**D4A Enrollment Section Data Elements**

This section covers all student enrollments for a given term and course. It contains each of the student’s grades for that specific time frame. The Course Section is a record of all courses offered by the institution and the Enrollment Section links to all of those courses and shows all of the students in a given course along with their grades. It is submitted quarterly.

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 1A |  |
| **Date Updated** | August 25, 2014 | |
| **Data Element Name** | Term Year | |
| **Field Name** | trmyr | |
| **Maximum Width** | 5 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Term year record identifier. Indicates term and year the student was enrolled in the associated coursed offered at the community college. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:** #YYYY  # = term coding (see below)  YYYY = 4 digit year  1 = Summer  2 = Fall  3 = Winter  4 = Spring  **Example:** 22021 (Fall Term 2021) | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 2B |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | CCWD Student ID | |
| **Field Name** | CCWDID | |
| **Maximum Width** | 9 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | HECC assigned student identifier | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:** CCWD\_ID  If student does not have a CCWD ID then submit a blank; it will then be flagged for identity resolution process to get one assigned. | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 3C |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | College Student ID | |
| **Field Name** | CollegeID | |
| **Maximum Width** | 10 | |
| **Data Type** | varchar | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | This is the Community College assigned unique student identifier. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:** This is the particular college’s Student ID field, submitted for the purposes of verification. | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 4D |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | Course ID | |
| **Field Name** | crsid | |
| **Maximum Width** | 12 | |
| **Data Type** | varchar | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Course Identifier/Course number | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:**  Any combinations of characters and numbers  May be duplicate Course IDs in this table, differentiated by unique Section IDs (see Element ID 3C – Section ID) | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 5E |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | Section ID | |
| **Field Name** | sect | |
| **Maximum Width** | 7 | |
| **Data Type** | varchar | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | College section identifier | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:**  Any combination of characters and numbers | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 6F |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | Credits Attempted | |
| **Field Name** | creda | |
| **Maximum Width** | 5 | |
| **Data Type** | int | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Indicates the total number of credits the student enrolled for – for this course – for this term | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding: ##.##**  Number of credits student is enrolled for, in this particular course, for this specific term.  This may vary for the student/section if this is a variable credit course. | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 7G |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | Clock Hours | |
| **Field Name** | clockhrs | |
| **Maximum Width** | 7(2) | |
| **Data Type** | deci | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Indicates the total number of clock hours class meetings for this term, OR, for open entry/exit classes, total number of clock hours student was present for instruction this term | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding: ####.##**  Link to FTE Guidelines:  <http://www.oregon.gov/ccwd/pdf/FTE/FTEGuidelinesSpring2014.pdf> | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 8H |  |
| **Date Updated** | October 10, 2018 | |
| **Data Element Name** | Course Grade | |
| **Field Name** | grade | |
| **Maximum Width** | 2 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Indicates grade awarded to this student for this course; a satisfactory/unsatisfactory course completion indicator. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:** Letter Grade\* (\* indicates optional + or – grade, or use asterisk if no + or – is possible/needed) – Must be 2 characters   |  |  | | --- | --- | | **Code** | **Meaning** | | A\* | Actual Grade, with optional + or -, or asterisk | | B\* | Actual Grade, with optional + or -, or asterisk | | C\* | Actual Grade, with optional + or -, or asterisk | | D\* | Actual Grade, with optional + or -, or asterisk | | F\* | Actual Grade, with optional + or -, or asterisk | | P\* | P (Pass) Grade | | NP | NP (No Pass) Grade | | WD | Withdrew (after official drop date) | | X\* | Audit | | NG | Not Graded | | IP | In Progress (term spanning courses) | | NR | Grade Not Reported (instructor’s error) | | NB | No Basis for Grade | | IN | Incomplete | | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 9I |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | Credits Earned | |
| **Field Name** | crede | |
| **Maximum Width** | 5 | |
| **Data Type** | int | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Indicates the total number of credits the student earned for this section and time. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding: ##.##** | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 10J |  |
| **Date Updated** | August 25, 2014 |  |
| **Data Element Name** | Work Experience Option | |
| **Field Name** | wexopt | |
| **Maximum Width** | 3 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Code indicates work experience option for this student in this course, if applicable. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:**   |  |  | | --- | --- | | **Code** | **Meaning** | | 000 | No Work Experience Option | | 110 | Job Shadow | | 120 | Mentorship | | 131 | Cooperative Work Experience (CWE) | | 132 | Internship | | 133 | Practicum | | 134 | Clinical Experience | | 135 | Registered Youth Apprenticeship | | 136 | Non-registered Youth Apprenticeship | | 137 | Community Service Learning | | 210 | School-based Enterprise | | 211 | School-directed Project | | 212 | Supervised Agricultural Project | | 230 | Pre-employment/work maturity/work readiness | | 240 | Career Awareness and Exploration Training | | 250 | Workplace Simulation | | 000 | No Work Experience Option |   **Expanded Definition:**  Work experience option for this student for this course, if applicable. For example, CWE, practicum and others. Use ‘000’ if no work experience option. | | |