HEI Liaisons Conference Call Agenda and minutes – 4/20/2017

1. HEI Project Update – staff here are getting to test the new data input site so we are making progress.
   1. Please send an email if you are interested in testing. This will begin in the fall 2017.
   2. We will formally announce any file changes by June. See new proposed SE File layout below.
2. SSI draft FY2018 – sent out for review – as this is a budget year, final allocations will not be available until late June/early July.
3. If you re-reported any prior year data, please remember to re-finalize and run the end of term process. Please also remember to run the end of term process and finalize each term during academic year 2017-18 reporting.
4. Site for FY17 CCP payments:

<http://webapp1.ode.state.oh.us/school_finance/data/2017/ccp/f20172_ccp_college.asp>

* March 17, 2017 report currently posted.
* April payment planned and will include summer 2016 and autumn 2016.

1. Anything else? Data Analyst Staff: Josh Todorovski (full time), Melissa Sponseller (Tues, Wednesday), and Jill Dannemiller (full time)

Proposed SE File layout

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| **Field Names** | **Field Attributes and Procedures** | Data Format |
| Student Identifier | Enter the federally assigned Social Security Number (SSN) whenever possible. If the SSN is unavailable, enter another identifier that uniquely relates to this student. | Numeric |
| 9 characters |
| Columns 1-9 |
| Left Justify |
| [Institution Assigned Identifier Switch](https://www.ohiohighered.org/node/1869#iais) | Enter Y if the student identifier is not a federally assigned Social Security Number. Enter N if the student identifier is the SSN assigned by the federal government. | Alphabetic |
| 1 character |
| Column 10 |
| Admission Area | [Enter a code from Admission Area Codes which describes the admission area in which the student is enrolled. Only use the UND admission area in cases where the student has received a high school diploma or equivalent or has been admitted as an adult student without a high school credential. A student can be assigned only one admission area per term.](http://regents.ohio.gov/hei/datasubdoc/vertables/admisarea.txt) | Alphabetic |
| High School (HGH): A student who is currently attending middle or high school and has not yet graduated while concurrently enrolled at this college or university. | 3 characters |
| Undergraduate (UND): A student who is a high school graduate who is currently enrolled in an undergraduate program of study at this college or university. | Columns 11-13 |
| Graduate (GRD): A student who has earned a baccalaureate degree and is enrolled in a graduate program of study at this university. |  |
| Nondegree Graduate (NDG): A student who has earned a baccalaureate degree and is enrolled in graduate coursework but is not enrolled in a graduate program of study. |  |
| Professional (PRO): A student who has earned a baccalaureate degree and is enrolled in a program of study that awards the first professional degree (medicine, veterinary medicine, optometry, dentistry, professional psychology (Wright State only), and law). |  |
| Sex | Enter one of the following:  M - Male F - Female N - Not reported or unknown | Alphabetic  1 Character Column 14 | |
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| Date of Birth | Enter the student’s date of birth as MMDDYYYY. Enter UK if month is not known. Enter UK if day is not known. Enter UNKN if it year is not known. Enter UKUKUNKN if full date of birth is unknown. | Alphanumeric  8 Characters Columns 15-22 | |
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| Hispanic/Latino Ethnicity | Enter Y if the student is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 23 | |
| American Indian or Alaska Native Race | Enter Y if the student is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 24 | |
| Asian Race | Enter Y if the student is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 25 | |
| Black or African American Race | Enter Y if the student is a person having origins in any of the Black racial groups of Africa. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 26 | |
| Native Hawaiian or Other Pacific Islander Race | Enter Y if the student is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 27 | |
| White Race | Enter Y if the student is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 28 | |
| [Unknown Race](https://www.ohiohighered.org/node/1869#rec) | Enter Y if the student’s race and ethnicity is unknown. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 29 | |
| Nonresident Alien | Enter Y if the student is a nonresident alien. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 30 | |
| Country of Origin | For all students reported as Nonresident Aliens, enter the student’s country of origin or citizenship (not the student's birth country) as reported on their passport. Use the SEVIS codes. If country is unknown use 99. If the student is not a nonresident alien, use 98. ***Here is the list of codes:  http://regents.ohio.gov/hei/datasubdoc/vertables/ countrycodes.txt*** | Alphanumeric  2 Characters Columns 31-32 | |
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| State of Residency | [Enter a code from State Abbreviation Codes indicating the student's state of residency as described by the permanent address on the admissions application, if one is available. Otherwise enter the state from which the student originally enrolled.](http://regents.ohio.gov/hei/datasubdoc/vertables/stabbrev.txt) | Alphabetic  2 Characters Columns 33-34 | |
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| County of Residency | [Enter a code from County Codes indicating the student's county of residency as described by the permanent address on the admissions application, if one is available and if the State Residency field is OH. Enter XX if State Residency field is not OH.](http://regents.ohio.gov/hei/datasubdoc/vertables/county.txt) | Alphanumeric  2 Characters Columns 35-36 | |
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| Zip Code | Enter the ZIP Code as described by the permanent address on the admissions application, if one is available. Enter XXXXX if no U.S. ZIP Code is applicable. | Alphanumeric | |
| 5 characters | |
| Columns 37-41 | |
| ACT High School Code | [Enter the code assigned to the high school from which the student graduated or will graduate. Enter GRDNRE for students with admission area = ‘PRO’,’GRD’,’NDG’. Enter "960000" for GED certificate and "969999" for home schooled students. If the high school code is not known enter "XXXXXX"](http://regents.ohio.gov/hei/datasubdoc/vertables/act_high_school_total.txt) | Alphanumeric  6 Characters Columns 42-47 | |
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| Year of High School Graduation | Enter the four digit year in which the student graduated from high school, earned his/her GED, or expects to graduate from high school. If the year of graduation is not known or not required enter UNKN. | Alphanumeric  4 Characters Columns 48-51 | |
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| Academic Intention | [Enter a code from Intention Codes indicating the highest academic intention of the student at this institution. This field should be reported only for students in the undergraduate admissions area. Enter XX for students in all other admission areas. Colleges and universities are strongly encouraged to collect these data. However, if they are not available, UK (for unknown) is an acceptable entry. Intention codes that do not pertain to this institution should not be used](http://regents.ohio.gov/hei/datasubdoc/vertables/intentcodes.txt) | Alphanumeric  2 Characters Columns 52-53 | |
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| Year of First Enrollment | Enter the year in which the student first enrolled at this institution in the Admission Area reported in this record. For medical students transferring into this institution enter the same year of first enrollment for the class they are joining. | Numeric  4 Characters Columns 54-57 | |
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| Term of First Enrollment | [Enter a code from Term Codes indicating the term in which the student first enrolled at this institution in the Admission Area reported in this record. For medical students transferring into this institution enter the same term of first enrollment for the class they are joining.](http://regents.ohio.gov/hei/datasubdoc/vertables/termcodes.txt) | Alphabetic  2 Characters Columns 58-59 | |
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| [First Time Ever Enrolled in Admission Area Switch](https://www.ohiohighered.org/node/1869#fteec) | For students in the High School (HGH) and Undergraduate (UND) Admission Areas, enter Y if this (Year and Term of First Enrollment at this Institution) is the first time that the student has enrolled in any higher education institution in that Admission Area. For students in Graduate (GRD), Non-degree Graduate (NDG), and Professional (PRO) Admission Areas, report as N | Alphabetic  1 Character Column 60 | |
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| First Name | Enter the student’s first name | Alphabetic | |
| 20 characters | |
| Columns 61-80 | |
| Middle Initial | Enter the student’s middle initial. Do not use a period (.) | Alphabetic 1 Character Column 81 | |
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| Last Name | Enter the student’s last name | Alphabetic 20 Characters Columns 82-101 | |
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| Name Suffix | Enter the suffix for the student’s name, if applicable. Use letters and no periods (.) | Alphabetic | |
| 5 characters | |
| Columns 102-106 | |
| Individual with a Disability | Y - Yes N - No U - Unknown Defined as:"Individual with a Disability: The term 'individual with a disability' means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (ADA)). Under section 3(2) of the ADA, the term 'disability' means, with respect to an individual, (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such impairment. | Alphabetic 1 character Column 107 | |
| Underprepared for College Math | Y - Yes N - No Please report new students here who scored below the remediation free standard threshold in **math** (as described here: UNIFORM STATEWIDE STANDARDS for REMEDIATION‐FREE STATUS) and who therefore may be placed into developmental or remedial math by your institution. | Alphabetic 1 character Column 108 | |
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| Underprepared for College English | Y - Yes N - No Please report new students here who scored below the remediation free standard threshold in English (as described here: UNIFORM STATEWIDE STANDARDS for REMEDIATION‐FREE STATUS) and who therefore may be placed into developmental or remedial English by your institution. | Alphabetic 1 character Column 109 | |
| US Armed Forces Status | 00 - Not Applicable 01 - Currently Serving 02 - Previously Served 03 - Current Souse/Dependent 04 - Unknown | Alphabetic 2 characters Columns 110-111 | |
| Student’s SSID | **This field is REQUIRED for College Credit Plus (CCP) students and highly recommended for all matriculating Ohio high school students.** Enter the student’s SSID/UIN in this field. This is the unique identifier assigned to Ohio students by the Ohio Department of Education.  **If this does not apply, please leave the appropriate number of spaces to leave blank** | Alphanumeric 9 Characters Columns 112-120 | |
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| Delete Switch | Enter Y if the record is to be deleted from the database. Otherwise, enter N | Alphabetic | |
| 1 character | |
| Column 121 | |