**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 year1 = Summer2 = Fall3 = Winter4 = 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\_IDIf 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 numbersMay 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

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| **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:**

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| **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. |