# Appendix I
# NPSAS:12 Student Records
# Data Elements Table

**For each eligible sampled student, please provide the following data.**

| Section Name | Subsection Name | Column Header/Question Wording |
|---|---|---|
| Contact Information | Permanent Contact Information | Address 1 |
| Contact Information | Permanent Contact Information | Address 2 |
| Contact Information | Permanent Contact Information | City |
| Contact Information | Permanent Contact Information | State |
| Contact Information | Permanent Contact Information | ZIP |
| Contact Information | Permanent Contact Information | Country (if not USA) |
| Contact Information | Permanent Contact Information | E-Mail |
| Contact Information | Permanent Contact Information | Phone |
| Contact Information | Permanent Contact Information | International Phone |
| Contact Information | Local Contact Information | Address 1 |
| Contact Information | Local Contact Information | Address 2 |
| Contact Information | Local Contact Information | City |
| Contact Information | Local Contact Information | State |
| Contact Information | Local Contact Information | ZIP |
| Contact Information | Local Contact Information | Campus E-Mail |
| Contact Information | Local Contact Information | Phone |
| Contact Information | Local Contact Information | Cell Phone |
| Contact Information | Local Contact Information | Permanent resident of <school state>? |
| Contact Information | Parent's Contact Information | First Name |
| Contact Information | Parent's Contact Information | Middle Name |
| Contact Information | Parent's Contact Information | Last Name |
| Contact Information | Parent's Contact Information | Suffix |
| Contact Information | Parent's Contact Information | Address 1 |
| Contact Information | Parent's Contact Information | Address 2 |
| Contact Information | Parent's Contact Information | City |
| Contact Information | Parent's Contact Information | State |
| Contact Information | Parent's Contact Information | ZIP |
| Contact Information | Parent's Contact Information | Country (if not USA) |
| Contact Information | Parent's Contact Information | E-Mail |
| Contact Information | Parent's Contact Information | Phone |
| Contact Information | Parent's Contact Information | Cell Phone |
| Contact Information | Parent's Contact Information | International Phone |
| Contact Information | Other Contact Information | First Name |
| Contact Information | Other Contact Information | Middle Name |
| Contact Information | Other Contact Information | Last Name |
| Contact Information | Other Contact Information | Suffix |
| Contact Information | Other Contact Information | Relationship to Student |
| Contact Information | Other Contact Information | Address 1 |
| Contact Information | Other Contact Information | Address 2 |
| Contact Information | Other Contact Information | City |
| Contact Information | Other Contact Information | State |
| Contact Information | Other Contact Information | ZIP |
| Contact Information | Other Contact Information | Country (if not USA) |
| Contact Information | Other Contact Information | E-Mail |
| Contact Information | Other Contact Information | Phone |
| Contact Information | Other Contact Information | Cell Phone |
| Contact Information | Additional Contact | First Name |
| Contact Information | Additional Contact | Middle Name |
| Contact Information | Additional Contact | Last Name |
| Contact Information | Additional Contact | Suffix |

| Section Name | Subsection Name | Column Header/Question Wording |
|---|---|---|
| Contact Information | Additional Contact | Phone |
| Contact Information | Additional Contact | Relationship to Student |
| Student Info and Budget | Personal Information | First Name |
| Student Info and Budget | Personal Information | Middle Name |
| Student Info and Budget | Personal Information | Last Name |
| Student Info and Budget | Personal Information | Suffix |
| Student Info and Budget | Personal Information | DOB Month |
| Student Info and Budget | Personal Information | DOB Year |
| Student Info and Budget | Personal Information | Social Security Number |
| Student Info and Budget | Personal Information | Gender |
| Student Info and Budget | Driver's License | License Number |
| Student Info and Budget | Driver's License | License State |
| Student Info and Budget | Marital Status | Marital Status |
| Student Info and Budget | Marital Status | Maiden Name |
| Student Info and Budget | Marital Status | Spouse First Name |
| Student Info and Budget | Marital Status | Spouse Middle Name |
| Student Info and Budget | Marital Status | Spouse Last Name |
| Student Info and Budget | High School Information | Degree Type |
| Student Info and Budget | High School Information | Degree Year |
| Student Info and Budget | Ethnicity and Race *(For Race, select all that apply)* | Ethnicity |
| Student Info and Budget | Ethnicity and Race *(For Race, select all that apply)* | White |
| Student Info and Budget | Ethnicity and Race *(For Race, select all that apply)* | African-American or Black |
| Student Info and Budget | Ethnicity and Race *(For Race, select all that apply)* | Asian |
| Student Info and Budget | Ethnicity and Race *(For Race, select all that apply)* | American Indian or Alaska Native |
| Student Info and Budget | Ethnicity and Race *(For Race, select all that apply)* | Hawaiian or Other Pacific Islander |
| Student Info and Budget | Citizenship Status | Citizenship |
| Student Info and Budget | Veteran Status *(Only applicable for 18 or older)* | Veteran of U.S. Armed Forces? |
| Student Info and Budget | ISIR | Last name from ISIR |
| Student Info and Budget | ISIR | Social Security Number from ISIR |
| Student Info and Budget | Budget | Local residence |
| Student Info and Budget | Budget | Tuition/fees |
| Student Info and Budget | Budget | Books/supplies |
| Student Info and Budget | Budget | Room and board |
| Student Info and Budget | Budget | Health insurance |
| Student Info and Budget | Budget | Transportation |
| Student Info and Budget | Budget | Computer technology |
| Student Info and Budget | Budget | All other expenses |
| Student Info and Budget | Budget | Total cost of attendance |
| Student Info and Budget | Budget | Budget period |
| Enrollment | Degree Program and Progress | Degree Program |
| Enrollment | Degree Program and Progress | Associate's Type *(Only applicable if degree program is Associate's)* |
| Enrollment | Degree Program and Progress | Master's Type *(Only applicable if degree program is Master's)* |
| Enrollment | Degree Program and Progress | Doctoral Type *(Only applicable if degree program is Doctoral)* |

| Section Name | Subsection Name | Column Header/Question Wording |
|---|---|---|
| Enrollment | Degree Program and Progress | Class Level |
| Enrollment | Degree Program and Progress | Expected to complete degree requirements by 6/30/2012? |
| Enrollment | Degree Program and Progress | Cumulative (unweighted) GPA |
| Enrollment | Baccalaureate Degree *(Only applicable for graduate students)* | Received baccalaureate degree? |
| Enrollment | Baccalaureate Degree *(Only applicable for graduate students)* | Month Received *(mm)* |
| Enrollment | Baccalaureate Degree *(Only applicable for graduate students)* | Year Received *(yyyy)* |
| Enrollment | Major *(Only complete one)* | CIP code |
| Enrollment | Major *(Only complete one)* | Current Major |
| Enrollment | Major *(Only complete one)* | Undeclared |
| Enrollment | Initial Enrollment | First Enrolled at this Institution Month *(mm)* |
| Enrollment | Initial Enrollment | First Enrolled at this Institution Year *(yyyy)* |
| Enrollment | Initial Enrollment | First-time Beginning Student? |
| Enrollment | Initial Enrollment | Transferred Credits from Another Institution? |
| Enrollment | Number of Required Clock Hours *(Only applicable for clock hour programs)* | For Program |
| Enrollment | Number of Required Clock Hours *(Only applicable for clock hour programs)* | Per Week |
| Enrollment | Tuition Charged *(Only applicable for enrollment from 7/1/2011 to 6/30/2012)* | Total tuition and mandatory fees charged |
| Enrollment | Tuition Charged *(Only applicable for enrollment from 7/1/2011 to 6/30/2012)* | Residency for Tuition Purposes |
| Enrollment | Units per course *(Only applicable at the institution level)* | How many units does your institution typically award for a standard academic course (e.g. English 101)? |
| Enrollment | Enrollment status & Hours per term | [Term Name 1 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 1 |
| Enrollment | Enrollment status & Hours per term | [Term Name 2 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 2 |
| Enrollment | Enrollment status & Hours per term | [Term Name 3 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 3 |
| Enrollment | Enrollment status & Hours per term | [Term Name 4 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 4 |
| Enrollment | Enrollment status & Hours per term | [Term Name 5 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 5 |
| Enrollment | Enrollment status & Hours per term | [Term Name 6 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 6 |
| Enrollment | Enrollment status & Hours per term | [Term Name 7 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 7 |
| Enrollment | Enrollment status & Hours per term | [Term Name 8 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 8 |
| Enrollment | Enrollment status & Hours per term | [Term Name 9 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 9 |
| Enrollment | Enrollment status & Hours per term | [Term Name 10 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 10 |
| Enrollment | Enrollment status & Hours per term | [Term Name 11 (Start Date – End Date)] |

| Section Name | Subsection Name | Column Header/Question Wording |
|---|---|---|
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 11 |
| Enrollment | Enrollment status & Hours per term | [Term Name 12 (Start Date – End Date)] |
| Enrollment | Enrollment status & Hours per term | Number of hours enrolled - Term 12 |
| Enrollment | Placement Tests | [Placement test 1] Name |
| Enrollment | Placement Tests | [Placement test 1] Date *(mm/yyyy)* |
| Enrollment | Placement Tests | [Placement test 1] Score |
| Enrollment | Placement Tests | [Placement test 2] Name |
| Enrollment | Placement Tests | [Placement test 2] Date *(mm/yyyy)* |
| Enrollment | Placement Tests | [Placement test 2] Score |
| Enrollment | Placement Tests | [Placement test 3] Name |
| Enrollment | Placement Tests | [Placement test 3] Date *(mm/yyyy)* |
| Enrollment | Placement Tests | [Placement test 3] Score |
| Enrollment | Placement Tests | [Placement test 4] Name |
| Enrollment | Placement Tests | [Placement test 4] Date *(mm/yyyy)* |
| Enrollment | Placement Tests | [Placement test 4] Score |
| Enrollment | Placement Tests | [Placement test 5] Name |
| Enrollment | Placement Tests | [Placement test 5] Date *(mm/yyyy)* |
| Enrollment | Placement Tests | [Placement test 5] Score |
| Aid Awarded | Federal Aid | Pell grant |
| Aid Awarded | Federal Aid | Subsidized Stafford loan |
| Aid Awarded | Federal Aid | Unsubsidized Stafford loan |
| Aid Awarded | Federal Aid | Parent PLUS loan |
| Aid Awarded | Federal Aid | Graduate PLUS loan |
| Aid Awarded | Federal Aid | Federal TEACH grant |
| Aid Awarded | Federal Aid | Perkins loan |
| Aid Awarded | Federal Aid | Federal SEOG grant |
| Aid Awarded | Federal Aid | Federal work-study |
| Aid Awarded | Federal Aid | Iraq & Afghanistan Service grant |
| Aid Awarded | Federal Aid | Veteran benefits |
| Aid Awarded | Federal Aid | Federal health professions loan |
| Aid Awarded | Federal Aid | Federal health professions disadvantaged loan |
| Aid Awarded | State Aid | [State aid program 1] |
| Aid Awarded | State Aid | [State aid program 2] |
| Aid Awarded | State Aid | [State aid program 3] |
| Aid Awarded | State Aid | [State aid program 4] |
| Aid Awarded | State Aid | [State aid program 5] |
| Aid Awarded | State Aid | [State aid program 6] |
| Aid Awarded | State Aid | [State aid program 7] |
| Aid Awarded | State Aid | [State aid program 8] |
| Aid Awarded | State Aid | [State aid program 9] |
| Aid Awarded | State Aid | [State aid program 10] |
| Aid Awarded | State Aid | [State aid program 11] |
| Aid Awarded | State Aid | [State aid program 12] |
| Aid Awarded | Institution Aid | [Institution aid program 1] |
| Aid Awarded | Institution Aid | [Institution aid program 2] |
| Aid Awarded | Institution Aid | [Institution aid program 3] |
| Aid Awarded | Institution Aid | [Institution aid program 4] |
| Aid Awarded | Institution Aid | [Institution aid program 5] |
| Aid Awarded | Institution Aid | [Institution aid program 6] |
| Aid Awarded | Institution Aid | [Institution aid program 7] |
| Aid Awarded | Institution Aid | [Institution aid program 8] |
| Aid Awarded | Institution Aid | [Institution aid program 9] |

| Section Name | Subsection Name | Column Header/Question Wording |
|---|---|---|
| Aid Awarded | Institution Aid | [Institution aid program 10] |
| Aid Awarded | Institution Aid | [Institution aid program 11] |
| Aid Awarded | Institution Aid | [Institution aid program 12] |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate fellowship/scholarship |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate Federal fellowship |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate Federal traineeship |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate teaching assistantship/stipend |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate research assistantship/stipend |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Other graduate assistants/tutors/readers stipends |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate student tuition waivers |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate faculty/staff tuition waivers |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate institutional work study |
| Aid Awarded | Graduate Aid *(Only applicable for graduate students)* | Graduate institutional loan |
| Aid Awarded | Government/Private Aid | Scholarships/grants from private organizations |
| Aid Awarded | Government/Private Aid | Employer paid tuition |
| Aid Awarded | Government/Private Aid | ROTC/armed forces grants |
| Aid Awarded | Government/Private Aid | WIA/job training/vocational rehabilitation |
| Aid Awarded | Government/Private Aid | Bureau of Indian Affairs grants |
| Aid Awarded | Government/Private Aid | Scholarships/grants from outside state agency |
| Aid Awarded | Government/Private Aid | Private loans |
| Aid Awarded | Government/Private Aid | DC tuition assistance grant |
| Aid Awarded | Other/Specify Aid | Other aid 1 name |
| Aid Awarded | Other/Specify Aid | Other aid 1 type |
| Aid Awarded | Other/Specify Aid | Other aid 1 source |
| Aid Awarded | Other/Specify Aid | Other aid 1 amount |
| Aid Awarded | Other/Specify Aid | Other aid 2 name |
| Aid Awarded | Other/Specify Aid | Other aid 2 type |
| Aid Awarded | Other/Specify Aid | Other aid 2 source |
| Aid Awarded | Other/Specify Aid | Other aid 2 amount |
| Aid Awarded | Other/Specify Aid | Other aid 3 name |
| Aid Awarded | Other/Specify Aid | Other aid 3 type |
| Aid Awarded | Other/Specify Aid | Other aid 3 source |
| Aid Awarded | Other/Specify Aid | Other aid 3 amount |
| Aid Awarded | Other/Specify Aid | Other aid 4 name |
| Aid Awarded | Other/Specify Aid | Other aid 4 type |
| Aid Awarded | Other/Specify Aid | Other aid 4 source |
| Aid Awarded | Other/Specify Aid | Other aid 4 amount |
| Aid Awarded | Other/Specify Aid | Other aid 5 name |
| Aid Awarded | Other/Specify Aid | Other aid 5 type |
| Aid Awarded | Other/Specify Aid | Other aid 5 source |
| Aid Awarded | Other/Specify Aid | Other aid 5 amount |

# Appendix J
# Resources for
# Providing Student Records

# Quick Guide to Providing Student Records Data

In order to provide student records for the National Postsecondary Student Aid Study (NPSAS), you will need to access the secure NPSAS Student Records System at https://surveys.nces.ed.gov/NPSASschool. Log in using the username and password printed on the letter you received from RTI and you will see the Data Entry Tasks menu.

*NOTE: You will need your institution's username and password each time you, or other users at your institution, log in to the website. To ensure the security of your student data, it is important that you log off when you are going to be away from your computer and when you are finished with a data entry session.*

Before you begin providing student records data, we need to collect some information about your institution,
including term start and end dates, types of placement exams for entering students, and the most prevalent institution aid programs. From the Data Entry Tasks menu, click *Provide Institution Information*. Then click on each of the buttons, such as *Term Information* and *Institution Aid*, to provide your institution's information, then click *Save and Continue*. When you have entered information in all three sections, click the *Submit* button on the Institution Information page. After clicking *Submit*, the information can be viewed, but not changed, because it is then loaded into the student-level component of the system. The link changes to *View Institution Information* and the *Submit* button disappears. For institutions with continuous enrollment, the *Term Information* button will be disabled.

There are 2 steps for providing and submitting student records data.

## 1 Provide Student Records Data

The student-level data we are requesting include contacting information, budget, enrollment during the study year (July 1, 2011-June 30, 2012), and financial aid awarded. You can find details on what data NPSAS needs from the *Forms/Instructions* link on the NPSAS website.

From the Data Entry Tasks menu, click *Provide Student Records Data* to route to the Student Records Data page. Data can be provided via the NPSAS Student Records System by either entering data online or preparing data offline and then uploading completed data files. Specifically, there are four options to choose from, described below.

**Entering Student Records online**

Option A: Case-Mode. Enter data online for one student at a time. Click on *Case Mode*, then select a student and a section to begin keying. After you have entered those data, you can set the *Navigate Using* button to either move to another section for that student or remain in the section and select another student. Validation can be performed at any time by clicking *Validate*. This will highlight missing data as well as data values that are out of the expected range or type.

Option B: Grid-Mode. Enter data online for multiple students at a time, in a format resembling a spreadsheet. Click on *Grid Mode* and select one or more students and a section to begin keying. After you have entered those data, you can either move to another section for those students or select other students in the same section. Some fields allow you to cut and paste data. Validation can be performed at any time by clicking *Save*. This will highlight missing data as well as data values that are out of the expected range or type and list these issues below the grid.

**Preparing Student Records offline and then uploading data files**

Option C: Upload Data Files Created From Our Excel Template. You may download an Excel template, fill in the requested data, and then upload the data. There is a button on the Student Records Data page to request the template. Because it must be customized for your institution, once you request it the file will be prepared overnight. When the file is ready, you will be able to click *Download Your Excel Template* and an e-mail will be sent to your institution's NPSAS coordinator to alert him/her. You will need to enable macros so that the validations can be performed and so the data will be formatted in the way we can process. If you need assistance enabling macros, contact the Help Desk (information below) or view the tutorial available from the *Forms/Instructions* link on the study website. Each of the four Student Records sections has its own worksheet in the template file. If you key in the data, it will be validated as you enter it. If you cut and paste, the data will not be checked for errors until you click *Validate* or upload to the website. When keying is complete, click *Generate Contact Information CSV* on the Contact Information worksheet of the template and note where the file that is created will be saved. Do this for each of the worksheets. Then, click *Upload* on the Student Records Data page and follow the instructions.

Option D: Upload Data Files a Programmer Creates. A programmer can create and upload four data files following the specifications that are accessed from the Student Records Data page. We can only accept comma separated values (CSV) formatted files. Institutions with programming capability and relatively large sample sizes may prefer this option. When the files are ready, click *Upload* on the Student Records Data page and follow the instructions.

For Option C and Option D, when a file is uploaded it is checked for errors such as values outside of expected ranges. When errors are detected, they are displayed onscreen. Please correct these errors before attempting to upload the file again. The Upload Status table contains indicators for whether the file was uploaded successfully and with or without errors.

Regardless of the way in which you provide student records data, you may review and edit your data onscreen in the NPSAS Student Records System in either Case-Mode or Grid-Mode.

## 2 Finalize and Submit Student Records Data

Review Progress and Edit Data. When you click *Review Summary Data* on the Student Records Data page, you will be routed to the Student Records Summary page where each student has his/her own row and each section has its own column. Note the links *No Data* and *Data Saved* in the four section columns (e.g., Contact Information). *No Data* indicates that nothing has been saved (or uploaded) for the section. Please review these carefully before locking the data for a student. *Data Saved* indicates that the section has been accessed and the *Save* button pushed (or that one or more data elements were uploaded), but does not necessarily indicate that all data have been provided. If you need to edit or key data, click on the *No Data* or *Data Saved* link to route to Case-Mode for that student and section where you can enter or edit data as needed. If you prefer Grid-Mode, return to the Student Records Data page and select *Grid Mode*.

Change Student Study Eligibility. If you discover that a student does not meet the eligibility criteria for NPSAS (found by clicking *the criteria* on the Student Records Summary page), indicate this by unchecking the box in the Student is Eligible column in the student's row. Then check the box(es) next to the reason(s) on the screen that appears and click *Mark Ineligible*. This action will alert us to not expect Student Records data for the student.

Lock Cases (Students). After you have provided and validated a student's data, you will need to lock the case by clicking *Lock* in the Action column of that student's row.  Locking indicates that the data for that student are final and ready to be processed by RTI. You can also click *Lock all* in the column header to indicate that all available data have been provided for all students.

Submit Data. When you have provided data for all of your students and the cases are locked, please alert us by clicking the *Submit (Process My Records)* button on the Student Records Data page. Clicking the button will generate an e-mail to your institution's NPSAS coordinator confirming submission of the data.

Additional information is available on the NPSAS website, including a tutorial for using the system from the *Forms/Instructions* link.  If you need assistance, please contact the Help Desk toll-free at 1-888-677-2741 or via e-mail at NPSASrecords@rti.org

# Script for the NPSAS Student Records System Tutorial

*[Show Slide 1]* Welcome to the tutorial for the 2011-12 National Postsecondary Student Aid Study Student Records System. The National Center for Education Statistics within the U.S. Department of Education has contracted RTI to conduct the study, known as NPSAS. This tutorial will explain how to access the NPSAS Student Records System and your options for providing and editing the data, including an overview of each.

*[Show Slide 2]* In the Student Records phase of NPSAS, we are collecting data on students who were selected at random from the enrollment list provided by your institution. Generally, we will be collecting information on how to contact students, demographics, budget, enrollment, and financial aid awarded.  You can find details on what data NPSAS needs from the Forms/Instructions link on the NPSAS website. A secure Web application, the NPSAS Student Records System, has been developed for staff at your institution to provide these data.

Before we begin, we'd like to thank you for participating in NPSAS.

## To access the NPSAS Student Records System, you will need to navigate to the secure study website at https://surveys.nces.ed.gov/NPSASschool. *[Show logging in]* Log in using the username and password printed at the bottom of the letter you received from RTI. You will need your username and password each time you, or other users from your institution, log in to the website. To ensure the security of your students' data, it is important that you log off when you are going to be away from your computer and when you are finished with a data entry session. If you need assistance, contact Help Desk staff by calling toll free 1-888-677-2741 or via e-mail at NPSASrecords@rti.org. This phone number and email can be found at the Contact Us page of the study website. *[Click Contact Us.]*

Please note that multiple users at your institution may provide data. Some institutions find it more efficient if staff in different departments provide different types of information. All users at your institution can use the same username and password that were provided in the letter we sent to you. *[Click Return to Data Entry Tasks.]*

After logging in, you will see the Data Entry Tasks menu. Select Provide Institution Information from the menu.

Before providing student records data, we ask that you provide or confirm information about your institution, including term start and end dates, the placement exams used for entering students, and your most prevalent institution aid programs. You will see buttons such as Term Information, Placement Exams, and Institution Aid.  Click on each one *[show clicking on Institution Aid button]* to provide the requested information *[scroll down the page]*, and then click Save and Continue *[click Save and Continue].* This takes you back to the Institution Information page.

Once you have entered information in each area, click the Submit button *[hover over the Submit button]*. After clicking Submit, your institution-level information can be viewed but not changed *[click on Institution Aid again and show that the Save and Continue button is no longer accessible]*.

*[Show the Institution Information screen.]* If your institution has continuous enrollment, you will be able to see the Term Information button, but it will be disabled. When you enter student enrollment data, you will need to indicate the months each student attended between July 1, 2011 and June 30, 2012 (as well as the intensity) instead of indicating each *term* the student attended.

You can view the list of students sampled for NPSAS from your institution here *[hover over the list link]* and other pages in the system *[click the link].*

After submitting institution information, we're ready to provide student records data. Click Data Entry Tasks Menu *[click it on the screen]* and then Provide Student Records Data. This link is only accessible after you have submitted institution information. You have now reached the Student Records Data page.*[Show the page and make sure all of step 1 can be seen.]*

*[Show Slide 3]* You can provide data using the secure NPSAS Student Records System by either entering the data online or preparing data offline and then uploading data files. Within these choices are additional options that we'll touch on in a moment; there are four options total. An important feature of the system is that once student-level data are entered (regardless of which option you select), they can be viewed, edited, and added to online within the system.

Now let's cover the ways you can provide the Student Records data through the NPSAS Student Records System.

<u>First, we'll cover manually **entering Student Records online** and the options for that.</u>

Would you prefer to enter data for a single student at a time or multiple students at a time? The answer to this question likely lies in how your institution stores and accesses student record data as well as your own preference. Let's look at each option. **And please note that you can switch between the two whenever you like.**

> If you want to enter data online for one student at a time *[show the Student Records Data page]*, select **Case-Mode** from the Student Records Data page *[click on Case Mode]*. This is the first of the four options for providing the data. On the Case Mode Home page, select a student by clicking on the radio button next to his/her name in the first column of the table, Selected Student *[select one student]*. Then, select a content area--called a *Section*--by clicking one of the links on the right side of the screen such as "Student Info and Budget." You will be routed to the data entry screen for the selected student and section*. [Do this. Scroll the interior bar down to show more items are there.]* Key the requested data and, if you want to learn more about an item, click on the Help Icon when available *[click on the one for Date of Birth and then close it]*. At any time, you may click Validate *[click Validate]* to check for any quality issues such as entries that are outside of the expected range. *[Scroll down to "local residence" item so we can see an error. Hover over the exclamation point to show the message.]*

> After you have completed entering and editing data for the selected student and section, you can then decide if you want to route to another section for that student or remain in

the section and move to another student. To route to another section for a student, click Section in the upper right of the screen. If you want to remain in the section and move to another student, click Student in the upper right of the screen. The selected choice will turn a darker blue. Then, click Save and Next to go to your selection. *[Click Section and Save and Next.]*

Next, we'll look at **Grid-Mode**, the second of the four options. *[Go to Student Records Data page by clicking on bread trail]*

If you want to enter data online for multiple students at the same time, select Grid-Mode from the Student Records Data page *[click on Grid Mode]*. The format of Grid-Mode resembles a spreadsheet. On the Grid Mode Home page, you may select students by clicking on the checkbox next to his/her name in the first column of the table, Include *[hover over a checkbox]*. You can also select all students, if desired, by clicking the checkbox in the column header. *[Select all students]*

Then, select a section by clicking one of the links on the right side of the screen, for example, "Student Info and Budget." *[Do this.]* You will be routed to the data entry screen for the selected students and section. You can click on the Help Icon when displayed *[click on the one for Date of Birth Year and click close]* to learn more about an item.

For each section, the first three columns—Study ID, Student ID, and Full Name – are frozen, allowing scrolling to the right *[Scroll to the right]* while these columns remain fixed on the screen. You can sort the first three columns by clicking on the cell with the column name. *[Do this for full name.]*

You can also filter the data to see smaller groups or one specific student at a time. To do so, type in the Study ID, Student ID, or Full Name in the blank fields just below the column names/headers. *[Type in a student ID and show the filtered data for a moment.]* All *other* students will be hidden from view until you delete the contents of the filter fields. *[Delete the student ID you typed.]*

Only 15 students are displayed on the screen at a time. If you select more than 15 students, the other students will be displayed on subsequent pages. *[Hover over page 2 below the grid, then click page 2.]* You can click the page number to navigate to a page.

Key in all of the requested information for the selected students. At any time, you may click Save *[click Save]* to check for any quality issues such as entries that are outside of the expected range. It only validates the students on the page you are on, not all pages. The errors detected will be displayed below the grid *[scroll down to show this]*. If you click on the Study ID number in the error message, the cursor will relocate to the field with the error. *[Click on the Study ID of an error message.]*

After you have completed entering data for the selected students in Grid-Mode, you can then decide if you want to route to another section for the same students or change which students are selected. Click the link named Grid Mode Home underneath the grid. *[Click the link Grid Mode Home.]* On the Grid Mode Home page, you'll see that the students you selected previously are still selected (if you have not logged out). You can either select a new section for the same students *[hover over the section list]* or select

different students and then select a section *[hover over the Include column]*. **Remember you can switch between Case-Mode and Grid-Mode if you like. Once you have entered data, they can be viewed, edited, or added to in either Case Mode or Grid Mode.**

*[Show slide 4]* Please note that Grid Mode allows *some* cutting and pasting, but only in fields without dropdowns and only one cell at a time. **If you plan to cut and paste a great deal of the data, one of the next two options may be a better choice for you. They involve preparing data offline and then uploading.**

*[Show Slide 5]* Now let's cover preparing data offline and then uploading to the secure NPSAS Student Records System and the options for that.

Would you prefer to download an Excel template and key—or cut and paste—data and then upload the data to the NPSAS Student Records System?

Or would you prefer to create—or have a programmer create--data files following the specifications we provide and then upload the files? **Institutions with programming capability and relatively large sample sizes may prefer the latter option**, but keep in mind that we can accept only CSV (comma separated values) formatted files.

In addition to the number of students sampled from your institution for whom you are being asked to provide data, your preference here will likely depend on how your institution stores and accesses student record data, as well as programmer availability. Let's look at the third and fourth option for providing student records data. *[Show Student Records Data page.]*

If you prefer to **download an Excel template** and key, or cut and paste, data, then on the Student Records Data page, under Step 1, option C, click **Request Your Excel Template** *[hover over it]*. Because we are creating a custom template for your institution, remember that the Download Your Excel Template function will not become active until the day after you request it. We will send the NPSAS coordinator at your institution an e-mail when the template is ready for download. When it is ready, the name of the button will change to **Download Your Excel Template**. *[School 999011 shows the button this way.]* Click this *[hover, don't click]* and select where, on your computer, you'd like to save the file until the data is later uploaded to the NPSAS Student Records System.

*[Show template open in Excel.]* When you open the file in Excel, you may see a message on your screen that macros have been disabled. The template file needs macros for all features to work properly, including performing validation on the data and converting it to the format we need for processing. Please enable macros and accept the content of the file.

In Excel 2007, you can click the Options button that appears just after the alert message–if your macros have been disabled. *[Show this alert message within Excel.]*
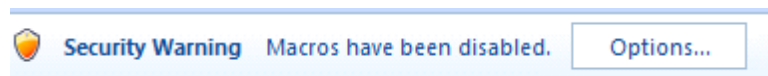


Then, click "Enable this content" and "OK." *[Show the pop-up where you can click this radio button.]*

If you have another version of Excel, please refer to the tutorial section entitled,

"Enabling Macros." If you require assistance enabling macros, please contact the NPSAS Help Desk at 1-888-677-2741 or NPSASrecords@rti.org. This phone number and email can be found at the Contact Us page of the study website.

**Please note that if enabling macros is not possible due to institution restrictions, you will need to choose another method for providing student records data.**

The Excel file has one row per student and one column per data element. Each Student Records section has its own worksheet in the file that needs to be completed. *[click on the Contact Info worksheet and then the Student Info and Budget worksheet, using the "tabs" at the bottom of the screen.]* There are also worksheets with instructions and tips for enabling macros. *[Hover over the tabs, do not show these worksheets.]*

On each worksheet, the first three columns—Study ID, Student ID, and Full Name – are frozen, allowing scrolling to the right while these columns remain fixed on the screen. You can also sort the first three columns. Do so by right clicking on the cell with the column name, selecting "sort," and then selecting which type of sort you want to perform. *[Do this.]* You can also sort by clicking "Data" on the toolbar at the top of the screen, then click "sort" and select the column(s) and order for sorting. Then click "ok." *[Do this.]*

You can also filter the data to see smaller groups or one specific student at a time by clicking "Data" on the toolbar and then "filter." Then click on the triangle in the corner of the column header of the data that you want to filter by and check the box of the values or cases that you want to view or edit.

You may key or cut-and-paste data into the Excel template. If you key in the data, you will receive validation feedback as you go. For example, if a number is out of the expected range, like 1900 for a birth year *[type in 1900, click off the cell, then click cancel in the pop-up error]*, a message will pop up telling you the year is out of range. If you cut and paste data into the file instead of keying it, you will need to click the Validate button at the top of the worksheet to check for potential issues. This will validate the data for the students on the worksheet you are on, not all worksheets. The contents of the cells containing errors will turn red. Regardless of whether you key or cut and paste, the data will be validated when you are done and upload them to the NPSAS Student Records System.

Let's talk about uploading.  Once all data are entered and edited, you can upload the data to the study website. First, click the button Generate Contact Information CSV  at the top of the Contact Information worksheet.  Then click "Ok" on the pop-up message that asks if you wish to proceed. Make a note of where it says it will save the file so that you can retrieve it. Then click "yes" to the pop-up that asks if you want to save the changes you made. Do this on each of the four worksheets: Contact Information, Student Info and Budget, Enrollment, and Aid Awarded. Four CSV (Comma Separated Values) data files will be created and saved to the location indicated. To upload the files, go to the Student Records Data page, step 1, and click the Upload button. You will be routed to the Upload Files page. Then click on the radio button next to the type of file you want to upload, such as "Student Info and Budget". You can then browse to find the file and click Upload.

When a file is uploaded, it is checked for errors, such as values that are outside the expected range. Any errors that are detected will be listed on screen. Please correct them before uploading the file again. Please contact the Help Desk with any questions.

There is also an Upload Status table on the Upload Files page. The Upload Status column indicates whether your most recent upload was successful and if any errors were detected. If errors were detected, a link named "View" will appear in the Error Report column. Click it to view the errors.

**Once you have uploaded the data, you may add to, view, and edit your data in either Case Mode or Grid Mode.**

*[Show slide 6]* Now let's talk about the fourth option for providing Student Records data.

Would you prefer to create—or have a programmer create--data files following the specifications we provide and then upload the files? We can accept only CSV (comma separated values) formatted files. **Institutions with programming capability and relatively large sample sizes may prefer this option.**

A **programmer can create and upload four data files** following the specifications that can be downloaded from the NPSAS website. On the Student Records Data page, step 1, option D, click View File Specs for Data File Upload. *[Click the button and scroll down the page.]*

To upload the files that you create, go to Student Records Data page, step 1, and click the Upload button. You will be routed another screen where you can click the button next to the type of file you want to upload, such as Student Info and Budget file. You can then browse to find the file and click Upload.

When a file is uploaded, it is checked for errors such as a value that is outside of the expected range. If any errors are detected, a list of them will be displayed onscreen. Please correct these errors and upload the file again. There is also an Upload Status table on the Upload Files page. The Upload Status column indicates whether your most recent upload was successful and if any errors were detected. If errors were detected, a link named "View" will appear in the Error Report column. Click it to view the errors.

Regardless of the way in which student records data are provided, you may review and edit the provided data onscreen in the system. This may be done in Case-Mode or Grid-Mode. If you need assistance, please contact the Help Desk. The toll-free phone number and email address can be found at the Contact Us page of the study website.

## Step 2 is to Review and Submit Data.

Now that you have entered or uploaded the Student Records data, we ask that you review and finalize the data, then submit it. On the Student Records Data page, step 2, click "Review Summary Data." [*Click on the button.*] You will be routed to the Student Records Summary page.

 (Review and Edit)

In the Student Status table, each student has his/her own row and each section has its own column. You can locate the row for a student and the column of the section you would like to review. The link there will be labeled *No Data* or *Data Saved* depending on

how much data have been entered in the section for that student. This information can provide an overview of where you stand in terms of Student Records progress, and any cells with "*No Data*" can be easily seen so that you may supply the missing data.  Please note that "Data Saved" means that the section has been accessed and the Save button pushed, or that one or more data elements were uploaded, and does not necessarily indicate that *all* data have been provided.

If you need to edit or key data, you may click on the *No Data* or *Data Saved* links, and you will be routed to Case-Mode for that student and section. You can then enter or edit data as needed. *[Do this and click Save and Return]* If you prefer to edit data in Grid-Mode, return to the Student Records Data page, select Grid-Mode, and then select the student(s) and section you want to edit. Click Save when you are done.

You may need to indicate that a student does not meet the eligibility criteria for NPSAS. The criteria can be found on the study website on the FAQs page under the heading Providing Student Records.  *[Click on the criteria link, Show all Provide Student Records FAQs, select the last one, and click on Elig, reqs.] [Return by clicking Return to Data Entry tasks, then Provide Student Records, then step 2, Review Summary Data]* If you need to indicate that a student is ineligible, uncheck the box in the Student is Eligible column for that student to make the checkmark disappear. A pop up message will appear with a list of reasons the student may be ineligible. Check one or more reasons and then click "Mark Ineligible." This action will alert us not to expect Student Records data for the student.

(Lock Cases)

After you have provided and validated a student's data, you will need to lock the case by clicking "Lock" in the Action column of that student's row, or clicking "Lock All" if *all* are complete. Locking indicates that you have provided all the available data for the student and that those data are ready to be processed by project staff at RTI. You should only lock student data when you are sure that all information for a particular student has been provided.

 (Submit Data)

The final step for completing the NPSAS Student Records phase is to notify us that your data are complete and ready for processing. When you have completed entering and editing data for all of the students <u>and</u> all of the cases are locked, return to the Student Records Data page [*do this*] and click the **Submit (Process My Records)** button. Clicking on the button will generate a thank you screen, and an e-mail that will be sent to your institution's NPSAS coordinator confirming submission of the data.

**Enabling Macros**

This section of the tutorial is for users who are planning to use the Excel template and need instructions on how to enable macros.

When you open the Excel template file you downloaded, check to see if you receive a message that Macros are disabled. You must enable macros to take advantage of data validation and to

convert the data into the format we need for processing. We'll cover enabling macros in Excel 2007, Excel 2003, and Excel 2010.

Excel 2007

> In Excel 2007, you can click the Options button that appears just after the alert message. *[Show this alert message within Excel.]*
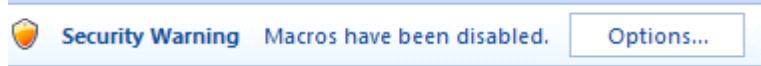


> Then, click "Enable this content." *[Show the pop-up where you can click this radio button.]*

> If you do not see an Options button after the alert message, then follow these instructions:

> First, click the Microsoft Office Button in the upper left corner of your screen  and click Excel Options at the bottom of the menu that appears.

> Click Trust Center

> Click Trust Center Settings

> And then click Macro Settings.

> > There will be 4 options for Macro Settings:

> - Disable all macros without notification
> - Disable all macros with notification
> - Disable all macros except digitally signed macros
> - Enable all macros

> Be sure to note which one is currently selected so that you can reset the option later. Then click "Enable all macros."

> As the final step, when you are done using the template file, you will need to go back and set the macro settings back where they were.

If you are using Excel 2003:

> On the Tools menu, point to Macro, and then click Security.

> On the Trusted Publishers tab, select the "Trust all installed add-ins and templates" checkbox. If it was not already selected, please note this so that you can reset it later.

> As the final step, when you are done using the template file, you will need to go back and set the "Trust all installed add-ins and templates" checkbox back to the way it was. This is only needed if you changed it.

If you are using Excel 2010:

When you open a file that has macros, a yellow Message Bar appears with a shield icon and the **Enable Content** button. If you want to enable macros in the document you have open, click **Enable Content**.



If you would like assistance enabling macros, please contact the NPSAS Help Desk. The toll-free phone number and email address can be found at the Contact Us page of the study website.

**NPSAS:12 Student Records Upload Specifications**

All files should contain one row per student.

"Type" Key:
A= Upper and lowercase letters only
N = Numeric data only
C = Numeric, upper and lower case letters, and special characters accepted

**Contact Information**

Consists of names and addresses of any contacts you might have for the students including the students themselves.

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 1 | 8 | N | NPSAS Identifier | 8 digit study ID, provided by RTI in the student sample file |
| 2 | 40 | C | Student's permanent address field 1 | |
| 3 | 40 | C | Student's permanent address field 2 | |
| 4 | 40 | A | Student's permanent city of residence | |
| 5 | 2 | A | Student's permanent state of residence | 2 letter state postal code |
| 6 | 9 | C | Student's permanent zipcode | |
| 7 | 40 | A | Student's permanent country of residence | |
| 8 | 40 | C | Student's permanent email address | |
| 9 | 15 | N | Student's permanent phone number | No parentheses, dashes or spaces |
| 10 | 20 | N | Student's permanent international phone | No parentheses, dashes or spaces |
| 11 | 40 | C | Student's local address field 1 | |
| 12 | 40 | C | Student's local address field 2 | |
| 13 | 40 | A | Student's local city of residence | |
| 14 | 2 | A | Student's local state of residence | 2 letter state postal code |
| 15 | 9 | C | Student's local zipcode | |
| 16 | 40 | C | Student's campus email address | |
| 17 | 15 | N | Student's local phone number | No parentheses, dashes or spaces |
| 18 | 15 | N | Student's cell phone number | No parentheses, dashes or spaces |
| 19 | 2 | N | Is the student a permanent resident of the institution state? | 0=No 1=Yes |
| 20 | 25 | C | Parent first name | |
| 21 | 25 | C | Parent middle name | |
| 22 | 25 | C | Parent last name | |

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 23 | 10 | C | Parent suffix | e.g., Jr., III |
| 24 | 40 | C | Parent's address field 1 | |
| 25 | 40 | C | Parent's address field 2 | |
| 26 | 40 | A | Parent's city of residence | |
| 27 | 2 | A | Parent's state of residence | 2 letter state postal code |
| 28 | 9 | C | Parent's zipcode | |
| 29 | 40 | A | Parent's country of residence | |
| 30 | 40 | C | Parent's email address | |
| 31 | 15 | N | Parent's phone number | No parentheses, dashes or spaces |
| 32 | 15 | N | Parent's cell phone number | No parentheses, dashes or spaces |
| 33 | 20 | N | Parent's international phone number | No parentheses, dashes or spaces |
| 34 | 25 | C | Other contact's first name | |
| 35 | 25 | C | Other contact's middle name | |
| 36 | 25 | C | Other contact's last name | |
| 37 | 10 | C | Other contact's suffix | e.g., Jr., III |
| 38 | 2 | N | Relationship of Other Contact | 9=Parent<br>10=Guardian<br>46=Sibling<br>15=Aunt<br>16=Uncle<br>12=Grandparent<br>38=Spouse<br>18=Friend<br>54=Colleague<br>55=Other |
| 39 | 40 | C | Other contact's address field 1 | |
| 40 | 40 | C | Other contact's address field 2 | |
| 41 | 40 | A | Other contact's city of residence | |
| 42 | 2 | A | Other contact's state of residence | 2 letter state postal code |
| 43 | 9 | C | Other contact's zipcode | |
| 44 | 40 | A | Other contact's country of residence | |
| 45 | 40 | C | Other contact's email address | |
| 46 | 15 | N | Other contact's phone number | No parentheses, dashes or spaces |
| 47 | 15 | N | Other contact's cell phone number | No parentheses, dashes or spaces |
| 48 | 25 | C | Additional contact's first name | |
| 49 | 25 | C | Additional contact's middle name | |
| 50 | 25 | C | Additional contact's last name | |
| 51 | 10 | C | Additional contact's suffix | e.g., Jr., III |

| Field | Max | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|

| # | Length | | | |
|---|---|---|---|---|
| 52 | 15 | N | Additional contact's phone number | No parentheses, dashes or spaces |
| 53 | 2 | N | Relationship of Additional Contact | 9=Parent<br>10=Guardian<br>46=Sibling<br>15=Aunt<br>16=Uncle<br>12=Grandparent<br>38=Spouse<br>18=Friend<br>54=Colleague<br>55=Other |

**Student Info and Budget**

Consists of general student characteristics data such as name, birthdate, race, and gender, as well as data related to student financial aid budgets.

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 1 | 8 | N | NPSAS identifier | 8 digit study ID, provided by RTI in the student sample file |
| 2 | 25 | C | Student's first name | |
| 3 | 25 | C | Student's middle name | |
| 4 | 25 | C | Student's last name | |
| 5 | 10 | C | Suffix | e.g., Jr., III |
| 6 | 2 | N | Birth month | 2 digit number for the month of birth (MM) |
| 7 | 4 | N | Birth year | 4 digit number for the year of birth (YYYY); The allowable range is 1911 – 1996. |
| 8 | 9 | N | Social security number | 9 digit social security number; no hyphens |
| 9 | 2 | N | Gender | -1=Don't know<br>1=Male<br>2=Female |
| 10 | 20 | C | Driver's license number | |
| 11 | 2 | A | Driver's license state | 2 letter state postal code for the issuing state |
| 12 | 2 | N | Marital status | -1=Don't know<br>1=Not Married (single, widowed, divorced)<br>2=Married<br>3=Separated |
| 13 | 25 | C | Maiden name | Answer only if the student is female AND either married or separated |
| 14 | 25 | C | Spouse's first name | Answer only if the student is married |
| 15 | 25 | C | Spouse's middle initial | Answer only if the student is married |
| 16 | 25 | C | Spouse's last name | Answer only if the student is married |
| 17 | 2 | N | High school degree | -1=Don't know<br>1=High school diploma<br>2=GED or other equivalency<br>3=Certificate of high school completion<br>4=Foreign high school<br>5=No high school degree or certificate |
| 18 | 4 | N | High school degree year | 4 digit number for the year of high school degree (YYYY); The allowable range is 1920 - the current year. |
| 19 | 2 | N | Hispanic status/ethnicity | -1=Don't know<br>0=Not Hispanic or Latino<br>1=Hispanic or Latino |
| 20 | 2 | N | Race - White | 1=Yes 0=No |
| 21 | 2 | N | Race - African American or Black | 1=Yes 0=No |

APPENDIX J. NPSAS:12 RESOURCES FOR PROVIDING STUDENT RECORDS

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 22 | 2 | N | Race - Asian | 1=Yes 0=No |
| 23 | 2 | N | Race - American Indian or Alaska Native | 1=Yes 0=No |
| 24 | 2 | N | Race - Native Hawaiian or other Pacific Islander | 1=Yes 0=No |
| 25 | 2 | N | Citizenship/Visa status | -1=Don't know<br>1=US citizen or US national<br>2=Resident alien<br>3=Foreign/International student or non-resident alien |
| 26 | 2 | N | Veteran of U.S. Armed Forces? | -1=Don't know<br>0=No<br>1=Yes |
| 27 | 40 | C | Student's Last Name from ISIR | Last name as it appears on the Institutional Student Information Record (ISIR) form (if available) |
| 28 | 9 | N | Student's social security number from ISIR | SSN as it appears on the ISIR form; No hyphens |
| 29 | 2 | N | Local Residence | 1=On-campus or school-owned housing<br>2=Off-campus without parents<br>3=Off-campus with parents |
| 30 | 5 | N | Budget Amount for Tuition/Fees | Enter the TUITION and FEES amount for the budget period with no decimals, commas or dollar signs. Round values with decimals to the nearest whole number. |
| 31 | 5 | N | Budget Amount for Books/Supplies | Enter the budgeted amount for BOOKS/SUPPLIES for the budget period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 32 | 5 | N | Budget Amount for Room and Board | Enter budgeted ROOM and BOARD totals for the budget period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 33 | 5 | N | Budget Amount for Health Insurance | Enter the budgeted amount for HEALTH INSURANCE for the budget period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 34 | 5 | N | Budget Amount for Transportation | Enter any budgeted TRANSPORTATION amounts for the budget period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 35 | 5 | N | Budget Amount for Computer Technology | Enter any COMPUTER TECHNOLOGY amounts for the budget period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 36 | 5 | N | Budget Amount for All Other Expenses | Enter all OTHER costs included in the student's budget for the period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 37 | 5 | N | Total Cost of Attendance | Enter the TOTAL budget amount for the budget period with no decimals, commas or a dollar sign. Round values with decimals to the nearest whole number. |
| 38 | 2 | N | Budget Period | 1=Full-time, full-year<br>2=Full-time, one term<br>3=Part-time, full-year<br>4=Part-time, one term |

**Enrollment**

Consists of information regarding the sample student's last enrollment status: type of degree program, class level, current major, enrollment status, tuition charged, placement tests, etc.

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 1 | 8 | N | NPSAS Identifier | 8 digit study ID, provided by RTI in the student sample file |
| 2 | 2 | N | Degree program | -1=Don't know<br>1=Enrolled in undergraduate courses, not in a degree program<br>2=Undergraduate certificate or diploma (occupational or technical program)<br>3=Associate's degree<br>4=Bachelor's degree<br>5=Enrolled in graduate courses, not in a degree program<br>6=Post-baccalaureate certificate program (including teaching credential)<br>7=Master's degree program<br>8=Post-master's certificate<br>9=Doctoral degree – research/scholarship<br>10=Doctoral degree – professional practice<br>11=Doctoral degree – other |
| 3 | 2 | N | Associate's type | Only applicable if the student is enrolled in an Associate's degree program<br>1=AA, AS, general education or transfer program<br>2=AAS, occupational or technical program |
| 4 | 2 | N | Master's type | Only applicable if the student is enrolled in an Master's degree program<br>1=Master of Science (MS)<br>2=Master of Arts (MA)<br>3=Master of Education (MEd) or Teaching (MAT)<br>4=Master of Business Administration (MBA)<br>5=Master of Public Administration (MPA)<br>6=Master of Social Work (MSW)<br>7=Master of Fine Arts (MFA)<br>8=Master of Public Health (MPH)<br>9=Master of Divinity (MDiv)<br>10=Other master's degree program not listed |

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 5 | 2 | N | Doctoral type | Only applicable if the student is enrolled in an Doctoral or Professional program<br>1=Doctor of Philosophy (PhD)<br>2=Doctor of Education (EdD)<br>3=Doctor of Science or Engineering<br>4=Doctor of Psychology (PsyD)<br>5=Doctor of Business or Public Administration (DBA, DPA)<br>6=Doctor of Fine Arts (DFA)<br>7=Doctor of Theology (ThD)<br>8=Law (JD, LLB)<br>9=Medicine or Osteopathic Medicine (MD, DO)<br>10=Dentistry (DDS, DMD)<br>11=Chiropractic (DC, DCM)<br>12=Pharmacy (PharmD)<br>13=Optometry (OD)<br>14=Podiatry (DPM, DP, PodD)<br>15=Veterinary medicine (DVM)<br>16=Other doctoral degree not listed |
| 6 | 2 | N | Class level | 1=1st Year/Freshman<br>2=2nd Year/Sophomore<br>3=3rd Year/Junior<br>4=4th Year/Senior<br>5=5th Year or Higher Undergraduate<br>6=Undergraduate (unclassified)<br>7=Student with advanced degree taking undergraduate courses<br>8=1st year Graduate<br>9=2nd year Graduate<br>10=3rd year Graduate<br>11=Beyond 3rd year Graduate |
| 7 | 1 | N | Expected to complete degree requirements by 06/30/2012? | Refers to degree indicated in field #2<br>0=No<br>1=Yes |
| 8 | 5 | C | Cumulative (unweighted) GPA | |
| 9 | 1 | N | Received baccalaureate degree? | Only applicable for graduate students<br>0=No<br>1=Yes |
| 10 | 2 | N | Baccalaureate date - month | Only applicable for graduate students; 2 digit number for the month when baccalaureate degree was received (MM) |
| 11 | 4 | N | Baccalaureate date - year | Only applicable for graduate students; 4 digit number for the year when baccalaureate degree was received (YYYY) |
| 12 | 7 | N | CIP code | 6-digit Classification of Instructional Programs (CIP) code for the student's major. Do NOT include any decimals. |
| 13 | 30 | A | Current major | |
| 14 | 1 | N | Major undeclared | 0=No<br>1=Yes |
| 15 | 2 | N | First enrolled at this institution - month | 2 digit number for the month when student first enrolled at this institution (MM) |
| Field # | Max Length | Type | Field Description | Notes/Response Codes |

| 16 | 4 | N | First enrolled at this institution - year | 2 digit number for the year when student first enrolled at this institution (YYYY) |
|----|---|---|---|---|
| 17 | 1 | N | First-time beginning student? | A first-time beginning student is defined for this study as an undergraduate student who enrolled in college for the first time at this institution between July 1, 2011 and April 30, 2012, **and** has not completed a postsecondary class at this or any other postsecondary institutions prior to July 1, 2011; **and**, with the exception of advanced placement (AP) or international baccalaureate (IB) credits and any other postsecondary credit earned prior to high school completion, did not transfer credits into this institution. <br>0=No <br>1=Yes |
| 18 | 2 | N | Transferred credits from another institution? | 0=No <br>1=Yes |
| 19 | 5 | N | Total clock hours in program | Only applicable for clock hour programs; Round values with decimals to the nearest whole number. |
| 20 | 3 | N | Clock hours per week required | Only applicable for clock hour programs; Include lab and classroom hours required per week; Round values with decimals to the nearest whole number. |
| 21 | 7 | N | Total tuition and mandatory fees charged | Only applicable for enrollment from July 1, 2011 to June 30, 2012; No decimals, commas, or dollar signs. Round values with decimals to nearest whole number. |
| 22 | 2 | N | Residency for tuition purposes | 1=In State <br>2=Out of State |
| 23 | 2 | N | Enrollment status [Term Name 1 (Start Date - End Date)] | 1=Full-Time <br>2=Half-Time <br>3=Less than Half-time <br>4=Status Unknown |
| 24 | 5 | N | Number of hours enrolled – Term 1 | |
| 25 | 2 | N | Enrollment status [Term Name 2 (Start Date - End Date)] | 1=Full-Time <br>2=Half-Time <br>3=Less than Half-time <br>4=Status Unknown |
| 26 | 5 | N | Number of hours enrolled – Term 2 | |
| 27 | 2 | N | Enrollment status [Term Name 3 (Start Date - End Date)] | 1=Full-Time <br>2=Half-Time <br>3=Less than Half-time <br>4=Status Unknown |
| 28 | 5 | N | Number of hours enrolled – Term 3 | |
| 29 | 2 | N | Enrollment status [Term Name 4 (Start Date - End Date)] | 1=Full-Time <br>2=Half-Time <br>3=Less than Half-time <br>4=Status Unknown |
| 30 | 5 | N | Number of hours enrolled – Term 4 | |
| 31 | 2 | N | Enrollment status [Term Name 5 (Start Date - End Date)] | 1=Full-Time <br>2=Half-Time <br>3=Less than Half-time <br>4=Status Unknown |

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 32 | 5 | N | Number of hours enrolled – Term 5 | |
| 33 | 2 | N | Enrollment status [Term Name 6 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 34 | 5 | N | Number of hours enrolled – Term 6 | |
| 35 | 2 | N | Enrollment status [Term Name 7 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 36 | 5 | N | Number of hours enrolled – Term 7 | |
| 37 | 2 | N | Enrollment status [Term Name 8 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 38 | 5 | N | Number of hours enrolled – Term 8 | |
| 39 | 2 | N | Enrollment status [Term Name 9 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 40 | 5 | N | Number of hours enrolled – Term 9 | |
| 41 | 2 | N | Enrollment status [Term Name 10 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 42 | 5 | N | Number of hours enrolled – Term 10 | |
| 43 | 2 | N | Enrollment status [Term Name 11 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 44 | 5 | N | Number of hours enrolled – Term 11 | |
| 45 | 2 | N | Enrollment status [Term Name 12 (Start Date - End Date)] | 1=Full-Time<br>2=Half-Time<br>3=Less than Half-time<br>4=Status Unknown |
| 46 | 5 | N | Number of hours enrolled – Term 12 | |
| 47 | 2 | N | Placement test 1 | [Customized response codes] |
| 48 | 2 | N | Placement test 1 date - month | 2 digit number for the month when placement test was taken (MM) |
| 49 | 4 | N | Placement test 1 date - year | 4 digit number for the year when placement test was taken (YYYY) |
| 50 | 12 | C | Placement test 1 score | |
| 51 | 2 | N | Placement test 2 | [Customized response codes] |
| 52 | 2 | N | Placement test 2 date - month | 2 digit number for the month when placement test was taken (MM) |
| 53 | 4 | N | Placement test 2 date - year | 4 digit number for the year when placement test was taken (YYYY) |
| 54 | 12 | C | Placement test 2 score | |
| Field # | Max Length | Type | Field Description | Notes/Response Codes |

| 55 | 2 | N | Placement test 3 | [Customized response codes] |
|---|---|---|---|---|
| 56 | 2 | N | Placement test 3 date - month | 2 digit number for the month when placement test was taken (MM) |
| 57 | 4 | N | Placement test 3 date - year | 4 digit number for the year when placement test was taken (YYYY) |
| 58 | 12 | C | Placement test 3 score | |
| 59 | 2 | N | Placement test 4 | [Customized response codes] |
| 60 | 2 | N | Placement test 4 date - month | 2 digit number for the month when placement test was taken (MM) |
| 61 | 4 | N | Placement test 4 date - year | 4 digit number for the year when placement test was taken (YYYY) |
| 62 | 12 | C | Placement test 4 score | |
| 63 | 2 | N | Placement test 5 name | [Customized response codes] |
| 64 | 2 | N | Placement test 5 date - month | 2 digit number for the month when placement test was taken (MM) |
| 65 | 4 | N | Placement test 5 date - year | 4 digit number for the year when placement test was taken (YYYY) |
| 66 | 12 | C | Placement test 5 score | |

## Aid Awarded

Consists of financial aid data including federal loans and grants, veterans benefits, research assistantships, institution based financial aid, graduate aid, and state based financial aid.

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 1 | 8 | N | NPSAS Identifier | 8 digit study ID, provided by RTI in the student sample file |
| 2 | 4 | N | Pell Grant | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 5 | 6 | N | Subsidized Stafford Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 6 | 6 | N | Unsubsidized Stafford Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 7 | 6 | N | Parent PLUS Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 8 | 6 | N | Graduate PLUS Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 9 | 6 | N | Federal TEACH Grant | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 10 | 6 | N | Perkins Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 11 | 6 | N | Federal SEOG Grant | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 12 | 6 | N | Federal Work-Study | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 13 | 6 | N | Iraq & Afghanistan Service Grant | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 14 | 6 | N | Veteran Benefits | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 15 | 6 | N | Federal Health Professions Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 16 | 6 | N | Federal Health Professions Disadvantaged Loan | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 17 | 6 | N | [State aid program 1] | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |
| 18 | 6 | N | [State aid program 2] | Enter amount awarded with no decimals, commas, or dollar signs.  Round values with decimals to the nearest whole number. |

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 19 | 6 | N | [State aid program 3] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 20 | 6 | N | [State aid program 4] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 21 | 6 | N | [State aid program 5] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 22 | 6 | N | [State aid program 6] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 23 | 6 | N | [State aid program 7] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 24 | 6 | N | [State aid program 8] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 25 | 6 | N | [State aid program 9] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 26 | 6 | N | [State aid program 10] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 27 | 6 | N | [State aid program 11] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 28 | 6 | N | [State aid program 12] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 29 | 6 | N | [Institution aid program 1] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 30 | 6 | N | [Institution aid program 2] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 31 | 6 | N | [Institution aid program 3] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 32 | 6 | N | [Institution aid program 4] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 33 | 6 | N | [Institution aid program 5] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 34 | 6 | N | [Institution aid program 6] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 35 | 6 | N | [Institution aid program 7] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 36 | 6 | N | [Institution aid program 8] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---|---|---|---|---|
| 37 | 6 | N | [Institution aid program 9] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 38 | 6 | N | [Institution aid program 10] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 39 | 6 | N | [Institution aid program 11] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 40 | 6 | N | [Institution aid program 12] | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 41 | 6 | N | Graduate Fellowship/Scholarship | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 42 | 6 | N | Graduate Federal Fellowship | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 43 | 6 | N | Graduate Federal Traineeship | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 44 | 6 | N | Graduate Teaching Assistantships/Stipend | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 45 | 6 | N | Graduate Research Assistantships/Stipend | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 46 | 6 | N | Other Graduate Assistants/Tutors | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 47 | 6 | N | Tuition Waivers for Graduate Students | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 48 | 6 | N | Graduate Tuition Waivers for Staff/Family | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 49 | 6 | N | Graduate Institutional Work-Study | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 50 | 6 | N | Graduate Institutional Loan | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 51 | 6 | N | Scholarships/Grants from Private Organizations | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 52 | 6 | N | Employer Paid Tuition | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 53 | 6 | N | ROTC and Grants for Armed Forces | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 54 | 6 | N | WIA /Job Training/Vocational Rehabilitation | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |

| Field # | Max Length | Type | Field Description | Notes/Response Codes |
|---------|-----------|------|-------------------|---------------------|
| 55 | 6 | N | Bureau of Indian Affairs Grants | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 56 | 6 | N | Grants from State Agency in Other State | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 57 | 6 | N | Private Loans | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 58 | 6 | N | DC Tuition Assistance Grant | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 59 | 50 | C | Other Aid 1 Name | |
| 60 | 2 | N | Other Aid 1 Type | 1=Grant/scholarship, need-based<br>2=Grant/scholarship, merit-based<br>3=Grant/scholarship, both need and merit<br>4=Tuition waiver<br>5=Loan<br>6=Work-study or assistantship<br>7=Other |
| 61 | 2 | N | Other Aid 1 Source | 1=Institution<br>2=State<br>3=Federal<br>4=Other |
| 62 | 8 | N | Other Aid 1 Amount | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 63 | 50 | C | Other Aid 2 Name | |
| 64 | 2 | N | Other Aid 2 Type | 1=Grant/scholarship, need-based<br>2=Grant/scholarship, merit-based<br>3=Grant/scholarship, both need and merit<br>4=Tuition waiver<br>5=Loan<br>6=Work-study or assistantship<br>7=Other |
| 65 | 2 | N | Other Aid 2 Source | 1=Institution<br>2=State<br>3=Federal<br>4=Other |
| 66 | 8 | N | Other Aid 2 Amount | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 67 | 50 | C | Other Aid 3 Name | |
| Field | Max | Type | Field Description | Notes/Response Codes |

| # | Length | | | |
|---|---|---|---|---|
| 68 | 2 | N | Other Aid 3 Type | 1=Grant/scholarship, need-based<br>2=Grant/scholarship, merit-based<br>3=Grant/scholarship, both need and merit<br>4=Tuition waiver<br>5=Loan<br>6=Work-study or assistantship<br>7=Other |
| 69 | 2 | N | Other Aid 3 Source | 1=Institution<br>2=State<br>3=Federal<br>4=Other |
| 70 | 8 | N | Other Aid 3 Amount | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 71 | 50 | C | Other Aid 4 Name | |
| 72 | 2 | N | Other Aid 4 Type | 1=Grant/scholarship, need-based<br>2=Grant/scholarship, merit-based<br>3=Grant/scholarship, both need and merit<br>4=Tuition waiver<br>5=Loan<br>6=Work-study or assistantship<br>7=Other |
| 73 | 2 | N | Other Aid 4 Source | 1=Institution<br>2=State<br>3=Federal<br>4=Other |
| 74 | 8 | N | Other Aid 4 Amount | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |
| 75 | 50 | C | Other Aid 5 Name | |
| 76 | 2 | N | Other Aid 5 Type | 1=Grant/scholarship, need-based<br>2=Grant/scholarship, merit-based<br>3=Grant/scholarship, both need and merit<br>4=Tuition waiver<br>5=Loan<br>6=Work-study or assistantship<br>7=Other |
| 77 | 2 | N | Other Aid 5 Source | 1=Institution<br>2=State<br>3=Federal<br>4=Other |
| 78 | 8 | N | Other Aid 5 Amount | Enter amount awarded with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number. |