

See Data Dictionary of relevant file below.

<a href="#">Printer-friendly</a>	<a href="#">MS Excel version</a>
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<b>Field Definition and Edit Checks</b>	
<b>CE-2</b>	Course Level
<b>Standard Name:</b>	CRSLEV
<b>Requirements:</b>	
<b>Length/Format:</b>	2/numeric
<b>Location:</b>	CE2
<b>Definition:</b>	The course level of the class being reported
<b>Comments:</b>	SCHEV will use courses at 10 remedial only if HEGIS = 1501, 1598, 1599, or 1701. Otherwise, 10 level will be used as 20 in any analyses done by SCHEV.
<b>Purpose:</b>	Provides information on the course level [SCHEV SDM].
<b>Valid Values:</b>	10-60 Table
<b>CRSLEV</b>	<b>CRSLEV_TEXT</b>
<b>10</b>	<b>Remedial</b>
<b>20</b>	<b>Lower Division</b>
<b>30</b>	<b>Upper Division</b>
<b>40</b>	<b>First Professional</b>
<b>50</b>	<b>Graduate Masters</b>
<b>60</b>	<b>Graduate Advanced</b>

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## **SCHEV-CE/CE2**

### **Course Enrollment table (part 2) (Unit Record Collection)**

All institutions must report one record for each course in which the student enrolled. The annual course enrollment data file is an end-of-term report and should include all students enrolled in all courses from the census date until the end of the term.

#### **How to Code Part 2 Records**

If this file contains more than one part 2 record in which social security number, term, course abbreviation (CE-3), course number (CE-4), course letters (CE-5), and course section (CE-6) are identical, all such records will be rejected by the edit. Changing any one of these elements will allow the records to pass the edit.

#### **How to Code Courses taken in an Intersession Following Fall Term but before Summer Term**

Courses taken in an intersession following fall term but before summer term (excluding regular terms of winter or spring for quarter system schools and spring term for semester system schools) should be coded as reporting period 6 (new code - see KI-9). These courses will be counted as part of the spring term for FTE calculations, but cannot be included in full-time load for financial aid eligibility.

#### **How to Report Grades**

All institutions should report grades for all student levels. If the institution cannot obtain grades for a student(s), please report the grades as missing (MIS).

#### **Reported Only Under Special Circumstances**

1. **Students who are registered only in audit status:** All classes taken for audit should be reported on the course enrollment data files. Students registered for audit under the Senior Citizens Act should be included on the course enrollment data files and flagged as a senior citizen.
2. **Employees registered at the employing institution when the employee's tuition is waived by the institution:** Those courses/credit hours for which tuition and fees are waived by the institution should be included on the course enrollment data files.
3. **Students who withdraw from class prior to the census date:** A student who withdraws from all classes for a degree credit prior to the census date may not be counted in the institution's course enrollment data files. All course registrations withdrawn prior to the census date should be excluded from the course enrollment data files.

#### **Reporting Study Abroad**

Starting with the 2011-12 collection, institutions should report study abroad consistently on a student's course enrollment record. Therefore, if an institution reports study abroad (AB) in

the **CRSTYPE** field, they should also report "AB" in the **SITE** field and vice versa. With regards to study abroad, an edit has been created to check for the reporting congruency between these fields.

**Historical CE2 Element Information**

The following data elements were revised in the CE2 file for collection:

Field Name	Year	Comments
CRSSITE	0708	data codes and value definitions changed
CRSTYPE	0708	data codes and value definitions changed
SITE	0708	data codes and value definitions changed
SOCSEC1	0910	Enter VCSIN in place of SSN
SSDUM1	0910	Zero fill
SOCSEC2	0910	Zero fill
SSDUM2	0910	Zero fill
CRSSITE	0910	data codes and value definitions changed

**Excel and ACCESS File Formats**

Listed below is the Course Enrollment Part 2 record layout in Excel or Access format. All columns in an Excel or ACCESS file are text formatted, except CRSHOUR (format as "Number"). If you import a text file into Excel or ACCESS using the import wizard, please select the fixed width option and define all the columns as "Text", except CRSHOUR. Define CRSHOUR as "General" in the initial import into Excel, then format as "Number" after import.

[CE2.xls](#)   [CE2.mdb](#)

CE2 Record Layout					
Element Name	Field Description	Position	Length	REF#	Field Name
Record Type	(alpha) value = 5	01	1	KI-1	<a href="#">RECTYPE</a>

FICE	numeric	02	6	KI-1	<a href="#">FICE</a>
Error Sort	alpha	08	2	KI-3	<a href="#">ERRSORT</a>
Most Recent SSN	numeric	10	9	KI-4	<a href="#">SOCSEC1</a>
Dummy Most Recent SSN	numeric	19	1	KI-5	<a href="#">SSDUM1</a>
Second Most Recent SSN	numeric	20	9	KI-6	<a href="#">SOCSEC2</a>
Dummy Second Most Recent SSN	numeric	29	1	KI-7	<a href="#">SSDUM2</a>
Reporting Year	(numeric) value = 1112	30	4	KI-8	<a href="#">REPYEAR</a>
Reporting Peroid	(numeric) value = 1,2,4, or 6	34	1	KI-9	<a href="#">REPPER</a>
Part	(numeric) value = 2	35	1	KI-10	<a href="#">PART</a>
FILLER1	(alpha) value = spaces	36	2	N/A	FILLER1
Course Discipline	(alpha) value = modified HEGIS	38	4	CE-1	<a href="#">CRSDISP</a>
Course Level	(numeric) value = 10..60	42	2	CE-2	<a href="#">CRSLEV</a>
Course Abbrevation	(alpha) value = institution specific	44	4	CE-3	<a href="#">CRSABBR</a>
Course Number	(numeric) value = institution specific	48	4	CE-4	<a href="#">CRSNUM</a>

Course Letters	(alpha) value = institution specific	52	2	CE-5	<a href="#">CRSLET</a>
Course Section	(alpha) value = institution specific	54	4	CE-6	<a href="#">CRSSECT</a>
Credit Hours of the Course	numeric	58	3	CE-7	<a href="#">CRSHOUR</a>
Evening Courses - please leave field blank; data element is not collected anymore.	(alpha) value = spaces	61	1	CE-8	<a href="#">EVECRS</a>
Senior Citizens Higher Education Act Flag	(numeric) value = 0..1	62	1	CE-9	<a href="#">SENCIT</a>
Course Delivery Site	(alpha) value = A..O	63	1	CE-10	<a href="#">CRSSITE</a>
Type of Credit Received for the Course	(alpha) value = 1, A, T, F	64	1	CE-11	<a href="#">TYPECRD</a>
Grade Received for the Course	(alpha) value = see data dictionary	65	3	CE-12	<a href="#">CRSGRD</a>
Course Type	(alpha) value = see data dictionary	68	2	CE-13	<a href="#">CRSTYPE</a>
Campus Site	(alpha) value = see data dictionary	70	2	CE-14	<a href="#">SITE</a>