

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DOMAIN	RECORD	LENGTH
SM	STUDENT MATRICULATION DATA RECORD	80
DED#	DATA ELEMENT NAME	FORMAT
SM01	STUDENT-MATRICULATION-GOALS	X(04)
SM02	STUDENT-MATRICULATION-MAJOR	X(06)
SM03	STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS	X(14)
SM04	STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS	X(04)
SM05	STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS	X(04)
SM06	STUDENT-MATRIC-COUNSELING/ADVISEMENT-EXEMPT-STATUS	X(04)
SM07	STUDENT-MATRIC-ORIENTATION-SERVICES	X(01)
SM08	STUDENT-MATRIC-ASSESSMENT-SERVS-PLACEMENT	X(01)
SM09	STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER	X(03)
SM10	STUDENT-MATRICULATION-STUDY-SKILLS-EVALUATION-SERVICES	DELETED
SM11	STUDENT-MATRICULATION-SPECIAL-SERVICES-REFERRAL	DELETED
SM12	STUDENT-MATRIC-COUNSELING/ADVISEMENT-SERVICES	X(01)
SM13	STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES	X(01)

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DOMAIN	RECORD	LENGTH
SM	STUDENT MATRICULATION DATA RECORD	80
Reporting Domain		
<p>The following record layout indicates the format in which the districts report matriculation information. Report a Student Matriculation record for each credit and noncredit student who:</p> <ul style="list-style-type: none"> (1) enrolled in at least one class as of first census or later for daily or weekly census classes, or (2) attended at least one meeting of a positive attendance class, or (3) enrolled in at least one class that resulted in a notation on the student's official record, or (4) received pre-enrollment matriculation services. <p>You must submit a Student Basic record for each student reported. The services are to be reported in the term they were received.</p>		
<p>The file with these records is submitted approximately one month following the end of the term. This record is 80 characters long. The first two positions contain the record code "SM".</p>		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	"SM"	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SM01	STUDENT-MATRICULATION-GOALS	X(04)	21-24
SM02	STUDENT-MATRICULATION-MAJOR	X(06)	25-30
SM03	STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS	X(14)	31-44
SM04	STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS	X(04)	45-48
SM05	STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS	X(04)	49-52
SM06	STUDENT-MATRIC-COUNSELING/ADVISEMENT-EXEMPT-STATUS	X(04)	53-56
SM07	STUDENT-MATRIC-ORIENTATION-SERVICES	X(01)	57
SM08	STUDENT-MATRIC-ASSESSMENT-SERVS-PLACEMENT	X(01)	58
SM09	STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER	X(03)	59-61
SM10	DELETED	-----	-----
SM11	DELETED	-----	-----
SM12	STUDENT-MATRIC-COUNSELING/ADVISEMENT-SERVICES	X(01)	62
SM13	STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES	X(01)	63
	FILLER	X(19)	64-80

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM01	STUDENT-MATRICULATION-GOALS	X(04)
<p>This element describes the student's educational goals while enrolled in the reporting college and as they change throughout the student's academic career. This information is in addition to SB14 and is collected after that element has been recorded. The distinction between the elements is an important one: where SB14 records the <u>initial</u> goal of the student, this element documents the <u>informed</u> goal of the student after participating in the matriculation process.</p>		
<p>Enter up to three goals in this order: primary goal, secondary goal, tertiary goal. Column 4 gets a space.</p>		

Coding	Meaning
A	Obtain an AA degree and transfer to a 4-year institution
B	Transfer to a 4-year institution without an AA degree
C	Obtain a two year associate's degree without transfer
D	Obtain a two year vocational degree without transfer
E	Earn a vocational certificate without transfer
F	Discover / formulate career interests, plans, goals
G	Prepare for a new career (acquire job skills)
H	Advance in current job / career (update job skills)
I	Maintain certificate or license (e.g. Nursing, Real Estate)
J	Educational development (intellectual, cultural)
K	Improve basic skills in English, reading or math
L	Complete credits for high school diploma or GED
M	Undecided on goal
N	To move from noncredit coursework to credit coursework
O	4-year college student taking courses to meet 4-year college requirements
X	Uncollected / unreported
Y	Not applicable

1. This data element may be coded with "YYYY" if student is exempt from orientation, assessment, and counseling.
2. This element represents the student's informed goal after receiving matriculation services which should include the development of a Student Education Plan (SEP).
3. Up to three goals can be specified with the primary goal listed first.
4. This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes or contact during the term, the 'informed goal' does not change from the last reported term.

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM01 STUDENT-MATRICULATION-GOALS

Processing Edits	
FIELD CHECK	<p>Position 1: A – O, X, or Y</p> <p>Position 2: A – O, X, Y or space</p> <p>Position 3: A – O, X, Y or space</p> <p>Position 4: A space (no longer used)</p> <p>Either ALL 3 positions must be coded as "Y", or NO positions coded as "Y".</p> <p>All positions (1 – 3) must be valid according to the above specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>
INTEGRITY CHECK	<p>This element can be coded as "YYY " only when:</p> <p>Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "YYYY").</p>

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM01 STUDENT-MATRICULATION-GOALS

Change History
Revision: 7/07/06 Update: Enter up to three goals with the primary goal entered first, then the secondary goal, then the tertiary goal. Added: N = To move from noncredit course work to credit coursework. O = 4 year college student taking courses to meet 4 year college requirements. Notes: 2. This element represents the student's informed goal after receiving matriculation services, which includes the development of a Student Education Plan (SEP). 3. Up to three goals can be specified, with the primary goal listed first. 4. This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes or contact during the term, the 'informed goal' does not change from the last reported term.
Revision: 10/01/00 Update: Enter ONE of the letter codes below. Enter a NUMBER in column 4 indicating the number of terms planned to accomplish the goal.
Revision: 08/01/94 Update: A = Obtain an associate degree and transfer to a 4-year institution. B = Transfer to a 4-year institution without an associate degree. Add Note 2. This element should be updated each term to reflect the current status of the student during the reporting term.
Revision: 04/29/03 Update: Enter up to three goals with the primary goal entered first, then the secondary goal, then the tertiary goal. Enter a NUMBER in column 4 indicating the number of terms planned to accomplish the primary goal.
Revision: 03/01/91 Added: Y = Not applicable Added Note: This data element may be coded with "YYYY" if student is exempt from matriculation, orientation, assessment, and counseling, or if the student is enrolled in noncredit courses only."
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM02	STUDENT-MATRICULATION-MAJOR	X(06)
<p>This element identifies the student's major or program area of emphasis, while enrolled in the reporting college, as reported by the student during the reporting term.</p>		

Coding
<p>Enter the TOP code (see SP01) or Program Control Number (SP04) of a valid program at this college that most closely matches the student's major or program area of emphasis. If a PCN is entered left justify and space fill.</p>
<ol style="list-style-type: none"> 1. This data element may be coded with "YYYYYY" if the student is exempt from orientation, assessment, and counseling. 2. Enter "000000" if the student does not have a major. Enter "XXXXXX" if the major is unknown. 3. This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes or contact during the term, the student's major does not change from the last reported term.

SM02 STUDENT-MATRICULATION-MAJOR

Processing Edits	
FIELD CHECK	<p>Must be greater than spaces.</p> <p>If greater than zero, must be a valid TOP code or PCN.</p>
INTEGRITY CHECK	<p>This element can be coded as "YYYYYY" only when:</p> <p>Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "AYYY").</p>

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM02 STUDENT-MATRICULATION-MAJOR

Change History
Revision: 07/07/06 Update Note 4. This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes or contact during the term, the student's major does not change from the last reported term.
Revision: 05/01/94 Update: This element identifies the student's major or area of emphasis, while enrolled in the reporting college, as reported by the student during the reporting term. Update coding: Enter the TOP code of a valid program as this college (see data element SP01) which most closely matches the field or subject area in which the student is majoring. Enter at least the first four TOP code digits, left justified with trailing zeros. Note: This element should be updated each term to reflect the current status of the student during the reporting term.
Revision: 10/15/92 Update: This data element may be coded with "YYYYYY" if the student is exempt from matriculation, orientation, assessment, and counseling, or if the student is enrolled in noncredit courses only. If the student is enrolled for credit and does not have a major, code this element with "000000". Enter "XXXXXX" if the major is unknown.
Implement: 01/02/91

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM03	STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS	X(14)
<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)
<ol style="list-style-type: none"> Positions 1-10 may be coded with 'Y's if the student is exempt from orientation, assessment, and counseling. This element should be updated every reporting term to reflect current recommendations / referrals / needs identified during the reporting term. 	

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM03 STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS

Processing Edits	
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), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "AYYY").

SM03 STUDENT-MATRICULATION-SPECIAL-SERVICES-NEEDS

Change History	
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	

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM04	STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS	X(04)
<p>This element indicates whether the student was directed to, or exempted from, matriculation orientation services at the college.</p>		

Coding	Meaning
Student Directed To Orientation Services	
A	Student was directed to orientation services.
Student Exempted From Orientation Services	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
Y	Not applicable – see notes below.
<p>1. Up to two exemption reasons may be coded. Code unused positions with "Y"s, that is, if student was not exempted, code "AYYY". If student was exempted based on both possession of a degree and other criteria, code "DOYY".</p> <p>2. All 4 positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>	

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM04 STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	Position 1: A, D, O, or Y
	Position 2 – 4: D, O, or Y
	If the first position is coded as "A", then positions 2 – 4 MUST be coded as "Y".
	If the first position is coded as "Y", then positions 2 – 4 MUST be coded as "Y".
INTEGRITY CHECK	<p>Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) must all be coded with a "D" or "O" (not "AYYY")</p> <p>in order to code:</p> <p>Goals (SM01) as "YYY" or Major (SM02) as "YYYYYY" or Special Services Needs (SM03) as "Y" in the first ten positions or Assessment Services Other (SM09) as "YYY".</p>

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM04 STUDENT-MATRIC-ORIENTATION-EXEMPT-STATUS

Change History
Revision: 07/07/06 Update Notes 1. Indicates whether a student was directed to, or exempt from, orientation services.
Revision: 10/15/92 Added code Y = Not applicable (refer to note) Code unused positions with "Y"'s. I.e., if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on enrollment limited to performance courses, code "DOYY". If the student is enrolled in noncredit courses only, code "YYYY".
Revision: 01/02/91 Changed name from Student-Matriculation-Orientation-Need to current name. Removed codes "T and C". New note: Up to two exemption reasons may be coded. Code unused positions with "Y"'s. I.e., if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on enrollment limited to performance courses, code "DOYY". If the student is enrolled in noncredit courses only, code "YYYY".
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM05	STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS	X(04)
<p>This element indicates whether the student was directed to, or exempted from, matriculation assessment services at the college.</p>		

Coding	Meaning
Student Directed To Assessment Testing Services	
A	Student was directed to assessment testing services.
Student Exempted From Assessment Testing Services	
D	Student has completed an Associate or higher degree
O	Student exempted based on other district criteria
Y	Not applicable – see notes below.
<p>1. Up to two exemption reasons may be coded. Code unused positions with “Y”s, that is, if student was not exempted, code “AYYY”. If student was exempted based on both possession of a degree and other criteria, code “DOYY”.</p>	

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM05 STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	Position 1: A, D, O, or Y Position 2 – 4: D, O, or Y If the first position is coded as "A", then positions 2 – 4 MUST be coded as "Y". If the first position is coded as "Y", then positions 2 – 4 MUST be coded as "Y".
INTEGRITY CHECK	Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) must all be coded with a "D" or "O" (not "AYYY") in order to code: Goals (SM01) as "YYY" or Major (SM02) as "YYYYYY" or Special Services Needs (SM03) as "Y" in the first ten positions or Assessment Services Other (SM09) as "YYY".

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM05 STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS

Change History
Revision: 07/07/06 Update Notes 1. Indicates whether a student was directed to, or exempt from, orientation services.
Revision: 05/01/94 Student Directed to Assessment Testing Services: A = Student was directed to assessment testing services.
Revision: 10/15/92 Up to two exemption reasons may be coded. Code unused positions with "Y"s. I.e., if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on other criteria, code "DOYY". If the student is enrolled in noncredit courses only, code "YYYY".
Revision: 01/02/91 Changed name from Student-Matriculation-Placement-Assessment-Need to current name. Up to two exemption reasons may be coded. Code unused positions with "Y"s. I.e., if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on enrollment limited to performance courses, code "DOYY". If the student is enrolled in noncredit courses only, code "YYYY".
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM06	STUDENT-MATRIC- COUNSELING/ADVISEMENT-EXEMPT-STATUS	X(04)
This element indicates whether the student was directed to, or exempted from, counseling /advisement services at the college.		

Coding	Meaning
<i>STUDENT DIRECTED TO COUNSELING /ADVISEMENT SERVICES</i>	
A	Student was directed to counseling/advisement services.
<i>STUDENT EXEMPTED FROM COUNSELING /ADVISEMENT SERVICES</i>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
Y	Not applicable – see notes below.
<ol style="list-style-type: none"> 1. Up to two exemption reasons may be coded. Code unused positions with "Y"s, that is, if student was not exempted, code "AYYY". If student was exempted based on both possession of a degree and other criteria, code "DOYY". 2. All 4 positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 	

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM06 STUDENT-MATRIC- COUNSELING/ADVISEMENT -EXEMPT-STATUS

Processing Notes and Edits	
FIELD CHECK	Position 1: A, D, O, or Y
	Position 2 – 4: D, O, or Y
	If the first position is coded as "A", then positions 2 – 4 MUST be coded as "Y".
	If the first position is coded as "Y", then positions 2 – 4 MUST be coded as "Y".
INTEGRITY CHECK	<p>Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) must all be coded with a "D" or "O" (not "AYYY")</p> <p>in order to code:</p> <p>Goals (SM01) as "YYY" or Major (SM02) as "YYYYYY" or Special Services Needs (SM03) as "Y" in the first ten positions or Assessment Services Other (SM09) as "YYY".</p>

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM06 STUDENT-MATRIC-COUNSELING/ADVISEMENT -EXEMPT-STATUS

Change History
Revision: 07/07/06 Update Notes 1. Indicates whether a student was directed to, or exempt from, orientation services.
Revision: 10/15/92 Changed Note: Up to two exemption reasons may be coded. Code unused positions with "Y"s. I.e., if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on other criteria, code "DOYY". If the student is enrolled in noncredit courses only, code "YYYY". Added Y = Not applicable (refer to note).
Revision: 01/02/91 Changed name from Student-Matriculation-Counseling/Advisement-Need to current name. Up to two exemption reasons may be coded. Code unused positions with "Y"s. I.e., if student was not exempted, code "AYYY". If student was exempted based both on possession of a degree and on enrollment limited to performance courses, code "DOYY". If the student is enrolled in noncredit courses only, code "YYYY".
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM07	STUDENT-MATRIC-ORIENTATION-SERVICES	X
<p>This element indicates whether the student received orientation services as a part of the matriculation process at the college.</p>		

Coding	Meaning
<i>STUDENT RECEIVED ORIENTATION SERVICES</i>	
A	Student did participate in orientation services.
<i>STUDENT DID NOT RECEIVE ORIENTATION SERVICES</i>	
N	Student did not participate in orientation services.
R	Student refused orientation services. This code should be used only when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".
<ol style="list-style-type: none"> 1. If a student refuses services, it must be documented. 2. <i>Once coded as "A", it remains an "A" in each subsequent term.</i> 	

SM07 STUDENT-MATRIC-ORIENTATION-SERVICES

Processing Edits	
FIELD CHECK	A, N, or R

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM07 STUDENT-MATRIC-ORIENTATION-SERVICES

Change History
Revision: 07/07/06 Updated Notes: 1. Indicates whether a student received orientation services as part of the matriculation process. 2. If a student refuses services, it must be documented. 3. Once coded as having received services, always report the student as having received the service. Once coded as "A" it remains as "A" in each subsequent term.
Revision: 10/01/00 Updated Note: Once coded as "A" this should be reported with "A" each subsequent term.
Revision: 05/01/94 Updated Code R = Student refused orientation services. This codes should be used only when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".
Revision: 10/15/92 Updated Note: Change Note: This information is to be reported for all students enrolled for credit in the college in the college. This element may be coded with "Y"'s if the student is enrolled in noncredit courses only. Once coded as "A" this should be reported with "A" each subsequent term. Added Y = Not applicable (refer to note).
Revision: 01/02/91 Updated Note: This information is to be reported for all students enrolled for credit in the college in the college. This element may be coded with "Y"'s if the student is enrolled in noncredit courses only. Once coded as "A" this should be reported with "A" each subsequent term.
Implement: 06/01/89 Original

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM08	STUDENT-MATRIC-ASSESSMENT-SERVICES-PLACEMENT	X
<p>This element indicates whether the student received assessment services for placement as a part of the matriculation process of the college.</p>		

Coding	Meaning
<i>STUDENT RECEIVED ASSESSMENT SERVICES</i>	
H	Student received placement services based on multiple measures in lieu of an assessment test.
B	Student received placement services based on assessment testing and multiple measures.
<i>STUDENT DID NOT RECEIVE ASSESSMENT SERVICES</i>	
N	Student did not participate in assessment placement services.
R	Student refused assessment placement services. This code should be used only when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".
<ol style="list-style-type: none"> 1. If a student refuses services, it must be documented. 2. <i>Once coded as "H" this element must be updated to "B". Once coded as "B", it is not updated.</i> 3. Except as noted, this value does not change over time. 	

SM08 STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	H, B, N, or R

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM08 STUDENT-MATRIC-ASSESSMENT-EXEMPT-STATUS

Change History
Revision: See definition.
Revision: 10/01/00 N = Student was not provided assessment placement services. R = Student refused assessment placement services.
Revision: 10/15/92 Add Y = Not applicable (refer to note) Update Note: This information is to be reported for all students enrolled for credit in the college. This element may be coded with "Y" if the student is enrolled in noncredit courses only. Once coded as "A" or "H" this element may be updated only to "B"; once coded as "B", it is not updated.
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM09	STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER	X(03)

This element indicates whether the student received other supportive assessment services as part of the matriculation process at the reporting college during the reporting term. The assessments below may be determined with an assessment instrument or through consultation with a counselor or academic advisor.

The three positions in this field refer to the following services respectively:

Position	Service Categories
1	Aptitude Assessment
2	Study / Learning Skills Assessment
3	Career Planning / Interest Assessment
Coding	Meaning
A	Student did participate.
N	Student did not participate.
Y	Not applicable – service not available.

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM09 STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER

Processing Edits	
FIELD CHECK	Position 1: A, N, or Y
	Position 2: A, N, or Y
INTEGRITY CHECK	Position 3: A, N, or Y
	This element can be coded as "YYY" only when: Orientation Exempt Status (SM04), and Assessment Exempt Status (SM05), and Counseling / Advising Exempt Status (SM06) are all coded with a "D" or "O" (not "AYYY").

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM09 STUDENT-MATRIC-ASSESSMENT-SERVICES-OTHER

Change History
Revision: 07/07/06 Change Coding: A = Student did participate, N = Student did not participate, Y = Not applicable – service not available. Update Notes: 1. Indicates whether a student received: Aptitude assessment, Study/Learning Skills assessment, or Career Planning/Interest assessment. 2. This element shows only those assessment services received during the reporting term. 3. This element should be updated every reporting term to reflect current recommendations/referrals/needs identified during the reporting term.
Revision: 10/01/00 Remove Note 1
Revision: 06/01/96 Changed Note: 1. This information is to be reported for all students enrolled for credit at the colleges. This element may be coded with "YYY" if the student is enrolled in noncredit courses only. 2. This element should be updated each term to reflect current recommendations/referrals/needs identified during the reporting term.
Revision: 10/15/92 Delete Default to "0"
Revision: 01/02/91 Changed name from Student-Matriculation-Aptitude-Identification-Services to current name. This element indicates the specialized support services identified by the student as needed or recommended for the student as a part of the matriculation process at the reporting college. The three positions in this field refer to the following services respectively: 1 = Aptitude assessment 2 = Student/Learning Skills assessment, 3 = Career Planning/Interest assessment In each of the positions, enter one of the following status codes: 0 = Service not provided, 1 = Service delivered, Y = Not applicable, Default to "0". Note: If the student is exempt from matriculation orientation, assessment, and counseling or the student is enrolled in noncredit courses only, enter "Y" in positions 1-3.
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM10	STUDENT-MATRICULATION-STUDY-SKILLS-EVALUATION-SERVS	X
<p>This element indicates whether the student received an evaluation of his / her learning and study skills from the matriculation program of the college.</p>		

DELETED

SM10 STUDENT-MATRICULATION-STUDY-SKILLS-EVALUATION-SERVS

Processing Edits	
FIELD CHECK	Must be a space.

DELETED

SM10 STUDENT-MATRICULATION-STUDY-SKILLS-EVALUATION-SERVS

Change History
Deleted: 01/02/91
Implement: 06/01/89

DELETED

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM11	STUDENT-MATRICULATION-SPECIAL-SERVICES-REFERRAL	X
<p>This element indicates whether the student received a referral from the matriculation program of the college to specialized support or supplemental assessment services.</p>		

DELETED

SM11 STUDENT-MATRICULATION-SPECIAL-SERVICES-REFERRAL

Processing Edits	
FIELD CHECK	Must be a space.

DELETED

SM11 STUDENT-MATRICULATION-SPECIAL-SERVICES-REFERRAL

Change History
Deleted: 01/02/91
Implement: 06/01/89

DELETED

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM12	STUDENT-MATRIC-COUNSELING/ADVISEMENT SERVICES	X
<p>This element indicates whether the student received counseling/advisement services during the reporting term.</p>		

Coding	Meaning
<i>STUDENT RECEIVED COUNSELING / ADVISEMENT SERVICES</i>	
A	Student received counseling/advisement services.
P	Student received assistance in development of a Student Education Plan.
<i>STUDENT DID NOT RECEIVE COUNSELING / ADVISEMENT SERVICES</i>	
N	Student did not participate in counseling or advisement services.
R	Student refused counseling/advisement services. This code should be used only when there is a documented decision by the student not to receive the service. "No shows" should be coded "N".
<p>1. Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments, group appointments, classes or workshops.</p>	

SM12 STUDENT-MATRIC-COUNSELING / ADVISEMENT SERVICES

Processing Edits	
FIELD CHECK	A, P, N, or R
REFERENTIAL CHECK	Records in the CalWORKs Student file must have a matching record in the Student Matriculation file when SC03 = 1,2 or 3 then SM12 must = A or P.

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM12 STUDENT-MATRIC-COUNSELING / ADVISEMENT SERVICES

Change History
Revision: 07/07/06 Updated Notes: Look at definition.
Revision: 10/01/00 Updated Notes: This element should be updated each term to reflect whether or not the student received the services described in this element during the reporting term.
Revision: 08/01/94 Updated Notes: 1. This information is to be reported for all students enrolled for credit in the college during the current term. This element may be coded with "Y" if the student is enrolled in noncredit courses only. 2. This element should be updated each term to reflect whether or not the student received the services described in this element during the reporting term.
Revision: 05/01/94 Revised all sentences by taking out the word "initial"
Revision: 10/15/92 Added Y = Not applicable (refer to note) Note: This information is to be reported for all students enrolled for credit in the college. This element may be coded with "Y" if the student is enrolled in noncredit courses only. Once coded as "A" or "P" this element may be updated only to "B"; once coded as "B" it is not updated.
Revision: 01/02/91 Updated Code R = Student refused counseling/advisement services. This code should be used only when there is a documented decision by the student to not receive the service. "No Shows" should be coded "N". Update Note: This information is to be reported for all students enrolled for credit in the college. This element may be coded with "Y"s if the student is enrolled in noncredit courses only. Once coded as "B" this element is not updated.
Implement: 06/01/89

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SM13	STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES	X
<p>This element indicates whether the student received academic follow-up services at the college during the reporting term.</p>		

Coding	Meaning
<i>STUDENT RECEIVED ACADEMIC FOLLOW-UP SERVICES</i>	
A	Student received academic follow-up services.
<i>STUDENT DID NOT RECEIVE ACADEMIC FOLLOW-UP SERVICES</i>	
N	Student did not receive academic follow-up services.
<p>1. Report activity to support a student's academic progress in this element. These activities can include, but are not limited to, the following examples: Dean's list notices, follow-up counseling, tutoring/mentoring, early-alert notices, probation notices, etc.</p>	

SM13 STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES

Processing Edits	
FIELD CHECK	A or N

California Community Colleges
Management Information System
Data Element Dictionary

Student Matriculation Data Elements

SM13 STUDENT-MATRIC-ACADEMIC-FOLLOW-UP-SERVICES

Change History
Revision: 07/07/06 Update Notes: See definition.
Revision: 10/01/00 Update Notes: This element should be updated each term.
Revision: 10/15/92 Added Code: Y = Not applicable (refer to note). Note: This information is to be reported for all students enrolled for credit in the college. This element may be coded with "Y" if the student is enrolled in noncredit courses only. Once coded as "A" this should be reported with "A" each subsequent term.
Revision: 01/02/91 Updated Notes: This information is to be reported for all students enrolled for credit in the college. This element may be coded with "Y"s if the student is enrolled in noncredit courses only. Once coded as "A"s this should be reported with "A" each subsequent term.
Implement: 06/01/89