

2017–18 NATIONAL POSTSECONDARY STUDENT
AID STUDY ADMINISTRATIVE COLLECTION
(NPSAS:18-AC)

Appendix E
NPSAS:18-AC Student Records Instrument

OMB # 1850-0666 v.20

Submitted by
National Center for Education Statistics
U.S. Department of Education

July 2017
revised August 2017

This appendix includes the 2017–18 National Postsecondary Student Aid Study, Administrative Collection (NPSAS:18-AC) student records data collection instrument. In order to reduce burden on institutions that are selected to participate in multiple NCES studies, the NPSAS:18-AC student records instrument has been designed to be consistent with other student records instruments – specifically, 2015–16 National Postsecondary Student Aid Study (NPSAS:16) [OMB #1850-0666 v.17], the 2012 Beginning Postsecondary Students Longitudinal Study (BPS:12) student record collection [OMB #1850-0631 v.10], and the High School Longitudinal Study of 2009 (HLS:09) student record collection [OMB #1850-0852 v.17].

Table 1 lists all instrument items and provides a summary of changes to the content of the instrument when compared to the instrument currently being used for BPS:12 and HLS:09, which are the most recently approved student records instruments. The table includes color coding to indicate whether items have remained the same (black), were revised (purple), removed (red), or added (green). Items that refer to a specific academic year have been updated to apply to the 2017-2018 academic year, which is the focus of NPSAS:18-AC. For items with no changes beyond updating the academic year, the table indicates “no change.” For items with any other changes to the item wording, response options, or help text beyond the academic year reference, the table indicates “revised.”

The NPSAS:18-AC student records instrument remains largely unchanged from the instrument approved for BPS:12 and HLS:09. The changes noted below were developed based on the results of the NPSAS:16, BPS:12, and HLS:09 collections, and are intended to reduce respondent burden and improve data quality.

Table of Contents

PRA statement.....	6
Table 1. NPSAS:18-AC Student Records Instrument.....	6
Institution Information.....	12
BENRTYPE.....	12
SUBSECTION: TERMS.....	12
B18TMNAM[01-12].....	13
B18TMBEG[01-12].....	13
B18TMEND[01-12].....	13
Eligibility.....	13
BELIGENR.....	13
BELIGREF.....	13
BELIGJNT.....	13
BELIGCLHR.....	13
BELIGNC.....	14
BELIGDUENR.....	14
BELIGGED.....	14
BELIGREM.....	14
General Student Information.....	14
FNAME.....	14
MNAME.....	14
LNAME.....	14
SUFFIX.....	14
SOCIAL.....	15
ASTHDOB.....	15
ASGENDER.....	15
AMARITAL.....	15

AMAIDEN.....	15
SPOUSEFN.....	15
SPOUSEMN.....	15
SPOUSELN.....	15
ACITIZEN.....	15
AVETERAN.....	16
AHIGHSCH.....	16
AHIGHYR.....	16
SUBSECTION: RACE & ETHNICITY.....	16
ASHISPAN.....	16
ASTWHITE.....	16
ASTBLACK.....	17
ASTASIAN.....	17
ASINDIAN.....	17
ASISLAND.....	17
PERMAD1L.....	17
PERMAD2L.....	17
PERMCITY.....	17
PERMSTAT.....	17
PERMZIP.....	17
PERMCNTRY.....	17
SCHSTRES.....	18
LOCAD1L.....	18
LOCAD2L.....	18
LOCCITY.....	18
LOCSTAT.....	18
LOCZIP.....	18
PHONE1.....	18
PHONE1TYPE.....	18
PHONE2.....	18
PHONE2TYPE.....	18
PRSEMAIL.....	19
CAMEMAIL.....	19
PARFRST.....	19
PARMID.....	19
PARLAST.....	19
PARSUF.....	19
PARAD1L.....	19
PARAD2L.....	19
PARCITY.....	19
PARSTAT.....	19
PARZIP.....	19
PARCNTRY.....	19
PAREMAIL.....	19
PARTEL.....	20
PARCELL.....	20
PARPITL.....	20
OTHFRST.....	20
OTHMID.....	20
OTHLAST.....	20
OTHSUF.....	20

OTHREL.....	20
OTHAD2L.....	20
OTHCITY.....	21
OTHSTAT.....	21
OTHZIP.....	21
OTHCNTRY.....	21
OTHEMAIL.....	21
OTHTEL.....	21
OTHCELL.....	21
Enrollment.....	21
BEERDTMY.....	21
BELEDTMY.....	21
BEFSTTM.....	22
BETRANSFER.....	22
BERECVBA.....	22
BEBADATE.....	22
BREMEVER.....	22
BEACTENG.....	23
BEACTMAT.....	23
BEACTRDG.....	23
BEACTSCI.....	23
BEACTCOM.....	23
BESATCR.....	23
BESATMAT.....	23
BESATWRT.....	24
BENR.....	24
BENLADEG.....	24
BENADTYP.....	25
BENLALVL.....	25
BEDEGDATE.....	26
BEEXPDEG.....	26
BENNFGPA.....	26
BECLKHRS.....	27
BECLKCOMP.....	27
BECRDHRS.....	27
BECRDCOMP.....	27
BTUITOT.....	27
BTUNJURI.....	27
BEMAJ1CIP.....	28
BEMAJ1.....	28
BEMAJ2CIP.....	28
BEMAJ2.....	28
BEUNDECL.....	28
BTMST[01-12].....	28
BTMHR.....	29
Budget.....	29
CNPERIOD.....	29
CNLCLRES.....	30
CTUITION.....	30
CNESROOM.....	31
CNESBOOK.....	31

CNETRANS.....	31
CNESCOVP.....	31
CNEHLTB.....	31
CNEOTHER.....	31
CTOTLCOA.....	31
Financial Aid.....	31
CFAWARN.....	31
CFAPROB.....	31
CFAINELG.....	32
SUBSECTION: FEDERAL AID.....	32
CFAFEDAID.....	32
CFADPELL.....	32
CFASSTAF.....	32
CFAUSTAF.....	32
CFADPLUS.....	32
CFAGPLUS.....	32
CFATEACH.....	33
CPERKINS.....	33
CFAFSEOG.....	33
CFATDFWS.....	33
CFAIRAQ.....	33
CFATVET.....	33
SUBSECTION: STATE AID.....	33
CFASTATAID.....	33
CFSTATE01.....	33
CFSTTYP01.....	33
CFSTAMT01.....	34
CFSTATE02.....	34
CFSTTYP02.....	34
CFSTAMT02.....	35
CFSTATE03.....	35
CFSTTYP03.....	35
CFSTAMT03.....	35
SUBSECTION: INSTITUTION AID.....	36
CFAINSTAID.....	36
CFAINS01.....	36
CFAITYP01.....	36
CFAIAMT01.....	36
CFAINS02.....	37
CFAITYP02.....	37
CFAIAMT02.....	37
CFAINS03.....	37
CFAITYP03.....	37
CFAIAMT03.....	38
SUBSECTION: PRIVATE AID OR OTHER GOVERNMENT AID.....	38
CFAOTHGOV.....	38
CFAOTHGOV01.....	38
CFAGOVTP01.....	38
CFAGOVAMT01.....	39
CFAOTHGOV02.....	39
CFAGOVTP02.....	39

CFAGOVAMT02.....	40
CFAOTHGOV03.....	40
CFAGOVVYP03.....	40
CFAGOVAMT03.....	40
SUBSECTION: OTHER AID.....	40
CFAOTHAID.....	40
CFAOTHNAM01.....	41
CFAOTHTYP01.....	41
CFAOTHSRC01.....	41
CFAOTHAMT01.....	41
CFAOTHNAM01.....	41
CFAOTHTYP02.....	41
CFAOTHSRC02.....	42
CFAOTHAMT02.....	42
CFAOTHNAM03.....	42
CFAOTHTYP03.....	42
CFAOTHSRC03.....	43
CFAOTHAMT03.....	43
Excel Template Codebook.....	44

PRA statement

The following statement will be included on the data collection website:

NCES is authorized to conduct the 2017–18 National Postsecondary Student Aid Study, Administrative Collection (NPSAS:18-AC) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for the voluntary information collections using this website are listed below. The time required to complete the information collections is estimated to average the number of minutes or hours listed below per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate, suggestions for improving the collections, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

BPS Transcript Collection: 1 hour NPSAS:18-AC Student Records Collection: 22 hours

OMB Clearance Numbers: BPS:12 1850-0631 Expiration Date 01/31/2020

NPSAS:18-AC 1850-0666 Expiration Date: xx/xx/xxxx

Table 1. NPSAS:18-AC Student Records Instrument

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from BPS:12/HSLs:09 Student Records Instrument
Institution Information			
BEARLY	Earliest Data Available	X	Item was needed for BPS/HSLs to assess whether institutions' records covered only a portion of the years requested; item is not needed for NPSAS:18-AC, which is only requesting data for one academic year.
BENRTYPE	Report Enrollment Status		No change
BTMNAME[01-12]	Term name [1-12]		No change
BTMBEG[01-12]	Term start date [1-12]		No change
BTMEND[01-12]	Term end date [1-12]		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from BPS:12/HSL:09 Student Records Instrument
CRSUNIT	Standard Academic Course Credit		No change
Eligibility			
BELIGENR	Reason not eligible: Not enrolled	A	Items apply to NPSAS only and were removed from the instrument for BPS/HSL:09; they are being reintroduced for NPSAS:18-AC and are identical to those administered for NPSAS:16.
BELIGREF	Reason not eligible: Tuition refund	A	
BELIGJNT	Reason not eligible: Enrolled in another institution	A	
BELIGCLHR	Reason not eligible: Length of program	A	
BELIGNC	Reason not eligible: Non-credit	A	
BELIGDUENR	Reason not eligible: Completing high school	A	
BELIGGED	Reason not eligible: GED or high school completion	A	
BELIGREM	Reason not eligible: Adult basic education program	A	
General Student Information			
FNAME	First name		No change
MNAME	Middle name		No change
LNAME	Last name		No change
SUFFIX	Suffix		No change
SOCIAL	Social Security Number		No change
ASTHDOB	Date of birth		No change
ASGENDER	Gender		No change
AMARITAL	Marital status		No change
AMAIDEN	Maiden name		No change
SPOUSEFN	Spouse first name		No change
SPOUSEMN	Spouse middle name		No change
SPOUSELN	Spouse last name		No change
ACITIZEN	Citizenship status	R	Revised: added help text to clarify that institutions should not provide the student's country of origin
AVETERAN	Veteran status	R	Revised: added response option for active duty military status
AHIGHSCH	High school completion type		No change
ASHIGHYR	High school completion year		No change
ASHISPAN	Ethnicity		No change
ASTWHITE	Race: White		No change
ASTBLACK	Race: Black		No change
ASTASIAN	Race: Asian		No change
ASINDIAN	Race: American Indian or Alaska Native		No change
ASISLAND	Race: Native Hawaiian or Other Pacific Islander		No change
PERMAD1L	Permanent address line 1		No change
PERMAD2L	Permanent address line 2		No change
PERMCITY	Permanent city		No change
PERMSTAT	Permanent state		No change
PERMZIP	Permanent ZIP		No change
PRMCNTRY	Permanent country		No change
LOCAD1L	Local address line 1		No change
LOCAD2L	Local address line 2		No change
LOCCITY	Local city		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from BPS:12/HSL:09 Student Records Instrument
LOCSTAT	Local state		No change
LOCZIP	Local ZIP		No change
SCHSTRES	Permanent resident of [institution state]		No change
PHONE1	Phone		No change
PHONE1TYPE	Type		No change
PHONE2	Phone		No change
PHONE2TYPE	Type		No change
PRSEMAIL	E-mail address		No change
CAMEMAIL	Campus e-mail address		No change
PARFRST	Parent first name		No change
PARMID	Parent middle name		No change
PARLAST	Parent last name		No change
PARSUF	Parent suffix		No change
PARAD1L	Parent address line 1		No change
PARAD2L	Parent address line 2		No change
PARCITY	Parent city		No change
PARSTAT	Parent state		No change
PARZIP	Parent ZIP		No change
PARCNTRY	Parent country		No change
PAREMAIL	Parent e-mail		No change
PARTEL	Parent phone		No change
PARCELL	Parent cell phone		No change
PARPITL	Parent international phone		No change
OTHFRST	Other contact first name		No change
OTHMID	Other contact middle name		No change
OTHLAST	Other contact last name		No change
OTHSUF	Other contact suffix		No change
OTHREL	Relationship of other contact to student		No change
OTHAD1L	Other contact address line 1		No change
OTHAD2L	Other contact address line 2		No change
OTHCITY	Other contact city		No change
OTHSTAT	Other contact state		No change
OTHZIP	Other contact ZIP		No change
OTHCNTRY	Other contact country		No change
OTHEMAIL	Other contact e-mail		No change
OTHTEL	Other contact phone		No change
OTHCELL	Other contact cell phone		No change
ADDRFRST	Additional contact first name		No change
ADDMID	Additional contact middle name		No change
ADDLAST	Additional contact last name		No change
ADDSUF	Additional contact suffix		No change
ADDTEL	Additional contact phone		No change
ADDREL	Relationship of additional contact to student		No change
Enrollment			
BEERDTMY	First enrolled at this institution date		No change
BELEDTMY	Last enrolled at this institution date		No change
BEFSTTM	First-time beginning student		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from BPS:12/HSL:09 Student Records Instrument
BETRANSFER	Accepted transfer credit		No change
BREMEVER	Ever taken a remedial course		No change
BENR	Enrolled in academic year	R	Revised help text to provide clear guidance on when students should be considered enrolled or not enrolled; mirrors item wording from Eligibility section
BENLADEG	Program/Degree		No change
BENADTYP	Graduate Degree Type		No change
BENLALVL	Class level		No change
BEDEGDATE	Degree completion date		No change
BEXPDEG	Expected to complete degree requirements by [date]		No change
BENFGPA	Cumulative (unweighted) GPA		No change
BERECVBA	Received baccalaureate degree		No change
BEBADATE	Date received		No change
BECIPMAJ1	CIP code for primary major		No change
BECREMJR1	Primary major		No change
BECIPMAJ2	CIP code for secondary major		No change
BECREMJR2	Secondary major		No change
BEUNDECL	Major undeclared		No change
BEACTENG	ACT English score		No change
BEACTMAT	ACT Mathematics score		No change
BEACTRDG	ACT Reading score		No change
BEACTSCI	ACT Science score		No change
BEACTCOM	ACT Composite score		No change
BESATCR	SAT Critical Reading score		No change
BESATMAT	SAT Mathematics score		No change
BESATWRT	SAT Writing score		No change
BECDHRS	Required credit hours in program		No change
BECDCOMP	Cumulative credit hours completed		No change
BECLKHRS	Required clock hours in program		No change
BECLKCOMP	Cumulative clock hours completed		No change
BTTUITOT	Total tuition and mandatory fees charged	R	Revised help text to specify that tuition charged should be reported prior to any financial aid
BTUNJURI	Residency for Tuition Purposes	R	Revised: added response option and revised help text to distinguish between reasons that a student may receive in-state tuition
BTMST[01-12]	Enrollment status [term 1-12]		No change
BTMHR[01-12]	Units for credit enrolled [term 1-12]		No change
Budget			

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from BPS:12/HSL:09 Student Records Instrument
CNPERIOD	Budget Period	R	Revised help text to encourage participants to provide a full-time, full-year budget, and provide instructions for prorating budget if full-time, full-year is not available.
CNLCLRES	Student residence for budget		No change
CTUITION	Budgeted tuition/fees		No change
CNESROOM	Budgeted room and board		No change
CNESBOOK	Budgeted books/supplies		No change
CNETRANS	Budgeted transportation		No change
CNESCOMP	Budgeted computer/technology		No change
CNEHLTH	Budgeted health insurance		No change
CNEOTHER	Budgeted all other expenses		No change
CTOTLCOA	Total budgeted cost of attendance		No change
Financial Aid			
CFAWARN	Placed on financial aid warning		No change
CFAPROB	Placed on financial aid probation		No change
CFAINELG	Ineligible to receive Title IV financial aid		No change
CFAFEDAID	Student had federal aid		No change
CFADPELL	Pell Grant amount		No change
CFASSTAF	Subsidized Stafford/Direct Loan amount		No change
CFAUSTAF	Unsubsidized Stafford/Direct Loan amount		No change
CFADPLUS	Parent PLUS Loan amount		No change
CFAGPLUS	Graduate PLUS Loan amount		No change
CFATEACH	Federal TEACH Grant amount		No change
CPERKINS	Perkins Loan amount		No change
CFAFSEOG	Federal SEOG Grant amount		No change
CFATDFWS	Federal work study awarded amount		No change
CFAIRAQ	Iraq & Afghanistan Service Grant amount		No change
CFATVET	Veteran's benefits amount		No change
CFASTATAID	Student had state aid		No change
CFSTATE[01-03]	State aid program [1-3] name		No change
CFSTTYP[01-03]	State aid program [1-3] type	R	Revised program type item so that response options are consistent across all financial aid categories
CSTAMT[01-03]	State aid program [1-3] amount		No change
CFAINSTAIID	Student had institution aid		No change
CFAINS[01-03]	Institution aid program [1-3] name		No change
CFAITYP[01-03]	Institution aid program [1-3] type	R	Revised program type item so that response options are consistent across all financial aid categories
CFAIAMT[01-03]	Institution aid program [1-3] amount		No change
CFAGRAID	Student had graduate aid	X	Removed: graduate aid removed as a separate category and will be collected based on source
CFAGRTP[01-03]	Graduate aid program [1-3] type	X	
CFAGRMT[01-03]	Graduate aid program [1-3] amount	X	
CFAOTHGOV	Student had private aid or other gov't aid		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from BPS:12/HSL:09 Student Records Instrument
CFAOTHGOV[01-03]	Private aid or other gov't aid program [1-3] name	A	Added for consistency with other aid categories and to aid in data review
CFAGOV TYP[01-03]	Private aid or other gov't aid program [1-3] type	R	Revised program type item so that response options are consistent across all financial aid categories
CFAGOVAMT[01-03]	Private aid or other gov't aid program [1-3] amount		No change
CFAO THAID	Student had other aid		No change
CFAO THNAM[01-03]	Other aid program [1-3] name		No change
CFAO TH TYP[01-03]	Other aid program [1-3] type		No change
CFAO TH SRC[01-03]	Other aid program [1-3] source		No change
CFAO THAMT[01-03]	Other aid program [1-3] amount		No change

INSTITUTION INFORMATION

BENRTYPE

Choose how you will report enrollment status

Instructions:

Later, you will be asked to report each sampled student's enrollment status (e.g., full-time, half-time), during each of the terms at your institution. Please indicate whether you will report the students' enrollment status by term or by month.

Provide term names and dates for each term within the academic years requested. For details about which terms should be included, review Step 4 below.

Report enrollment status for each calendar month within the academic year. Recommended for institutions that enroll continuously throughout the academic year, or for institutions with more than 12 terms in the academic year.

1 = Report Enrollment Status by Term

2 = Report Enrollment Status by Month

SUBSECTION: TERMS

Please provide your institution's terms for the 2017-18 academic year. Later, you will be asked to indicate each sampled student's enrollment status (e.g. full-time, half-time) during each of the terms you provide.

Enter the name, start date, and end date of each of the terms/enrollment periods occurring at [institution name] between July 1, 2017 and June 30, 2018.

Please include:

- Summer sessions.
- Short sessions longer than two weeks in duration.
- Terms for special types of students (e.g. medical students).

NOTE: Terms may start prior to June 1, 2017 or end after June 30, 2018, but some portion of the term must occur between July 1 and June 30.

Note that summer sessions should be included if any portion of the term falls within the period of July 1 through June 30. For additional help on how to report summer sessions, click [\[here\]](#).

For example, an institution with the following term schedule should report four terms for the 2017-2018 academic year: Summer II 2017, Fall 2017, Spring 2018, and Summer I 2018.

Term Name	Start Date	End Date
Summer I 2017	May 18, 2017	June 19, 2017
Summer II 2017	July 13, 2017	August 14, 2017
Fall 2017	August 24, 2017	December 11, 2017
Spring 2018	January 11, 2018	May 6, 2018
Summer I 2018	May 15, 2018	June 24, 2018
Summer II 2018	July 11, 2018	August 12, 2018

B18TMNAM[01-12]

Term Name [01-12] _____

B18TMBEG[01-12]

Term Start Date [01-12]

Month: January - December

Date: 01-31

Year: 2017-2018

B18TMEND[01-12]

Term End Date [01-12]

Month: January - December

Date: 01-31

Year: 2017-2018

ELIGIBILITY

Please indicate the reason(s) the student is ineligible.

BELIGENR

Student was not enrolled at this institution at any time from July 1, 2017 to June 30, 2018.

1=Yes

0=No

BELIGREF

Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2017 to June 30, 2018.

1=Yes

0=No

BELIGJNT

Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.

1=Yes

0=No

BELIGCLHR

Student was enrolled, but not in a program of study that required at least 3 months or 300 clock/contact hours of instruction for granting a certificate, award, or diploma.

1=Yes
0=No

BELIGNC

Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate program, or in a term for credit that could be transferred to another school.

1=Yes
0=No

BELIGDUENR

Student was still completing high school requirements for the last term enrolled.

1=Yes
0=No

BELIGGED

Student was enrolled solely in a GED or high school completion program for the last term enrolled.

1=Yes
0=No

BELIGREM

Student was enrolled solely in an adult basic education program (e.g., ESL, literacy) for the last term enrolled.

1=Yes
0=No

GENERAL STUDENT INFORMATION

FNAME

First Name _____

MNAME

Middle Name _____

LNAME

Last Name _____

SUFFIX

Suffix _____

SOCIAL

Social Security Number/SSN _____

ASTHDOB

Month: January - December

Date: 01-31

Year: 1920 - 2014

ASGENDER

Sex

0=Male

1=Female

-1=Unknown

AMARITAL

Marital Status

0=Not married (single, widowed, divorced)

1=Married

2=Separate

-1=Unknown

AMAIDEN

Maiden Name _____

SPOUSEFN

Spouse First Name _____

SPOUSEMN

Spouse Middle Name _____

SPOUSELN

Spouse Last Name _____

ACITIZEN

Citizenship Status

Please indicate the student's citizenship status using one of the response options provided. Do not provide the student's country of origin.

0 = US citizen or US national

1 = Resident alien, permanent resident, or other eligible non-citizen

2 = Foreign/International student with student visa

-1 = Unknown

AVETERAN

Veteran or Active Duty Military Status

Please indicate whether the sample member is a veteran of the U.S. Armed Forces or is serving on active duty (not whether the sample member is receiving veteran's benefits).

0 = No

1 = Yes, veteran

2 = Yes, active duty military

-1 = Unknown

AHIGHSCH

High School Completion Type

1 = High School Diploma

2 = GED or other equivalency

3 = High school completion certificate

4 = Foreign high school

5 = Home schooled

6 = No high school degree/certificate

-1 = Unknown

AHIGHYR

High School Completion Year

Year: 1920 - 2018

SUBSECTION: RACE & ETHNICITY

Instruction: Note that these categories differ from those reported to IPEDS, but are consistent with IPEDS requirements for the collection of race and ethnicity.

For more information about IPEDS requirements for the collection and reporting of race and ethnicity, visit https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1.

ASHISPAN

Ethnicity

0=Not Hispanic or Latino

1=Hispanic or Latino

-1=Unknown

ASTWHITE

Race: White

0 = No

1 = Yes

ASTBLACK

Race: Black or African American

0 = No

1 = Yes

ASTASIAN

Race: Asian

0 = No

1 = Yes

ASINDIAN

Race: American Indian or Alaska Native

0 = No

1 = Yes

ASISLAND

Race: Native Hawaiian or Other Pacific Islander

0 = No

1 = Yes

PERMAD1L

Permanent Address Line 1 _____

PERMAD2L

Permanent Address Line 2 _____

PERMCITY

Permanent Address City _____

PERMSTAT

Permanent Address State: -Select- _____

PERMZIP

Permanent Address ZIP _____

PERMCNTRY

Permanent Address Country (if not USA) _____

SCHSTRES

Is the student a permanent resident of [the state in which the institution is located]?

0 = No

1 = Yes

-1 = Unknown

LOCAD1L

Local Address Line 1 _____

LOCAD2L

Local Address Line 2 _____

LOCCITY

Local Address City _____

LOCSTAT

Local Address State: -Select-

LOCZIP

Local Address ZIP _____

PHONE1

Phone 1 _____

PHONE1TYPE

Phone 1 Type

1 = Home

2 = Mobile

3 = Other

PHONE2

Phone 1 _____

PHONE2TYPE

Phone 2 Type

1 = Home

2 = Mobile

3 = Other

PRSEMAIL

Personal Email _____

CAMEMAIL

Campus Email _____

PARFRST

Parent First Name _____

PARMID

Parent Middle Name _____

PARLAST

Parent Last Name _____

PARSUF

Parent Suffix _____

PARAD1L

Parent Address Line 1 _____

PARAD2L

Parent Address Line 2 _____

PARCITY

Parent Address City _____

PARSTAT

Parent Address State: -Select-

PARZIP

Parent Address ZIP _____

PARCNTRY

Parent Address Country (if not USA) _____

PAREMAIL

Parent Email _____

PARTEL

Parent Phone _____

PARCELL

Parent Cell Phone _____

PARPITL

Parent International Phone _____

OTHFRST

Other Contact First Name _____

OTHMID

Other Contact Middle Name _____

OTHLAST

Other Contact Last Name _____

OTHSUF

Other Contact Suffix _____

OTHREL

Relationship of Other Contact to Student

- 1 = Parent
- 2 = Guardian
- 3 = Sibling
- 4 = Aunt
- 5 = Uncle
- 6 = Grandparent
- 7 = Spouse
- 8 = Friend
- 9 = Colleague
- 10 = Other
- 1 = Unknown

OTHAD1L

Other Contact Address Line 1 _____

OTHAD2L

Other Contact Address Line 2 _____

OTHCITY

Other Contact Address City _____

OTHSTAT

Other Contact Address State: -Select- _____

OTHZIP

Other Contact Address ZIP _____

OTHCNTRY

Other Contact Address Country (if not USA) _____

OTHEMAIL

Other Contact Email _____

OTHTEL

Other Contact Phone _____

OTHCELL

Other Contact Cell Phone _____

ENROLLMENT

BEERDTMY

Date first enrolled at this institution

Enter the date the student enrolled at this institution for the first time. The enrollment date may have occurred prior to this academic year.

Month: January - December

Date: 01 - 31

Year: 1920-2018

BELEDTMY

Date last enrolled at this institution

If the student is no longer enrolled at this institution, enter the student's last date of enrollment.

Month: January - December

Date: 01 - 31

Year: 1920-2018

BEFSTTM

First time Beginning Student?

A first-time beginning student is defined as an undergraduate student who enrolled in college for the first time at this institution between July 1, 2017 and June 30, 2018, and

- Has not completed a postsecondary class at this or any other postsecondary institutions prior to July 1, 2017; and
- Did not transfer credits into this institution, other than advanced placement (AP) credits, international baccalaureate (IB) credits, or any other postsecondary credit earned prior to high school completion.

Please note that this definition differs from the first-time full-time designation reported to IPEDS.

0 = No

1 = Yes

BETRANSFER

Accepted transfer credit

Indicate whether your institution accepted transfer credits for this student from another postsecondary institution. Please exclude remedial or developmental courses.

0 = No

1 = Yes

BERECVBA

Received baccalaureate degree

Select Yes if the graduate student has already obtained a baccalaureate degree, even if it was not awarded by this institution.

0 = No

1 = Yes

BEBADATE

Date baccalaureate degree received

If the graduate student has obtained a baccalaureate degree, enter the date the degree was received.

Month: January - December

Date: 01 - 31

Year: 1920-2018

BREMEVER

Ever taken a remedial course

Since completing high school, has the student taken any remedial/developmental courses to improve their basic skills in English, math, reading, or writing?

0 = No

1 = Yes

BEACTENG

ACT English _____

Enter the student's ACT English score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTMAT

ACT Mathematics _____

Enter the student's ACT Mathematics score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTRDG

ACT Reading _____

Enter the student's ACT Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTSCI

ACT Science _____

Enter the student's ACT Science score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTCOM

ACT Composite _____

Enter the student's ACT Composite score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BESATCR

SAT Critical Reading _____

Enter the student's SAT Critical Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BESATMAT

SAT Mathematics _____

Enter the student's SAT Mathematics score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BESATWRT

SAT Writing _____

Enter the student's SAT Writing score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BENR

Student enrolled in the 2017-2018 academic year?

If the student was enrolled at any point between July 1, 2017 and June 30, 2018, answer Yes to this item and complete the rest of the 2017-2018 Enrollment section.

The student should be considered **not enrolled** if any of the following apply:

- Student was not enrolled between July 1, 2017 and June 30, 2018.
- Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2017 to June 30, 2018.
- Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.
- Student was enrolled, but not in a program of study that required at least 3 months or 300 clock/contact hours of instruction for granting a certificate, award, or diploma.
- Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate program, or in a term for credit that could be transferred to another school.
- Student was still completing high school requirements for the last term enrolled.
- Student was enrolled solely in a GED or high school completion program for the last term enrolled.
- Student was enrolled solely in an adult basic education program (e.g., ESL, literacy) for the last term enrolled.

If the student meets any of these conditions, please select **No** for this item and leave the rest of the 2017-2018 academic year blank.

0 = No

1 = Yes

BENLADEG

Program/Degree

In what degree program was this student enrolled on June 30, 2018? If the student was no longer enrolled on June 30, 2018, report the degree program for his or her last term enrolled between July 1, 2017 and June 30, 2018.

If the student was enrolled in more than one program, enter the highest degree program. If the student was enrolled in a dual degree program in which both degrees are the same level (such as a dual MD/PhD or dual MA/MBA), select the student's primary degree program.

1=Enrolled in undergraduate courses, not in a degree program

2=Undergraduate certificate or diploma (occupational or technical program)

3=Associate's degree

4=Bachelor's degree

5=Enrolled in graduate courses, not in a degree program

- 6=Post-baccalaureate certificate program
 - 7=Dual bachelor's/master's degree
 - 8=Master's degree program
 - 9=Post-master's certificate
 - 10=Doctoral degree - research/scholarship
 - 11=Doctoral degree - professional practice
 - 12=Doctoral degree - other
 - 1=Unknown
-

BENADTYP

Graduate Degree Type

- 1 = Master of Science (MS)
- 2 = Master of Arts (MA)
- 3 = Master of Education (M.Ed) or Teaching (MAT)
- 4 = Master of Business Administration (MBA)
- 5 = Master of Public Administration (MPA)
- 6 = Master of Social Work (MSW)
- 7 = Master of Fine Arts (MFA)
- 8 = Master of Public Health (MPH)
- 9 = Master of Divinity (M.Div)
- 10 = Other master's degree program not listed
- 11 = Doctor of Philosophy (PhD)
- 12 = Doctor of Education (EdD)
- 13 = Doctor of Science or Engineering
- 14 = Doctor of Psychology (PsyD)
- 15 = Doctor of Business or Public Admin (DBA, DPA)
- 16 = Doctor of Fine Arts (DFA)
- 17 = Doctor of Theology (ThD)
- 18 = Law (JD, LLB)
- 19 = Medicine or Osteopathic Medicine (MD, DO)
- 20 = Dentistry (DDS, DMD)
- 21 = Chiropractic (DC, DCM)
- 22 = Pharmacy (PharmD)
- 23 = Optometry (OD)
- 24 = Podiatry (DPM, DP, PodD)
- 25 = Veterinary medicine (DVM)
- 26 = Other doctoral degree not listed

In what type of graduate degree program was this student enrolled on June 30, 2018? If the student was no longer enrolled on June 30, 2018, report the graduate degree program type for his or her last term during his or her last term enrolled between July 1, 2017 and June 30, 2018.

BENLALVL

Class Level

Enter the student's class level as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's class level during his or her last term enrolled between July 1, 2017 and June 30, 2018.

If class level was used to determine financial aid eligibility, report that class level for this item. Otherwise, report the class level as defined by your institution.

Institutions typically define class level based on the number of earned credits. An example of a commonly used classification:

- 0-29 earned credit hours for first-year/freshman
- 30-59 earned credit hours for sophomore
- 60-89 earned credit hours for junior
- 90+ earned credit hours for senior

1 = 1st Year/Freshman

2 = Sophomore

3 = Junior

4 = Senior

5 = 5th Year or Higher Undergraduate

6 = Undergraduate (unclassified)

7 = Student with bachelor's or advanced degree taking undergraduate courses

8 = 1st year Graduate

9 = Beyond 1st year Graduate

10 = Graduate (unclassified)

-1 = Unknown

BEDEGDATE

Date Completed

If the student completed the degree program, enter the date the degree was received.

Month: January - December

Date: 01 - 31

Year: 1920-2018

BEEXPDEG

Expected to complete degree requirements by June 30, 2018?

(This item applies to programs/degrees that are not yet completed.) Is the student expected to have completed the requirements for their current degree program on or before June 30, 2018? Completion of the requirements means all required classes have been taken and passed and sufficient credit or clock hours have been earned. Some students may not yet have been awarded their degree or certificate by the institution, even though the requirements have been completed.

BENFGPA

Cumulative (Unweighted) GPA _____

Please provide the student's cumulative GPA as of June 30, 2018. If your institution uses a 4.0 point scale, please enter GPA with two decimal places. If your institution uses a 100 point scale, enter the grade with one decimal

place.

BECLKHRS

Total Number of Clock Hours in Program _____

If this student is enrolled in a clock hour program, what is the total length of the program in clock/contact hours?

BECLKCOMP

Cumulative Clock Hours Completed _____

Please provide the total cumulative clock hours earned by this student as of June 30, 2018. Include all clock hours earned, even if they do not count toward the student's degree/program requirements.

BECRDHRS

Total Number of Credit Hours in Program _____

If this student is enrolled in a credit hour program, what is the total length of the program in credit hours?

BECRDCOMP

Cumulative Credit Hours Completed _____

Please provide the total cumulative credit hours earned by this student as of June 30, 2018. Include all credit hours earned, even if they do not count toward the student's degree/program requirements.

BTUITOT

Total Tuition and Mandatory Fees Charged _____

The amount entered should be the amount CHARGED for the period(s) in which the student was enrolled between July 1, 2017 and June 30, 2018, prior to any aid, discounts, or waivers. Be sure to include any out-of-state/out-of-district fees. Please enter the specific amount charged for this student (typically obtained from the business or bursar's office), not the budgeted tuition amount or the average tuition amount charged for students.

BTUNJURI

Residency for Tuition Purposes

Please indicate how the student's residency was classified for tuition purposes for the 2017-2018 academic year. An in-district student is a student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution. An in-state student is a student who is a legal resident of the state in which he/she attends school. A student may receive in-state tuition even if she is not a legal resident of the state, such as through programs that offer in-state tuition to veterans or students from adjacent states. An out-of-state student is a student who is not a legal resident of the state in which he/she attends school.

1 = In-district

2 = In-state tuition based on physical residence

3 = In-state tuition for other reason (i.e., veteran status)

4 = Out-of-state

5 = No differential tuition based on residency

-1 = Unknown

BEMAJ1CIP

First Major CIP Code _____

Please provide the CIP code for this student's first major as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2017 and June 30, 2018.

CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking.

Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect.

If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.

BEMAJ1

First Major _____

BEMAJ2CIP

Second Major CIP Code _____

Please provide the CIP code for this student's second major as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2017 and June 30, 2018.

CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking.

Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect.

If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.

BEMAJ2

Second Major _____

BEUNDECL

Major Undeclared

0 = No

1 = Yes

BTMST[01-12]

Enrollment Status for [Term 01-12]

Enter the student's enrollment status in [term 1-12]. If enrollment status was used to determine financial aid eligibility, report that enrollment status for this item. Otherwise, report the enrollment status as defined by your institution.

Institutions typically define enrollment status based on the number of credit or clock hours attempted. For example, students who are enrolled as a **full-time student** typically carry at least

- 12 semester or quarter hours per term at the undergraduate level or 9 credit hours per term at the graduate level.
- 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours for a program of less than one academic year.
- 24 clock hours per week for an education program using clock hours.

0 = Not enrolled

1 = Full-time

2 = 3/4-time

3 = Half-time

4 = Less than half-time

BTMHR

Number of Credit or Clock Hours Enrolled in [Term 01-12] _____

BUDGET

Please provide budget details for the 2017-2018 academic year (July 1, 2017 to June 30, 2018). If possible, please provide an individualized budget for this student, not an average budget or the budget for the most popular program. If an individualized budget is not available (e.g., a budget was not prepared because the student did not apply for aid), please provide a generic budget or an estimated cost of attendance.

CNPERIOD

Budget Period

Select the enrollment status that matches the budget details you will provide for this student.

If possible, please provide a **full-time, full-year** budget, even if the student was not enrolled full-time for the entire year. If this student's budgeted costs were not originally calculated for full-time, full-year enrollment, you can use Pell guidelines to prorate the amount to reflect the costs for a full-time student enrolled for a full academic year in the student's academic program. [Click here for definitions and more information about prorating costs of attendance.](#)

If a full-time, full-year budget is not available, and you cannot provide a prorated amount, you may provide budget details for other enrollment statuses. For example, for a student who had different enrollment statuses throughout the year, you could provide a "full-time, one term" budget or a "half-time, one term" budget. Please provide budgeted costs of attendance for a full-time student enrolled for a full academic year.

Academic year: An academic year must include at least 30 weeks of instructional time for credit-hour based programs, or 26 weeks of instructional time for clock-hour based programs.

At a semester-based institution, the academic year typically includes fall and spring terms. At a trimester-based institution, the academic year typically includes fall, spring, and summer terms.

For more information about defining an academic year, visit

<https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch1.pdf>

Full-time: The following minimum coursework standards are for undergraduate students enrolled full-time in the academic year:

- For credit-hour programs, at least 24 semester or trimester credit hours, or 36 quarter credit hours; or
- For clock-hour programs, at least 900 clock hours.

Adjusting budgeted costs of attendance: If your program costs are not for full-time, full-year enrollment, use the Pell guidelines to adjust your costs of attendance to report a full-time, full-year budget.

For more information about prorating costs of attendance for Pell, visit

<https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch2.pdf>

1 = Full-time, full-year

2 = Full-time, one term

3 = 3/4-time, full-year

4 = 3/4-time, one term

5 = Half-time, full-year

6 = Half-time, one term

7 = Less than half-time, full-year

8 = Less than half-time, one term

9 = Other

CNLCRES

Student Residence

For the budget period you specified for this student, enter the amount BUDGETED for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office.

1 = On-campus or school-owned housing

2 = Off-campus without parents

3 = Off-campus with parents

-1 = Unknown

CTUITION

Tuition & Fees _____

For the budget period you specified for this student, enter the amount BUDGETED for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office.

CNESROOM

Room & Board _____

CNESBOOK

Books & Supplies _____

CNETRANS

Transportation _____

CNESCOMP

Computer Technology _____

For example: a reasonable cost, as determined by your institution, for the rental or purchase of a personal computer that the student will use for study for budget period you specified for this student.

CNEHLTB

Health Insurance _____

CNEOTHER

All Other _____

For the budget period you specified for this student, enter the total estimated expense amount not included in any of the previous budget categories.

CTOTLCOA

Budgeted Total Cost of Attendance _____

For the budget period you specified for this student, enter the total estimated cost of attendance.

FINANCIAL AID

CFAWARN

Financial Aid Warning

Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2017 to June 30, 2018 financial aid year, was the student placed on financial aid warning?

0 = No

1 = Yes

CFAPROB

Financial Aid Probation

Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2017 to June 30, 2018 financial aid year, was the student placed on financial aid probation?

0 = No

1 = Yes

CFAINELG

Ineligible to Receive Title IV Aid

Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2017 to June 30, 2018 financial aid year, was the student ineligible to receive Title IV financial aid?

0 = No

1 = Yes

SUBSECTION: FEDERAL AID

If the student had federal aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the whole dollar amounts awarded to the student within each federal financial aid program. If the student was awarded a type of federal financial aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in 'Other Aid' at the end of this section.

CFAFEDAID

Student had federal aid for the July 1, 2017 to June 30, 2018 financial aid year?

0 = No

1 = Yes

CFADPELL

Pell Grant Amount _____

CFASSTAF

Subsidized Direct/Stafford Loan Amount _____

CFAUSTAF

Unsubsidized Direct/Stafford Loan Amount _____

CFADPLUS

Parent PLUS Loan Amount _____

CFAGPLUS

Graduate PLUS Loan Amount _____

CFATEACH

Federal TEACH Grant Amount _____

CPERKINS

Perkins Loan Amount _____

CFAFSEOG

Federal SEOG Grant Amount _____

CFATDFWS

Federal Work Study AWARDED _____

Federal Work-Study awarded refers to the maximum amount the student could earn through the Work-Study Program over the course of the academic year. For example, if the student was awarded \$1000 and actually earned \$500, enter \$1000 for this item.

CFAIRAQ

Iraq & Afghanistan Service Grant _____

CFATVET

Veterans Benefits _____

Veterans' education benefits include programs administered by the U.S. Department of Veterans Affairs, including such programs as the GI Bill (for example, Post-9/11 GI Bill, Montgomery GI Bill), the Reserve Educational Assistance Program (REAP), and Dependents' Educational Assistance program (DEA).

SUBSECTION: STATE AID

If the student had state aid for the July 1, 2017 to June 30, 2018 financial aid year, enter program name, select the type, and enter the whole dollar amount awarded for up to three state aid awards. If the student was awarded more than three state aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.

CFASTATAID

Student had state aid for the July 1, 2017 to June 30, 2018 financial aid year?

0 = No

1 = Yes

CFSTATE01

State Aid Program Name 1 _____

CFSTTYP01

State Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
 - 2=Grant/scholarship, merit-based
 - 3=Grant/scholarship, both need and merit
 - 4=Grant/scholarship, neither need nor merit
 - 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFSTAMT01

State Aid Program Amount 1 _____

CFSTATE02

State Aid Program Name 2 _____

CFSTTYP02

State Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
- 2=Grant/scholarship, merit-based
- 3=Grant/scholarship, both need and merit
- 4=Grant/scholarship, neither need nor merit
- 5=Grant/scholarship, unknown
- 6=Tuition Waiver, non-faculty/staff
- 7=Loan
- 8=Work-study
- 9=Athletic scholarship
- 10=Tuition waiver, faculty/staff

- 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFSTAMT02

State Aid Program Amount 2 _____

CFSTATE03

State Aid Program Name 3 _____

CFSTTYP03

State Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
 - 2=Grant/scholarship, merit-based
 - 3=Grant/scholarship, both need and merit
 - 4=Grant/scholarship, neither need nor merit
 - 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFSTAMT03

State Aid Program Amount 3 _____

SUBSECTION: INSTITUTION AID

If the student had institution aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the program name, select the type, and enter the whole dollar amount awarded for up to three institution awards. If the student was awarded more than three institution aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.

CFAINSTAID

Student had institution aid for the July 1, 2017 to June 30, 2018 financial aid year?

0 = No

1 = Yes

CFAINS01

Institution Aid Program Name 1 _____

CFAITYP01

Institution Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based

2=Grant/scholarship, merit-based

3=Grant/scholarship, both need and merit

4=Grant/scholarship, neither need nor merit

5=Grant/scholarship, unknown

6=Tuition Waiver, non-faculty/staff

7=Loan

8=Work-study

9=Athletic scholarship

10=Tuition waiver, faculty/staff

11=Teaching assistantship/stipend

12=Research assistantship/stipend

13=Other assistantship/stipend

14=Traineeship

15=ROTC/Armed Forces Grants

16=Veterans benefits

17=Resident advisor/assistant (RA) benefits

18=WIA/Job training/Vocational Rehabilitation

19=Employer aid

CFAIAMT01

Institution Aid Program Amount 1 _____

CFAINS02

Institution Aid Program Name 2 _____

CFAITYP02

Institution Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
 - 2=Grant/scholarship, merit-based
 - 3=Grant/scholarship, both need and merit
 - 4=Grant/scholarship, neither need nor merit
 - 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAIAMT02

Institution Aid Program Amount 2 _____

CFAINS03

Institution Aid Program Name 3 _____

CFAITYP03

Institution Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
- 2=Grant/scholarship, merit-based
- 3=Grant/scholarship, both need and merit
- 4=Grant/scholarship, neither need nor merit

- 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAIAMT03

Institution Aid Program Amount 3 _____

SUBSECTION: PRIVATE AID OR OTHER GOVERNMENT AID

If the student had private aid or other government aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the program name, select the type, and enter the whole dollar amount awarded for up to three private aid or other government awards. If the student was awarded more than three private aid or other government aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.

CFAOTHGOV

Student had private aid or other government aid for the July 1, 2017 to June 30, 2018 financial aid year?

- 0 = No
 - 1 = Yes
-

CFAOTHGOV01

Private Aid or Other Government Aid Program Name 1 _____

CFAGOVTyp01

Private Aid or Other Government Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
- 2=Grant/scholarship, merit-based
- 3=Grant/scholarship, both need and merit
- 4=Grant/scholarship, neither need nor merit

- 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAGOVAMT01

Private Aid or Other Government Aid Program Amount 1 _____

CFAOTHGOV02

Private Aid or Other Government Aid Program Name 2 _____

CFAGOV TYP02

Private Aid or Other Government Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
- 2=Grant/scholarship, merit-based
- 3=Grant/scholarship, both need and merit
- 4=Grant/scholarship, neither need nor merit
- 5=Grant/scholarship, unknown
- 6=Tuition Waiver, non-faculty/staff
- 7=Loan
- 8=Work-study
- 9=Athletic scholarship
- 10=Tuition waiver, faculty/staff
- 11=Teaching assistantship/stipend
- 12=Research assistantship/stipend
- 13=Other assistantship/stipend
- 14=Traineeship
- 15=ROTC/Armed Forces Grants
- 16=Veterans benefits
- 17=Resident advisor/assistant (RA) benefits
- 18=WIA/Job training/Vocational Rehabilitation

19=Employer aid

CFAGOVAMT02

Private Aid or Other Government Aid Program Amount 2 _____

CFAOTHGOV03

Private Aid or Other Government Aid Program Name 3 _____

CFAGOVTYPE03

Private Aid or Other Government Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
 - 2=Grant/scholarship, merit-based
 - 3=Grant/scholarship, both need and merit
 - 4=Grant/scholarship, neither need nor merit
 - 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAGOVAMT03

Private Aid or Other Government Aid Program Amount 3 _____

SUBSECTION: OTHER AID

If the student had any additional aid not already reported above for the July 1, 2017 to June 30, 2018 financial aid year, enter the name, type, source, and whole dollar amount awarded for up to three additional awards.

CFAOETHAID

Student had other aid for the July 1, 2017 to June 30, 2018 financial aid year?

0 = No

1 = Yes

CFAOTHNAM01

Other Aid Program Name 1 _____

CFAOHTYP01

Other Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
 - 2=Grant/scholarship, merit-based
 - 3=Grant/scholarship, both need and merit
 - 4=Grant/scholarship, neither need nor merit
 - 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAOHSRC01

Other Aid Program Source 1 _____

CFAOTHAMT01

Other Aid Program Amount 1 _____

CFAOTHNAM01

Other Aid Program Name 2 _____

CFAOHTYP02

Other Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
 - 2=Grant/scholarship, merit-based
 - 3=Grant/scholarship, both need and merit
 - 4=Grant/scholarship, neither need nor merit
 - 5=Grant/scholarship, unknown
 - 6=Tuition Waiver, non-faculty/staff
 - 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAOTHSRC02

Other Aid Program Source 2 _____

CFAOTHAMT02

Other Aid Program Amount 2 _____

CFAOTHNAM03

Other Aid Program Name 3 _____

CFAOHTYP03

Other Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

- 1=Grant/scholarship, need-based
- 2=Grant/scholarship, merit-based
- 3=Grant/scholarship, both need and merit
- 4=Grant/scholarship, neither need nor merit
- 5=Grant/scholarship, unknown
- 6=Tuition Waiver, non-faculty/staff

- 7=Loan
 - 8=Work-study
 - 9=Athletic scholarship
 - 10=Tuition waiver, faculty/staff
 - 11=Teaching assistantship/stipend
 - 12=Research assistantship/stipend
 - 13=Other assistantship/stipend
 - 14=Traineeship
 - 15=ROTC/Armed Forces Grants
 - 16=Veterans benefits
 - 17=Resident advisor/assistant (RA) benefits
 - 18=WIA/Job training/Vocational Rehabilitation
 - 19=Employer aid
-

CFAOTHSRC03

Other Aid Program Source 3 _____

CFAOTHAMT03

Other Aid Program Amount 3 _____

Student Records Excel Template Codebook

Item	Drop-down Response Options	Item Notes & Help Text
GENERAL STUDENT INFORMATION		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
First Name		
Middle Name		
Last Name		
Suffix		
Social Security Number (SSN)		
Date of Birth Month	01 - 12	
Date of Birth Date	01 - 31	
Date of Birth Year	1920 - 2014	
Sex	0 = Male 1 = Female -1 = Unknown	
Marital Status	0 = Not married (single, widowed, divorced) 1 = Married 2 = Separated -1 = Unknown	
Maiden Name		
Spouse First Name		
Spouse Middle Name		
Spouse Last Name		
Citizenship Status	0 = US citizen or US national 1 = Resident alien, permanent resident, or other eligible non-citizen 2 = Foreign/International Student or Non-resident Alien -1 = Unknown	Please indicate the student's citizenship status using one of the response options provided. Do not provide the student's country of origin.
Veteran Status	0 = No 1 = Yes, veteran 2 = Yes, active duty military -1 = Unknown	Please indicate whether the sample member is a veteran of the U.S. Armed Forces or is serving on active duty (not whether the sample member is receiving veteran's benefits).
High School Completion Type	1 = High School Diploma 2 = GED or other equivalency 3 = High school completion certificate 4 = Foreign high school 5 = Home schooled 6 = No high school degree/certificate -1 = Unknown	
High School Completion Year	1920 - 2018	
Ethnicity	0 = Not Hispanic or Latino 1 = Hispanic or Latino -1 = Unknown	
Race: White	1 = Yes 0 = No	Note that these categories differ from those reported to IPEDS, but are consistent with IPEDS requirements for the collection of race and ethnicity. For more information about IPEDS requirements for the collection and reporting of race and ethnicity, visit https://surveys.nces.ed.gov/ipeds/v/faq_re.aspx#1 .
Race: Black or African American	1 = Yes 0 = No	
Race: Asian	1 = Yes 0 = No	
Race: American Indian or Alaska Native	1 = Yes 0 = No	
Race: Native Hawaiian or Other Pacific Islander	1 = Yes 0 = No	
Permanent Address Line 1		
Permanent Address Line 2		
Permanent Address City		
Permanent Address State		
Permanent Address ZIP		
Permanent Address Country (if not USA)		
Is the student a permanent resident of [the state in which the institution is located]?	1 = Yes 0 = No -1 = Unknown	
Local/Most Recent Address Line 1		
Local/Most Recent Address Line 2		
Local/Most Recent Address City		
Local/Most Recent Address State		
Local/Most Recent Address ZIP		
Phone 1		
Phone 1 Type	1 = Home 2 = Mobile 3 = Other	
Phone 2		
Phone 2 Type	1 = Home 2 = Mobile 3 = Other	

Excel Template Codebook

Campus Email Address		
Personal Email Address		
Parent's First Name		
Parent's Middle Name		
Parent's Last Name		
Parent's Suffix		
Parent's Address Line 1		
Parent's Address Line 2		
Parent's Address City		
Parent's Address State		
Parent's Address ZIP		
Parent's Country (if not USA)		
Parent's Email Address		
Parent's Phone		
Parent's Cell Phone		
Parent's International Phone		
Other Contact's First Name		
Other Contact's Middle Name		
Other Contact's Last Name		
Other Contact's Suffix		
Other Contact Relationship to Student	1 = Parent 2 = Guardian 3 = Sibling 4 = Aunt 5 = Uncle 6 = Grandparent 7 = Spouse 8 = Friend 9 = Colleague 10 = Other -1 = Unknown	
Other Contact's Address Line 1		
Other Contact's Address Line 2		
Other Contact's Address City		
Other Contact's Address State		
Other Contact's Address ZIP		
Other Contact's Address Country (if not USA)		
Other Contact's Email Address		
Other Contact's Phone		
Other Contact's Cell Phone		
ENROLLMENT		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
Date First Enrolled at Institution (Month)	01 - 12	
Date First Enrolled at Institution (Day)	01 - 31	Enter the date the student enrolled at this institution for the first time. The enrollment date may have occurred prior to this academic year.
Date First Enrolled at Institution (Year)	1920 - 2018	
Date Last Enrolled at Institution (Month)	01 - 12	
Date Last Enrolled at Institution (Day)	01 - 31	If the student is no longer enrolled at this institution, enter the student's last date of enrollment.
Date Last Enrolled at Institution (Year)	1920 - 2018	
First-Time Beginning Student	1 = Yes 0 = No	A first-time beginning student is defined as an undergraduate student who enrolled in college for the first time at this institution between July 1, 2017 and June 30, 2018, and • Has not completed a postsecondary class at this or any other postsecondary institutions prior to July 1, 2017; and • Did not transfer credits into this institution, other than advanced placement (AP) credits, international baccalaureate (IB) credits, or any other postsecondary credit earned prior to high school completion. Please note that this definition differs from the first-time full-time designation reported to IPEDS.
Accepted Transfer Credit	1 = Yes 0 = No	Indicate whether your institution accepted transfer credits for this student from another postsecondary institution. Please exclude remedial or developmental courses.
Ever Received Baccalaureate Degree?	1 = Yes 0 = No -1 = Unknown	Select Yes if the graduate student has already obtained a baccalaureate degree, even if it was not awarded by this institution.
Baccalaureate Received Date (Month)	01 - 12	If the graduate student has obtained a baccalaureate degree, enter the month the degree was received.
Baccalaureate Received Date (Day)	01 - 31	If the graduate student has obtained a baccalaureate degree, enter the day the degree was received.
Baccalaureate Received Date (Year)	1920 - 2018	If the graduate student has obtained a baccalaureate degree, enter the year the degree was received.

Graduate Degree Type	<p>1 = Master of Science (MS) 2 = Master of Arts (MA) 3 = Master of Education (M.Ed) or Teaching (MAT) 4 = Master of Business Administration (MBA) 5 = Master of Public Administration (MPA) 6 = Master of Social Work (MSW) 7 = Master of Fine Arts (MFA) 8 = Master of Public Health (MPH) 9 = Master of Divinity (M.Div) 10 = Other master's degree program not listed 11 = Doctor of Philosophy (PhD) 12 = Doctor of Education (EdD) 13 = Doctor of Science or Engineering 14 = Doctor of Psychology (PsyD) 15 = Doctor of Business or Public Admin (DBA, DPA) 16 = Doctor of Fine Arts (DFA) 17 = Doctor of Theology (ThD) 18 = Law (JD, LLB) 19 = Medicine or Osteopathic Medicine (MD, DO) 20 = Dentistry (DDS, DMD) 21 = Chiropractic (DC, DCM) 22 = Pharmacy (PharmD) 23 = Optometry (OD) 24 = Podiatry (DPM, DP, PodD) 25 = Veterinary medicine (DVM) 26 = Other doctoral degree not listed</p>	<p>In what type of graduate degree program was this student enrolled on June 30, 2018? If the student was no longer enrolled on June 30, 2018, report the graduate degree program type for his or her last term during his or her last term enrolled between July 1, 2017 and June 30, 2018.</p>
Class Level	<p>1 = 1st Year/Freshman 2 = Sophomore 3 = Junior 4 = Senior 5 = 5th Year or Higher Undergraduate 6 = Undergraduate (unclassified) 7 = Student with bachelor's or advanced degree taking undergraduate courses 8 = 1st year Graduate 9 = Beyond 1st year Graduate 10 = Graduate (unclassified) -1 = Unknown</p>	<p>Enter the student's class level as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's class level during his or her last term enrolled between July 1, 2017 and June 30, 2018.</p> <p>If class level was used to determine financial aid eligibility, report that class level for this item. Otherwise, report the class level as defined by your institution.</p> <p>Institutions typically define class level based on the number of earned credits. An example of a commonly used classification:</p> <ul style="list-style-type: none"> • 0-29 earned credit hours for first-year/freshman • 30-59 earned credit hours for sophomore • 60-89 earned credit hours for junior • 90+ earned credit hours for senior.
Degree Completion Date (Month)	01 - 12	If the student has completed this degree program, please provide the date of completion.
Degree Completion Date (Day)	01 - 31	
Degree Completion Date (Year)	1920 - 2018	
Expected to Complete Degree Requirements	<p>1 = Yes 0 = No</p>	<p><u>This item applies to programs/degrees that are not yet completed.</u> Is the student expected to have completed the requirements for their current degree program on or before June 30, 2018? Completion of the requirements means all required classes have been taken and passed and sufficient credit or clock hours have been earned. Some students may not yet have been awarded their degree or certificate by the institution, even though the requirements have been completed.</p>
GPA	Numeric, 0.00 - 100.0	<p>Please provide the student's cumulative unweighted GPA as of June 30, 2018. If your institution uses a 4.0 point scale, please enter GPA with two decimal places. If your institution uses a 100 point scale, enter the grade with one decimal place.</p>
Total Number of Clock Hours in Program	Numeric	<p>If this student is enrolled in a clock hour program, what is the total length of the program in clock/contact hours? If the student is not enrolled in a clock hour program, leave blank.</p>
Cumulative Clock Hours Completed	Numeric	<p>Please provide the total cumulative clock hours earned by this student as of June 30, 2018. Include all clock hours earned, even if they do not count toward the student's degree/program requirements.</p>
Total Number of Credit Hours in Program	Numeric	<p>If this student is enrolled in a credit hour program, what is the total length of the program in credit/contact hours? If the student is not enrolled in a credit hour program, leave blank.</p>
Cumulative Credit Hours Completed	Numeric	<p>Please provide the total cumulative credit hours earned by this student as of June 30, 2018. Include all credit hours earned, even if they do not count toward the student's degree/program requirements.</p>
Total Tuition/Fees Charged	Numeric, 0 - 120000	<p>The amount entered should be the amount CHARGED for the period(s) in which the student was enrolled between July 1, 2017 and June 30, 2018, prior to any aid, discounts, or waivers. Be sure to include any out-of-state/out-of-district fees. Please enter the specific amount charged for this student (typically obtained from the business or bursar's office), not the budgeted tuition amount or the average tuition amount charged for students.</p>

Residency for Tuition Purposes	<p>1 = In-district 2 = In-state tuition based on physical residence 3 = In-state tuition for other reason (i.e., veteran status) 4 = Out-of-state 5 = No differential tuition based on residency -1 = Unknown</p>	<p>Please indicate how the student's residency was classified for tuition purposes for the 2017-2018 academic year. An in-district student is a student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution. An in-state student is a student who is a legal resident of the state in which he/she attends school. A student may receive in-state tuition even if she is not a legal resident of the state, such as through programs that offer in-state tuition to veterans or students from adjacent states. An out-of-state student is a student who is not a legal resident of the state in which he/she attends school.</p>
First Major CIP Code	<p>Numeric, 6 digits</p>	<p>Please provide the CIP code for this student's first major as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2017 and June 30, 2018. CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking. Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect. If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.</p>
First Major		
Second Major CIP Code	<p>Numeric, 6 digits</p>	<p>Please provide the CIP code for this student's second major as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2017 and June 30, 2018. CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking. Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect. If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.</p>
Second Major		
Major Undeclared	<p>1 = Yes 0 = No</p>	
Enrollment Status (repeats for each term entered in the Institution Information section)	<p>0 = Not enrolled 1 = Full-time 2 = 3/4-time 3 = Half-time 4 = Less than half-time</p>	<p>Enter the student's enrollment status in [term 1-12]. If enrollment status was used to determine financial aid eligibility, report that enrollment status for this item. Otherwise, report the enrollment status as defined by your institution. Institutions typically define enrollment status based on the number of credit or clock hours attempted. For example, students who are enrolled as a full-time student typically carry at least • 12 semester or quarter hours per term at the undergraduate level or 9 credit hours per term at the graduate level • 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours for a program of less than one academic year • 24 clock hours per week for an education program using clock hours.</p>
Number of Credit or Clock Hours Enrolled (repeats for each term entered in the Institution Information section)	<p>Numeric</p>	

BUDGET		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
Budget: 2017-2018 Academic Year		Please provide budget details for the 2017-2018 academic year (July 1, 2017 to June 30, 2018). If possible, please provide an individualized budget for this student, not an average budget or the budget for the most popular program. If an individualized budget is not available (e.g., a budget was not prepared because the student did not apply for aid), please provide a generic budget or an estimated cost of attendance.
Student enrolled in the 2017-2018 academic year?	1 = Yes 0 = No	This item indicates whether the student was enrolled in the 2017-2018 academic year. It will be filled with your response from the Enrollment tab. This column is not editable. If you need to change your response to this item, please make your edits on the Enrollment tab. If the student was enrolled in the 2017-2018 academic year, please provide budget details for the 2017-2018 year. If the student was not enrolled in the 2017-2018 academic year, leave the rest of the 2017-2018 academic year blank.
Budget Period	1 = Full-time, full-year 2 = Full-time, one term 3 = 3/4-time, full-year 4 = 3/4-time, one term 5 = Half-time, full-year 6 = Half-time, one term 7 = Less than half-time, full-year 8 = Less than half-time, one term 9 = Other	Select the enrollment status that matches the budget details you will provide for this student. If possible, please provide a full-time, full-year budget, even if the student was not enrolled full-time for the entire year. If this student's budgeted costs were not originally calculated for full-time, full-year enrollment, you can use Pell guidelines to prorate the amount to reflect the costs for a full-time student enrolled for a full academic year in the student's academic program. See below for definitions and more information about prorating costs of attendance. If a full-time, full-year budget is not available, and you cannot provide a prorated amount, you may provide budget details for other enrollment statuses. For example, for a student who had different enrollment statuses throughout the year, you could provide a "full-time, one term" budget or a "half-time, one term" budget. Please provide budgeted costs of attendance for a full-time student enrolled for a full academic year. Academic year: An academic year must include at least 30 weeks of instructional time for credit-hour based programs, or 26 weeks of instructional time for clock-hour based programs. At a semester-based institution, the academic year typically includes fall and spring terms. At a trimester-based institution, the academic year typically includes fall, spring, and summer terms. For more information about defining an academic year, visit https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch1.pdf Full-time: The following minimum coursework standards are for undergraduate students enrolled full-time in the academic year: - For credit-hour programs, at least 24 semester or trimester credit hours, or 36 quarter credit hours; or - For clock-hour programs, at least 900 clock hours. Adjusting budgeted costs of attendance: If your program costs are not for full-time, full-year enrollment, use the Pell guidelines to adjust your costs of attendance to report a full-time, full-year budget. For more information about prorating costs of attendance for Pell, visit https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch2.pdf
Student Residence for Budget	1 = On-campus or school-owned housing 2 = Off-campus without parents 3 = Off-campus with parents -1 = Unknown	For purposes of determining the student's budget for the academic year selected, where was the student's local residence?
Tuition/Fees	Numeric, 0 - 120000	For the budget period you specified for this student, enter the amount BUDGETED for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
Books/Supplies	Numeric, 0 - 10000	
Room and Board	Numeric, 0 - 40000	
Health Insurance	Numeric, 0 - 10000	
Transportation	Numeric, 0 - 10000	
Computer/Technology	Numeric, 0 - 10000	For example: a reasonable cost, as determined by your institution, for the rental or purchase of a personal computer that the student will use for study for budget period you specified for this student.
All Other	Numeric, 0 - 10000	For the budget period you specified for this student, enter the total estimated expense amount not included in any of the previous budget categories.
Total Budgeted Cost of Attendance	Numeric, 0 - 200000	For the budget period you specified for this student, enter the total budgeted cost of attendance.

FINANCIAL AID		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
Financial Aid: 2017-2018 Academic Year		
Student enrolled in the 2017-2018 academic year?	1 = Yes 0 = No	This item indicates whether the student was enrolled in the 2017-2018 academic year. It will be filled with your response from the Enrollment tab. This column is not editable. If you need to change your response to this item, please make your edits on the Enrollment tab. If the student was enrolled in the 2017-2018 academic year, please provide financial aid data for the 2017-2018 year. If the student was not enrolled in the 2017-2018 academic year, leave the rest of the 2017-2018 academic year blank.
Financial Aid Warning	1 = Yes 0 = No	Due to your institution's Satisfactory Academic Progress policy, at any time during the 2017-2018 academic year, was the student placed on Financial Aid Warning?
Financial Aid Probation	1 = Yes 0 = No	Due to your institution's Satisfactory Academic Progress policy, at any time during the 2017-2018 academic year, was the student placed on Financial Aid Probation?
Ineligible to Receive Title IV Aid	1 = Yes 0 = No	Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2017 to June 30, 2018 financial aid year, was the student ineligible to receive Title IV financial aid?
Student Had Federal Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had federal aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the whole dollar amounts awarded to the student within each federal financial aid program. If the student was awarded a type of federal financial aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
Pell Grant	Numeric, 0 - 8000	
Subsidized Direct/Stafford Loan	Numeric, 0 - 8000	
Unsubsidized Direct/Stafford Loan	Numeric, 0 - 27000	
Parent PLUS Loan	Numeric, 0 - 75000	
Graduate PLUS Loan	Numeric, 0 - 100000	
Federal TEACH Grant	Numeric, 0 - 6000	
Perkins Loan	Numeric, 0 - 12000	
Federal SEOG Grant	Numeric, 0 - 5000	
Federal Work Study AWARDED	Numeric, 0 - 8000	Federal Work-Study awarded refers to the maximum amount the student could earn through the Work-Study Program over the course of the academic year. For example, if the student was awarded \$1000 and actually earned \$500, enter \$1000 for this item.
Iraq & Afghanistan Service Grant	Numeric, 0 - 7000	
Veterans Benefit	Numeric, 0 - 200000	Veterans' education benefits include programs administered by the U.S. Department of Veterans Affairs, including such programs as the GI Bill (for example, Post-9/11 GI Bill, Montgomery GI Bill), the Reserve Educational Assistance Program (REAP) and Dependents' Educational Assistance program (DEA).
Student Had State Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had state aid for the July 1, 2017 to June 30, 2018 financial aid year, enter program name, select the type, and enter the whole dollar amount awarded for up to three state aid awards. If the student was awarded more than three state aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
State Program Name (repeated for up to 3 awards per student)		
State Aid Program Type (repeated for up to 3 awards per student)	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.
State Program Amount (repeated for up to 3 awards per student)	Numeric, 0 - 200000	

Student Had Institution Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had institution aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the program name, select the type, and enter the whole dollar amount awarded for up to three institution awards. If the student was awarded more than three institution aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
Institution Program Name (repeated for up to 3 awards per student)		Institution Program Name, Aid Type, and Aid Amount are repeated to provide space for up to 3 awards per student.
Institution Aid Program Type (repeated for up to 3 awards per student)	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.
Institution Aid Program Amount (repeated for up to 3 awards per student)	Numeric, 0 - 200000	
Student Had Private Aid or Other Government Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had private aid or other government aid not already reported above for the July 1, 2017 to June 30, 2018 financial aid year, select the type and enter the whole dollar amount awarded for up to three private or other government aid awards. If the student was awarded more than three private or other government aid awards, or a type of other government or private aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
Private Aid or Other Government Aid Program Name (repeated for up to 3 awards per student)		
Private Aid or Other Government Aid Program Type (repeated for up to 3 awards per student)	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	Private Aid or Other Government Aid Type and Aid Amount fields are repeated to provide space for up to 3 awards per student.
Private Aid or Other Government Aid Program Amount (repeated for up to 3 awards per student)	Numeric, 0 - 200000	
Student Had Other Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had any additional aid not already reported above for the July 1, 2017 to June 30, 2018 financial aid year, enter the name, type, source, and whole dollar amount awarded for up to three additional awards.
Other Aid Program Name		Other Aid Name, Aid Type, Aid Source, and Aid Amount fields are repeated to provide space for up to 3 awards per student.

Other Aid Program Type	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	
Other Aid Program Source	1 = Institution 2 = State 3 = Federal 4 = Other	
Other Aid Program Amount	Numeric, 0 - 200000	

