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ELECTRONIC DATA EDITING AND REPORTING SYSTEM

(eDEAR)

USERS MANUAL

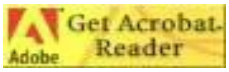
Revision Date: 11/2024 (Ongoing)

Corresponds to EDEAR,
PRODUCTION Environment, Version 2.5

"Ensuring the Commitment to Access and Quality"

Preface

This document provides an overview of the **E**lectronic **D**ata **E**diting **A**nd **R**eporting (eDEAR) system housed at the New Mexico Higher Education Department (NMHED) and contains numerous web links to related resources, examples, and legislative citations that enhance its content. These require internet access and installation of the latest versions of Microsoft Office, Browser, and Adobe Acrobat Reader, which may be located using any WEB search engine or found at the following site: http://www.adobe.com/products/acrobat/readstep.html.



Technical Support: The NMHED Planning and Research Department provides technical support for the eDEAR system, coordinates data submissions and verifications, and answers questions related to data classification and reporting. For details go to: https://hed.nm.gov/data-reports/data-collecting-and-reporting

In addition, the NMHED secure web site https://edear.nmhed.us/login contains email contact information for eDEAR support.

This document is intended to provide a basis for the continuing use of the EDEAR system and as a workbook for continuing discussions and improvements to the system and content of the data. The users are both data coordinators and NMHED staff.

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OVERVIEW

The purpose of the New Mexico Higher Education Department's (NMHED) Electronic Data Editing and Reporting (eDEAR) System is to increase reliability in the data and to allow institutional reporting efforts to result in a more efficient process statewide. This is accomplished in two ways: first, by providing a common import and editing system for all of public postsecondary institutions in New Mexico, and second, by streamlining the production of standard reports.

Data coordinators at each public postsecondary institution are responsible for providing their institution's data in the required format so that the information may be processed by the editing system. The eDEAR "editing module" contains routines that ascertain the validity of each field and crosschecks data between appropriate files. Edited data are then transferred to the NMHED secure web server via eDEAR. All institutional data are then used by the NMHED staff for policy and budget issue reports and related products.

The process for the users involves the following: (1) building the necessary input ASCII format data files from the institution's current data; (2) uploading these files as input to the eDEAR editing procedures; (3) executing appropriate edits on all files; (4) reviewing the output of the editing process and making any necessary changes to the input files (Steps two to four will be iterated until the files have no fatal errors. File submissions that contain fatal errors will not have access to the Submit button); (5) clicking the "Submit Files to NMHED" button, thereby transferring the institution's final files to the NMHED web server; (6) downloading any pertinent reports for printing and institutional use.

The specifications for the input files are outlined in Section 2 - General File Information, Appendix A - File Structures and Appendix B - Data Dictionary. A listing of error messages, their severity, and the file that they relate to can be found in Appendix C - Error Code Listing.

The procedures and forms to be used for requesting CIP code approvals are included as Appendix D. Currently, the files that can be processed by the eDEAR system are the Course (C), Degree (D), Financial Aid (A), Student (S), Student-Course (T), and Student-Financial Aid (N), tabled below. The Registrar's Report is produced by the eDEAR editor from final Student and Course files and at this time is only available upon request. In addition to these files, the Financial Aid Drawdown files are submitted to the NMHED securely without eDEAR processing (ASCII or Excel files). See Appendix G.

eDEAR Files

Course (C)	Student (S)	Financial Aid (A)
Student-Course (T)	Degree (D)	Student-Financial Aid (N)

CONTACT INFORMATION

The eDEAR System has been developed and is hosted by the New Mexico Higher Education Department (NMHED). It is hoped that the answers to most of your questions regarding the creation of your data files and the operation of this system can be found in this manual. However, if questions remain after referencing the appropriate section, please contact the Planning and Research staff of NMHED.

For questions or issues regarding Apply site accounts when submitting electronic CIP Code applications, contact the NMHED Planning and Research Division at CIP_review@hed.nm.gov

NOTE: See Appendix D for procedures to request new course(s) or major/degree programs. Proper documentation MUST be submitted with electronic CIP request application. Requests for CIP codes received on or before the 10th of each month will be processed before the end of that month. If a request is received after the 10th of the month, it will be processed during the following month. CIP code applications can be submitted electronically through the following Apply site https://hed.nm.gov/about/divisions/public/academic-affairs-service-application

Contacts:

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NMHED eDEAR site: https://edear.nmhed.us/login

CIP application account support email: CIP_review@hed.nm.gov

NMHED recommends sending files securely using NMDoIT's secure site. Email Planning and Research to request a secure link to share sensitive files.

Planning and Research Home page: https://hed.nm.gov/data-reports

DATA SUBMISSION

Most of the current data files are submitted on a semester basis. These semester-specific files should be accurate and submitted shortly after each semester ends. A general submission schedule is found in Appendix F. Please use this schedule each year, unless otherwise notified by NMHED. For reporting calendar, refer to: https://hed.nm.gov/uploads/documents/Reporting_Calendar_April2020.pdfpdf or Appendix E of this document The data files will be submitted through the eDEAR system on the NMHED secure web site. If an automatic email from NMHED confirming the electronic file submission is not generated, please send an email to notify NMHED at dina.advani@hed.nm.gov. Upon arrival at NMHED, the files will be checked for accuracy. If there are questions or concerns about the data, NMHED will contact the data coordinator at your institution to discuss and verify any concerns. Refer to Section 4 - Running and Operations and Appendix A - File Structures for more information on preparing data for NMHED.

See Submitting Data to NMHED, Section 5.

v

INPUTS & OUTPUTS

Input File Format:
All data files submitted to the eDEAR system should be created as ASCII blocked text records with fixed column format as specified in Appendix A - File Structures. eDEAR and other relational database file formats should have an extension of '.asc' or '.txt'. File names should be named according to the convention described below.

File Naming Convention:
The system looks for the input files with specific file names. The file name indicates semester, year, institution, campus, and file type.

For Enrollment Files:
As an example, let's look at the file name **F240211S.asc** and go over each part. The **F** tells the system it is a Fall semester file. The **24** tells the system it is the year 2024. The **02** is the institution code for New Mexico State University, which is assigned by NMHED. The **11** is the Main campus code, also assigned by NMHED. The **S** tells the system it is a Student file. Finally, the a**sc** file extension indicates that it is an ASCII file.

Following are the possible values for the 8 characters in the institution file name:

Example: 12345678.asc

1 - Is the Semester: F=Fall; S=Spring; R=Summer

2 & 3 - Last two digits of the calendar year.

4 & 5 - Two digit institution code assigned by NMHED. 6 & 7 - Two digit campus code assigned by NMHED.

8 - File Type – S, C, or T

For Degree Files:
The degree file has an 'A' in the first character of the file name. The Degree file is submitted twice; once for Fall and Spring semesters and once for the Summer semester. A two-digit code in positions 2 & 3 of the file name represents the academic year:

- For the 2023-24 academic year, the two-digit code for Fall 2023, Spring 2024 and Summer 2024 is 24
- For the 2024-25 academic year, the two-digit code for Fall 2024, Spring 2025, and Summer 2025 is 25

Examples: (The Xs represent the institution code and the campus code. The D is the file type.)

- A24XXXXD.asc for the 2023-24 academic year Degree files
- A25XXXXD.asc for the 2024-25 academic year Degree files

For Financial Aid Files:
Financial Aid, and Student-Financial Aid files begin with an 'A' in the first character of the file name. The Financial aid files are submitted once a year. A two-digit code in positions 2 & 3 of the file name represents the academic year:

- For the 2023-24 academic year the two-digit code is 24 for the fiscal year. These files are due on Monday, September 16th, 2024, since the 15th falls on a Sunday
- For the 2024-25 academic year the two-digit code is 25 for the fiscal year. These files are due on Monday, September 15th, 2025.

Examples: (The Xs represent the institution code and campus code. The A and N are the file types.)

- A24XXXXN.asc and A24XXXXA.asc for the 2023-24 academic year Financial Aid files
- A25XXXXN.asc and A25XXXXA.asc for the 2024-25 academic year Financial Aid files

File Type codes and the files to which they apply are found in the following table.

File Types

File	File Type	File Name (Example)	Calendar Year
Course	C – (Fall)	F24XXXXC.asc	2024
	C – (Spring)	S25XXXXC.asc	2025
	C – (Summer)	R25XXXXC.asc	2025
Student	S – (Fall)	F24XXXXS.asc	2024
	S – (Spring)	S25XXXXS.asc	2025
	S – (Summer)	R25XXXXS.asc	2025
Student-Course	T – (Fall)	F24XXXXT.asc	2024
	T – (Spring)	S25XXXXT.asc	2025
	T – (Summer)	R25XXXXT.asc	2025
Degree	D – (Fall)	A24XXXXD.asc	2024
	D– (Spring)	A24XXXXD.asc	2025
	D – (Summer)	A24XXXXD.asc	2025
*Financial Aid	A	A24XXXXA.asc	2023-24
*Student-Financial Aid	N	A24XXXXN.asc	2023-24

***Financial Aid Clarifications**

		School Year 2024-2025		School Year 2023-2024	
Semester	Semester file abbr.	STFIS_YEAR (State Fiscal Year)	YEAR (Calendar Year)	STFIS_YEAR (State Fiscal Year)	YEAR (Calendar Year)
Fall	F	2025	2024	2024	2023
Spring	S	2025	2025	2024	2024
Summer Leading	R	2024	2024	2023	2023
Summer Trailing	R	2026	2025	2025	2024

System Outputs:
Files: Error-free Institution Data Files to be submitted to NMHED.
Reports: The following reports can be downloaded to PDF, Word, or Excel for formatting and printing -

- Error Reports
- Code Validation Tables (can be viewed or downloaded from eDEAR)

IMPORTANT DEFINITIONS

Census Date: As of Fall 2010, NMHED started collecting Census 'Y' or 'N'. The 'census date' has been called such things as the Third Friday, the 15th day, the 21st day, and the End of Semester. All of these terms are partially correct. Before defining the phrase, we might consider to which files the term is relevant.

'Census date' relates to all enrollment reporting and therefore applies to the Course, Student, and Student-Course files. For the purpose of this discussion, the terms course-section and course are considered equivalent. The census date and enrollment reporting are addressed by 5 NMAC 6.2.

The census date is dependent upon both the length of the course and the term in which it is offered. Over the years since Rule 610 came into existence, an informal policy has developed regarding the census date for short courses and summer session courses (as shown in the table below). This policy provides two options for determination of the census date. These options are not to be applied on a course-by-course basis. If a particular option is used for one course, then it shall be used for all courses.

Regular Courses (full term)	The census date is the end of the third Friday of the term or 20% of the length of the course.
Short Courses	The census date is either the date on which the course is one-third complete or the last day of the course.
Summer Session Courses	The census date is either the date on which the course is one-third complete or the last day of the course.
Open Entry/Open Exit	Enrollment should be based on average daily enrollment.

Third Friday Version: This phrase applies to the Registrar's Report file and the Student file produced from the snapshot of all beginning enrollments that is taken as of the third Friday of a semester or trimester.

This includes enrollments in short courses that have not yet started. The Third Friday version of the Student file provides information that is included in the NMHED annual report. This file is collected by the NMHED on a form that is emailed to Planning and Research.

End of Semester Version: This phrase applies to all the enrollment related files listed under the definition of census date above. Since the applicable files are due shortly after the end of the term, they are considered 'End of Semester files'. These files include information for enrollments in regular calendar courses as well as applicable short and/or special session courses. The student credit hour enrollment information in these files should be accurate as of the appropriate census date or dates for the various courses. In addition, the Student-Course File should include all enrollments that occur after a course's census date since credit hour funding is now based on credit hours where the student receives a grade. This information contained within these files will be used to prepare budget recommendations.

It should be noted that the census date is used primarily to determine student credit hour enrollment, not demographic factors like major, student level, race/ethnicity, etc.; therefore, demographic information recorded in the Student file should reflect changes made or errors corrected between the Census Date and the End of the Semester. Of course, this does not include 'promotion' of student level due to hours earned during the semester for which the file is being submitted.
Something that may be seen as a departure from previous policy is that even residency as of the census date has some latitude. For instance, consider the case of a non-resident student who desires residency status and files a "Petition for Resident Tuition Classification" prior to the third Friday of a given term as required by 5 NMAC 7.18. Let us further suppose that for some reason this petition is not granted until after the census date. In this case, the student's residency as recorded in the Student file should reflect the results of the petition process.

Course File (Type C)

Records to Include:
The Course file contains one record for each course-section taught during the semester. This excludes basic skills courses taught by the doctoral institutions, and all continuing education courses. Courses taught with restricted funds should be included. Please refer to 5 NMAC 3.12 for the definition of "restricted funds". Students enrolled in these course-sections will also be included in the Student and Student- Course files. The course enrollments reported should be accurate as of the census date. Refer to the census date definition in the previous section.

Special Coding Considerations:
Courses taught off-campus should be indicated with a 'Y' in the extended service data field. The extended service Primary Delivery Type and Point of Delivery fields of the Course file must have valid values for extended service. Please refer to 5 NMAC 3.12 for the definitions of "off-campus" and "extended service".

Web-based courses will have 'W' as the Primary Delivery Type and a Point of Delivery value of 900.
Courses taught with restricted funds should have the appropriate restricted percentage coded in the RPERCENT field.

The CRS_CREDIT for each course-section in the Course file will be an average number of credits when courses are offered for variable credits, and must match the total credits divided by the number of-all students who were "Y" (yes) as of census in the respective course as found in the Student-Course file. If an entire course was added after census, the NUM_STU_CEN will be 0000 (zero) for that course-section in the Course file.

Submission Schedule:
This file is due after the end of each term. See the data file submission calendar for dates, Appendix E.

Primary Uses:
- Cluster Totals as of census
- Costs of Instruction
- Enrollment Verification

Degree File (Type D)

Records to Include:
The Degree file contains one record for each award earned by each student at each campus during a given academic year. Data is to be submitted for all students receiving degrees and other formal awards granted by all degree granting public, postsecondary institutions in New Mexico.

Special Coding Considerations:
Students earning multiple awards at the same level with the same CIP code will be flagged as warnings.

Submission Schedule:
This file is submitted bi-annually and is due in August for the fall and spring of each academic year, and in November for the summer term. See the data file submission calendar for the due dates, Appendix E.

Primary Uses:
- Degree Flagging Study
- Degree Production
- Graduation Rates
- Demographics
- Funding Formula
- Complete College America (CCA)

Financial Aid File (Type A)

Records to Include:
The Financial Aid file contains one record for every student per semester, per fund, receiving any federal, state, institutional, or private financial aid between July 1 of one year and June 30 of the following year, or until the end of summer term if the academic year doesn't match the fiscal year.

Special Coding Considerations:
One record per student, per fund, per semester receiving aid.

Multiple records will be required in those cases where students are awarded more than one type of aid and/or students are awarded aid during more than one term.

> EX: Student A is receiving a 3% scholarship and State Work-Study. There will be one record for Student A receiving 3% scholarship and one record for Student A receiving State Work-Study.

If a student receives 3% money, which is designated as need-based and 3% money, which is not need-based, report them as one record.

Submission Schedule:
The file is due one time per year on a fiscal year basis. See the data file submission calendar for specific date, Appendix E.

Primary Uses:
- Determine allocation methodology for state aid
- Provide data for allocation of state aid
- Analysis of aid recipients
- Annual Report Card
- Audit Process
- Funding Formula
- CCA

Registrar's Report

Records to Include:
The Registrar's Report file is derived from the Student file when processed by the eDEAR system.

Special Coding Considerations:
Reports can be exported to Excel. Reports are generated when files are tested in the eDEAR system. From the Submittal section of the website, upload files to test and generate a summary/registrar report. Click on the Export to Excel button to export your reports. An Excel file will be downloaded by your browser. The following reports will be generated in addition to a data summary and file error report(s). Registrar A (Undergraduate), Registrar A (Graduate), Registrar A (Professional), Registrar A (Total), Registrar B (Undergraduate), Registrar B (Graduate), Registrar B (Professional), Registrar B (Total) and Registrar D (Detail).

Submission Schedule:
No submissions required to NMHED. Institutions can run the Student File through eDEAR to download the Registrar's reports for internal use.

Primary Uses:
- Enrollment Characteristics
- Student Demographics

Student File (Type S)

Records to Include:
The Student File contains one record per student per academic term. Data are to be submitted on all students enrolled in all courses included in the Student-Course file. Students enrolled after census should also be included, but coded 000 in the data field STU_CRED_T_CEN.

The student records reflect the enrollment as of the collection dates for the rules governing full-term and short-term or special courses. See page 6 for a complete description of the inclusions for each version.

Special Coding Considerations:

The total credits for each student in the Student file must match the total credits for all courses of the respective student in the Student-Course file as of census.

Submission Schedule:
Only files having no fatal errors may be submitted to NMHED. This file is due at the end of each term. See the data file submission calendar for dates, Appendix E.

Primary Uses:
- Degree Flagging Study
- Enrollment Characteristics
- Enrollment Verification
- Financial Aid Allocation
- Funding Recommendations
- Longitudinal Studies (e.g. graduation rates, transfer rates, withdrawal rates.)
- Registrar's Report
- Student Demographics
- CCA

Student-Course File (Type T)

Records to Include:
The Student-Course file contains one record for each course enrollment for each student in each term. For example, if a student is enrolled in five courses then this student will have five records in the Student-Course file - one for each course-section the student was enrolled.

Special Coding Considerations:
If the data field Census is coded Y, the sum of the data field CRS_STU_CR (Credit value in this course for this student) for each student must match the data field STU_CREDIT_T_CEN in the S file. The data field CRS_CREDIT (Course Credit Value) in the C file must match CRS_STU_CR in the T file.

Submission Schedule:
This file is due after the end of each term. See the data file submission calendar for dates, Appendix E.

Primary Uses:
- Enrollment Verification
- Verify Student Credit Hours in Course and Student Files
- Funding Formula
- CCA (Student Credit Hour, or SCH, end of course calculation)

Student-Financial Aid File (Type N)

Records to Include:
The Student-Financial Aid file contains one record for each student receiving federal, state, institutional or private financial aid awarded between July 1 of one year and June 30 of the following year, or until the end of summer term if the academic year doesn't match the fiscal year.

Special Coding Considerations:
One record per student receiving aid.

Submission Schedule:
The file is due one time per year on a fiscal year basis. See the data file submission calendar for specific date, Appendix E.

Primary Uses:
- Determine allocation methodology for state aid
- Provide data for allocation of state aid
- Analysis of aid recipients
- Annual Report Card
- Audit Process
- Funding Formula
- CCA

Validating/Editing Files for Submission

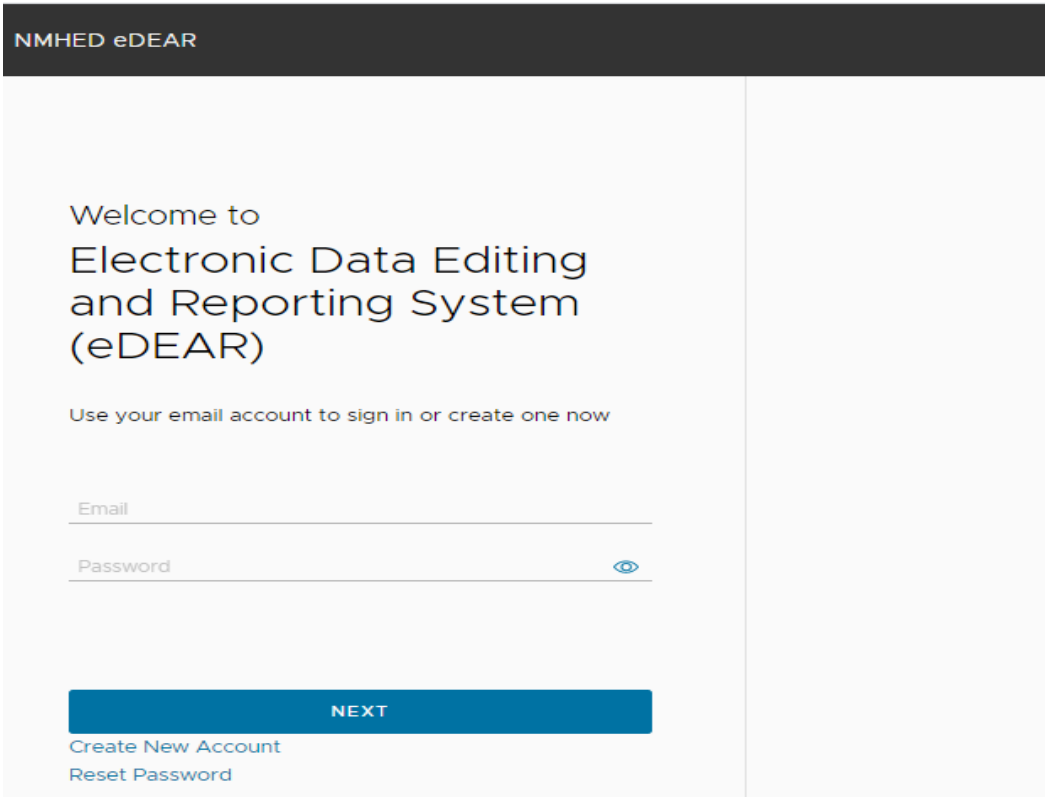
Only files which are fatal error-free will be accepted by the NMHED. You will therefore need to validate/edit your files using eDEAR. Files are to be submitted to NMHED in the following format:

- ASC – fixed width ASCII/plain text file

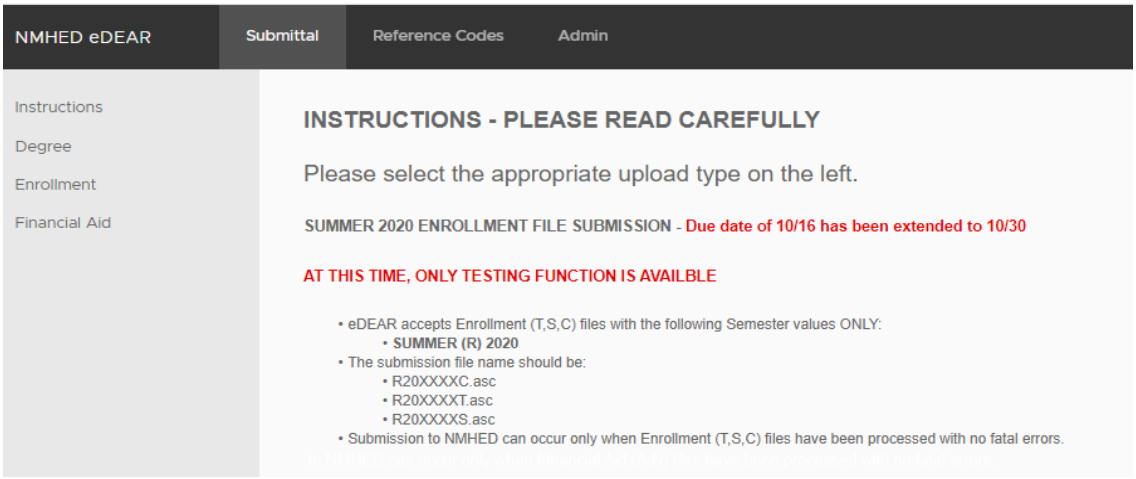
File formats and specifications can be found in Appendix A of this manual. Section 4 contains details of the eDEAR menu and functions. An overview of the validation/editing process is as follows:

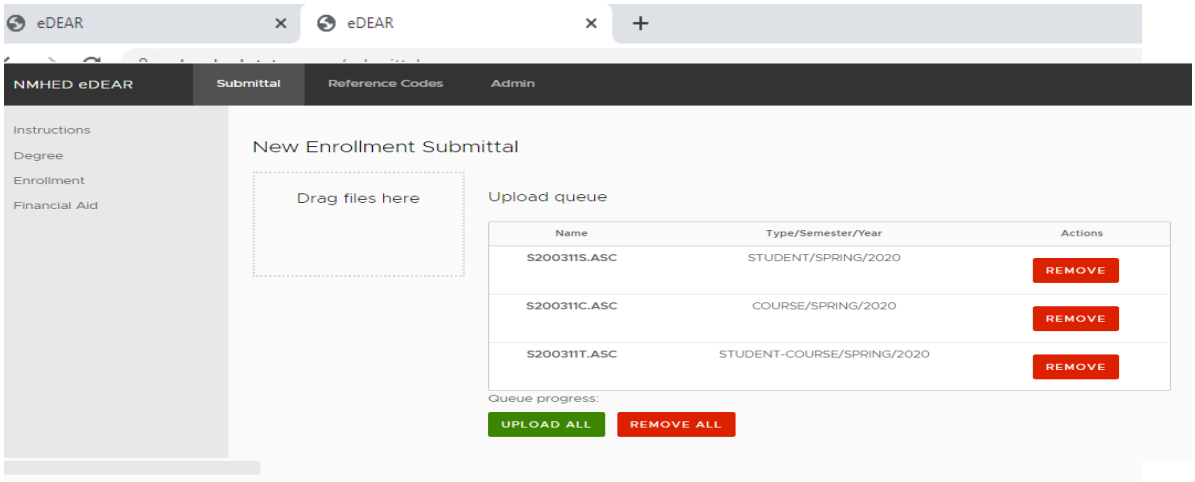
Validation Process:

- Collect appropriate institutional data in NMHED format. Save as fixed-width formatted .asc files.
- To begin your edits, click on the link below or copy the link and paste to the search engine. https://edear.nmhed.us/login The link should bring you to the homepage below.
- Enter your credentials as provided by the NM Higher Education Department. This will allow you to access the eDEAR system. If you do not have log in credentials, click on Create New Account, you will be prompted to create a new account.



- When in the eDEAR system, click on the Submittal tab option located on the top of the page and select the type of file to be tested/submitted on the option bar on the left hand side of the page (Degree, Enrollment, Financial Aid).
  Drag-and-drop your files from your windows explorer folder into the "Drag files here" box.
- Click on the Upload All button to run the validation tests. You will have the option remove the files if you





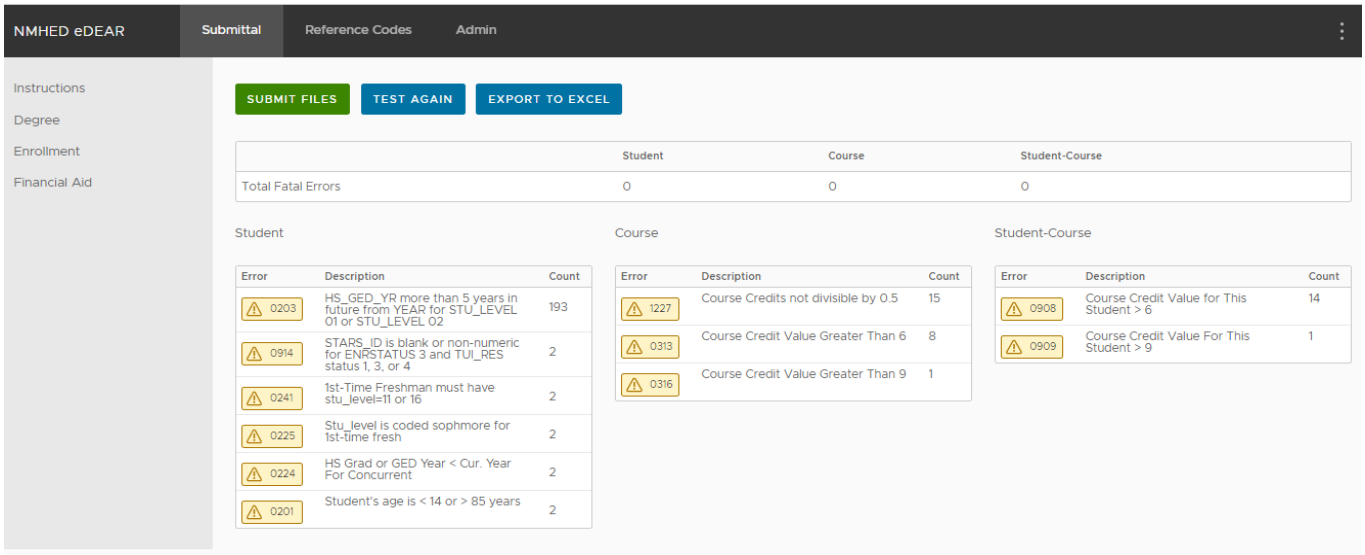
selected the incorrect files for testing/uploading.

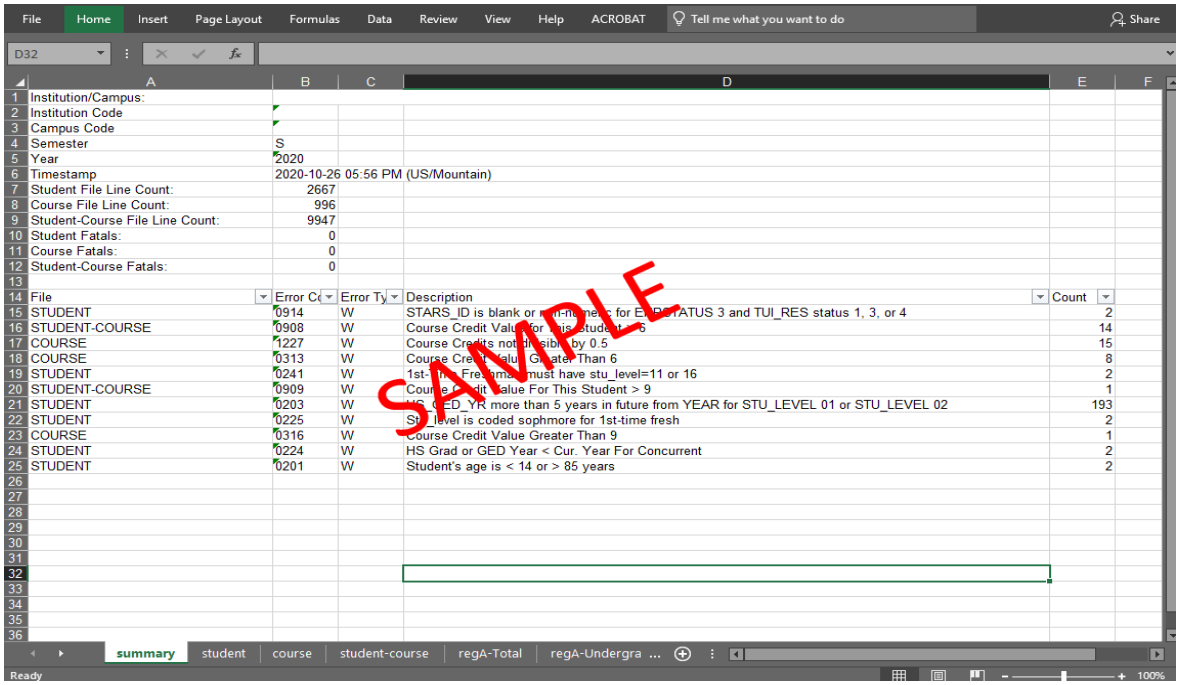
Testing Files:

- For enrollment files, you must upload all three files at the same time. Upload the S, C, and T enrollment files to run and view validation checks. For financial aid files, you must upload both the A and N file to run validations. For the degree file, upload the D file.
- When the file validation process is complete, the system will display the number of fatal errors and warnings for each file type. Click the Export to Excel button to generate a tabbed report of errors found by each file type. The error file will also provide a count of errors by file, the line(s) where the error occurred, the error code and description of error, as well as a summary of the uploaded data.

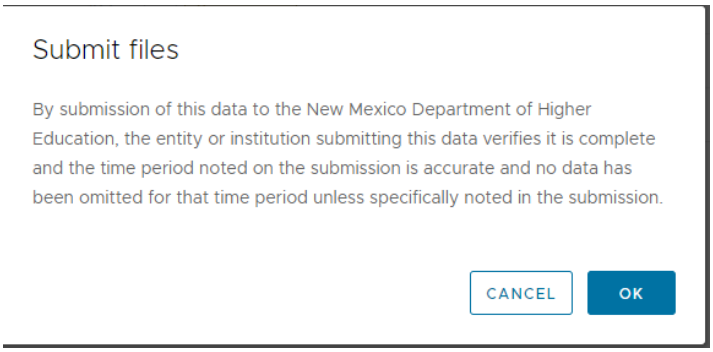
- Excel file will be downloaded by your browser. Review error report and correct all fatal errors. The eDEAR interface will not allow submission until all fatal errors have been resolved.

Registrar Report sample report.

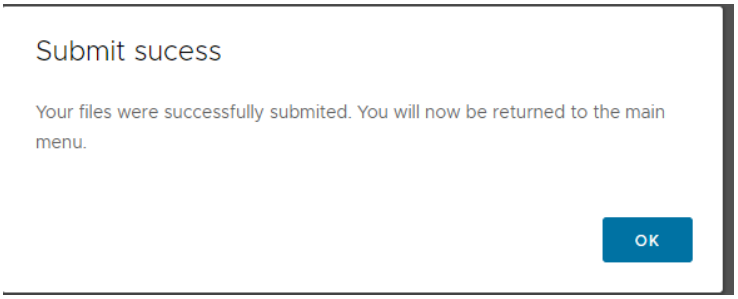




- To submit files, click on the Submit Files button on the top of the page. The following window will pop up, click on OK to continue the submission process.



- When your files have successfully ben submitted, you will receive the following notification:



- In addition, a validation email will be sent to the email associated with your account. Be sure that the email address edear-notifications@hed.nm.gov does not get delivered to your junk mailbox. The email will state:

  Hello [Institution Name],

  This is an official notification that NMHED has received your data submission for file set S24XXXX.

  Thank you, NMHED

Files with errors:

- If your files have errors, use the error report to make the necessary corrections to the appropriate ASCII file.
- Once the errors have been fixed, upload your files, and repeat the validation process.
- Continue this process until the edits can be run with 0 fatal errors.

Helpful suggestions:

- Make sure you are using valid file names before importing .asc files into the eDEAR system or running any eDEAR edit check functions.
- Run the edits on all files at the same time to ensure that the validation is complete.
- Review any warnings on the error report to ensure that these records are indeed correct. A warning is generated when a value is outside the normal range for a particular field (e.g. household greater than 7).
- Reporting a CIP Code for a new course or program that has not been approved by NMHED will generate a fatal error. Submit CIP code application online at https://hed.nm.gov/about/divisions/public/academic-affairs-service-application at least one month before the submission deadlines.

Notify NMHED if:

- A new high school code needs to be added to the eDEAR tables.
- You have fatal errors that cannot be corrected.
- If you experience issues logging into the eDEAR system.
- You did not receive a validation email stating that your files were accepted.

Cross-File Edit Checks

- Student File (file type: S): eDEAR runs cross-edit checks between the Student File and the Student-Course File.

- Course File (file type: C): eDEAR runs cross-edit checks between the Course File and the Student-Course File.

- Student-Course File (file type: T): eDEAR runs cross-edit checks between the Course File and the Student-Course File, and the Student File with the Student-Course File.

- Student Financial Aid File (file type: N): eDEAR runs the cross-edit checks between the Financial Aid File (A) and the Student Financial Aid file (N). The cross-edit verifies that:
  - A student record exists in the Student Financial Aid File (N) for every student-award reported in the Financial Aid File (A), and
  - Every award in the Financial Aid File (A) where the award is marked as needing a FAFSA has a corresponding record for the student in the Student Financial Aid File with a FAFSA Flag of "Y".

Reference Links

The eDEAR system has links to various lists of valid codes and descriptions for various data types allowed in the NMHED files.

- Aid Program Codes
- ACT Codes
- CIP Codes (Courses)
- CIP Codes (Degrees/majors)
- CIP Cluster Tier Mapping
- Degree Codes
- Enrollment Status Codes
- Error Codes
- Ethnic Codes
- Grades
- Instruction Types
- Institution
- Level Codes
- Original Residence Codes
- Point of Delivery County Codes
- Tuition Residency Status Codes
- Reporting Calendar
- NMHED website

Submitting Clean Data Files to the NMHED

From the eDEAR homepage submit final .ASC or .TXT files to NMHED via eDEAR by clicking Submit Files to NMHED button once your files are error free. If you have fatal errors in your files, the Submit Files to NMHED button will not be available until your files are fatal error free. To get to the homepage, click the Test Again button to return to the file upload screen.

A. Files will be submitted to the NMHED web server through eDEAR and will have the .asc or .txt extension.

B. When the transfer is finished, close the internet browser window. Notify the Planning and Research Division at NMHED once you have finished submitting your files.

C. If you have concerns or if you run into errors that cannot be fixed, please contact the Planning and Research Division at NMHED. Contact information is contained in Section 1, Page 2 of this manual.

D. If you need any deadline extension, please notify NMHED staff ahead of time in writing by sending an email.

NMHED User Roles

- **Data Coordinator** - This person serves as the institutional representative in the data collection process and is accountable for compliance with NMHED reporting requirements. The accuracy and timely reporting of data may significantly impact funding or reporting of data for an institution. Normally, the person serving as Data Coordinator is designated by the President of the institution and granted the authority to meet the responsibilities outlined below. It is the responsibility of the institution to fill this position and to notify NMHED of personnel changes when they occur, and otherwise confirm the assigned data coordinator annually.

  Responsibilities: The Data Coordinator has a strategic role in overseeing the data collection processes to meet NMHED requirements including, but not limited to:
  - Making certain that the eDEAR data file submissions are correct and submitted on time;
  - Overseeing the archiving of reports, edits, manuals, and other documentation needed for data submission;
  - Acting as a resource person (i.e., providing information concerning NMHED data collection policies and procedures); and
  - Attending NMHED Data Coordinator meetings and workshops.

- **Financial Aid - Financial Aid Drawdown files** are **not** submitted on the eDEAR system. Contact the Financial Aid Department at fin.aid@hed.nm.gov for more information on how to submit files.

- **Institutional Researcher -** From the NMHED perspective, this person serves as a resource for research skills and responds to ad-hoc data requests from the NMHED. They may also provide advisory input to commission projects and revisions of the eDEAR system.

  Responsibilities: The Institutional Researcher has a strategic role in producing quality data to meet NMHED requirements including:
  - Assuring that responses to NMHED requests are accurate and true to the best of their knowledge.
  - Apply good professional practices in the creation and use of research data.
  - Provide responsive input concerning research design and methodology to Commission requests.

APPENDICES

APPENDIX A:

NMHED DATA EDITING AND REPORTING SYSTEM

DATA FILE STRUCTURES

STUDENT FILE (S)

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
STU_ID	Student ID Number	5	9	**Chr**	
SEX	Sex	14	1	**Chr**	F-Female or M-Male
Blank		15	1	**Chr**	Placeholder for Gender
(Blank 2)		16	6		
HS_GED_LOC	Last High School or GED Graduation Location (ACT)	22	6	**Chr**	ACT coding
HS_COMP_STAT	Certificate of Completion	28	2	**Chr**	Use either CC or blank
ENRSTATUS	Enrollment Status Code	30	1	**Chr**	
STU_LEVEL	Level of Student	31	2	**Chr**	see Data Dictionary
ORIG_RES	Residency at Time of First Enrollment	33	3	**Chr**	NM counties, other states, foreign or other codes
TUI_RES	Tuition Residency Status	36	1	**Chr**	
TUI_SPEC	Tuition Special Status	37	1	**Chr**	see Data Dictionary
MAJOR1	First Major	38	7	**Chr**	CIP 2010 taxonomy
MAJOR2	Second Major	45	7	**Chr**	CIP 2010 taxonomy
STU_CRED_T_CEN	Total Credits Taken as of census	52	3	**Chr**	implied decimal 3.1
SEMESTER	Semester Code	55	1	**Chr**	F-Fall, S-Spring, R-Summer
(Blank 4)		56	2		Placeholder for Meta Major Field, HED implementation TBD
STU_NAME	Name of Student	58	100	**Chr**	Last Name, First Name MI
DOB	Date of Birth	158	8	**Chr**	MMDDYYYY
HS_GED_YR	Year of High School Graduation or GED passed	166	4	**Chr**	YYYY
YEAR	Calendar Year	170	4	**Chr**	YYYY

Continued on next page

STUDENT FILE(S) – Continued

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
ECODE – H	Hispanic	174	1	**Chr**	Yes = 1 No = 0
ECODE – AI	American Indian/Alaska Native	175	1	**Chr**	Yes = 1 No = 0
ECODE – A	Asian	176	1	**Chr**	Yes = 1 No = 0
ECODE – B	Black or African American	177	1	**Chr**	Yes = 1 No = 0
ECODE – NH	Native Hawaiian or Other Pacific Islander	178	1	**Chr**	Yes = 1 No = 0
ECODE – W	White	179	1	**Chr**	Yes = 1 No = 0
ECODE – NR	Non Resident Alien	180	1	**Chr**	Yes = 1 No = 0
INST_ID	Institution ID	181	9	**Chr**	i.e. Banner ID
STARS_ID	Stars ID	190	9	**Chr**	Unique PED ID
STU_LAST_NAME	Student Last Name	199	50	**Chr**	
STU_FIRST_NAME	Student First Name	249	50	**Chr**	
STU_MIDDLE_NAME	Student Middle Name	299	50	**Chr**	
STU_NAME_SUFFIX	Student Name Suffix	349	3	**Chr**	see Data Dictionary
TOTAL FOR:	**STUDENT FILE**		**351**		

Notes:

For New Ethnicity, if all the characters are coded zero then these are characterized as Unknown or No Response.

COURSE FILE (C)

*For eDEAR SUBMISSION USING THE NEW Layout, a -2.0 header is required.

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
CRS_PREFIX	Course Prefix	5	5	**Chr**	See data dictionary
CRS_NUM	Course Number	10	4	**Chr**	See data dictionary
CRS_SUFFIX	Course Suffix	14	1	**Chr**	
CRS_SECT	Section Number	15	3	**Chr**	
INSTRTYPE	Type of Instruction	18	1	**Chr**	A-Appl music, D-Dissertation/Ind Study, L-Lab, S-Student Teaching/Intern/Practicum
P_DLVRTYP	Primary Delivery Type	19	1	**Chr**	R-Regular, W-Web I,M,T, or E-Extended, H-Hybrid
(Blank)	(Blank)	20	2	**Chr**	
RPERCENT	Restricted Percentage	22	3	**Num**	Cross reference with StudentCourse file Restricted Percent field.
CRS_CIP	Course CIP Code	25	7	**Chr**	
CRS_CREDIT	Course Credit Value	32	3	**Chr**	implied decimal 030 = 3
NUM_STU_CEN	Number of Students Enrolled at Census	35	4	**Num**	Number of students as of census. If entire course is offered after census then this count will be '0000'
VAR_SCHED	Variably-Scheduled Credit Course	39	1	**Chr**	V for variable schedule, otherwise leave blank
SEMESTER	Semester Code	40	1	**Chr**	F-Fall, S-Spring, R-Summer
YEAR	Calendar Year	41	4	**Chr**	
POINTDEL	Point of Delivery	45	3	**Chr**	000-Main, 900-Web, community codes for extended
EXTENDED	Extended Service Flag	48	1	**Chr**	Y or N
CRS_TITLE	Course Short Title	49	30	**Chr**	
CRS_LEVEL	Course level	79	2	**Chr**	Code level of the course (i.e, 01-Remedial Math, 02 Remedial English, etc.
CC_CRS_PREFIX	Common Course Prefix	81	4	**Chr**	Value cannot be blank, must be all zeros if not reporting.
CC_CRS_NUM	Common Course Number	85	4	**Num**	Value cannot be blank, must be all zeros if not reporting. Valid value is numeric and between 1000 and 9999
CC_CRS_SUFFIX	Common Course Suffix	89	2	**Chr**	Value cannot be blank, must be all zeros if not reporting.
TOTAL FOR:	**COURSE FILE**		**90**		

STUDENT-COURSE FILE (T)

*For eDEAR SUBMISSION USING THE NEW Layout, a -2.0 header is required.

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
CRS_PREFIX	Course Prefix	5	5	**Chr**	See data dictionary
CRS_NUM	Course Number	10	4	**Chr**	See data dictionary
CRS_SUFFIX	Course Suffix	14	1	**Chr**	
CRS_SECT	Section Number	15	3	**Chr**	
INSTRTYPE	Type of Instruction	18	1	**Chr**	See Data Dictionary
STU_ID	Student ID Number	19	9	**Chr**	
CRS_STU_CR	Credit value in this course for this student	28	3	**Chr**	implied decimal 030 = 3
SEMESTER	Semester Code	31	1	**Chr**	F-Fall, S-Spring, R-Summer
YEAR	Calendar Year	32	4	**Chr**	YYYY
STARSID	Stars ID	36	9	**Chr**	Unique PED ID
INST_ID	Institution ID	45	9	**Chr**	For example, Banner ID
GRADE	Grade earned in course	54	3	**Chr**	Left aligned
CENSUS	Census Date Enrollment	57	1	**Chr**	Y- Yes or N-No
SCRPERCENT*	Student Course Restricted Percent	58	3	**Chr**	If entire course is restricted, then all students should be restricted.

Continued on next page

STUDENT-COURSE FILE (T) - page 2

DC_STU	Dual Credit Student	61	1	**Chr**	Is the student Dual Credit student taking a Dual Credit Course Y– Yes N - No
CRS_LOCATION	Course Location – College or High School	62	1	**Chr**	C – College or H-High School
CRS_CIP	Course CIP Code	63	7	**Chr**	Course CIP code reported on the course file
TOTAL FOR:	**STUDENT-COURSE FILE**		**69**		

Note: STARS_ID and GRADE data has been collected since Fall 2010 files. CRS_CIP code has been collected since Summer 2012.

* Some courses may have enrollments from students whose credits hours are restricted and other enrollments from students whose credit hours are not restricted (for example, BA/MD students at UNM-Main all have restricted credit hours). In these cases the SCRPERCENT value may be 100 for the fully restricted students and 0 for those who aren't restricted. The RPERCENT in the corresponding Course File record will be restricted hours divided by the total hours.

DEGREE FILE (D)

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
STU_ID	Student ID Number	5	9	**Chr**	
DEGREE	Degree	14	2	**Chr**	
MAJOR1	Major 1 for degree	16	7	**Chr**	CIP taxonomy
ACMAJOR1	Acronym for Major 1	23	6	**Chr**	
MAJOR2	Major 2 for degree	29	7	**Chr**	CIP taxonomy
ACMAJOR2	Acronym for Major 2	36	6	**Chr**	
SEX	Sex	42	1	**Chr**	F-Female, M-Male
Blank		43	1	**Chr**	Place holder for Gender
SEMESTER	Semester Code	44	1	**Chr**	F-Fall, S-Spring, R-Summer
YEAR	Calendar Year	45	4	**Chr**	
STU_NAME	Name of Student	49	100	**Chr**	
ECODE – H	Hispanic	149	1	**Chr**	Yes = 1 No = 0
ECODE – AI	American Indian/Alaska	150	1	**Chr**	Yes = 1 No = 0
ECODE – A	Asian	151	1	**Chr**	Yes = 1 No = 0
ECODE – B	Black or African American	152	1	**Chr**	Yes = 1 No = 0
ECODE – NH	Native Hawaiian or Other	153	1	**Chr**	Yes = 1 No = 0
ECODE – W	White	154	1	**Chr**	Yes = 1 No = 0
ECODE – NR	Non Resident Alien	155	1	**Chr**	Yes = 1 No = 0
INST_ID	Institution ID	156	9	**Chr**	For example, Banner ID
STU_LAST_NAME	Student Last Name	165	50	**Chr**	

DEGREE FILE(D)
Continued

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
STU_FIRST_NAME	Student First Name	215	50	Chr	
STU_MIDDLE_NAME	Student Middle Name	265	50	Chr	
STU_NAME_SUFFIX	Student Name Suffix	315	3	Chr	see Data Dictionary
DEG_TITLE	Degree Title	317	30	Chr	see Data Dictionary
DOB	Date of Birth	347	8	Chr	MMDDYYYY
TOTAL FOR:	**Degree File**		**355**		

FINANCIAL AID FILE (A)

*For eDEAR SUBMISSION USING THE NEW Layout, a -1.0 header is required.

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
STU_ID	Student ID Number	5	9	**Chr**	
AID_PROG	Aid Program	14	3	**Chr**	**S**tate or **F**ederal code, **O**ther See list of acceptable codes in Data Dictionary. Note that some aid programs require FASFA = Y
AWARD_PAID	Award Paid	17	7	**Num**	Value cannot be zero or null
SEMESTER	Semester for award	24	1	**Chr**	F-Fall, S-Spring, R-Summer
STFIS_YEAR	NM State Fiscal Year	25	4	**Chr**	
YEAR	Calendar Year	29	4	**Chr**	
TOTAL FOR:	**FINANCIAL AID FILE**		**32**		

STUDENT-FINANCIAL AID FILE (N)

*For eDEAR SUBMISSION USING THE NEW Layout, a -1.0 header is required.

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
STU_ID	Student ID Number	5	9	**Chr**	
FAFSA	FAFSA Flag	14	1	**Chr**	Y or N
MARITAL_ST	Marital Status	15	1	**Chr**	1-4 or blank if FAFSA=N
DEPENDENCY	Dependency Status	16	1	**Chr**	I or D or blank if no FAFSA
HOUSEHOLD	Number of People living in household	17	2	**Num**	Must have value, If FAFSA=N must be 00
FAM_CONTR	Expected Family Contribution	19	7	**Num**	Must have value, If FAFSA=N must be 0000000
PARENT_INC	Total Parent Income	26	7	**Num**	Must have value and can be negative, If FAFSA=N must be 0000000
STUDENT_IN	Total Student Income	33	7	**Num**	Must have value and can be negative, If FAFSA=N must be 0000000
COST_ATTND	Cost of Attendance	40	7	**Num**	Must have value, If FAFSA=N must be 0000000
SPEC_DISB	Special Disbursement Aid	47	1	**Chr**	A-Study Abroad, C-Consortium, E-Exchange, L-Late Disbursement, or Blank-Not Special
STFIS_YEAR	NM State Fiscal year	48	4	**Chr**	
INST_ID	Institution ID	52	9	**Chr**	i.e. Banner ID
TOTAL FOR:	**STUDENT-FINANCIAL AID FILE**		**60**		

APPENDIX B:

NMHED DATA EDITING AND REPORTING SYSTEM

DATA DICTIONARY

HED DATA EDITING AND REPORTING SYSTEM
DATA DICTIONARY

SHORT NAME	–	**ACMAJOR1, ACMAJOR2**
ELEMENT TITLE	–	Acronym of the major.
DEFINITION	–	Acronym corresponding to the student's declared primary degree program.
EDITING CRITERIA	–	This field cannot be blank.
NOTES	–	
ELEMENT LENGTH	–	6
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	DEGREE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME – **AID_PROG**

ELEMENT TITLE – Aid Program
DEFINITION – The type or source of financial aid disbursed to the student.
EDITING CRITERIA – Required field. Valid codes are as follows:

STATE AID
S01 - Athletic Scholarships (Four year schools)
S02 - Child Care Grant
S03 - Legislative Endowment *
S04 - New Mexico Scholars *
S05 - Student Choice *
S06 - 3% Scholarship
S07 - Lottery Success Scholarship
S08 - Student Incentive Grant *
S09 - Vietnam Veterans
S10 - Graduate Scholarship *
S11 - Graduate Student Research (Not funded since 1996-1997)
S12 - State Work-Study *
S13 - Allied Health Loan *
S14 - Medical Student Loan *
S15 - Nursing Loan *
S16 - Teacher Loan for Service Program
S17 - Minority Doctoral Assistance
S18 - College Affordability Grant *
S19 - Nurse Educator
S20 - Lottery Disability
S21 - Primary Care Physician Conditional Tuition Waiver
S22 - Grow Your Own Teachers
S23 - Teacher Preparation Affordability Scholarship
S24 - Fire Fighter Peace Officer Scholarship
S25 – New Mexico Opportunity Scholarship
S26 – State work-study supplemental
S27– Graduate Social Worker Scholarship
S28 – Graduate STEM Scholarship
S29 – High Demand Work Study
S99 - Other State Aid (i.e., DVR)

*=FAFSA required

AID_PROG – cont.

FEDERAL AID

F01 - Pell Grant *
F02 - Supplemental Educational Opportunity Grant (SEOG) *
F03 - FFEL Stafford Student Loan (SSL) *
F04 - FFEL Stafford Unsubsidized Loan *
F05 - Direct Subsidized Loan *
F06 - Direct Unsubsidized Loan *
F07 - Perkins Loan *
F09 - FFEL Parent Loans for Undergraduates (PLUS)
F10 - Direct PLUS
F17 - Federal Work-Study *
F18 - Academic Competitiveness Grant *
F19 - SMART Grant *
F99 - Other Federal Aid (i.e., Tribal, JTPA, Veterans, TRIO, other federal funds even if administered by the state.)

*=FAFSA required

INSTITUTION AID

I01 - Competitive Scholarships (Four-year institutions only)
I99 - Other institutionally funded aid (i.e., program awards in which the funds are controlled by the institution and the recipient is selected by the institution)

PRIVATE AID

P01 - Private Grant/Gift (i.e., program awards in which the funds are not controlled by the institution)
P02 – Private Loan
P03 Private Aid
P04 – Education Trust Board (ETB) Pathways Scholarship

EXTERNAL AID

E01 – Native American (Tribal aid)
E02 – Grant/Gift Assistance from **other** states
E03 – Loan Assistance from **other** states
E04 – Other Gift/Scholarship **within** the state

AID_PROG – cont.

NOTES	–	This field is only for financial aid disbursed. It DOES NOT pertain to waivers. Waivers are accounted for in the student file with data element TUI_SPEC (Tuition Special Status). Those aid programs indicated with * require a FAFSA. For those loans that also require an origination fee, report the amount of the loan, plus the origination fee.
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
FILES	–	FINANCIAL AID, FINANCIAL AID DRAWDOWN
USE OF DATA	–	Determine allocation methodology for state aid Provide data for allocation of state aid Analysis of aid recipients NMHED Reporting
CODE TABLE	–	Aid Program Codes – listed above.

SHORT NAME	–	**AWARD_PAID**
ELEMENT TITLE	–	Award Paid
DEFINITION	–	**Financial Aid file** - whole dollar (no decimals or commas) value of financial aid disbursed to the student for the reported term for this aid program. **Financial Aid Drawdown** - currency formatting with dollar sign and two decimal places; see the Data File Structures for each type.
EDITING CRITERIA	–	This field is required; the element must be numeric characters only and right-justified with leading zeros.
NOTES	–	For those loans that also require an origination fee, report the amount of the loan plus the origination fee.
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Numeric
SOURCE OF DEFINITION	–	Data Element DISBURSE found in SHEEO/NCES Postsecondary Student Data handbook (2/98).
FILES	–	FINANCIAL AID, FINANCIAL AID DRAWDOWN
USE OF DATA	–	Determine allocation methodology for state aid Provide data for allocation of state aid Analysis of aid recipients Annual report card
CODE TABLE	–	Not applicable

SHORT NAME	–	**CAMPUS**
ELEMENT TITLE	–	Campus Code
DEFINITION	–	A two digit number assigned by NMHED staff that identifies a campus within an institution.
EDITING CRITERIA	–	Valid codes are listed in a code table. If extended service, then an entry is required in both the extended instruction type and the point of delivery fields of the Course File.
NOTES	–	
ELEMENT LENGTH	–	2
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	NMHED
FILES	–	ALL
USE OF DATA	–	

SHORT NAME	–	**CAMPUS**
ELEMENT TITLE	–	Campus Code
DEFINITION	–	A two digit number assigned by NMHED staff that identifies a campus within an institution.
EDITING CRITERIA	–	Valid codes are listed in a code table. If extended service, then an entry is required in both the extended instruction type and the point of delivery fields of the Course File.
NOTES	–	
ELEMENT LENGTH	–	2
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	NMHED
FILES	–	ALL
USE OF DATA	–	

HED DATA EDITING AND REPORTING SYSTEM
DATA DICTIONARY

SHORT NAME	–	**CC_CRS_NUM**
ELEMENT TITLE	–	Common Course Number
DEFINITION	–	The number of the course associated with its common course prefix.
EDITING CRITERIA	–	The element must be numeric characters only and right-justified. Valid range is 0-2999. Value cannot be blank and must be '0000' if not reported. Course numbers can be looked up on the following NMHED site:
NOTES	–	Only pertains to lower division academic courses. Course number will be either common or unique. Value cannot be blank.
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE FILE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**CC_CRS_PREFIX**
ELEMENT TITLE	–	Common Course Prefix
DEFINITION	–	The institutional abbreviation for the common course subject associated with a course.
EDITING CRITERIA	–	This field should be alphabetic and left justified. Value cannot be blank, must be '0000' if not reported. Course numbers can be looked up on the following NMHED site: https://ccns.nmhed.us/.
NOTES	–	Only pertains to lower division academic courses.
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**CC_CRS_SUFFIX**
ELEMENT TITLE	–	Common Course Suffix
DEFINITION	–	An optional suffix to the course number. This suffix should be consistent for this course offering throughout the Course and Student-Course files.
EDITING CRITERIA	–	Value must be alphabetic. Value cannot be blank, if not reported should be '00'.
NOTES	–	Only pertains to lower division academic courses.
ELEMENT LENGTH	–	2
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

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SHORT NAME	–	**CENSUS**
ELEMENT TITLE	–	Census Date Enrollment
DEFINITION	–	Indicates whether a student has enrolled in the course by the course's census date.
EDITING CRITERIA	–	Y for "yes" or N for "no". All Y records will have corresponding information in the census date enrollment files (Student, Course, and Student-Course).
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE
USE OF DATA	–	Improved mapping between Enrollment files
CODE TABLE	–	Not applicable

SHORT NAME	–	**COST_ATTND**
ELEMENT TITLE	–	Cost of Attendance
DEFINITION	–	Generally, this includes the tuition and fees normally assessed a student, together with the institution's estimate of the cost of room and board, transportation and commuting costs, books and supplies, and miscellaneous personal expenses. In addition, student loan fees, dependent care, reasonable costs for a study abroad or cooperative education program, and/or costs related to a disability may be included when appropriate.
EDITING CRITERIA	–	The element must be numeric characters only and right-justified with leading zeros. This field is required if a FAFSA is filed. A fatal error message will be generated if the FAFSA flag contains "Y" and this field contains 0.
NOTES	–	If No FAFSA is filed, this field may contain a value of 0000000, otherwise, whole dollars (without decimals or commas) is reported.
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Numeric
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	Determine allocation methodology for state aid Provide data for allocation of state aid Analysis of aid recipients NMHED Reporting
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_CIP**
ELEMENT TITLE	–	Course CIP Code
DEFINITION	–	Classification of Instructional Program (CIP) codes assigned based on course content and disciplinary grouping.
EDITING CRITERIA	–	Values for this field are contained in a code table. They are institution-specific and must be approved by NMHED. Coding must include a period in the third position from the left and leading zeros: Ex. 26.0101, 04.0101
NOTES	–	
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**CRS_CREDIT**
ELEMENT TITLE	–	Course Credit Value
DEFINITION	–	Credit hours awarded for completion of course offering. If the course offering is available for a variable number of credits, this element should contain the average credit per student (rounded to the nearest tenth).
EDITING CRITERIA	–	This element must be numeric and right justified with an implied decimal point between the second and third digit. This field should be zero filled. Courses offered for no credit should be coded with three zeros (000). 9.0 credit hours = 090 4.0 credit hours = 040 3.0 credit hours = 030 0.5 credit hours = 005
NOTES	–	A warning will occur when the course is less than 0.5 and greater than 25 hours.
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_LEVEL**
ELEMENT TITLE	–	Course Level
DEFINITION	–	The code to identify the type of course that is remediation, lower, upper, etc.
EDITING CRITERIA	–	The course must be identified by one of the following: 01 = Remedial Math 02 = Remedial English 03 = Remedial Reading 04 = Remedial Other 11 = Gateway Math 12 = Gateway English 18 = Vocational (optional) 20 = Lower division 30 = Upper division 40 = Graduate Level
NOTES	–	Remedial other (04) credits do not apply to a certificate or degree.
ELEMENT LENGTH	–	2
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

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SHORT NAME	–	**CRS_LOCATION**
ELEMENT TITLE	–	Course Location
DEFINITION	–	To specifically identify courses delivered on high school campuses all other courses are coded as C
EDITING CRITERIA	–	C or H, no blanks allowed
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_NUM**
ELEMENT TITLE	–	Course Number
DEFINITION	–	This field is the numeric characters. The number of the course associated with its course prefix (e.g. 1210 in MATH1210).
EDITING CRITERIA	–	The element must be four characters if it is a common course. If it is nota a common course then, the element must be numeric characters only and right justified with leading zeros. Valid range is 0-799, or 888 for four-year institutions and 0-299 for two-year institutions.
NOTES	–	
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_PREFIX**
ELEMENT TITLE	–	Course Prefix
DEFINITION	–	The institutional abbreviation for the department or discipline associated with a course.
EDITING CRITERIA	–	This field should be alphabetic and left justified with trailing blanks. If this is a common course, then report the common course prefix here only.
NOTES	–	
ELEMENT LENGTH	–	6
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_SECT**
ELEMENT TITLE	–	Section Number
DEFINITION	–	Identifies the section number for a course
EDITING CRITERIA	–	All three positions must contain a non-blank alphanumeric character (e.g., 012 for Section 12 in MATH 121A 012).
NOTES	–	
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_STU_CR**
ELEMENT TITLE	–	Credit Value for Student in this Course
DEFINITION	–	Term credit hours given for the course.
EDITING CRITERIA	–	All three columns must be filled with digits. A decimal point is implied after the second digit from the left. Examples: 9.0 credit hours = 090 4.0 credit hours = 040 3.0 credit hours = 030 .5 credit hours = 005 In the case of the Student-Course file a warning message may be generated based on the credit value and course level. See CRS_CREDIT for more information.
NOTES	–	
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_SUFFIX**
ELEMENT TITLE	–	Course Suffix
DEFINITION	–	An optional suffix to the course number. This suffix should be consistent for this course offering throughout the Course and Student-Course files.
EDITING CRITERIA	–	Value must be alphabetic and should be blank if there is no suffix.
NOTES	–	For those institutions using 4 digit course numbers, the fourth digit will be put in the CRS_SUFFIX field. This field will also be used in the COURSE file to capture new common course number courses that do not have a prior course equivalency.
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**CRS_TITLE**
ELEMENT TITLE	–	Short Course Title
DEFINITION	–	The institutional short title for the course.
EDITING CRITERIA	–	This field should be alphanumeric. Blanks are not allowed. If special characters are used for the course title field, it will result in a warning.
NOTES	–	
ELEMENT LENGTH	–	30
ELEMENT TYPE	–	Characters
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**DC_STU**
ELEMENT TITLE	–	Dual Credit Student
DEFINITION	–	Indicates whether a student is enrolled in this class for dual credit or not. (Note: some students may have a combination of dual and non-dual enrollment during the semester). Institution must have documentation on file per NMAC 6.30.7.8. Concurrently enrolled student should be coded as "N".
EDITING CRITERIA	–	Valid values are: **Y YES** **N NO**
NOTES	–	Cannot be blank. For majority of students this field will be "N".
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE
USE OF DATA	–	Improved mapping between Student Course file and enrollment files
CODE TABLE	–	Not applicable

SHORT NAME – **DEGREE**

ELEMENT TITLE – Degree

DEFINITION – The code for the degree or certificate granted.

EDITING CRITERIA – In addition to requiring that the Degree code be valid, the Degree and Major combination must also be found in the CIPDEGRE table. The degree/award granted must be identified by one of the following:

10 = Awards of less than 1 academic year [1];
11 = Awards of at least 1, but less than 2 academic years [2];
12 = Associate's Degree (2 year degree) [A];
13 = Awards of at least 2 years but less than 4 years [3];
20 = Bachelor's Degree [B];
30 = Master's Degree [M];
31* = Post Master's Certificate [5];
32** = Graduate Certification Program [G];
33 = Ed. Specialist Degree [S];
40 = Doctoral Degree [D];
41 = Professional Degree (M.D. , J.D., Pharm D., or D.P.T.) [P];

NOTES – *Post Master's Certificate: an award that requires the completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

\- ** Graduate Certificate: an award that requires completion of an organized program of study beyond a bachelor's degree. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirement of a master's degree.
NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate students.

ELEMENT LENGTH – 2

ELEMENT TYPE – Character

SOURCE OF DEFINITION – IPEDS

FILES – DEGREE

USE OF DATA –

CODE TABLE –

SHORT NAME	–	**DEG_TITLE**
ELEMENT TITLE	–	Short Degree Title
EDITING CRITERIA	–	The institutional short degree title.
EDITING CRITERIA	–	This field should be alphanumeric. Blanks are not allowed. If special characters are used for the degree title field, it will result in a warning.
NOTES	–	
	-	
ELEMENT LENGTH	–	30
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	DEGREE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**DEPENDENCY**
ELEMENT TITLE	–	Dependency
DEFINITION	–	The financial relationship of the student to his or her parents. The term parent includes biological and adoptive parents, stepparents and legal guardians.
EDITING CRITERIA	–	Valid values are: **D** Dependent **I** Independent **Blank** No FAFSA filed, or voided/unofficial FAFSA was used.
NOTES	–	This field must contain 'D' or 'I' if a FAFSA is filed.
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	-
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	Determine allocation methodology for state aid Provide data for allocation of state aid Analysis of aid recipients Annual report card
CODE TABLE	–	NMHED Reporting

SHORT NAME	–	**DOB**
ELEMENT TITLE	–	Date of Birth
DEFINITION	–	Date of birth
EDITING CRITERIA	–	Format MMDDYYYY. Must be a valid actual date. If the student does not report his/her actual birth date, leave the field blank. Do NOT calculate or estimate date of birth. The editor will calculate age from given date of birth. A warning message will be generated for ages less than 14 or greater than 85.
NOTES	–	
ELEMENT LENGTH	–	8
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT, DEGREE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME – **ECODE- ____**

ELEMENT TITLE – New Ethnicity/Race Data Fields

DEFINITION – 7 data fields to denote ethnic/race origin, in the following order:

ECODE-H	Hispanic
ECODE-AI	American Indian
ECODE-A	Asian
ECODE-B	Black or African American
ECODE-NH	Native Hawaiian or Pacific Islander
ECODE-W	White
ECODE-NR	Non-Resident Alien

EDITING CRITERIA – The valid values are:

1	Yes
0	No

If information is not provided by the student, a code of "0" in each of the 7 data fields should be assigned by the institution.

NOTES – Students are not limited to one choice – indicate a 1 (yes) in any of the ECODE fields as collected.

ELEMENT LENGTH – 1

ELEMENT TYPE – Character

SOURCE OF DEFINITION –

FILES – STUDENT

USE OF DATA –

CODE TABLE –

SHORT NAME – **ENRSTATUS**

ELEMENT TITLE – Enrollment Status Code

DEFINITION – Enrollment status for student.

EDITING CRITERIA – Valid codes are:

1= Continuing: a student who was enrolled in this institution's main or branch campuses the most previous session (e.g., Spring or Summer for Fall students). Exclude students newly admitted to graduate or professional school.
2 = Readmitted: a student who was previously enrolled in this institution's main or branch campuses, but was not enrolled the most previous session (not counting Summer
for Fall students). Exclude students newly admitted to graduate or professional school.
3 = First-time freshman: a student who is enrolled for the first time at any institution of higher education. Only after a student graduates from high school or receives a GED can s/he be considered first-time freshman, even if s/he was formerly concurrently enrolled. Do NOT include current concurrently enrolled students. A STU_LEVEL of "sophomore" can be enrollment status of first-time freshman if the student has enough credits from CLEP, Advanced Placement testing and/or credits earned through concurrent enrollment while in high school.
4 = Newly admitted to graduate or professional school from **this** institution (not valid for two-year schools). Not valid for doctoral level students.
5 = Newly admitted to graduate or professional school from **another** institution (not
valid for two-year schools). Not valid for doctoral level students.
6 = Transfer from another institution **within New Mexico**. Does not include students who are only transferring credit attained during concurrent enrollment at another
institution.
7 = Transfer from an institution **outside New Mexico**.
9 = Other

NOTES – For dual credit and/or concurrent enrollment assign the 9 ("Other") code. For two-year schools ENRSTATUS values 4 and 5 will be considered as 9 ("Other"). This is to account for graduate students at four-year schools concurrently enrolled for one or more courses at a two-year school (e.g., branches of a main campus). See STU_LEVEL for additional details.

ELEMENT LENGTH – 1

ELEMENT TYPE – Character

SOURCE OF DEFINITION –

FILES – STUDENT

USE OF DATA –

CODE TABLE –

SHORT NAME	–	**ETHNICITY (OLD)**
ELEMENT TITLE	–	Ethnic Code
DEFINITION	–	Code to denote ethnic origin.
EDITING CRITERIA	–	The valid codes are included below: **1** White, non-Hispanic; **2** Black, non-Hispanic; **3** Hispanic; **4** American Indian or Alaskan Native; **5** Asian or Pacific Islander; **6** Non-resident Alien; **8** Two or More **9** No response. If information is not provided by the student, a code of "9" should be assigned by the institution.
NOTES	–	New ethnicity/race reporting begins in Summer 2010 – see ECODE-___.
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**EXTENDED**
ELEMENT TITLE	–	Extended Service flag
DEFINITION	–	Set to Y if the course is offered off campus, otherwise value is set to N.
EDITING CRITERIA	–	Should be “Y” or “N”
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**FAFSA**
ELEMENT TITLE	–	FAFSA Flag
DEFINITION	–	Flag indicating a FAFSA (Free Application for Federal Student Aid) has been filed for the student.
EDITING CRITERIA	–	If this data element has the value "Y", all data elements dependent upon a FAFSA application will be checked for valid data. These elements include: COST_ATTND, PAR_INC, STU_IN, DEPENDENCY, FAM_CONTR, HOUSHOLD, MARITAL_ST Valid values for this field include: **Y** FAFSA was filed **N** No FAFSA was filed
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	Financial Aid TAG
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	NONE
CODE TABLE	–	Not applicable

SHORT NAME	–	**FAM_CONTR**
ELEMENT TITLE	–	Expected Family Contribution
DEFINITION	–	The amount of financial support for a student expected directly from the student and his/her family. The amount is used to determine financial need and is based on a congressionally mandated formula known as Federal Methodology.
EDITING CRITERIA	–	The element must be numeric characters only and right-justified with leading zeros. This field is required if a FAFSA is filed.
NOTES	–	If No FAFSA is filed, this field contains a value of 0000000. Otherwise, whole dollars (without decimals or commas) are reported.
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Numeric
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	Determine allocation methodology for state aid
		Provide data for allocation of state aid
		Analysis of aid recipients
		NMHED Reporting
CODE TABLE	–	Not applicable

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SHORT NAME	**Gender**
ELEMENT TITLE	Gender
DEFINITION	Gender of student
EDITING CRITERIA	Valid codes are
NOTES	Currently on hold
ELEMENT LENGTH	1
ELEMENT TYPE	Character
SOURCE OF DEFINITION	
FILES	STUDENT, DEGREE
USE OF DATA	

SHORT NAME	–	**GRADE**
ELEMENT TITLE	–	Grade Earned in Course
DEFINITION	–	The grade that a student has earned in a particular course (includes Withdrawals, Incompletes, etc.)
EDITING CRITERIA	–	Left aligned
NOTES	–	A blank grade or a new grade that is not found in the validation table will result in a warning. There is a table in eDEAR for each institution's grading system.
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE
USE OF DATA		

SHORT NAME – **HOUSEHOLD**

ELEMENT TITLE – Household size

DEFINITION – Number of people living in student's household.

EDITING CRITERIA – Valid values are:

00 No FAFSA filed
01 One
02 Two
03 Three
04 Four
05 Five
06 Six
07 Seven

A warning will be generated for counts over 7, but are still allowed.

NOTES – This must reflect the household size that is reported on the FAFSA form student files. If no FAFSA was filed then 00 should be used.

If the student is Dependent, then report the parent's household size
If the student is Independent, then report the student's household size.

ELEMENT LENGTH – 2

ELEMENT TYPE – Numeric

SOURCE OF DEFINITION – Financial Aid TAG

FILES – STUDENT-FINANCIAL AID

USE OF DATA – Determine allocation methodology for state aid
Provide data for allocation of state aid
Analysis of aid recipients
NMHED Reporting

CODE TABLE – Not applicable

SHORT NAME – **HS_GED_LOC**

ELEMENT TITLE – Last High School or GED Graduation Location (ACT)

DEFINITION – ACT code indicating place of high school graduation or attainment of GED, or last high school or other secondary education attendance.

EDITING CRITERIA – ACT code table includes a code for each known New Mexico high school, a state code for schools in other states, and codes for foreign high schools, GED, and "did not attend" high school. Also included are codes for home-schools and U.S. Territories and Possessions. This element is required for undergraduate degree seeking and high school students only. If student level is 20 or above, this field may be left blank.

Special Codes:

- For inactive New Mexico high schools use 329000. For GED in New Mexico use 329699. For Non-New Mexico GED use 999997.
- For New Mexico home schools use 329999 even if the student earned a GED. For Non-New Mexico home schools use 999998 even if the student earned a GED.
- For U.S. Territories and Possessions use 520000.
- For foreign high schools use 999888.

Special Note: If a student reports a New Mexico high school that is not in the code table then the postsecondary institution should contact the high school to determine the ACT code. The high school may need to contact ACT to have a code assigned. When the ACT code is thus determined, please contact NMHED so that the code, the high school name, and the high school location can be included in the table. ACT contact information is as follows:

ACT Student Services,
2727 Scott Blvd minizip 46
P.O. Box 451
Iowa City, Iowa 52243-0451
(319) 337-1313
http://www.actstudent.org/faq/contact-us.html

ELEMENT LENGTH – 6

ELEMENT TYPE – Character

SOURCE OF DEFINITION –

FILES – STUDENT

USE OF DATA –

CODE TABLE –

SHORT NAME	–	**HS_GED_YR**
ELEMENT TITLE	–	Year of High School Graduation or GED Received
DEFINITION	–	Year student graduated or is expected to graduate from high school or year student received a GED.
EDITING CRITERIA	–	This element is required for undergraduate degree seeking and high school students only. If student level is 20 or above, this element may be left blank. Numeric characters only, except for students who have neither a diploma nor a GED. These students are coded "XXXX".
NOTES	–	
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**HS_COMP_STATUS**
ELEMENT TITLE	–	High School Competency Status
DEFINITION	–	High School students who complete all course work but do not successfully pass all parts of the exit exam are awarded a certificate of completion.
EDITING CRITERIA	–	This element is coded as CC for Certificate of Completion otherwise the field is left blank.
NOTES	–	
ELEMENT LENGTH	–	2
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT
USE OF DATA	–	
CODE TABLE	–	Not applicable

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SHORT NAME	–	**INST_ID**
ELEMENT TITLE	–	Student ID number assigned by your institution
DEFINITION	–	Student unique identification number used by your institution
EDITING CRITERIA	–	This field is required for the Student File. Valid values are alpha or numeric characters. Blank entry on the Student file gives a warning.
NOTES	–	
ELEMENT LENGTH	–	9
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**INSTCODE**
ELEMENT TITLE	–	Institution Code
DEFINITION	–	A two-digit code assigned by NMHED that identifies an institution.
EDITING CRITERIA	–	Valid codes are contained in the code table.
NOTES	–	
ELEMENT LENGTH	–	2
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	NMHED
FILES	–	ALL
USE OF DATA	–	Provides capability for studies of postsecondary education in New Mexico.
CODE TABLE	–	

SHORT NAME	–	**INSTRTYPE**
ELEMENT TITLE	–	Type of Instruction
DEFINITION	–	Identifies special types of instruction and may serve to identify a unique portion of a course. The type of instruction should be consistent throughout the Course link files. This is NOT the delivery type of the course covered in field.
EDITING CRITERIA	–	This field should be blank except for the following special types of instruction:

A Applied music of the individual or small group type;

D Dissertation, independent study, thesis, special projects, etc.

H Hybrid

L Laboratory (usually associated with a parent lecture section);

R Regular/Traditional Classroom

S Student teaching practicum, internship, cooperative education, etc.

W Web Based; and

Blank Indicates standard lecture mode or other.

NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	NMHED
FILES	–	COURSE, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**MAJOR1**
ELEMENT TITLE	–	First Major
DEFINITION	–	CIP code corresponding to student's declared primary degree program.
EDITING CRITERIA	–	Each student must have one of the CIP codes listed in the code table specific to this campus and level of student. Coding must include a period in the third position from the left and include leading zeros. The code to be used for undeclared majors is 00.0000.
NOTES	–	
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT, DEGREE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**MAJOR2**
ELEMENT TITLE	–	Second Major
DEFINITION	–	CIP code corresponding to student's declared second degree program.
EDITING CRITERIA	–	If a student has selected two majors, indicate the second major here with the appropriate CIP code from the code table specific to this campus and level of student. Leave blank if no second major is declared. All non-blank entries must include a period in the third position from the left and include leading zeros.
NOTES	–	
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT, DEGREE
USE OF DATA	–	
CODE TABLE	–	

SHORT NAME	–	**MARITAL_ST**
ELEMENT TITLE	–	Marital status of student
DEFINITION	–	Marital status of the student
EDITING CRITERIA	–	Valid codes are: **1** Unmarried **2** Married **3** No response **Blank** No FAFSA filed
NOTES	–	This field must contain 1, 2, 3, or 4 if a FAFSA is filed.
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	Financial Aid TAG
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**NUM_STU_CEN**
ELEMENT TITLE	–	Number of Students Enrolled as of Census
DEFINITION	–	The number of students enrolled in a course offering as of the census date. Audit students are included.
EDITING CRITERIA	–	This field must be numeric, and must equal the number of entries for this course offering in the Student-Course file. If entire course is offered after census then the count will be '0000'.
NOTES	–	
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Numeric
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME – **ORIG_RES**

ELEMENT TITLE – Original Residency

DEFINITION – Identifies the residency of the student at the time of first admission to the institution. New Mexico County code, another state code, or other location at time of first admission.

Note: The original residency of a student is fixed for a student at a specific institution. Thus the coding for a given student at a specific institution will not change even if residency for tuition purposes changes.

EDITING CRITERIA – The first character contains one of the following codes:

1 New Mexico
2 Non-New Mexico, U.S. citizen
8 Non-U.S. citizen: permanent resident alien
9 Non-U.S. citizen: non-resident alien

The next two characters depend upon the code in the first position as follows:

A) If the first is 1, then the next two contain New Mexico county codes obtained from the code tables (e.g. Final code for Bernalillo = '101') .

B) If the first is 2, then the next two contain state codes obtained from the code tables (e.g. Final code for Vermont = '246'. The code for U.S. Territories and Possessions is '299'. The code for U.S. Citizens residing outside the U.S. is '290').

C) If the first is '8' or '9', then the next two will be either a '98' or '99' to denote a non-U.S. citizen (other resident alien = '898'; permanent resident alien = '899'; non-resident alien = '999').

NOTES – See code table for exact codes.

ELEMENT LENGTH – 3

ELEMENT TYPE – Character

SOURCE OF DEFINITION –

FILES – STUDENT

USE OF DATA –

CODE TABLE –

SHORT NAME	–	**P_DLVRTYP**
ELEMENT TITLE	–	Primary is
DEFINITION	–	The primary manner in which the majority of instruction for a course is delivered.
EDITING CRITERIA	–	All courses must have one of the following codes for each course offered. Values must be alphabetic as follows: **I** Extended Services – Interactive ITV; **M** Extended Services – Military, Non-ITV; **T** Extended Services – Military, Interactive ITV; **E** Extended Services – Other; **R** Regular or Traditional Classroom (Face to Face); or **W** WEB based courses; or **H** Hybrid - A class combining in-class with online instruction. A blank entry is invalid and will generate a fatal error in the file submission.
NOTES	–	Formerly EINSTRTYPE, this field uses the same codes of I, M, T, and E with the addition of the R and W codes defined above.
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	TAG Meeting, May 30, 2003
FILES	–	COURSE
USE OF DATA	–	Determination of instructional delivery method
CODE TABLE	–	

SHORT NAME	–	**PARENT_INC**
ELEMENT TITLE	–	Parent Income
DEFINITION	–	The total dollar amount of parental income.
EDITING CRITERIA	–	The element must be numeric characters only and right-justified with leading zeros. This field is required if a FAFSA is filed and the student is DEPENDENT. Value can be negative, must have leading zeros before negative symbol (example 000-123) A warning will be generated if the student is dependent, the FAFSA flag contains "Y" and this element contains 0.
NOTES	–	If No FAFSA is filed, this field must contain 0000000. Otherwise, whole dollars (without decimals or commas) are reported.
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	Numeric
SOURCE OF DEFINITION	–	-
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	Determine allocation methodology for state aid Provide data for allocation of state aid Analysis of aid recipients NMHED Reporting
CODE TABLE	–	Not applicable

SHORT NAME	–	**POINTDEL**
ELEMENT TITLE	–	Point of Delivery
DEFINITION	–	Identifies the New Mexico community in which the delivery site is located. Courses delivered outside of the state of New Mexico are not eligible for state support. Therefore, such courses will be classified as restricted, coded as "999" and will be reported in a separate course section. Courses delivered at the main campus should be coded as “000”. Web-based courses should be coded as “900”.
EDITING CRITERIA	–	Valid entries for Point of Delivery are three digit numeric-character New Mexico community (city within NM) codes provided by NMHED, “000” for main campus, “900” for web based courses or "999" for out-of-state. See the point of delivery code table below for the three digits which correspond to a city within NM.
NOTES	–	
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
DEFINITION SOURCE	–	https://catalog.data.gov/dataset/fy23-federal-real-property-profile-frpp-public-dataset
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Download **FRPP BLC United States** Excel file at FY23 Federal Real Property Profile (FRPP) Public Dataset - Catalog

SHORT NAME	–	**RPERCENT**
ELEMENT TITLE	–	Restricted Percentage
DEFINITION	–	The percentage of this section that is taught using restricted funds. It will be used to identify the portion of this section's student credit hours that will be excluded from funding formula calculations. See 5 NMAC 3.12 for definition of restricted funds.
EDITING CRITERIA	–	Values must be numeric, right justified, and less than or equal to 100. Leave blank if not applicable.
NOTES	–	
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Numeric
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**SCRPERCENT**
ELEMENT TITLE	–	Student Course Restricted Percentage
DEFINITION	–	If a student is in a restricted course, the restricted percentage should be included here.
EDITING CRITERIA	–	Values must be numeric, right justified, and less than or equal to 100. Leave blank if not applicable.
NOTES	–	
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Numeric
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**SEMESTER**
ELEMENT TITLE	–	Semester Code
DEFINITION	–	Code for the academic session (Fall, Spring, Summer) being reported.
EDITING CRITERIA	–	Valid codes are: **F** Fall Semester or trimester; **S** Spring Semester or Winter trimester; **R** Summer Session or trimester;
NOTES	–	Codes 1 and 2 are no longer accepted as of July 2020.
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	NMHED
FILES	–	STUDENT, COURSE, STUDENT-COURSE, FINANCIAL AID
USE OF DATA	–	Provides capability for studies of postsecondary education in New Mexico.
CODE TABLE	–	Not applicable

SHORT NAME	–	**SEX**
ELEMENT TITLE	–	Sex or Gender
DEFINITION	–	Sex of student
EDITING CRITERIA	–	Valid codes are: **F** Female **M** Male
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT, DEGREE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**SPEC_DISB**
ELEMENT TITLE	–	Special disbursement of aid
DEFINITION	–	The student received aid as a consortium student, exchange student (student studying abroad) or as a late disbursement.
EDITING CRITERIA	–	Valid values are:

A	Study Abroad in a Foreign Country without another student in exchange.
C	Consortium between two different institutions
E	National/International exchange student
L	Late Disbursement
Blank	Aid was NOT special disbursement

NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	Financial Aid TAG
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	Determine allocation methodology for state aid Provide data for allocation of state aid Analysis of aid recipients Annual report card
CODE TABLE	–	Not applicable

SHORT NAME	–	**STARS_ID**
ELEMENT TITLE	–	STARS ID number from the student's Public School
DEFINITION	–	Student Public School Unique Identification number
EDITING CRITERIA	–	This field is required for Dual Credit students. Valid values are numeric characters. No blank entries are allowed if student is a Dual Credit student. Blank entry on Student file gives a warning. The new system is designed to capture first time freshman only from New Mexico public school system. See related state statue listed below: **22-2-8.14. Student identification numbers used on transcripts and general educational development certificates [high school equivalency credentials].** The state identification number issued for each public school student pursuant to Section 22-2C-11 NMSA 1978 shall be included on each student's transcripts and on general educational development certificates [high school equivalency credentials] issued by the department. History: Laws 2009, ch. 205, § 1.
NOTES	–	If a STARS ID is not available for a student, the method for obtaining a State Student ID (STARS ID) may depend on the school the student currently attends. If attending a public school, Post-Secondary schools should have access to search for the UID. https://webnew.ped.state.nm.us/bureaus/informationtechnology/stars/ Most students should have this information in the UID system. However, there are circumstances where an ID is not available, such as: If attending a private school, please contact the institution.
ELEMENT LENGTH	–	9
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT-COURSE, STUDENT
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**STFIS_YEAR**
ELEMENT TITLE	–	State Fiscal Year
DEFINITION	–	The four digits of the State of New Mexico Fiscal Year. (Example: July 1, 2020 - June 30, 2021 will be reported as 2021)
EDITING CRITERIA	–	This field is required.
NOTES	–	
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	FINANCIAL AID, STUDENT-FINANCIAL AID
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**STU_CRED_T_CEN**
ELEMENT TITLE	–	Total Credits Taken as of Census Date
DEFINITION	–	Total credits taken as of census at this campus for academic session being reported.
EDITING CRITERIA	–	This element must be character and right-justified with an implied decimal point between the second and third digit. Values should be rounded to the nearest tenth. A warning will be reported for values outside the range 0-24 (inclusive). These data are used to cross check with STUDENT-COURSE file. Examples are as follows: 15.0 credit hours = 150 12.0 credit hours = 120 6.0 credit hours = 060 .5 credit hours = 005
NOTES	–	
ELEMENT LENGTH	–	3
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**STU_ID**
ELEMENT TITLE	–	Student Identification Number
DEFINITION	–	Social Security Number if possible. Unique identifier for non-US students.
EDITING CRITERIA	–	Valid values are numeric characters with leading zeros required. If the student doesn't provide a valid number, a unique identifier should be assigned per institutional policy. No blank entries are allowed.
NOTES	–	
ELEMENT LENGTH	–	9
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	DEGREE, STUDENT, STUDENT-COURSE, FINANCIAL AID, FINANCIAL AID DRAWDOWN, STUDENT-FINANCIAL AID
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**STUDENT_IN**
ELEMENT TITLE	–	Student Income
DEFINITION	–	The amount of income of the student, if the student has been classified as INDEPENDENT. This generally includes the income (earnings) of the student and a spouse, if married.
EDITING CRITERIA	–	The element must be numeric characters only and right-justified with leading zeros. This field is required if a FAFSA is filed and the student is INDEPENDENT. Value can be negative, must have leading zeros before negative symbol (example 000-123) A warning will be generated if the FAFSA contains "Y" and this element contains 0.
NOTES	–	If No FAFSA is filed, this field must contain 0000000, otherwise, whole dollars (without decimals or commas) are reported.
ELEMENT LENGTH	–	7
ELEMENT TYPE	–	N
SOURCE OF DEFINITION	–	-
FILES	–	STUDENT-FINANCIAL AID
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME – **STU_LEVEL**

ELEMENT TITLE – Level of Student

DEFINITION – Level of student based on type of school and class standing/year student has achieved. Appropriate code for undergraduates is determined by credit hours earned rather than number of years enrolled. Students pursuing a second bachelor's degree should be coded as 14 (year 4) or 15 (year 5) if final year in a 5 year program.

EDITING CRITERIA – Valid codes are:

01: Concurrent high school student receiving only high school credit for course work.
02: Concurrent high school student receiving postsecondary credit for course work.
11: Year 1: Freshman.
12: Year 2: Sophomore.
13: Year 3: Junior.
14: Year 4: Senior.
15: Year 5: (includes five-year bachelor's program such as Pharmacy)
16: Undergraduate non-degree: Any undergraduate not holding a bachelor's degree and not enrolled in a degree-granting program.
17: Post Bachelors: A student taking additional coursework after graduating, but not toward a specific graduate degree.
20: Master's: A student who has been admitted to graduate school and is enrolled in a master's degree program.
21: Special Graduate: A Post Bachelors seeking degree or certificate other than Master or Doctoral degree.
26: Graduate Non-Degree: Any student holding a bachelor's or higher degree and who is not enrolled in a degree-granting program.
30: Doctoral: a student who has been admitted to graduate school and is enrolled in a doctoral degree program.
31: Professional: a student who has been admitted to and is enrolled in law school, medical school, or in the Pharm D, or DPT
32: Post Doctoral
33: Graduate Certificate Program

NOTES – For two-year schools, all levels greater than 17 will be considered as level 16, levels 13 to 15 will be considered as 12, ENRSTATUS values 4 and 5 will be considered as 9 ("Other"). This is to allow for graduate students at four-year schools concurrently enrolled for one or more courses at a two-year school (e.g. branches of a main campus).

ELEMENT LENGTH – 2

ELEMENT TYPE – C

SOURCE OF DEFINITION –

FILES – STUDENT

USE OF DATA –

CODE TABLE –

HED DATA EDITING AND REPORTING SYSTEM
DATA DICTIONARY

SHORT NAME	–	**STU_NAME**
ELEMENT TITLE	–	Name of Student
DEFINITION	–	Student name
EDITING CRITERIA	–	This element must include the first and last name of student. No blank entries are allowed. The name order should be as follows: Last, first middle initial Example: Cool, Joe S.
USE OF DATA		Used in enrollment verification and to help verify SSN matches in longitudinal studies.
NOTES	–	If the student's name is longer than the field size, enter as much of the name as possible until entire field is used.
ELEMENT LENGTH	–	100
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT, DEGREE
	–	
CODE TABLE	–	Not applicable

SHORT NAME – **STU_LAST_NAME**

ELEMENT TITLE – Student Last Name

DEFINITION – The student's last name

EDITING CRITERIA – Acceptable characters are A-Z, period, hyphen, apostrophe, space

Character	**ASCII Code (Decimal)**
A to Z	65 to 90
Space	32
Apostrophe	39
Hyphen	45
Period	46

USE OF DATA – Used in enrollment verification and to help verify SSN matches in longitudinal studies

NOTES – If the student's last name is longer than the field size, enter as much of the name as possible until entire field is used.

ELEMENT LENGTH – 50

ELEMENT TYPE – Character (ASCII)

SOURCE OF DEFINITION –

FILES – STUDENT, DEGREE

–

CODE TABLE – Not applicable

HED DATA EDITING AND REPORTING SYSTEM
DATA DICTIONARY

SHORT NAME – **STU_FIRST_NAME**

ELEMENT TITLE – Student First Name

DEFINITION – The student's given name

EDITING CRITERIA – Acceptable characters are A-Z, period, hyphen, apostrophe, space

Character	**ASCII Code (Decimal)**
A to Z	65 to 90
Space	32
Apostrophe	39
Hyphen	45
Period	46

USE OF DATA – Used in enrollment verification and to help verify SSN matches in longitudinal studies

NOTES – If the student's first name is longer than the field size, enter as much of the name as possible until entire field is used.

ELEMENT LENGTH – 50

ELEMENT TYPE – Character (ASCII)

SOURCE OF DEFINITION –

FILES – STUDENT, DEGREE

–

CODE TABLE – Not applicable

SHORT NAME – **STU_MIDDLE_NAME**

ELEMENT TITLE – Student Middle Name

DEFINITION – The student's middle name

EDITING CRITERIA – Acceptable characters are A-Z, period, hyphen, apostrophe, space

Character	**ASCII Code (Decimal)**
A to Z	65 to 90
Space	32
Apostrophe	39
Hyphen	45
Period	46

USE OF DATA – Used in enrollment verification and to help verify SSN matches in longitudinal studies

NOTES – If the student's middle name is longer than the field size, enter as much of the name as possible until entire field is used.

ELEMENT LENGTH – 50

ELEMENT TYPE – Character (ASCII)

SOURCE OF DEFINITION –

FILES – STUDENT, DEGREE

CODE TABLE – Not applicable

SHORT NAME – **STU_NAME_SUFFIX**

ELEMENT TITLE – Student Name Suffix

DEFINITION – The student's generational suffix to their name

EDITING CRITERIA – Should be one of the 6 generational codes as listed below

USE OF DATA – Used in enrollment verification and to help verify SSN matches in longitudinal studies

NOTES – Academic, honorary, military, religious, or professional suffixes should not be submitted

ELEMENT LENGTH – 3

ELEMENT TYPE – Character (ASCII)

SOURCE OF DEFINITION –

FILES – STUDENT, DEGREE

–

CODE TABLE –

Code	**Description**	**Variants**
SR	First in the name line.	Sr., Snr., Senior
JR	Child, same name as parent.	Jr., Jnr., Junior
II	Same name as ancestor, second in the line.	Second, 2nd.
III	Same name as ancestor, third in the line.	Third, 3rd.
IV	Same name as ancestor, fourth in the line.	Fourth, 4th.
V	Same name as ancestor, fifth in the line.	Fifth, 5th.

	–	**TUI_RES**
ELEMENT TITLE	–	Tuition Residency Status
DEFINITION	–	Code indicating residency status as defined by the 5 NMAC 7.18 residency policy.
EDITING CRITERIA	–	Valid values are: **1** New Mexico resident (four-year only) **2** Non-resident **3** New Mexico resident, In-district (two-year only) **4** New Mexico resident, Out-of-district (two-year only)
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	STUDENT
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME – **TUI_SPEC**

ELEMENT TITLE – Tuition Special Status

DEFINITION – Defines circumstances in which:
A) non-resident students are classified as residents for tuition purposes or
B) residents are receiving special tuition rates.

EDITING CRITERIA – Students receiving special tuition rates must have an entry in this field.

A) The following codes apply to non-resident students:

1: **Graduate Assistants:** Graduate assistants, including research and teaching assistants, enrolled full-time during regular terms.

2: **Undergraduate Competitive Scholarship Recipient:** student must be enrolled at a New Mexico public postsecondary university.

3: **Active Duty Military, National Guard or Dependents:** Active duty military personnel and/or their spouse and/or dependent(s).

4: **Out-of-state Members of Navajo Nation:** Out-of-state members of the Navajo Nation residing on the reservation who pay resident tuition (student MUST have certification from the Navajo Nation on file at the institution).

5: **Colorado Tuition Reciprocity:** Student MUST be enrolled in at least 15 credit hours at any college or university except NMMI and UNM Medical School (Designated IHE's may accommodate less than 15 SCH per their agreement).

7: **Arizona Tuition Reciprocity:** Student MUST be enrolled at WNMU.

8: **WICHE Student Exchange**: Western Undergraduate Exchange. Program/Institution must be pre-approved.

F: **Foster Care Waive**r

I: **International/Foreign Military, Spouse or Dependent:**

J: **Non-Resident Athletic Scholarship Recipients:** Non-New Mexico (U.S. Citizen or foreign national) receiving an athletic scholarship at UNM, NMSU, NMHU, ENMU, NMMI or WNMU.

N: **National Guard Members Only (no spouse or dependent):** Student is an active member of the National Guard. The spouse and/or dependent(s) ARE NOT eligible for this status.

S: **Texas Resident Within 135 miles of New Mexico Border:** Texas resident who resides within a 135 mile radius of a New Mexico postsecondary institution. Applies only to students attending NMHU, ENMU, NMSU and WNMU.

U: **Non-discrimination Waiver:** Student who has attended a public secondary educational institution in New Mexico for at least one year and who has either graduated from a New Mexico Public High School or received a General Education Development (GED) certificate in New Mexico. (SB582 2005)

TUI_SPEC – cont.

V: **New Post 9/11 Veteran's GI Bill:** Awards veterans who have served three years of active duty after September 11, 2001 in-state tuition plus an additional stipend for books, supplies and housing, provided that the veteran is eligible for veteran's education benefits at a state public postsecondary institution.

X: **Non-Resident Student Participating In Incoming Exchange Program:** Non-resident student participating in incoming exchange programs, who pay tuition at their home institutions.

B) The following codes apply to resident students:

A: **Senior Citizen Special:** Reduced tuition (21-21D-1 through 21-21D-4 of NMSA78).

B: **Fire Fighter and Peace Officer Survivors Scholarships** (21-21F-1 through 21-21F-5 of NMSA 78).

T: **NM Tribal Membership**: Member of an Indian nation, tribe or pueblo located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a postsecondary educational institution. (SB482 2005)

NOTES – The Following Codes will no longer be valid:

6	Texas Tuition Reciprocity (NMSU only)
9	Other Non-resident
M	Chihuahua Mexico Tuition Reciprocity
O	Other Resident (letter "O" not digit "0")
R	Non-resident Restricted or Resident Restricted

For specific descriptions, review 5 NMAC 7.18 "Residency for Tuition Purposes."

ELEMENT LENGTH – 1

ELEMENT TYPE – Character

SOURCE OF DEFINITION – Not applicable

FILES – STUDENT

USE OF DATA –

CODE TABLE –

SHORT NAME	–	**VAR_SCHED**
ELEMENT TITLE	–	Code for variably scheduled credit course.
DEFINITION	–	Code to identify a course with irregular beginning and/or ending dates for which the census date occurs within this reporting period. For example, 16 week sessions 1st 8 week, 2nd 8 week, code the course as variably scheduled and workshops that last two days.
EDITING CRITERIA	–	"V" for variably scheduled courses. Leave blank for others.
NOTES	–	
ELEMENT LENGTH	–	1
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

SHORT NAME	–	**YEAR**
ELEMENT TITLE	–	Calendar Year
DEFINITION	–	The four digit calendar year for the session being reported.
EDITING CRITERIA	–	Numeric characters representing the year for current reporting period: YYYY (Ex. 2013)
NOTES	–	
ELEMENT LENGTH	–	4
ELEMENT TYPE	–	Character
SOURCE OF DEFINITION	–	
FILES	–	COURSE, DEGREE, FINANCIAL AID DRAWDOWN, STUDENT, STUDENT-COURSE
USE OF DATA	–	
CODE TABLE	–	Not applicable

APPENDIX C:

NMHED DATA EDITING AND REPORTING SYSTEM

ERROR CODE LISTING

HED DATA EDITING AND REPORTING SYSTEM
ERROR CODE LISTING

FATAL ERRORS

File Name - ALL or MULTIPLE

101 F	INSTCODE	Institution Code is blank or invalid
102 F	CAMPUS	Campus Code is blank or invalid
103 F	SEMESTER	Semester Code is blank or invalid
104 F	YEAR	Year Code is blank or invalid
105 F	STU_ID	Student Identifier is blank or invalid
106 F	SEX	Sex Code is blank or invalid
107 F	ETHNICITY	Ethnic Code is blank or invalid
108 F	MAJOR1	Major is blank or invalid for this institution
109 F	MAJOR2	Major2 is invalid for this institution
110 F	CRS_PREFIX	Course Prefix is blank or not left-justified
111 F	CRS_NUM	Course Number is not numeric
112 F	CRS_NUM	Course Number exceeds maximum for institution
113 F	CRS_SUFFIX	Course Suffix is not alphabetic or blank
114 F	CRS_SECT	Course Section number is blank or invalid
115 F	INSTRTYPE	Type of Instruction Code is invalid
116 F	STAFF_SSN	Staff Identifier is blank or invalid
117 F	STU_NAME	Student name is blank
119 F	CAMPUS	Campus Code does not match campus in File Name
120 F	INSTCODE	Institution Code does not match File Name
125 F	YEAR	YEAR should contain 4 digits – YYYY
126 F	STFIS_YEAR	State Fiscal Year Code invalid
127 F	STFIS_YEAR	State Fiscal Year does not match year in filename
128 F	P_DLVRTYPE	Invalid Primary Delivery type
129 F	EXTENDED	Invalid Extended Field must be Y/N
130 F	INST_ID	Institution identifier for a student is blank or invalid
140 F	LINEERROR	Record Length

File Name - COURSE

309 F	RPERCENT	Restricted Percent is blank or invalid
310 F	POINTDEL	Point of Delivery invalid
311 F	CRS_CIP	CIP Code is blank or invalid
312 F	CRS_CIP	CIP Code not authorized for this institution/campus
314 F	CRS_CREDIT	Credit Value is blank
315 F	NUM_STU	Number of Students is invalid
318 F	VAR_SCHED	Variable Schedule Code invalid
321 F	NUM_STU_CEN	NUM_STU_CEN contains non-numeric values
324 F	CC_CRS_PREFIX	CC_CRS_PREFIX formatted incorrectly
325 F	CC_CRS_NUM	CC_CRS_ NUM formatted incorrectly
326 F	CC_CRS_SUFFIX	CC_CRS_SUFFIX formatted incorrectly
341 F	COURSE_LEVEL	CRS_LEVEL does not contain a valid code

File Name - DEGREE

401 F	ACAD_YEAR	Academic Year is blank or invalid
402 F	DEGREE	Degree Code is blank or invalid for institution
404 F	MAJORxDEG.	Major1 OR Major2/degree combination is invalid

HED DATA EDITING AND REPORTING SYSTEM
ERROR CODE LISTING

File Name – FINANCIAL AID

800 F	AID_PROG	Aid Program code is invalid
801 F	AWARD_PAID	Award Paid is zero/blank or invalid
802 F	AID_PROG	Competitive Scholarship not valid at 2 year
803 F	AID_PROG/STFSYR	Grad. Student Research not funded since 96-97
804 F	AID_PROG/FAFSA	FAFSA must = Y for this aid program
807 F	STU_ID	Stu_id is in Fin Aid file & not in Stu_Fin Aid file
809 F	STFS_YEAR	STFS_YEAR has invalid format
810 F	AID_PROG/AWARD_PAID	AID_PROG value of "F01" (Pell Grant) cannot have an AWARD_PAID of 0000000
811 F	STU_ID	STFIS_YEAR invalid in Financial Aid file

File Name - STUDENT

202 F	HS_GED_LOC	HS or GED Location is blank or invalid
205 F	ENRSTATUS	Enrollment Status is blank or invalid
206 F	STU_LEVEL	Student Level Code is blank or invalid
209 F	ORIG_RES	Original Residency Code is Blank or Invalid
210 F	HS_GED_YR/DOB	HS GED Year dates before the DOB year
213 F	TUI_RES	Residency Status is blank or invalid
214 F	TUI_SPEC	Tuition Special Status is blank or invalid
217 F	MAJOR2	Student Major2 Code is invalid
219 F	MAJOR/STU_LEVEL	Major/Level Combination invalid at this Inst.
221 F	STU_CRED_T	Total Unit Data has been omitted
227 F	TUI_SPEC/ETHNIC	Tuition Special/Ethnicity combination is invalid
229 F	TUI_SPEC/ORIG_R	Tuition Special/Orig_Res combination is invalid
237 F	TUI_SPEC	Tuition Special Status no longer available
240 F	DERIVED	Duplicate record
242 F	ENRSTATUS/LEVEL	Concurrent student must have enrstatus = 1 or 9
919 F	STARSID	STARSID is blank for Student Level 02

File Name - STUDENT-COURSE

900 F	STU_ID	No Student-Course File Records for STU_ID
901 F	COURSE key	Course Key in Student-Course but not in Course
902 F	STU_ID	STU_ID in Student-Course but not in Student
903 F	COURSE key	No Student-Course File Records for Course Key
904 F	DERIVED	Credit Hours do not match Student-Course
905 F	STU_CRED_T	Credits do not match Student-Course
906 F	NUM_STU/DERIVED	Num of Students does not match ST-CR Records

File Name - STUDENT-COURSE - cont.

907 F	CRS_STU_CR	Credit Value is blank or invalid
911 F	STU-COURSE key	Course Key in Course but not in Student-Course
912 F	STU-COURSE key	Duplicate record
913 F	STU_LVL/CRS_NUM	Invalid Course number for Student Level 17
916 F	CENSUS	Census is blank or invalid
917 F	DC_STU	DC_STU is blank or invalid
918 F	LOCATION	CRS_LOCATION is neither H nor C
919 F	STARSID	STARSID is blank for Student Level 02

File Name - STUDENT-FINANCIAL AID

501 F	COST_ATTND/FAFSA	Cost of Attn is invalid.
502 F	DEPENDENCY/FAFSA	Dependency cannot be blank if FAFSA=Y
503 F	FAM_CONTR/FAFSA	FAM_CONTR cannot be blank/0 if FAFSA=Y
504 F	HOUSEHOLD/FAFSA	Household cannot be blank if FAFSA=Y
505 F	PARENT_INC/FAFSA	PARENT_INC cannot be blank if FAFSA=Y
506 F	STUDENT_IN/FAFSA	STUDENT_IN cannot be blank/0 if FAFSA=Y
508 F	MARITAL_ST/FAFS	Marital Status cannot be blank if FAFSA=Y
509 F	MARITAL_ST	Marital Status code is invalid
510 F	STU_ID	Duplicate Student Identification Number
511 F	STU_ID	Stu_id is in Stu-Fin Aid file & not in Fin Aid
512 F	SPEC_DISB	Special Disbursement code invalid
513 F	DEPENDENCY	Dependency code is invalid
514 F	HOUSEHOLD	Household is invalid
517 F	PARENT_INC	Parent_Inc is invalid
520 F	FAFSA	FAFSA code is invalid. Must be Y or N
535 F	STFIS_YEAR	STFIS_YEAR invalid in Student Financial Aid file
537 F	STUDENT_IN	STUDENT_IN is invalid

INFORMATION MESSAGES

File Name - STUDENT

215 I	MAJOR2	MAJOR2 recoded from 00.0000 to blank
216 I	MAJOR1	First Major recoded to 00.0000
230 I	ENRSTATUS	Enrollment Status has been recoded to 9
231 I	STU_LEVEL	Student Level Code recoded to 16
232 I	STU_LEVEL	Student Level Code recoded to 12
238 I	TUI_SPEC	TUI_SPEC code will be checked during enrollment verification

HED DATA EDITING AND REPORTING SYSTEM
ERROR CODE LISTING

PROPOSED ERROR MESSAGES

File Name - STUDENT

204 Z	HS_GED_YR	Invalid use of "XX" code
208 Z	DOB	Student Date of Birth is not a valid date
210 Z	HS_GED_YS/DOB	HS GED Year dates before the DOB Year
212 Z	HS_GED_YR	'XXXX' – Invalid coding for Stu_level < '20'

WARNING MESSAGES

File Name – All or Multiple

914 W	STARSID	STARS_ID is blank or non-numeric for ENRSTATUS=3 NM HS Grad
915 W	INST_ID/STU_ID	Institutional ID cannot be the same as StudentID
916 W	INST ID/STARS ID	Institutional ID cannot be the same as STARS ID
917 W	STARS ID/STU ID	STARS ID cannot be the same as StudentID

File Name - COURSE

313 W	CRS_CREDIT	Course Credit Value Greater Than 6
316 W	CRS CREDIT	Course Credit Value Greater Than 9
317 W	CRS CREDIT	Course Credit Value Greater Than 12
319W	COURSE TITLE	Course Title is Blank

File Name - DEGREE

410 W	MAJOR1/MAJOR2	Major1 and Major2 are the same
440 W	DERIVED	Duplicate Record

File Name – STUDENT-FINANCIAL AID

515 W	HOUSEHOLD	HOUSEHOLD Greater Than 7
525 W	PARENT_INC	Parent_inc >0 for FAFSA=Y and Dependency=I
530 W	STUDENT IN	Student_in = 0 for FAFSA = Y and Depend = I
532 W	PARENT_INC/ DEPENDENCY	Parent_inc of 0000000 and Dependency status D for FAFSA=Y

File Name - STUDENT

201 W	DOB	Student Age is less than 14 or greater than 85
203 W	HS_GED_YR	HS Grad or GED Year is blank or invalid
207 W	STU_LEVEL	Student Level invalid at branch
211 W	TUI_SPEC	Tuition Special status is invalid for Inst
218 W	MAJOR/STU_LEVEL	Major/Level Comb not branch valid is Inst Valid
220 W	STU_CRED_T	Student Credits taken exceeds 24 credits
222 W	MAJOR2	MAJOR2 should be blank not '00.0000'
223 W	HS_GED_YR/LEVEL	HS Grad or GED Year > Current Year

WARNING MESSAGES – cont.

224 W	HS_GED_YR/LEVEL	HS Grad or GED Year < Cur. Year Year For Concurrent
225 W	ENRSTATUS/LEVEL	Stu_level coded "Sophomore" for 1st-time fresh
226 W	HS_GED_YR	HS Grad or GED Year may be out of range
228 W	TUI_SPEC/STU_CR	Stu_creds are < minimum allowed for Tui_Spec
233 W	TUI_SPEC/STU_CR	Stu_creds exceed maximum allowed for
234 W	TUI_SPEC	Student must have certification to use tui_spec
235 W	TUI_SPEC	Student is Incoming student exchange waiver
236 W	TUI_SPEC	Student is Outgoing student exchange waiver
241 W	ENRSTATUS/LEVEL	1st-Time Fresh must have stu_level = 11, 12 or 16
243 W	HS_GED_YR/DOB	Duplicate dates in both DOB and HS_GED_YR
244 W	MAJOR/STU_LEVEL	Maj/Level is not valid at this institution

File Name - STUDENT-COURSE

908 W	CRS_STU_CR	Course Credit Value for This Student > 6
909 W	CRS_STU_CR	Course Credit Value For This Student > 9
910 W	CRS_STU_CR	Course Credit Value For This Student > 12
920 W	STU-COURSE key/CENSUS	Course Key in Student-Course But Not in Course and Census =

File Name -	**File Name - STUDENT-**	**File Name – FINANCIAL AID**
805 W	STU_ID/AID_PROG	Duplicate STU_ID/AID_PROG/AWARD_PAID/SEMESTER

APPENDIX D:

NMHED DATA EDITING AND REPORTING SYSTEM

CIP CODE REQUEST PROCEDURES AND FORMS

UNDERGRADUATE DEGREES/COURSES ONLY

CIP Code Request Review Procedure:
https://hed.nm.gov/about/divisions/public/academic-affairs-service-application

Institutions will submit CIP code applications electronically through the Apply website, https://hed.nm.gov/about/divisions/public/academic-affairs-service-application
Information captured on the syllabus or other documents that describes in sufficient detail the content of the proposed course or degree are required.

A CIP code online application must be completed for each course that constitutes the degree program and must also be reviewed for CIP code accuracy. Therefore, each course that is classified under a CIP Code that is not currently approved for your institution and campus must be reviewed as a separate request with a separate **online CIP code application.** CIP Code requests should be submitted to NMHED only after institutions have internally approved the content of the degree/course. In addition, NMHED is required to review all new state-funded associate and bachelor degree programs. For more information on NMHED Policy program review visit https://hed.nm.gov/resources-for-schools/public_schools/degree_program_review
The review is required before CIP code approval.

1. CIP code applications and supporting documentation must be submitted electronically through the website at https://hed.nm.gov/about/divisions/public/academic-affairs-service-application
   Emailed forms will no longer be accepted.

2. NMHED will take the following steps in the review:
   i. CIP Code will be checked for accuracy;
   ii. CIP Code will be assigned a cluster and tier for funding purposes; and
   iii. Internal NMHED tables/databases will be updated.

3. An email will be sent to institutional contacts notifying them of course/degree approval, the approved CIP Code, the cluster code, and tier level. This email represents formal notification of the conclusion of the review procedure for the particular CIP Code Request.

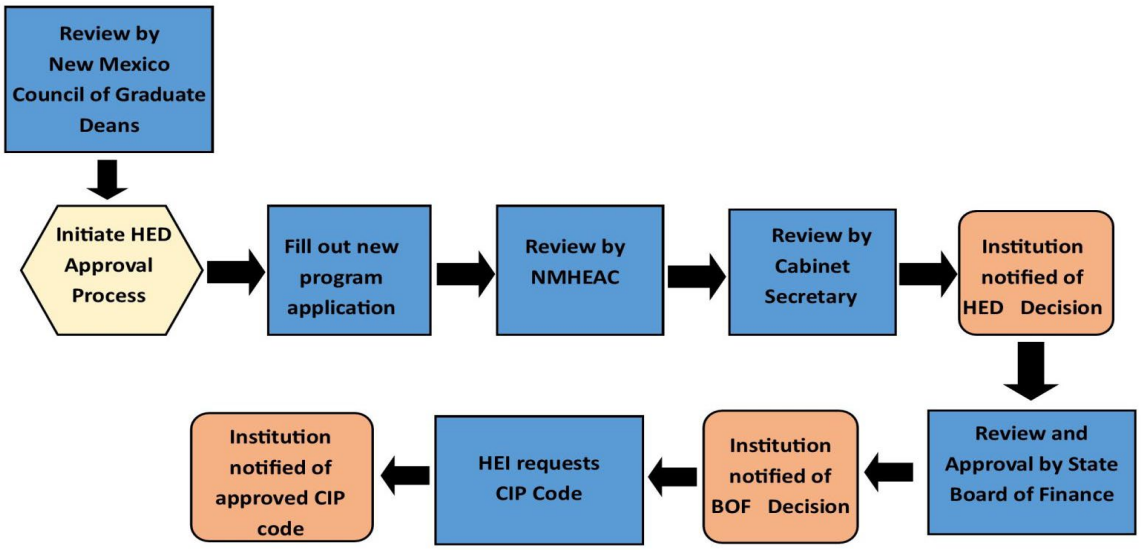
Requests for CIP codes received on or before the 10th of each month will be processed before the end of that month. If a request is received after the 10th of the month, it will be processed during the following month.

GRADUATE DEGREES/COURSES ONLY

Graduate Degree Program Review:

https://hed.nm.gov/resources-for-schools/public_schools/degree_program_review

NMHED Policy Division's review of proposed graduate degrees is required for all new graduate programs. New graduate programs must be approved through the institution's own internal process and the New Mexico Council of Graduate Deans (NMGCD) prior to beginning the NMHED review process. After a proposed program been approved by NMHED and the New Mexico state board of finance, the institution may apply for a program CIP code. See flowchart below:



CIP Code Request Review Procedure:

https://hed.nm.gov/resources-for-schools/public_schools/classification-of-instructional-programs-codes

1. Institutions will subsequently submit CIP code applications electronically through the Apply website, https://hed.nm.gov/about/divisions/public/academic-affairs-service-application
   An online CIP code application must be completed for each degree/program request. All courses that constitute the degree program must also be reviewed for CIP code accuracy. Therefore, each course that is classified under a CIP code that is not currently approved for your institution and campus must be reviewed as a separate request with a separate online CIP code application.

2. NMHED will take the following steps in the review:
   a. CIP Code will be checked for accuracy;
   b. CIP Code duplication check will be run;
   c. CIP Code will be assigned a cluster and tier for funding purposes; and
   d. Internal NMHED tables/databases will be updated.

3. An email will be sent to institutional contacts notifying them of course/degree approval, the approved CIP Code, the cluster code, and tier level. This email represents formal notification of the conclusion of the review procedure for the particular CIP Code Request.

Requests for CIP codes received on or before the 10th of each month will be processed before the end of that month. If a request is received after the 10th of the month, it will be processed during the following month.

APPENDIX E:

NMHED DATA EDITING AND REPORTING SYSTEM

DATA SUBMISSION CALENDAR

HED DATA EDITING AND REPORTING SYSTEM
SYSTEM REQUIREMENTS

Institutional Reporting Calendar

SUBMISSION DEADLINE (D) and FREEZE (F) DATES♦

File or Report Name	Summer	Fall	Spring	Annual
Student-Course File (T) Ex: F190111t.asc	**D** 09-30-YY **F** 10-30-YY	**D** 01-31-YY **F** 03-02-YY	**D** 06-15-YY **F** 07-15-YY	
Course File (C) Ex: F190111c.asc	**D** 09-30-YY **F** 10-30-YY	**D** 01-31-YY **F** 03-02-YY	**D** 06-15-YY **F** 07-15-YY	
Student File (S) Ex: F190111s.asc	**D** 09-30-YY **F** 10-30-YY	**D** 01-31-YY **F** 03-02-YY	**D** 06-15-YY **F** 07-15-YY	
Financial Aid (A)** Ex: A200111a.asc				**D** 09-15-YY **F** 09-15-YY
Student – Financial Aid (N) ** Ex: A200111n.asc				**D** 09-15-YY **F** 09-15-YY
Degree File (D) (Fall-Spring) Ex: A190111d.asc Degree File (D) (Summer)				**D** 08-15-YY **F** 08-31-YY **D** 11-15-YY **F** 11-31-YY
Financial Aid Drawdown (F) Excel File – multiple tabs	**D** 08-01-YY **F** 08-31-YY	**D** 12-15-YY **F** 01-14-YY	**D** 05-15-YY **F** 06-14-YY	
Fall Census Form* Spring Census Form*		**D** 09-15-YY	**D** 03-01-YY	

◆ If the submission date falls on a weekend or holiday, the due date is the following workday.

*These files are to be produced from the edit system from a third Friday data capture version, and will not be submitted in the eDEAR system.

* * There is NO freeze date for this data. The deadline was pushed to the middle of September to allow time for institutions to prepare data.

APPENDIX F:

NMHED DATA EDITING AND REPORTING SYSTEM DATA

Financial Aid Drawdown Files

HED DATA EDITING AND REPORTING SYSTEM
SYSTEM REQUIREMENTS

FINANCIAL AID DRAWDOWN FILES

Legislative Lottery Scholarships

DATA ELEMENT	COMMON NAME	SIZE	TYPE	COMMENTS	EXAMPLE
INSTCODE	Institution Code	2	**Chr**		01
CAMPUS	Campus Code	2	**Chr**		33
STU_ID	Student ID Number	9	**Chr**	Social Security Number	123456789
STU_LAST_NAME	Last Name of Student	50	**Chr**	Last Name	Doe
STU_FIRST_NAME	First Name of Student	50	**Chr**	First Name	John
HS_GED_LOC	Last High School or GED Graduation Location (ACT)	6	**Chr**	ACT Coding	320561
HS_GED_YR	Year of High School Graduation or GED passed	4	**Chr**		2019
PR_SEM_CR	Previous Semester Credit Hours	2	**Chr**		18
PR_CUM_GPA	Previous Cumulative GPA	4	**Chr**		2.75
FAFSA	FAFSA Flag	1	**Chr**	Y or N	N
FAFSA_YR	FAFSA Year	4	**Chr**		2012
FAM_CONTR	Expected Family Contribution	7	**NUM**	Format: ####.##	1268.35
COST_ATTND	Cost of Attendance	7	**NUM**	Format: ####.##	5262.62
LOTTERY_SEM	Lottery Semester	1	**Chr**		2,3,4,5,6,7,or 8
AID_PROGRAM	Aid Program	7	**Chr**	See code list below	S07
AWARD_PAID	Award Paid	7	**Num**	Format: ####.##	4210.78
SEMESTER	Semester for award	1	**Chr**	F-Fall, S-Spring, R-Summer	F
YEAR	Calendar Year	4	**Chr**		2019

HED DATA EDITING AND REPORTING SYSTEM
SYSTEM REQUIREMENTS

FINANCIAL AID DRAWDOWN FILES
Graduate Scholars

DATA ELEMENT	COMMON NAME	SIZE	TYPE	COMMENTS	EXAMPLE
INSTCODE	Institution Code	2	**Chr**		01
CAMPUS	Campus Code	2	**Chr**		33
STU_ID	Student ID Number	9	**Chr**	Social Security Number	123456789
STU_LAST_NAME	Last Name of Student	50	**Chr**	Last Name	Doe
STU_FIRST_NAME	First Name of Student	50	**Chr**	First Name	John
AID_PROGRAM	Aid Program	7	**Chr**	See code list below	S07
AWARD_PAID	Award Paid	7	**Num**	Format: ####.##	4210.78
SEMESTER	Semester for award	1	**Chr**	F-Fall, S-Spring, R-Summer	F
YEAR	Calendar Year	4	**Chr**		2019

HED DATA EDITING AND REPORTING SYSTEM
SYSTEM REQUIREMENTS

FINANCIAL AID DRAWDOWN FILES

New Mexico Scholars

DATA ELEMENT	COMMON NAME	SIZE	TYPE	COMMENTS	EXAMPLE
INSTCODE	Institution Code	2	**Chr**		01
CAMPUS	Campus Code	2	**Chr**		33
STU_ID	Student ID Number	9	**Chr**	Social Security Number	123456789
STU_LAST_NAME	Last Name of Student	20	**Chr**	Last Name	Doe
STU_FIRST_NAME	First Name of Student	20	**Chr**	First Name	John
CUR_SEM_CR	Current Semester Credit Hours	2	**Chr**		12
ACT_SAT	ACT or SAT scores	4	**Chr**		28 or 1600
FAM_CONTR	Expected Family Contribution	7	**NUM**	Format: ####.##	1268.35
AID_PROGRAM	Aid Program	7	**Chr**	See code list below	S07
AWARD_PAID	Award Paid	7	**Num**	Format: ####.##	4210.78
SEMESTER	Semester for award	1	**Chr**	F-Fall, S-Spring, R-Summer	F
YEAR	Calendar Year	4	**Chr**		2019

A. Financial Aid Drawdown Files are submitted in Excel to NMHED two or three times each year. They are currently not processed by the eDEAR system, but they are uploaded to the NMHED secure web server.

B. The Fall Semester Drawdown file is due November 1st each year. The Spring Semester Drawdown file is due March 1st each year, and the Summer file is due July 15th each year.

C. File naming convention shown for the following example: **UNM_Main_Fall_2024.csv**

1 - School Acronym followed by underscores
2 - Campus followed by underscore
3 - Semester followed by underscore
4 - Calendar Year
5 - File extension of .csv

Contact Mia Candelaria, Financial Aid Manager at 505-476-8412; mia.candelaria@hed.nm.gov

APPENDIX G: New Course file structure

COURSE FILE (C)

*For DEAR SUBMISSION USING THE NEW Layout, a header is required.
If 1.0 then eDEAR will expect 3-digit course numbers.
If the first line contains --2.0 then eDEAR will expect 4-digit course numbers.

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
CRS_PREFIX	Course Prefix	5	5	**Chr**	
CRS_NUM	Course Number	10	4	**Chr**	
CRS_SUFFIX	Course Suffix	14	1	**Chr**	
CRS_SECT	Section Number	15	3	**Chr**	
INSTRTYPE	Type of Instruction	18	1	**Chr**	A-Appl music, D-Dissertation/Ind Study, L-Lab, S-Student Teaching/Intern/Practicum
P_DLVRTYP	Primary Delivery Type	19	1	**Chr**	R-Regular, W-Web I,M,T, or E-Extended, H-Hybrid
(Blank)	(Blank)	20	2	**Chr**	
RPERCENT	Restricted Percentage	22	3	**Num**	Cross reference with Student Course file Restricted Percent field.
CRS_CIP	Course CIP Code	25	7	**Chr**	
CRS_CREDIT	Course Credit Value	32	3	**Chr**	implied decimal 030 = 3
NUM_STU_CEN	Number of Students Enrolled at Census	35	4	**Num**	Number of students as of census. If entire course is offered after census then this count will be '0000'
VAR_SCHED	Variably-Scheduled Credit Course	39	1	**Chr**	V for variable schedule, otherwise leave blank
SEMESTER	Semester Code	40	1	**Chr**	F-Fall, S-Spring, R-Summer
YEAR	Calendar Year	41	4	**Chr**	
POINTDEL	Point of Delivery	45	3	**Chr**	000-Main, 900-Web, community codes for extended
EXTENDED	Extended Service Flag	48	1	**Chr**	Y or N
CRS_TITLE	Course Short Title	49	30	**Chr**	
CRS_LEVEL	Course level	79	2	**Chr**	Code level of the course (i.e, 01-Remedial Math, 02 Remedial English, etc.
CC_CRS_PREFIX	Common Course Prefix	81	4	**Chr**	Value cannot be blank, must be all zeros if not reporting.
CC_CRS_NUM	Common Course Number	85	4	**Num**	Value cannot be blank, must be all zeros if not reporting. Valid value is numeric and between 1000 and 9999
CC_CRS_SUFFIX	Common Course Suffix	89	2	**Chr**	Value cannot be blank, must be all zeros if not reporting.
TOTAL FOR:	**COURSE FILE**		**90**		

HED DATA EDITING AND REPORTING SYSTEM
SYSTEM REQUIREMENTS

STUDENT-COURSE FILE (T)

*For DEAR SUBMISSION USING THE NEW Layout, a header is required.
If 1.0 then eDEAR will expect 3-digit course numbers.
If the first line contains --2.0 then eDEAR will expect 4-digit course numbers.

DATA ELEMENT	COMMON NAME	START	SIZE	TYPE	COMMENTS
INSTCODE	Institution Code	1	2	**Chr**	
CAMPUS	Campus Code	3	2	**Chr**	
CRS_PREFIX	Course Prefix	5	5	**Chr**	
CRS_NUM	Course Number	10	4	**Chr**	
CRS_SUFFIX	Course Suffix	14	1	**Chr**	
CRS_SECT	Section Number	15	3	**Chr**	
INSTRTYPE	Type of Instruction	18	1	**Chr**	See Data Dictionary
STU_ID	Student ID Number	19	9	**Chr**	
CRS_STU_CR	Credit value in this course for this student	28	3	**Chr**	implied decimal 030 = 3
SEMESTER	Semester Code	31	1	**Chr**	F-Fall, S-Spring, R-Summer
YEAR	Calendar Year	32	4	**Chr**	YYYY
STARSID	Stars ID	36	9	**Chr**	Unique PED ID
INST_ID	Institution ID	45	9	**Chr**	For example, Banner ID
GRADE	Grade earned in course	54	3	**Chr**	Left aligned
CENSUS	Census Date Enrollment	57	1	**Chr**	Y- Yes or N-No
SCRPERCENT*	Student Course Restricted Percent	58	3	**Chr**	If entire course is restricted, then all students should be restricted.