ASSIST
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File Layout for Community Colleges
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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
	BEGIN STUDENT DATA:							
1	1-8	YEAR	N	8	99999999		Academic Year of Data (Fall, Spring, Summer)	*19941995, 19951996, etc.*
2	9-10	DISTRICT	A	2			Code for County of College	*See list for code values*
3	11-17	COLLEGE	N	7	9999999 add leading zeros		FICE Code for College	*See list for code values*
4	18-20	SITE	AN	3		Blank	College Site Code	*Institutionally defined*
5	21		AN	1			**Not Defined - Leave Blank**	
6	22-30	SSN	N	9	999999999 add leading zeros	Blank	Student Social Security Number	
7	31		AN	1			**Not Defined - Leave Blank**	
8	32-40	STUDIDNO	N	9	999999999 add leading zeros		Student Identification Number	*SSN or Institution ID if SSN missing*
9	41-65	LNAME1	A	25	UPPER case	Blank	Student Last Name	
10	66-90	LNAME2	A	25	UPPER case	Blank	Student Previous Last Name	
11	91-105	FNAME	A	15	UPPER case	Blank	Student First Name	
12	106	MINITIAL	A	1	UPPER case	Blank	Student Middle Initial	
13	107-114	DOBIRTH	N	8	YYYYMMDD	Blank	Student Birthdate	
14	115-139	STREET	AN	25	UPPER case	Blank	Student Street Address	
15	140-164	STREET2	AN	25	UPPER case	Blank	Student Street or P.O.Box	
16	165-184	CITY	AN	20	UPPER case	Blank	Student City Address	
17	185-186	STATE	A	2	UPPER case	Blank	Student State or Province Address	*See list for code values*
18	187-188	COUNTRY	A	2	UPPER case	Blank	Student Country Address	*See list for code values*
19	189-198	ZIPCODE	N	10	left justified	Blank	Student Zipcode Address	*zip+zip4*
20	199	SEX	N	1	9	0	Student Sex	*0 = Unknown* *1 = Male* *2 = Female*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
21	200	ETHNIC_PRIMARY	N	1	9	0	Student Primary Ethnicity *Starting with AY 09-10, the former Asian & Pacific Islander category became two separate categories: Asian (2) and Pacific Islander (7).*	*0 = Unknown* *1 = American Indian* *2 = Asian* *3 = Black* *4 = Hispanic* *5 = White, non-Hispanic* *6 = Other* *7= Pacific Islander*
22	201-206	FTENROLL	N	6	YYYYMM	Blank	First Term Student Enrolled at this College	*MM = 01-12 for month (Jan-Dec)* *MM = 20 for Fall* *MM = 30 for Spring* *MM = 40 for Summer* *MM = 50 for ITCAP*
23	207-215	LASTHS	AN	9	variable	Blank	Code for Last High School Attended	*ADE Code or Institution Code for non-ADE schools*
24	216-221	DATEHS	N	6	YYYYMM	Blank	Date Last Attended High School	
25	222	DIPLOMA	N	1	9	0	Received High School Diploma	*0 = Unknown* *1 = Yes* *2 = No* *3 = GED* *4 = Concurrent (Still enrolled in HS)*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
26	223-229	LASTCOLL	N	7	9999999 add leading zeros	Blank	Last College Attended	*FICE code or institutionally assigned code*
27	230-235	DATECOLL	N	6	YYYYMM	Blank	Date Last Attended Previous College	
28	236	AWRDCOLL	N	1	9	0	Formal Award at Last College Attended	*0 = Unknown* *1 = Less than 2 years* *2 = Associate* *3 = Bachelors* *4 = Masters* *5 = Doctorate* *6 = Law, Medicine, etc.*
29	237	SRTK	N	1	9	0	Student Right to Know Cohort	*0 = Not in Cohort* *1 = In Full-Time Cohort* *2 = In Part-Time Cohort*
30	238-246	OLDIDNO	N	9	999999999 add leading zeros	Blank	Former Student College Id Number	*Combination of SSN and institutionally assigned ID*
31	247	MINSTAT	N	1	9	0	Minority Status Code (International students as separate category) *Starting with AY 09-10, the former Asian & Pacific Islander category became two separate categories: Asian (2) and Pacific Islander (7); and Two or More Races (8) was added.*	*0 = Unknown* *1 = American Indian* *2 = Asian* *3 = Black* *4 = Hispanic* *5 = White, non-Hispanic* *6 = International* *7 = Pacific Islander* *8 = Two or More Races*
32	248	ADSTATUS	N	1	9	0	Initial Admission Status at this College	*0 = Unknown* *1 = High School Graduate* *2 = College Transfer* *3 = GED* *4 = 18+ and Ability to Benefit* *5 = <18 and not Attending High School* *6 = Concurrently Attending High School* *7 = Special Status (College Defined)*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
33	249	HIGHAWRD	N	1	9	0	Highest Previous Educational Credential	*See AWRDCOLL for code values*
34	250-254	CPWNAME	A	5		Blank	Name of Placement Writing Test	*Institutionally defined* *Reflects most recent or highest test taken*
35	255-259	CPWRITNG	N	5	99999 right justified	Blank	College Placement Writing Reported Score	*Institutionally defined*
36	260	CPWRTYP	N	1	9	0	Type of College Placement Writing Score	*0 = None* *1 = Raw Score* *2 = Percentile* *3 = Standard* *4 = Other*
37	261-266	DATECPWR	N	6	YYYYMM	Blank	Date of Writing Score	*Reflects date of most recent test*
38	267-271	CPRNAME	A	5		Blank	Name of Placement Reading Test	*Institutionally defined* *Reflects most recent test taken*
39	272-276	CPREADNG	N	5	99999 right justified	Blank	College Placement Reading Reported Score	*Institutionally defined*
40	277	CPRDTYP	N	1	9	0	Type of College Placement Reading Score	*See CPWRTYP for code values*
41	278-283	DATECPRD	N	6	YYYYMM	Blank	Date of Reading Score	*Reflects date of most recent test*
42	284-291	CPMNAME	A	8		Blank	Name of Placement Math Test	*Institutionally defined* *Reflects most recent test taken*
43	292-296	CPMATH	N	5	99999 right justified	Blank	College Placement Math Reported Score	*Institutionally defined*
44	297	CPMATTYP	N	1	9	0	Type of College Placement Math Score	*See CPWRTYP for code values*
45	298-303	DATECPMH	N	6	YYYYMM	Blank	Date of Math Score	*Reflects date of most recent test*

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Field Position		Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
*46	304-313	UNIQUE_INST_ID	AN	10	left justified	Blank	Unique Institution Identifier (i.e. PIDM in Banner or People Id in PeopleSoft)	*Institutionally defined*
47	314	DISABILT	N	1	9	0	Student Has Disability	*0 = Unknown* *1 = Yes* *2 = No*
48	315-316	DISABIL1	N	2	99 add leading zeros	Blank	First Disability Code	*See list for code values*
49	317-318	DISABIL2	N	2	99 add leading zeros	Blank	Second Disability Code	*See list for code values*
50	319-320	DISABIL3	N	2	99 add leading zeros	Blank	Third Disability Code	*See list for code values*
51	321	LEP	N	1	9	0	Student has Limited English Proficiency	*0 = Unknown* *1 = Yes* *2 = No*
52	322-324	LEP1	N	3	999 add leading zeros	Blank	First Language Spoken as a Child	*See list for code values*
53	325-327	LEP2	N	3	999 add leading zeros	Blank	Second Language Spoken as a Child	*See list for code values*
54	328-330	LEP3	N	3	999 add leading zeros	Blank	Third Language Spoken as a Child	*See list for code values*
55	331	LEPASST	N	1	9	0	Student Requires Assistance with English	*0 = Unknown* *1 = Yes* *2 = No*
56	332	CITIZEN	N	1	9	0	Student is US Citizen	*0 = Unknown* *1 = Yes* *2 = No*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
57	333-334	VISATYPE	A	2		Blank	Visa Type	*See list for code values*
58	335-336	RESIDENT	AN	2		00	Student Fees-Based Residency Status	*Use county and/or state codes OR*
								XX = Reservation in Another State
								ZZ = Foreign (institutionally defined)
								00 = Unknown

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Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values

BEGIN DEGREE / CERTIFICATE / TRANSFER PATHWAY / AGEC AWARD DATA:

Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
59	337-344	DATE1	N	8	YYYYMMDD	Blank	Date of First Award	*Restricted to current Academic Year*
60	345-346	DEGCERT1	N	2	99 add leading zeros	00	First Award Received	*00 = No Award/Unknown* *01 = Associate of Arts* *02 = Associate of Science* *03 = Associate of General Studies* *04 = Associate of Applied Science* *05 = Associate of Applied Arts* *06 = Certificate 1-15 hours* *07 = Certificate 16-30 hours* *08 = Certificate 31-45 hours* *09 = Certificate 46+ hours* *11 = AA/GR* *12 = AA/SR* *13 = AS/GR* *14 = AS/SR* *15 = A Bus/GR* *16 = A Bus/SR* *17 = TG/XR* *21 = AGEC-A* *22 = AGEC-B* *23 = AGEC-S* *24 = Associate of Business* *25 = Transfer Partnership Degree*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
61	347-352	AWRDCIP1	N	6	999999 add leading zeros	Blank	CIP Code for First Award	
62	353-360	DATE2	N	8	YYYYMMDD	Blank	Date of Second Award	*Restricted to current Academic Year*
63	361-362	DEGCERT2	N	2	99 add leading zeros	00	Second Award Received	*See DEGCERT1 for code values*
64	363-368	AWRDCIP2	N	6	999999 add leading zeros	Blank	CIP Code for Second Award	
65	369-376	DATE3	N	8	YYYYMMDD	Blank	Date of Third Award	*Restricted to current Academic Year*
66	377-378	DEGCERT3	N	2	99 add leading zeros	00	Third Award Received	*See DEGCERT1 for code values*
67	379-384	AWRDCIP3	N	6	999999 add leading zeros	Blank	CIP Code for Third Award	
68	385-392	DATE4	N	8	YYYYMMDD	Blank	Date of Fourth Award	*Restricted to current Academic Year*
69	393-394	DEGCERT4	N	2	99 add leading zeros	00	Fourth Award Received	*See DEGCERT1 for code values*
70	395-400	AWRDCIP4	N	6	999999 add leading zeros	Blank	CIP Code for Fourth Award	
71	401-408	DATE5	N	8	YYYYMMDD	Blank	Date of Fifth Award	*Restricted to current Academic Year*
72	409-410	DEGCERT5	N	2	99 add leading zeros	00	Fifth Award Received	*See DEGCERT1 for code values*
73	411-416	AWRDCIP5	N	6	999999 add leading zeros	Blank	CIP Code for Fifth Award	
74	417-424	DATE6	N	8	YYYYMMDD	Blank	Date of Sixth Award	*Restricted to current Academic Year*
75	425-426	DEGCERT6	N	2	99 add leading zeros	00	Sixth Award Received	*See DEGCERT1 for code values*
76	427-432	AWRDCIP6	N	6	999999 add leading zeros	Blank	CIP Code for Sixth Award	
77	433-440	DATE7	N	8	YYYYMMDD	Blank	Date of Seventh Award	*Restricted to current Academic Year*
78	441-442	DEGCERT7	N	2	99 add leading zeros	00	Seventh Award Received	*See DEGCERT1 for code values*
79	443-448	AWRDCIP7	N	6	999999 add leading zeros	Blank	CIP Code for Seventh Award	
80	449		AN	1			**Not Defined - Leave Blank**	

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
	BEGIN TERM DATA:							
81	450-454	TERMID1	N	5	YYYY1	Blank	Fall Term ID (YYYY = Calendar Year, 1 = Fall)	
82	455-457	SITECDE1	AN	3		Blank	College Site Code where Student is Attending	*Institutionally defined*
83	458-459	DEGGOAL1	N	2	99 add leading zeros	00	Student Most Recent Degree Goal	*00 = Unknown*
								01 = Earn an A.A. Degree
								02 = Earn an A.S. Degree
								03 = Earn an A.G.S. Degree
								04 = Earn an A.A.S. Degree
								05 = Earn an A.A.A. Degree
								06 = Earn a Degree (Not Specified)
								07 = Earn a Certificate
								08 = Earn a Certificate and a Degree
								09 = Take Courses
								10 = Undecided
								11 = AA/GR
								12 = AA/SR
								13 = AS/GR
								14 = AS/SR
								15 = A Bus/GR
								16 = A Bus/SR
								17 = TG/XR
								18 = Earn an A.Bus. Degree
								19 = Transfer Partnership Degree

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
84	460	PRIMRN1	N	1	9	0	Primary Reason for Attending	*0 = Unknown*
								1 = Employment Reasons
								2 = Transfer
								3 = Personal Interest
								4 = Other/Undecided
85	461-466	MAJCIP1	N	6	999999 add leading zeros	Blank	CIP Code for Student Major	
86	467-471	HRBEGIN1	N	5	999.99 Implied Decimal	Blank	No. of Cumulative Earned Hours at Beginning of Term	*Excludes Transfer hours* *Fill with Zeros at first accumulation*
87	472-475	HR45TH1	N	4	99.99 Implied Decimal	Blank	No. of Hours Enrolled at 45th Day	*Includes Short and Open Entry/Exit hours*
88	476	CNT45TH1	N	1	9	0	Student Counted on 45th Day	*0 = Unknown*
								1 = Yes
								2 = No
89	477-480	HRATTMP1	N	4	99.99 Implied Decimal	Blank	Attempted Hours	*Excludes Short and Open Entry/Exit hours*
90	481-484	HRCMPLT1	N	4	99.99 Implied Decimal	Blank	No. of Hours Completed	
91	485-488	TERMGPA1	N	4	9.999 Implied Decimal	Blank	Term Grade Point Average	*Institutionally defined*
92	489-492	CUMGPA1	N	4	9.999 Implied Decimal	Blank	Cumulative Grade Point Average	*Institutionally defined*
93	493-496	DEVHRS1	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Attempted	*Developmental institutionally defined*
94	497-500	DEVCMPL1	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Completed	*Developmental institutionally defined*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
95	501	AGEC1	A	1		Blank	Arizona General Education Curriculum Code	*A = Arts* *B = Business* *S = Science*
96	502-508		AN	7			**Not Defined - Leave Blank**	
97	509-510	GRSATH	N	2	99 add leading zeros	00	GRS Highest Athletic Code	*See list for code values*
98	511-512	FALLATH1	N	2	99 add leading zeros	00	First Athletics Code	*See list for code values*
99	513-514	FALLATH2	N	2	99 add leading zeros	00	Second Athletics Code	*See list for code values*
100	515-516	FALLATH3	N	2	99 add leading zeros	00	Third Athletics Code	*See list for code values*
101	517-521	TERMID2	N	5	YYYY2	Blank	Spring Term ID (YYYY = Calendar Year, 2 = Spring)	
102	522-524	SITECDE2	AN	3		Blank	College Site Code where Student is Attending	*Institutionally defined*
103	525-526	DEGGOAL2	N	2	99 add leading zeros	00	Student Degree Goal	*See DEGGOAL1 for code values*
104	527	PRIMRN2	N	1	9	0	Primary Reason for Attending	*See PRIMRN1 for code values*
105	528-533	MAJCIP2	N	6	999999 add leading zeros	Blank	CIP Code for Student Major	
106	534-538	HRBEGIN2	N	5	999.99 Implied Decimal	Blank	No. of Cumulative Earned Hours at Beginning of Term	*Excludes Transfer hours* *Fill with Zeros at first accumulation*
107	539-542	HR45TH2	N	4	99.99 Implied Decimal	Blank	No. of Hours Enrolled at 45th Day	*Includes Short and Open Entry/Exit hours*
108	543	CNT45TH2	N	1	9	0	Student Counted on 45th Day	*0 = Unknown* *1 = Yes* *2 = No*
109	544-547	HRATTMP2	N	4	99.99 Implied Decimal	Blank	Attempted Hours	*Excludes Short and Open Entry/Exit hours*
110	548-551	HRCMPLT2	N	4	99.99 Implied Decimal	Blank	No. of Hours Completed	
111	552-555	TERMGPA2	N	4	9.999 Implied Decimal	Blank	Term Grade Point Average	*Institutionally defined*
112	556-559	CUMGPA2	N	4	9.999 Implied Decimal	Blank	Cumulative Grade Point Average	*Institutionally defined*
113	560-563	DEVHRS2	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Attempted	*Developmental institutionally defined*
114	564-567	DEVCMPL2	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Completed	*Developmental institutionally defined*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
115	568	AGEC2	A	1		Blank	Arizona General Education Curriculum Code	*See AGEC1 for code values*
116	569-577		AN	9			**Not Defined - Leave Blank**	
117	578-579	SPRGATH1	N	2	99 add leading zeros	00	First Athletics Code	*See list for code values*
118	580-581	SPRGATH2	N	2	99 add leading zeros	00	Second Athletics Code	*See list for code values*
119	582-583	SPRGATH3	N	2	99 add leading zeros	00	Third Athletics Code	*See list for code values*
120	584-588	TERMID3	N	5	YYYY3	Blank	Summer Term ID (YYYY = Calendar Year, 3 = Summer)	
121	589-591	SITECDE3	AN	3		Blank	College Site Code where Student is Attending	*Institutionally defined*
122	592-593	DEGGOAL3	N	2	99 add leading zeros	00	Student Degree Goal	*See DEGGOAL1 for code values*
123	594	PRIMRN3	N	1	9	0	Primary Reason for Attending	*See PRIMRN1 for code values*
124	595-600	MAJCIP3	N	6	999999 add leading zeros	Blank	CIP Code for Student Major	
125	601-605	HRBEGIN3	N	5	999.99 Implied Decimal	Blank	No. of Cumulative Earned Hours at Beginning of Term	*Excludes Transfer hours* *Fill with Zeros at first accumulation*
126	606-609	HRATTMP3	N	4	99.99 Implied Decimal	Blank	Attempted Hours	*Excludes Short and Open Entry/Exit hours*
127	610-613	HRCMPLT3	N	4	99.99 Implied Decimal	Blank	No. of Hours Completed	
128	614-617	TERMGPA3	N	4	9.999 Implied Decimal	Blank	Term Grade Point Average	*Institutionally defined*
129	618-621	CUMGPA3	N	4	9.999 Implied Decimal	Blank	Cumulative Grade Point Average	*Institutionally defined*
130	622-625	DEVHRS3	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Attempted	*Developmental institutionally defined*
131	626-629	DEVCMPL3	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Completed	*Developmental institutionally defined*
132	630-634	TERMID4	N	5	YYYY4	Blank	Open Entry/Exit Term ID (YYYY = Calendar Year Enrollment Occurred, 4 = OE/OE)	
133	635-637	SITECDE4	AN	3		Blank	College Site Code where Student is Attending	*Institutionally defined*
134	638-639	DEGGOAL4	N	2	99 add leading zeros	00	Student Degree Goal	*See DEGGOAL1 for code values*

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	Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
135	640	PRIMRN4	N	1	9	0	Primary Reason for Attending	*See PRIMRN1 for code values*
136	641-646	MAJCIP4	N	6	999999 add leading zeros	Blank	CIP Code for Student Major	
137	647-650	HRATTMP4	N	4	99.99 Implied Decimal	Blank	No. of Attempted Hours during Academic Year	
138	651-654	HRCMPLT4	N	4	99.99 Implied Decimal	Blank	No. of Hours Completed	
139	655	AGEC4	A	1		Blank	Arizona General Education Curriculum Code	*See AGEC1 for code values*
140	656-658		AN	3			**Not Defined - Leave Blank**	
141	659-662	DEVHRS4	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Attempted	*Developmental institutionally defined*
142	663-666	DEVCMPL4	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Completed	*Developmental institutionally defined*
143	667-670	HRINPRG4	N	4	99.99 Implied Decimal	Blank	No. of Hours In Progress	
144	671-675	TERMID5	N	5	YYYY5	Blank	Short Term ID (YYYY = Calendar Year Enrollment Occurred5 = Short)	
145	676-678	SITECDE5	AN	3		Blank	College Site Code where Student is Attending	*Institutionally defined*
146	679-680	DEGGOAL5	N	2	99 add leading zeros	00	Student Degree Goal	*See DEGGOAL1 for code values*
147	681	PRIMRN5	N	1	9	0	Primary Reason for Attending	*See PRIMRN1 for code values*
148	682-687	MAJCIP5	N	6	999999 add leading zeros	Blank	CIP Code for Student Major	
149	688-691	HRATTMP5	N	4	99.99 Implied Decimal	Blank	No. of Attempted Hours during Academic Year	
150	692-695	HRCMPLT5	N	4	99.99 Implied Decimal	Blank	No. of Hours Completed	
151	696	AGEC5	A	1		Blank	Arizona General Education Curriculum Code	*See AGEC1 for code values*
152	697-699		AN	3			**Not Defined - Leave Blank**	
153	700-703	DEVHRS5	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Attempted	*Developmental institutionally defined*
154	704-707	DEVCMPL5	N	4	99.99 Implied Decimal	Blank	No. of Developmental Hours Completed	*Developmental institutionally defined*
155	708-711	HRINPRG5	N	4	99.99 Implied Decimal	Blank	No. of Hours In Progress	

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Field Position	Element Name	Field Type	Field Length	Field Format	Default Value	Description	Code Values
						BEGIN FINANCIAL AID DATA:	
156	712	FINAID	N	1	9	0	Student Receives Financial Aid	*0 = Unknown*
							1 = Yes
							2 = No
157	713	ATHAID	N	1	9	0	Student Receives Athletically Related Aid	*0 = Unknown*
							1 = Yes
							2 = No
158	714	PELL STAFFORD LOAN STATUS	N	1	9	Blank	Pell Stafford Loan Status	*0 = No Pell or Subsidized Stafford Loan*
								1 = Pell Grant Only
		Formerly PELL					*Colleges can begin submitting for AY 09-10 data.*	*2 = Subsidized Stafford Loan Only*
								3 = Pell Grant and Subsidized Stafford
159	715	BIA	N	1	9	0	Student Receives Financial Aid from BIA	*0 = Unknown*
							1 = Yes
							2 = No
160	716 - 725						**Not Defined - Leave Blank**	

Special notes for CC ASSIST data :

1.   If the date-related field is BLANK, remove any add-on century year "19" from the element.

2.   Use BLANK instead of 0 for elements with missing value.

3.   TERMID should carry BLANK value for those students who did NOT enroll at that specific term.

4.   Do not use any values out of the range stated in the coding sheet. Any other values will be treated as missing.

5.   Data with mismatched data type will be treated as missing values.