

Program Data Elements

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
P01 Y * C	Institution Code	icode	C--4	1 -- 4	All OCCURS records contain this code. Two character college letter designator followed by optional two-character subcategory (e.g. SK = Skills Center.) If optional subcategory not necessary, fill with 00. (see Validation Table).
P02 Y O C	Program CIP	pcip	C--8	5 -- 12	Extended CIP Code, XX/XXXX/XX, consisting of 2-digit program area + 4-digit within-area specialty + 2-digit within-college program option (OCCURS extension and college extension).
P03 Y * C	Program Type	ptype	C--2	13 -- 14	Code, linked to translation table, for purpose of identifying special kinds of college programs and extracting students enrolled in these programs. See ProgType validation table. Codes and translators will be added as needed.
P04 Y * C	Program Length	plen	C--2	15 -- 16	Code, linked to translation table, to identify length of time necessary to complete specific programs (if applicable).
P05 Y * C	Award Type	award	C--5	17 -- 21	Type of award associated with completion of this program: AAS, AS, AGS, AAOT, AA, certificate, diploma, CIM, CAM, GED, AHSD, etc. See AwardType validation table.
P06 Y * C	Total Credits	totcr	N--6 ###.##	22 -- 27	Total number of credits required to complete this program. If there is a range of credits acceptable, use the lower number.
P07 Y O C	Date Approved	appdate	D--8 YYYYMMDD	28 -- 35	Date when this program was approved by the State Board of Education.
P08 N O N	Date Approval Expires	expdate	D--8 YYYYMMDD	36 -- 43	For temporarily approved programs, the date when temporary approval expires.
P09 N * N	Date Dropped	dropdate	D--8 YYYYMMDD	44 -- 51	Date when this program was dropped from "active" list by the college. (Alternative: Date when college notifies OCCS that program is dropped from "active" list.)
P10 N * N	Date Effective	effdate	D--8 YYYYMMDD	52 -- 59	Date when this program became effective.
P11 N * N	Date Suspended	susdate	D--8 YYYYMMDD	60 -- 67	Date when this program was suspended.
P12 Y * C	Program Name	progrname	C--30	68 -- 97	Name of this program at the college.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
P13 N * N	Prior Program Name	priorname	C--30	98--127	Prior name of this program at the college
P14 Y O C	CIP Program Name	cipname	C--30	128--157	Direct translation of the first six digits of CIP Code (NCES Title). OCCURS will supply.
P15 Y O C	CAM Strand	cam	C--2	158--159	Code, linked to translation table, for rolling up programs into broader categories. May be based on extended CAM categories, or some other classification scheme. OCCURS will supply.
P16 N * N	Perkins Program	perk	C--1	160--160	P if this is a targeted (meaning funds are directly targeted for this program) Perkins program. Otherwise blank.
P17 Y * C	Activity Code	acti	C--2	161--162	Program type, also known as ACTI code. See ActiCode Validation table for coding.
P18 Y * R	Record Date	recdate	D--8 YYYYMMDD	163--170	NEW FIELD: Date this file submission was created.

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 ——— P01 Program Table: P01
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 ——— Coll9596
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
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:

All OCCURS records contain this code.

Two character college letter designator followed by optional two-character subcategory (e.g. SK = Skills Center.) If optional subcategory not necessary, fill with 00. (see Validation Table).

OCCURS Data Element Description

Element ID ————— P02

Program Table: P02

Element Name ——— Program CIP

Field Name ————— pcip

Data Type————— C

Field Length ————— 8

Position ————— Starts at [5] -- Ends at [12]

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

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

Validation Table ——— Cip90

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

Coding, Definition and Reference

Format and Coding:

Extended CIP Code, XX/XXXX/XX, consisting of 2-digit program area + 4-digit within-area specialty + 2-digit within-college program option (OCCURS extension and college extension).

First 6 digits = Valid CIP Code

7th digit = OCCURS CIP Extension; standardized to identify standardized types of "program" or intended outcome/award.

8th digit = College extension to differentiate program options when the first seven digits are identical.

Definition:

These program codes will be linked to student majors in the student and outcomes tables. Major/Program Codes indicate specific subject area (content) of study, and the intended result of that course of study (student intent/degree intent). Refer to the "CIP/Major Codes" document in Appendix "C" for detailed instructions. ALL student majors submitted must have an equivalent code in the Program table. Revisions to the program table must be completed before submission of new student majors.

Ties to Student File - S22

OCCURS Data Element Description

Element ID _____ P03

Program Table: P03

Element Name _____ Program Type

Field Name _____ ptype

Data Type _____ C

Field Length _____ 2

Position _____ Starts at [13] -- Ends at [14]

Defaults _____ [C] = Constant, does not change

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

Validation Table _____ ProgType

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

Coding, Definition and Reference

Format and Coding:

Code, linked to translation table, for purpose of identifying special kinds of college programs and extracting students enrolled in these programs.

TD= TPAD Programs

SC= Skills Center (see S47)

TP= Teen Parent Programs (see S38)

JB= Jobs Programs (see S41)

JC= Job Corps

CC= Customized Contract

SB= SBDC Programs (see S45)

RG= Regular College Program

more ... see ProgType Validation Table

Definition:

Codes and translators will be added as needed.

OCCURS Data Element Description

Element ID _____ P04

Program Table: P04

Element Name _____ Program Length

Field Name _____ plen

Data Type _____ C

Field Length _____ 2

Position _____ Starts at [15] -- Ends at [16]

Defaults _____ [C] = Constant, does not change

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

Validation Table _____ ProgLeng

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

Coding, Definition and Reference

Format and Coding:

- <6 Less than six months
- <1 Greater than six months, but less than one year
- 1y One year
- 1+ One to two years
- 2y Two years
- 2+ Greater than two years**
- NA Not Applicable (e.g., community education, basic skills, etc.)

Definition:

Code, linked to translation table, to identify length of time necessary to complete specific programs (if applicable)

Use NA for all "quasi-programs" and those not resulting in a degree or certificate (that are not approved PT programs.)

Accurate data is most critical for LDC and PT certificate and degree programs.

OCCURS Data Element Description

Element ID ——— P05

Program Table: P05

Element Name ——— Award Type

Field Name ——— award

Data Type ——— C

Field Length ——— 5

Position ——— Starts at [17] -- Ends at [21]

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

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

Validation Table ——— AwardTyp

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

Coding, Definition and Reference

Format and Coding:

AA	Associate of Arts
AAOT	Associate of Arts Oregon Transfer (LDC Program only)
AAS	Associate of Applied Science (PT Programs only)
AGS	Associate of General Studies
AHSD	Adult High School Diploma
AS	Associate of Science (Should be LDC only, although some colleges use to designate PT awards)
CAM	Certificate of Advanced Mastery
CC	College awarded certificate of completion
CERT	Certificate (PT Programs - various program lengths)
CIM	Certificate of Initial Mastery
DIPL	Diploma (same as certificate)
GED	General Equivalence Diploma
NFA	No Formal Award (PT approved programs) [some LDC?]
NA	No Award (programs that do not result in any type of award; e.g., community ed, ABE, etc.)

Definition:

Type of award associated with completion of this program.

OCCURS Data Element Description

Element ID _____ P06

Program Table: P06

Element Name _____ Total Credits

Field Name _____ totcr

Data Type _____ N

Field Length _____ 6

Position _____ Starts at [22] -- Ends at [27]

Defaults _____ [C] = Constant, does not change

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: ###.##

If there is a range of credits acceptable, use the lower number.

If this "program" is not for credit, enter 000.00

Definition:

Total number of credits required to complete this program.

OCCURS Data Element Description

Element ID _____ P07

Program Table: P07

Element Name _____ Date Approved

Field Name _____ appdate

Data Type _____ D

Field Length _____ 8

Position _____ Starts at [28] -- Ends at [35]

Defaults _____ [C] = Constant, does not change

Data Source _____ [O] = 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

Leave blank if not applicable.

Definition:

Date when this program was approved by the State Board of Education.

"Programs" with majors for community ed and some other non-credit "programs" will not necessarily have an approval date.

OCCURS Data Element Description

Element ID _____ P08

Program Table: P08

Element Name _____ Date Approval Expires

Field Name _____ expdate

Data Type _____ D

Field Length _____ 8

Position _____ Starts at [36] -- Ends at [43]

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

Data Source _____ [O] = College produces/calculates, or derives this data

Validation Table _____ None

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

Coding, Definition and Reference

Format and Coding: YYYYMMDD

Blank if not applicable.

Definition:

For temporarily approved programs, the date when temporary approval expires.

OCCURS Data Element Description

Element ID _____ P09

Program Table: P09

Element Name _____ Date Dropped

Field Name _____ dropdate

Data Type _____ D

Field Length _____ 8

Position _____ Starts at [44] -- Ends at [51]

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

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

Validation Table _____ None

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

Coding, Definition and Reference

Format and Coding: YYYYMMDD

Definition:

Date when this program was dropped from "active" list by the college.

(Alternative: Date when college notifies OCCS that program is dropped from "active" list.)

OCCURS Data Element Description

Element ID _____ P10

Program Table: P10

Element Name _____ Date Effective

Field Name _____ effdate

Data Type _____ D

Field Length _____ 8

Position _____ Starts at [52] -- Ends at [59]

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

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

Validation Table _____ None

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

Coding, Definition and Reference

Format and Coding: YYYYMMDD

Blank if program is not yet effective.

Definition:

Date when this program became effective.

OCCURS Data Element Description

Element ID _____ P11

Program Table: P11

Element Name _____ Date Suspended

Field Name _____ susdate

Data Type _____ D

Field Length _____ 8

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

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

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

Validation Table _____ None

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

Coding, Definition and Reference

Format and Coding: YYYYMMDD

Blank if program is not suspended

Definition:

Date when this program was suspended.

OCCURS Data Element Description

Element ID _____ **P12**

Program Table: P12

Element Name _____ Program Name

Field Name _____ proname

Data Type _____ C

Field Length _____ 30

Position _____ Starts at [68] -- Ends at [97]

Defaults _____ [C] = Constant, does not change

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:

Program name will be truncated at 30 if necessary.

Definition:

Name of this program at the college.

If a PT program, should agree with OPTE Title for this program.

Should coincide with college's list of major codes.

OCCURS Data Element Description

Element ID ————— P13

Program Table: P13

Element Name ————— Prior Program Name

Field Name ————— priorname

Data Type ————— C

Field Length ————— 30

Position ————— Starts at [98] -- Ends at [127]

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

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

Validation Table ——— None

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

Coding, Definition and Reference

Format and Coding:

Prior program name will be truncated at 30 if necessary.

Definition:

Prior name of this program at the college.

OCCURS Data Element Description

Element ID _____ **P14**

Program Table: P14

Element Name _____ CIP Program Name

Field Name _____ cipname

Data Type _____ C

Field Length _____ 30

Position _____ Starts at [128] -- Ends at [157]

Defaults _____ [C] = Constant, does not change

Data Source _____ [O] = College produces/calculates, or derives this data

Validation Table _____ Cip90

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

Coding, Definition and Reference

Format and Coding:

OCCURS will supply based on first six digits of Program CIP code.

Definition:

Direct translation of the first six digits of CIP Code (NCES Title)

OCCURS Data Element Description

Element ID ——— P15

Program Table: P15

Element Name ——— CAM Strand

Field Name ——— cam

Data Type ——— C

Field Length ——— 2

Position ——— Starts at [158] -- Ends at [159]

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

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

Validation Table ——— Cip90

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

Coding, Definition and Reference

Format and Coding:

OCCURS will supply

AC Arts and Communications

BU Business and Management

DE Developmental Education

HR Human Resources

HS Health Services

IE Industrial and Engineering Systems

NR Natural Resource Systems

OT Other

Definition:

Code, linked to translation table, for rolling up programs into broader categories.

May be based on extended CAM categories, or some other classification scheme.

OCCURS Data Element Description

Element ID _____ **P16**

Program Table: P16

Element Name _____ Perkins Program

Field Name _____ perk

Data Type _____ C

Field Length _____ 1

Position _____ Starts at [160] -- Ends at [160]

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

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

Validation Table _____ None

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

Coding, Definition and Reference

Format and Coding:

P if this is a targeted Perkins program.

Otherwise blank.

Definition:

Targeted programs means funds are targeted directly for this program.

OCCURS Data Element Description

Element ID ——— P17

Program Table: P17

Element Name ——— Activity Code

Field Name ——— acti

Data Type ——— C

Field Length ——— 2

Position ——— Starts at [161] -- Ends at [162]

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

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

Validation Table ——— Acti9596

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

Coding, Definition and Reference

Format and Coding:

Activity Code / Reimbursement Category

- 10 = LDC Lower Division Collegiate
- 21 = PTP PT Preparatory
- 22 = PTS PT Supplementary
- 23 = PTA PT Apprenticeship
- 31 = ESL English as a Second Language
- 32 = ABE Adult Basic Education
- 33 = GED General Equivalence Diploma Preparation
- 34 = AHS Adult High School Diploma Preparation
- 35 = PSR Post Secondary Remedial
- 36 = OR Other Reimbursable
- 51 = NR Non-Reimbursable

Definition:

Categorizes instructional programs using same FTE classification as is used for courses.

OCCURS Data Element Description

Element ID _____ **P18**

Program Table: P18

Element Name _____ Record Date

Field Name _____ recdate

Data Type _____ D

Field Length _____ 8

Position _____ Starts at [163] -- Ends at [170]

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:

NEW FIELD: Date this file submission was created.