G" if actual SSN is being replaced by generated number in this case.

Field S2 should also be a "G" if student does not provide valid SSN or has not signed disclosure statement, and this number is generated.

OCCURS Data Element Description

Element ID ——— F04 FFTFcohort Table: F04
Element Name ——— Cohort Year
Field Name ——— cohortyr
Data Type ——— C
Field Length ——— 4
Position ——— Starts at [15] -- Ends at [18]
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: YYYY

Four digit year, e.g., "2005"

Definition:

4-digit actual year for first time freshman fall term enrollment.

First-time freshman: Candidate must be a first time college student with no credits at the college prior to the preceding Summer Term and no prior college experience at other institutions (self-disclosed). "2+2," "dual credit" and "expanded options" credits earned while the student was still in high school do not count as prior credits.

Degree or certificate seeking: Candidate must also be degree or certificate-seeking at the college as determined by character position 7 of the student's OCCURS major code. Only students with OCCURS extensions (7th character of the Major code on OCCURS Student file) A,B,C,D,F,H,I,J,L,M,N,O,Q or W should be included in the cohort.

Full- or part-time: Candidate must be enrolled for 12 or more credits in Fall Term (per IPEDS specifications and OCCURS Term Credits Attempted definition, credits taken for an AU grade do not count) to qualify for consideration in the full-time cohort, or greater than zero but less than 12 credits for the part-time cohort.

Records are to be evaluated at the end of week 4 of Fall Term.

OCCURS Data Element Description

Element ID ——— F05

FFTFcohort Table: F05

Element Name ——— Full or Part time

Field Name ——— fptime

Data Type ——— C

Field Length ——— 1

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

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:

F or P

Definition:

"F": Full time enrollment (12 or more credits) in fall term of cohort year

"P": Part time enrollment (greater than zero and less than 12 credits) in fall term of cohort year

OCCURS Data Element Description

Element ID ——— F06

FFTFcohort Table: F06

Element Name ——— OCCURS Extension

Field Name ——— occext

Data Type ——— C

Field Length ——— 1

Position ——— Starts at [20] -- Ends at [20]

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

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

Validation Table ——— OCCEXT

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

Coding, Definition and Reference

Format and Coding:

A,B,C,D,F,H,I,J,L,M,N,O,Q or W

Definition:

OCCURS Extension - 7 th digit of OCCURS Major code, indicating the degree/transfer intent of student during fall first-time freshman enrollment. Valid values are: A,B,C,D,F,H,I,J,L,M,N,O,Q or W:

A Asso of Arts (LDC)

B AA-Oregon Transfer (LDC)

D Asso of Science (LDC)

C Asso of Gen. Studies (LDC)

F Transfer (LDC)

H P/T Asso of Science

I P/T Asso of Applied Sci

J P/T Certificate

L P/T Transfer (NFA)

M Appr: Asso of Science

N Appr: Asso of Appl. Sci

O Appr: Certificate

P Appr: No Formal Award

Q Pre-Professional/Tech

W PT Undecided (Deg-Seek)

OCCURS Data Element Description

Element ID _____ **F07**

FFTFcohort Table: F07

Element Name _____ **First name**

Field Name _____ **fname**

Data Type _____ **C**

Field Length _____ **20**

Position _____ **Starts at [21] -- Ends at [40]**

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:

Upper case preferred but not required

Definition:

Student first name

OCCURS Data Element Description

Element ID _____ **F08**

FFTFcohort Table: F08

Element Name _____ **Middle Name**

Field Name _____ **mname**

Data Type _____ **C**

Field Length _____ **15**

Position _____ **Starts at [41] -- Ends at [55]**

Defaults _____ **[N] = No default, blank if no current value**

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:

Upper case preferred but not required

Definition:

Student middle name or middle initial, if middle name is not available. Blanks may be entered here if neither middle name nor middle initial are available.

OCCURS Data Element Description

Element ID _____ **F09**

FFTFcohort Table: F09

Element Name _____ Student Last Name

Field Name _____ lastname

Data Type _____ C

Field Length _____ 25

Position _____ Starts at [56] -- Ends at [80]

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:

Student's Last Name

Upper case preferred, but not required

Definition:

Student last name

OCCURS Data Element Description

Element ID _____ **F10**

FFTFcohort Table: F10

Element Name _____ Name Suffix

Field Name _____ suffix

Data Type _____ C

Field Length _____ 5

Position _____ Starts at [81] -- Ends at [85]

Defaults _____ [N] = No default, blank if no current value

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:

Upper case preferred but not required

Definition:

Student name suffix, e.g., Jr., Sr. Blank if no value available.

OCCURS Data Element Description

Element ID _____ **F11** **FFTFcohort Table: F11**
Element Name _____ Student Date of Birth
Field Name _____ bdate
Data Type _____ C
Field Length _____ 8
Position _____ Starts at [86] -- Ends at [93]
Defaults _____ [N] = No default, blank if no current value
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:

Birth date of student; format YYYYMMDD.

"#####" for "Did not ask"

"&&&&&&&" for "Asked but Student did not supply"

Fill in 01/01 if MM or DD not available, but year is available. Be sure that it is not later than 6 years before the current year (resulting ages less than 6 will be considered invalid). Acceptable range is from 1900/01/01 through 6 years prior to the current date.

Definition:

Birth date of student

OCCURS Data Element Description

Element ID ——— F12

FFTFcohort Table: F12

Element Name ——— Record date

Field Name ——— recdate

Data Type ——— D

Field Length ——— 8

Position ——— Starts at [94] -- Ends at [101]

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: YYYYMMDD

4-digit year + month + day.

Definition:

Date this file submission was created.

OCCURS Data Element Description

Element ID _____ F13

FFTFcohort Table: F13

Element Name _____ Alternate ID

Field Name _____ altid

Data Type _____ C

Field Length _____ 10

Position _____ Starts at [102] -- Ends at [111]

Defaults _____ [] = No data default indicated

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.