

Updated: 6/28/2002

ASSIST

ARIZONA STATE SYSTEM FOR INFORMATION ON STUDENT TRANSFERS

Course File Layout for Community Colleges

*Includes any credit course for which the student received a grade (Including "W") on the transcript after the add/drop period.
Courses are submitted at the time a grade is received. However, the TERMID should reflect the year/term that the course began.*

Field Start-End	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
1 - 5	TERMID	N	5	YYYYX	Required	Year and term that course offered begins	<i>YYYY = Year</i> <i>X = 1 for Spring</i> <i>X = 2 for Summer I</i> <i>X = 3 for Summer II</i> <i>X = 4 for Summer (8 week)</i> <i>X = 5 for Fall</i>
6 - 13	YEAR	N	8	99999999	Required	Academic Year of Data	<i>19992000, 20002001, etc.</i>
14 - 19	UNITID	N	6	999999	Required	NCES Unit Id Code	<i>See list for code values</i>
20 - 28	STUDIDNO	N	9	999999999 add leading zeros	Required	Student College Identification Number	<i>SSN and/or institutionally assigned ID</i>
29 - 32	CRSDISP	A	4	left justified	Blank	Course Discipline	<i>Institutionally defined</i>
33 - 37	CRSNUM	A	5	left justified	Blank	Course Number	<i>Institutionally defined</i>
38 - 39	CRSTYPE	A	2	XX	RG	Course Type	<i>RG = Regular</i> <i>ST = Short-Term</i> <i>OE = Open-Entry/Open-Exit</i>
40 - 45	CRSSECTION	A	6	left justified	Blank	Course Section	<i>Institutionally defined</i>
46 - 70	CRSTITLE	A	25	left justified	Blank	Course Description	<i>Institutionally defined</i>
71 - 74	CRSHRS	N	4	99.99 Implied Decimal	Blank	Course Credit Hours	<i>Institutionally defined</i>
75 - 76	CRSGRD	A	2	left justified	Blank	Course Grade Code	<i>Institutionally defined</i>
77	CRSDUAL *	A	1	X	N	Course Dual Enrollment Flag	<i>Y = Yes</i> <i>N = No</i>
78 - 85	CRSSTART	N	8	YYYYMMDD	Blank	Course Start Date	<i>20000824, 20010123, etc.</i>
86 - 93	CRSSTOP	N	8	YYYYMMDD	Blank	Course Stop Date	<i>20001214, 20010513, etc.</i>
94 - 95	CRSDELIV	A	2	XX	00	Course Delivery Type	<i>Institutionally defined</i>

*** Course Dual Enrollment Flag refers to courses taught at the high school that carry both high school and community college credit.**

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ADDED ONTO COURSE FILE LAYOUT FOR MATCHING PURPOSES

96 - 104	SSN	N	9	999999999 add leading zeros	Blank	Student Social Security Number	
105 - 129	LNAME1	A	25	UPPER CASE & Left Justified	Required	Student Last Name	
130 - 154	LNAME2	A	25	UPPER CASE & Left Justified	Blank	Student Previous Last Name	
155 - 169	FNAME	A	15	UPPER CASE & Left Justified	Required	Student First Name	
170	MINITIAL	A	1	UPPER CASE & Left Justified	Blank	Student Middle Initial	
171 - 178	DOBIRTH	N	8	YYYYMMDD	Blank	Student Birth date	
179 - 203	STREET	AN	25	UPPER CASE & Left Justified	Blank	Student Street Address	<i>No TABs or @ characters</i>
204 - 228	STREET2	AN	25	UPPER CASE & Left Justified	Blank	Student Street or P.O. Box	<i>No TABs or @ characters</i>
229 - 248	CITY	A	20	UPPER CASE & Left Justified	Blank	City	
249 - 250	STATE	A	2	UPPER CASE	Blank	State	
251 - 260	ZIPCODE	AN	10	Left Justified	Blank	Student Zipcode	<i>Zip + Zip4</i>