

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB08	STUDENT-ZIP-CODE	X(09)

This element indicates the ZIP code of the student's residence address.

Coding

Enter the nine-digit ZIP code.

If the final four digits are unknown or not collected, left-justify the five-digit ZIP code and fill the last four positions with X's.

If the ZIP code is completely unknown, enter all X's.

SB08 STUDENT-ZIP-CODE

Processing Edits

FIELD CHECK	nnnnnnnnn or nnnnnXXXX (n is a numeric digit) or XXXXXXXXX
DATA QUALITY CHECK	Reject the submission if, out of all the CREDIT students: 5% or more are unknown ("XXXXXXXX").

SB08 STUDENT-ZIP-CODE

Change History

Revision: 11/13/12 Added quality check re submission rejection if 5% or more unknown zip codes.
Revision: 02/01/91 Took out note
Revision: 01/21/91 Added note (If the student's mailing address is a PO Box and another zip code is available which more closely identified the current residence report the residence zip code.
Implement: 06/01/89