

SCHEV-FC/FC Fall Cohort file (Unit Record Collection)

Fall Cohort Description

Below is the record layout for the Fall Cohort Data File. Two new data elements have been added and a few data definitions have been altered slightly. Wherever possible, record layouts and data definitions are consistent with the old Fall Admissions Data (ADF) report. This will help SCHEV and reporting institutions to transition to the new data report as efficiently as possible. Note also that ability descriptors such as SAT, ACT, and HS GPA are for all students (in-state and out-of-state).

Who to Report

All **Degree-Seeking Undergraduates**, new to the Institution.

How to Code HS-1 VSAT (student SAT verbal score)

This replaces the old SATV/ACT element for SAT test takers. If the student took the SAT, enter the Critical Reading (formerly Verbal) SAT score here.

How to Code HS-11 ACT (student ACT –COMP score)

In past reports, institutions reported either a verbal SAT score or an ACT score for data element SATVACT. In order to more clearly differentiate ACT and SAT takers, the old SATVACT element has been split into two different data elements: SATV and ACT. If the student took the ACT, enter the ACT score here.

How to Code T-1 TGPA (student transfer GPA)

This element should be completed for all transfer students. Institutions should enter the transfer GPA used for admission. If the student is not a transfer student or transfer GPA is unknown, then enter 'XXX' in this field.

How to Code Reporting Period

The reporting period should be coded as 2 (Fall On- and Off-Campus). Submit a part 1 record for all first-time and new transfer students. There is no part 2 section for the fall cohort data file.

Changed Elements: SI-7 STUSTAT (student status)

The data definitions for this element remain unchanged. However, because only first-time freshmen and transfer students are included on the fall cohort file, only values 1 (first-time students) and 2 (transfers) will be accepted. These are degree-seeking students only.

First-Time Freshmen

First-time freshman: An entering freshman, including the following, who has never attended any college:

1. A student enrolled in the fall term who is attending college for the first time in the fall term or who attended for the first time in the prior summer term. This policy is in accordance with IPEDS definitions. To read the first-time freshmen definition, go to [Glossary](#). Please note however, if a student attended for the first time in the prior summer, but did not continue the following fall, do not include the student on the fall enrollment files.
2. A remedial student enrolled for the first-time.

First-time Freshmen & Transfer Cross Check Edits

The collection period for the fall cohort file has been moved back. Institutions must lock the fall headcount file before processing the fall cohort file. Cross check edits between the locked fall headcount and fall cohort file have been added to check for reporting consistency on degree-seeking undergraduates new to the institution (first-time freshmen and transfers).

Historical FC Element Information

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

Field Name	Year	Comments
SATR	0607	Replaced SATV in record layout
SOCSEC1	0910	Enter VCSIN in place of SSN
SSDUM1	0910	Zero fill
SOCSEC2	0910	Zero fill
SSDUM2	0910	Zero fill
GENDER	0910	Unknown/Unreported code (4) added to list of valid gender values
GENDER	1011	X-fill
RACE	1011	X-fill
PRACACH	1112	Added code "12": Students who are high school dual enrolled and earned Associate's Degree prior to or at time of high school graduation.

The following programs were added to the FC file for collection:

Field Name	Year Added
SATW	0506
TRANCRED	1112
HSDECRED	1112
APCRED	1112
IBCRED	1112

Excel and ACCESS File Formats

Listed below is the Fall Cohort record layout in Excel or Access format. All columns in an Excel or ACCESS file are text formatted. If you import a text file into Excel or ACCESS using the import wizard, please select the fixed width option and define the columns as text.

[FC.xls](#) [FC.mdb](#)

FC Record Layout					
Element Name	Field Description	Position	Length	REF#	Field Name
Record Type	(alpha) value = 2	01	1	KI-1	RECTYPE
Fice Code	numeric	02	6	KI-2	FICE
Error Sort	alpha	08	2	KI-3	ERRSORT
Most Recent SSN	numeric	10	9	KI-4	SOCSEC1
Dummy Most Recent SSN	numeric	19	1	KI-5	SSDUM1
Second Most Recent SSN	numeric	20	9	KI-6	SOCSEC2
Dummy Second Most Recent SSN	numeric	29	1	KI-7	SSDUM2

Reporting Year	(numeric) value = 1213	30	4	KI-8	REPYEAR
Reporting Period	(numeric) value = 1..9	34	1	KI-9	REPPER
Part	(numeric) value = 1	35	1	KI-10	PART
FILLER1	(alpha) value = spaces	36	2	N/A	FILLER1
Gender	(alpha) value = X	38	1	SI-1	GENDER
Race/Ethnicity	(alpha) value = X	39	1	SI-2	RACE
Visa Type	(alpha) value = see data dictionary	40	3	SI-3	VISA
Location of Domicile	(numeric) value = see data dictionary	43	4	SI-4	LOCDOMI
ZIP Code	(numeric) value = 9-digit Zip Code	47	9	SI-5	ZIP
Student Level	(numeric) value = 16..91 (degree-seeking undergraduate codes)	56	2	SI-6	LEVEL
Student Status	(numeric) value = 1,2	58	1	SI-7	STUSTAT
FILLER2	(alpha) value = spaces	59	7	N/A	FILLER2
Last Institution Type	numeric	66	1	AD-3	LINTYPE

Last Institution	(alpha) value = see data dictionary	67	6	AD-4	LSTINST
Prior Academic Achievement	(numeric) value = 00.43	73	2	AD-5	PRACACH
FILLER3	(alpha) value = space	75	1	N/A	FILLER3
Summer Transition Program Flag	(numeric) value = 0..1	76	1	AD-7	STPFLAG
SAT Reading Score	(alpha) value = 000..800, XXX	77	3	HS-1	SATR
SAT Math Score	(alpha) value = 000..800, XXX	80	3	HS-2	SATM
ACT COMP Score	(alpha) value = 00-36 or XX	83	2	HS-11	ACT
Advanced Studies Diploma	(alpha) value = 0..1 or X	85	1	HS-3	ADVSTUD
High School GPA	(alpha) value = 100...500 or XXX	86	3	HS-7	HSGPA
Transfer GPA	(alpha) value = 000..400 or XXX	89	3	T-1	TGPA
SAT Writing Score	(alpha) value = 000..800, XXX	92	3	HS-12	SATW
State Testing Identifier (mandatory 0910)	(numeric) = see data dictionary	95	10	KI-11	STI
Transfer Credit Hours	numeric	105	2	AD-8	TRANSCRED

HS Dual Enrollment Credit Hours	numeric	107	2	HS- 13	HSDECRED
AP Credit Hours	numeric	109	2	HS- 14	APCRED
IB Credit Hours	numeric	111	2	HS- 15	IBCRED