

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Matriculation Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SM03</b>	<b>STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS</b>	<b>X(14)</b>
<p>This element indicates the specialized support services needs identified by the student and/or staff through the matriculation process at the college during the reporting term.</p>		

<p>The first ten of the fourteen positions in this field refer to the following services respectively (the remaining four positions are reserved for later use.)</p>	
<p>In each of the first ten positions, enter one of the following status codes. In positions 11-14, enter spaces.</p>	
Position	Service Categories
1	Financial Aid
2	Child Care
3	Disabled Student Services
4	Transfer Services
5	Employment Assistance
6	Basic Skills
7	Tutoring / Supplementary Instruction
8	ESL
9	EOPS
10	CalWORKS
11-14	Reserved (enter spaces)
Coding	Meaning
0	Not recommended / needed / referred
1	Recommended / needed / referred by either student or staff
2	Needed as identified by the student
3	Recommended / referred by staff
4	Both 2 and 3
X	Unknown
Y	Not applicable (refer to note below)
<p>1. Positions 1-10 may be coded with 'Y's if the student is exempt from orientation, assessment, and counseling.</p> <p>2. This element should be updated <b>every reporting term</b> to reflect current recommendations / referrals / needs identified during the reporting term.</p>	

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<b>Processing Edits</b>	
FIELD CHECK	Positions 1 – 10: 0, 1, 2, 3, 4, X, or Y
	Positions 11 – 14: spaces
	Positions 1-10 may be either ALL coded as "Y", or NONE coded as "Y".
	Each position 1 – 10 must be valid according to the above specifications. If one position is invalid, the entire field is considered an exception and the record is rejected.
INTEGRITY CHECK	This element can be coded with "Y" in the first ten positions when:  Orientation Exempt Status (SM04), <b>and</b> Assessment Exempt Status (SM05), <b>and</b> Counseling / Advising Exempt Status (SM06) are <b>all</b> coded with a "D" or "O" (not "AYYY").

**SM03 STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS**

<b>Change History</b>	
Revision: 07/07/06 Added: Position 10 = CalWORKs, Y = Not applicable (refer to note)	
Revision: 05/04/94 Note: 2. This element should be updated every reporting term to reflect current recommendations/referrals/needs identified during the reporting term.	
Revision: 10/15/92 Note: Positions 1-9 may be coded with "Y"'s if the student is exempt from matriculation, orientation, assessment, and counseling, or if the student is enrolled in noncredit courses only.	
Revision: 01/02/91 Added: Position 8 = ESL, 9 = EOPS, 2 = Needed as identified by the student, 3 = Recommended/referred by staff, 4 = Both 2 and 3.	
Implement: 06/01/89	