

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Enrollment Data Elements**

DOMAIN	RECORD	
<b>SX</b>	<b>STUDENT ENROLLMENT DATA RECORD</b>	
DED#	DATA ELEMENT NAME	FORMAT
SX01	ENROLLMENT-EFFECTIVE-DATE	9(06)
SX02	ENROLLMENT-DROP-DATE	9(06)
SX03	ENROLLMENT-UNITS-EARNED	99V99
SX04	ENROLLMENT-GRADE	X(03)
SX05	ENROLLMENT-POSITIVE-ATTENDANCE-HOURS	9999V9
SX06	ENROLLMENT-APPORTIONMENT-STATUS	X(01)

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DOMAIN	RECORD	LENGTH
<b>SX</b>	<b>STUDENT ENROLLMENT DATA RECORD</b>	<b>78</b>

**Reporting Domain**

The following record layout indicates the format in which the districts report student enrollment information. Report a record for each enrollment where:

- (1) the enrollment resulted in attendance in a course as of the first census or later for daily or weekly census,  
or
- (2) the enrollment resulted in attendance in at least one meeting of a positive attendance class,  
or
- (3) the enrollment resulted in a notation on the student's official record.

Additional Note: Report enrollments that span terms with the term data in which the term ends. As an example, if the enrollment was in a section that began in the Summer and ended in the Fall, report the enrollment with the Fall term data.

One record is submitted for each enrollment meeting these criteria during the reporting term.

The file with these records is submitted approximately one month following the end of the term. This record is 78 characters long and the first two positions contain the record code "SX".

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SX	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
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	21-32
XB00	SECTION-IDENTIFIER	X(06)	33-38
SX01	ENROLLMENT-EFFECTIVE-DATE	9(06)	39-44
SX02	ENROLLMENT-DROP-DATE	9(06)	45-50
SX03	ENROLLMENT-UNITS-EARNED	99V99	51-54
SX04	ENROLLMENT-GRADE	X(03)	55-57
SX05	ENROLLMENT-POSITIVE-ATTENDANCE-HOURS	9999V9	58-62
CB00	COURSE-CONTROL-NUMBER	X(12)	63-74
SX06	ENROLLMENT-APPORTIONMENT-STATUS	X(01)	75
	FILLER	X(03)	76-78

**Notes**

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DED#	DATA ELEMENT NAME	FORMAT
<b>SX01</b>	<b>ENROLLMENT-EFFECTIVE-DATE</b>	<b>9(06)</b>
This element indicates the date the student was enrolled in the section.		
The effective date is either the first class meeting or, if added after the start date, the add date.		

Coding	Meaning
<b>YYMMDD</b>	
YY	the last two digits of the calendar year
MM	the two-digit month code, 01-12
DD	the two-digit day code, 01-31 (day must be valid for the given month)

**SX01 ENROLLMENT-EFFECTIVE-DATE**

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31, for valid month
INTEGRITY CHECK	If a valid date is entered for the Enrollment Drop Date (SX02), it must be greater than the Enrollment Effective Date (SX01).

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**SX01 ENROLLMENT-EFFECTIVE-DATE**

<b>Change History</b>
Revision: 08/30/02 Added description of element: "This element indicates the date the student was enrolled in the section."  Change "NOTE: <b>The effective date</b> is the first class meeting or if added after start date then it would be the add date."
Revision: 10/01/00 "This element indicates the date the student was enrolled or registered in the section".  <b>"registered in" was taken out.</b>  Add "NOTE: Date of first attendance is the first class meeting or if added after start date then it would be the add date".
Revision: 11/01/98 Changed "0-31" to "01-31"
Implement: 06/01/89

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**Student Enrollment Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SX02</b>	<b>ENROLLMENT-DROP-DATE</b>	<b>9(06)</b>
This element indicates the date on which the student was dropped or withdrew from the section.		

Coding	Meaning
<i>YYMMDD</i>	
YY	the last two digits of the calendar year
MM	the two-digit month code, 01-12
DD	the two-digit day code, 01-31 (day must be valid for the given month)

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**SX02 ENROLLMENT-DROP-DATE**

<b>Processing Edits</b>	
FIELD CHECK	Valid Date Format: YYMMDD
	YY last two digits of calendar year
	MM 01-12
	DD 01-31, valid for given month
	or
	'888888' for not applicable
INTEGRITY CHECK	If the Enrollment Grade (SX04) is "DR", "MW", "EW", or "W" then a valid date must be entered in the Enrollment Drop Date (SX02) in the format of YYMMDD, otherwise it must be 888888.
	If a valid date is entered for the Enrollment Drop Date (SX02), it must be greater than the Enrollment Effective Date (SX01).
REFERENTIAL CHECK	If the Enrollment Grade Drop (SX02) was entered (not equal to 8's), and the enrollment links to a section that is Weekly or Daily (XB01), then the Enrollment Drop Date must fall on or after the Section Date First-Census (XB02).
	If the record fails this edit, then the record is rejected.

**SX02 - ENROLLMENT-DROP-DATE**

<b>Change History</b>
Revision: Summer 2018 Term 185. Added: "EW" (Excused Withdrawal) in Integrity Check
Implement: 06/01/89

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**Student Enrollment Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SX03</b>	<b>ENROLLMENT-UNITS-EARNED</b>	<b>99V99</b>
Enter the number of units that the student earned in this section.		

<b>Coding</b>
This is a numeric field with four digits, two before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must <u>not</u> be included in the field.
If the section is noncredit, enter "8888" for this element.

**SX03 ENROLLMENT-UNITS-EARNED**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric. Cannot exceed 75.
INTEGRITY CHECK	If Enrollment Grade (SX04) is reported as "UG", "UD", "W", "MW", "DR" or "SP" then Enrollment Units Earned (SX03) must be reported as 8888.
REFERENTIAL CHECK	<p>If Enrollment Grade (SX04) is coded as A, B, C, D, or P and Course Credit Status (CB04) = C or D then SX03 must be greater than or equal to Section Units Minimum (XB06) and less than or equal to Section Units Maximum (XB05).</p> <p>If Enrollment Grade (SX04) is coded as A, B, C, D, or P and Course Credit Status (CB04) = "N" then SX03 must = 8888.</p> <p>If Enrollment Grade (SX04) is reported as "I*", "IP", or "RD" and Course Credit Status (CB04) = "C" or "D", then Enrollment Units Earned (SX03) must be reported as 9999.</p> <p>If Enrollment Grade (SX04) is reported as "I*", "IP", or "RD" and Course Credit Status (CB04) = "C" or "D", then SX03 must = 9999.</p>
DATA QUALITY CHECK	Credit grades reported must have at least one "A, B, C, D, F, or W" Enrollment Grade (SX04), or the submission will be rejected.

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**SX03 ENROLLMENT-UNITS-EARNED**

<b>Change History</b>
Revision: 09/04/15 Deleted Integrity Checks: If Enrollment Grade (SX04) is reported as "A", "B", "C", "D", "P" then Enrollment Units Earned (SX03) must be between .01 and 75. If Enrollment Grade (SX04) is reported as "F", "FW", or "NP" then Enrollment Units Earned (SX03) must be equal to ZERO. Added several referential checks.
Revision: 02/01/91 Complete rename and revamp for data element. See History.
Implement: 06/01/89



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DED#	DATA ELEMENT NAME	FORMAT
<b>SX04</b>	<b>ENROLLMENT-GRADE</b>	<b>X(03)</b>
This element indicates the grade or other outcome a student earned for a particular section.		

Coding	Meaning
A	Received a letter grade of "A"
B	Received a letter grade of "B"
C	Received a letter grade of "C"
D	Received a letter grade of "D"
F	Failing (in a letter graded course)
P	Pass
NP	No Pass
I*	Incomplete where "*" indicates the default grade to be received by the student if the incomplete is not completed within one year.
IPP	Incomplete Pass
INP	Incomplete No Pass
IP	In progress
RD	Report Delayed
SP	Satisfactory Progress (Non-Credit)
UG	Ungraded (Non-Credit)
UD	Ungraded Dependent
FW	Withdrawn without permission & without having achieved a final passing grade
W	Withdrew (after last day to drop)
MW	Military Withdrawal
EW	Excused Withdrawal
DR	Drop Census Data Section: <b>On or</b> after first census date and before withdraw period.
XX	None of the above or unknown (no longer valid starting Summer 2010)

Plus (+) or minus (-) grades are optional (e.g. A-, B+, etc.). C- and IC- are not valid grade codes.

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**SX04 ENROLLMENT-GRADE**

<b>Processing Edits</b>	
FIELD CHECK	<p>Left-justified with trailing blanks A, B, C, D (with or without + or -) F, P, NP, I*, (where * represents default grade after 1 year) DR, IP, RD, SP, UG, UD, W, MW, EW</p> <p>Enrollment Grade equal to "XX" (None of the above/unknown) will no longer be valid.</p>
INTEGRITY CHECK	<p>If Enrollment Grade (SX04) is "DR", "MW", "EW", or "W", then a valid date must be entered in the enrollment drop date in the format of YYMMDD, otherwise SX02 must equal 888888.</p> <p>If Enrollment Grade (SX04) is reported as "SP", "UG", "UD", "W", "MW", "EW", or "DR", then Enrollment Units Earned (SX03) must be reported as 8888.</p> <p>If Enrollment Grade (SX04) is reported as "DR" then Enrollment Apportionment Status (SX06) must be reported as 0 (zero).</p>

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**SX04 ENROLLMENT-GRADE**

REFERENTIAL CHECK	If SX04 is coded as A, B, C, D, or P and Course Credit Status (CB04) = C or D then SX03 must be greater than or equal to Section Units Minimum (XB06) and less than or equal to Section Units Maximum (XB05).
	If SX04 = F, FW, or NP and Course Credit Status (CB04) = C or D then Enrollment Units Earned (SX03) must = 0000.
	If SX04 is reported as "UG" or "SP" then Course Credit Status (CB04) of the associated course record MUST be coded as "N".
	If SX04 is reported as "I*", "IP", or "RD" and Course Credit Status (CB04) = "C" or "D", then SX03 must = 9999.
DATA QUALITY CHECK	Credit grades reported must have at least one "A, B, C, D, F, or W" Enrollment Grade, or the submission will be rejected.
	A semester/quarter data submission will be rejected if more than 2.5% of all SX04 credit grades submitted have a value of SX04 = RD.

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**SX04 ENROLLMENT-GRADE**

<b>Change History</b>
Revision: Summer 2018 Term 185. Added: "EW Excused Withdrawal"
Revision: 09/04/15 Added SP Satisfactory Progress to grades and various checks. Deleted integrity checks: If Enrollment Grade (SX04) is reported as "A", "B", "C", "D" or "P" then Enrollment Units Earned (SX03) must be between .01 and 75. If Enrollment Grade (SX04) is reported as "F", "FW", or "NP" then Enrollment Units Earned (SX03) must be equal to ZERO. If Enrollment Grade (SX04) is reported as "I*", "IP", or "RD" then Enrollment Units Earned (SX03) must be reported as 9999.  Deleted from referential checks: If SX04 is reported as A, B, C, D, F, P, or NP, the CB04 of the associated Course record MUST be coded as C or D.
Revision: 07/22/13 If SX04 is DR, then SX06 must be zero.
Revision: 11/04/12 Clarification for the DR grade. Added: Census Data Section: <b>On or</b> after first Section
Revision: 10/07/09 Added: "XX = None of the above/unknown (will no longer be valid starting in Summer 2010)".
Revision: 06/12/08 Added: "CR/P = Credit or Pass – Either grade is valid thru Summer 2009 P = Pass – Mandatory in Fall 2009 NC/NP = No Credit or No Pass – Either grade is valid thru Summer 2009 NP = No Pass – Mandatory in Fall 2009 IPP = Incomplete Pass – Mandatory in Fall 2009 INP = Incomplete No Pass – Mandatory in Fall 2009"
Revision: 10/12/06 Added: "DR = Drop (after first census date) (Implement Summer 2007)"
Revision: 01/23/01 Added: "FW = Withdrawn without permission & without having achieved a final passing grade".
Revision: 11/01/98 Added to note: "Plus (+) or minus (-) grades are acceptable (e.g. A-, B+, etc). (C- is not a valid grade code)".
Revision: 01/02/91 Add: "UD = Ungraded Dependent, MW = Military Withdrawal and Note: W or XX are only allowed where a valid Drop date is reported for element SX02. Dependent sections (e.g. lab sections where the units and grade are reported in the lecture section) should be report a grade of UD".
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>SX05</b>	<b>ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</b>	<b>9999V9</b>
This element indicates the student's total actual hours of attendance in a "positive attendance" section.		

<b>Coding</b>
This is a numeric field with five digits, four before and one after the implied decimal point (accurate to the tenths). The decimal point itself must <b>not</b> be included in the field.
Enter "88888" for Census Classes.

**SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric – Cannot exceed 2,000.0
REFERENTIAL CHECK	<p>If Section Accounting Method (XB01) is equal to 'W', 'D', 'I', or 'L' then Enrollment Positive Attendance Hours MUST be equal to '88888'.</p> <p>If Section Accounting Method (XB01) is equal to 'P' or 'E', then Enrollment Positive Attendance Hours must NOT be equal to '88888' or '99999'.</p>

**SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS**

<b>Change History</b>
Revision 10/07/09 "Changed format 999V9 to 9999V9. This is a numeric field with <b>five</b> digits, four before and one after the implied decimal point (accurate to the tenths). The decimal point itself not be included in the field. Enter <b>88888</b> for Census Classes".
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>SX06</b>	<b>ENROLLMENT-APPORTIONMENT-STATUS</b>	<b>X(01)</b>
This element indicates whether the student's enrollment will generate hours that can be claimed for State apportionment.		

Coding	Meaning
0	No
1	Yes
2	AB955 Extension Section

**SX06 ENROLLMENT-APPORTIONMENT-STATUS**

<b>Processing Edits</b>							
FIELD CHECK	0, 1, 2						
INTEGRITY CHECK	<p>If ENROLLMENT-GRADE (SX04) = 'DR' then SX06 must be reported as '0' or '2'.</p> <p>'2' can be used by only these six colleges:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">College of the Canyons</td> <td>Crafton Hills College</td> </tr> <tr> <td>Long Beach City College</td> <td>Oxnard College</td> </tr> <tr> <td>Pasadena City College</td> <td>Solano Community College</td> </tr> </table> <p>'2' can be used only in Summer and Winter terms.</p>	College of the Canyons	Crafton Hills College	Long Beach City College	Oxnard College	Pasadena City College	Solano Community College
College of the Canyons	Crafton Hills College						
Long Beach City College	Oxnard College						
Pasadena City College	Solano Community College						
REFERENTIAL CHECK	<p>If SECTION-ACCOUNTING-METHOD (XB01) = 'O', then SX06 must be reported as '0'.</p> <p>If SX06 = '1', then STUDENT-RESIDENCE-CODE (SB09) must = '50000' (student is a California resident).</p>						

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**SX06 ENROLLMENT-APPORTIONMENT-STATUS**

<b>Change History</b>	
12/03/13	Added a code value of '2' for AB955 Extension Section to definition, and Field, Integrity, and Referential checks.
07/22/13	Added: If SX04 is DR, then SX06 must be zero.
Implement: Summer 2011	