

Data Definitions and Standards

Element Definitions

**Student/Program Subject Area
Version 2010**

Updated February, 2012

Ministry of Advanced Education

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Document Revision Summary

This section summarizes the changes that have been made to this document. Details of these changes can be found in the following pages, sorted first by version and then by table name.

| Revision Date | Summary |
|---------------------|--|
| Version 2000 | |
| September 1, 2000 | Initial draft created. |
| September 10, 2000 | Final Revisions incorporated |
| October 31, 2001 | Revisions incorporated |
| January 10, 2002 | Corrections incorporated |
| Version 2002 | |
| September 30, 2002 | Version 2002 |
| April 6, 2004 | Definitions updated for FTE counting |
| Version 2004 | |
| October 6, 2004 | Version 2004 |
| March 1, 2006 | Definitions further updated for FTE counting |
| September 12, 2006 | SSR table altered for collection of applicant data. CREDENTIAL_TYPE common table redefined. |
| May 8, 2006 | Added Okanagan College to institution list, page 47 |
| July 10, 2007 | Added Waitlist code to SSR Application Status |
| September 17, 2007 | Added Credential_Type common table "PDCT" code |
| August 27, 2008 | Edited STUDENT_SESSION_REGISTRATION (SSR) table to reflect new Aboriginal Data Standards |
| September 2, 2008 | Edited tables: COURSE, PROGRAM, STUDENT_CREDENTIAL, STUDENT_SESSION_REGISTRATION, STUDENT_COURSE_ACHIEVEMENT, STUDENT_COURSE_REGISTRATIONS |
| May 5, 2009 | PROGRAM, STUDENT_CREDENTIAL, STUDENT_SESSION_REGISTRATION, STUDENT_COURSE_REGISTRATIONS |
| February 10, 2010 | STUDENT_SESSION_REGISTRATION.IMMIGRATION_STATUS |
| February 12, 2010 | STUDENT_COURSE_REGISTRATION, COURSE_SECTION, CAMPUS |
| Version 2010 | |
| August 12, 2010 | COURSE_SECTION, PROGRAM, CIP, CREDENTIAL_TYPE |
| August 24, 2011 | STUDENT_SESSION_REGISTRATION.BASIS_OF_ADMISSION |
| February 3, 2012 | STUDENT_SESSION_REGISTRATION.IMMIGRATION_STATUS |

Summary of Changes in Version 2010

This section summarizes the major changes that have been made to the Student/Program subject area since the last publication of Version 2004.

| Table | Column | Revision Notes |
|------------------------------|------------------------------|---|
| COURSE_SECTION | CSEC_ADMIN_UNIT_1 (, _2, _3) | Added three free text fields into CSEC. |
| PROGRAM | PRO_ADMIN_UNIT_1 (, _2, _3) | Added three free text fields into PRO. |
| PROGRAM | CIP | This field can no longer have a value of null. |
| CIP | CODE | Replaced CISO with DACSO in column names. |
| CIP | CIP_CLUSTER. | Added field CIP_CLUSTER. |
| CREDENTIAL_TYPE | CODE, DESCRIPTION | Edited Professional Degree to First Professional Degree, and the descriptions of PDDP and PDCT to distinguish them from two new credential types. Added credential types Graduate Diploma (GRDP) and Graduate Certificate (GRCT). |
| STUDENT_COURSE_FEE_TYPE | SCFT_Code | This field can no longer have a value of null. |
| STUDENT_SESSION_REGISTRATION | BASIS_OF_ADMISSION | Added as a text field. |
| STUDENT_SESSION_REGISTRATION | IMMIGRATION_STATUS | Clarifications to many fields, added one new field. |

Summary of Changes in Version 2004

This section summarizes the major changes that have been made to the Student/Program subject area since the last publication of Version 2002.

| Table | Column | Revision Notes |
|-----------------------------|--------------------------------|--|
| CAMPUS | CODE | Size revised to 20 characters |
| COURSE | COURSE_LEVEL | Change to element data type in order to accommodate new 'S' & 'P' codes. Also change to element definition. Sep. 2, 2008: Re-wording of Course Level definition. |
| COURSE_SECTION | COURSE_HOUR_EQUIVALENT | Change to element definition. Include PLA activity in reporting |
| COURSE_SECTION | SECTION_TYPE | Change to element value list. '07' (co-op) added. |
| COURSE SECTION | CAM_CODE | SIZE INCREASED TO 20 CHARACTERS |
| COURSE SECTION | EXPECTED COMPLETION WEEKS | Change to element definition to specify exam weeks may or may not be included according to institution business practices. |
| CREDENTIAL_TYPE | | Altered record set, including SCRT code to replace CITN code. New PERFORMANCE_CATEGORY and RANK columns. |
| CREDENTIAL TYPE | | New code ADCT added. |
| PROGRAM | FTE_DIVISOR_UNIT | New Element created to describe FTE_DIVISOR |
| PROGRAM | PROGRAM_GRADUATION_CREDIT_UNIT | Reverts to pre-June 2004 submission usage (i.e. describes PROGRAM_GRADUATION_CREDIT not FTE_DIVISOR) |
| PROGRAM | CTYP_CODE | Definition changed |
| STUDENT_COURSE_ACHIEVEMENT | PASS_FAIL_INDICATOR | Added a new allowed value of "N" meaning "Neither" or "Not Applicable" for cases such as Withdrawals where a section has a pass/fail component but the student did not pass or fail. |
| STUDENT_COURSE_REGISTRATION | CREDIT_ATTEMPTED | Change to element definition. "Credits" changed to read "learning units." |
| STUDENT_COURSE_REGISTRATION | CREDIT_ATTEMPTED_UNIT | Change to element definition. "Credits" changed to read "learning units." |
| STUDENT_COURSE_REGISTRATION | REGISTRATION_STATUS_DATE | Definition revised to align with FTE manual |
| STUDENT_COURSE_REGISTRATION | REGISTRATION_STATUS | Definition revised to remove Waitlist from allowed values. |
| STUDENT_COURSE_REGISTRATION | STUDENT_END_DATE | New element added. |
| STUDENT COURSE REGISTRATION | STUDENT END DATE | Definition revised to specify that for fixed entry sections the student |

| Table | Column | Revision Notes |
|------------------------------|-------------------------------|---|
| | | end date should generally = the section end date, and that exam weeks may or may not be included according to institution business practices. |
| STUDENT_CREDENTIAL | CTYP_CODE | Credential type added. |
| STUDENT_SESSION_REGISTRATION | APPLICATION_STATUS | Change to element definition and allowable values. |
| STUDENT_SESSION_REGISTRATION | APPLICATION_STATUS_DATE | Change to element definition. |
| STUDENT_SESSION_REGISTRATION | ABORIGINAL_IDENTITY_INDICATOR | Added to reflect new Aboriginal Data Standards |
| STUDENT_SESSION_REGISTRATION | FIRST_NATIONS_INDICATOR | Edited to reflect new Aboriginal Data Standards |
| STUDENT_SESSION_REGISTRATION | METIS_INDICATOR | Added to reflect new Aboriginal Data Standards |
| STUDENT_SESSION_REGISTRATION | INUIT_INDICATOR | Added to reflect new Aboriginal Data Standards |
| STUDENT_SESSION_REGISTRATION | IMMIGRATION_STATUS | Added status 06 – Refugees; removed Refugees from 04; Changed to “...as of session start date” |
| STUDENT_SESSION_REGISTRATION | CURRENT_POSTAL_CODE | Changed to “...as of session start date” |
| STUDENT_SESSION_REGISTRATION | CITZ_CODE | Changed to “...as of session start date” |
| STUDENT_SESSION_REGISTRATION | IMMIGRATION_STATUS | Edited the descriptions of status 03 – <u>Other Visa</u> by adding “refugee claimants”; 05 - <u>Non-Canadian, No Visa Status</u> by adding “offshore”; and 06 - Refugees by adding “also known as Convention Refugees”. |

Summary of Changes in Version 2002

This section summarizes the major changes that have been made to the Student/Program subject area since the publication of Version 2000.

| Table | Column | Revision Notes |
|-----------------------------|--|---|
| CAMPUS | CODE | A standard code for off-site activity has been added |
| COURSE_SECTION | LEVERAGED_INDICATOR | Element removed from DDEF Standards |
| CREDENTIAL_TYPE | CODE | New code added for programs that do not have a credential - NONE |
| PROGRAM | CTYP_CODE | Range of values change – MAY NOT BE NULL |
| PROGRAM | FTE_DIVISOR | New Element |
| PROGRAM | PROGRAM_LEVEL | Element removed from DDEF Standards |
| STUDENT_COURSE_ACHIEVEMENT | CREDIT_ACHIEVED | Change to element name, definition and table location– New name is CREDIT_ATTEMPTED, moved to STUDENT_COURSE_REGISTRATION table. |
| STUDENT_COURSE_ACHIEVEMENT | CREDIT_ACHIEVED_UNITS | Change to element name, definition and table location – New name is CREDIT_ATTEMPTED_UNIT, moved to STUDENT_COURSE_REGISTRATION table. |
| STUDENT_COURSE_ACHIEVEMENT | PLA_TYPE | New code added for Blended Assessment (B) |
| STUDENT_COURSE_ACHIEVEMENT | STUDENT_COURSE_REGISTRATION. REGISTRATION_STATUS_DATE | Added to Primary Key |
| STUDENT_COURSE_FEE_TYPE | All | New Common Table. Created to allow for mapping of new fee type codes to PSIS codes and provide indicator for base or leveraged activity. Includes definitions for all codes. |
| STUDENT_COURSE_REGISTRATION | REGISTRATION_STATUS_DATE | Added to Primary Key |
| STUDENT_COURSE_REGISTRATION | STUDENT_COURSE_FEE_TYPE | Revision to code set and creation of common table (STUDENT_COURSE_FEE_TYPE) |
| STUDENT_CREDENTIAL | CREDENTIAL_ACHIEVEMENT_DATE | Added to Primary Key |
| STUDENT_PERSONAL_DATA | CREATE_DATE | New Element |

Summary of Changes in Version 2000

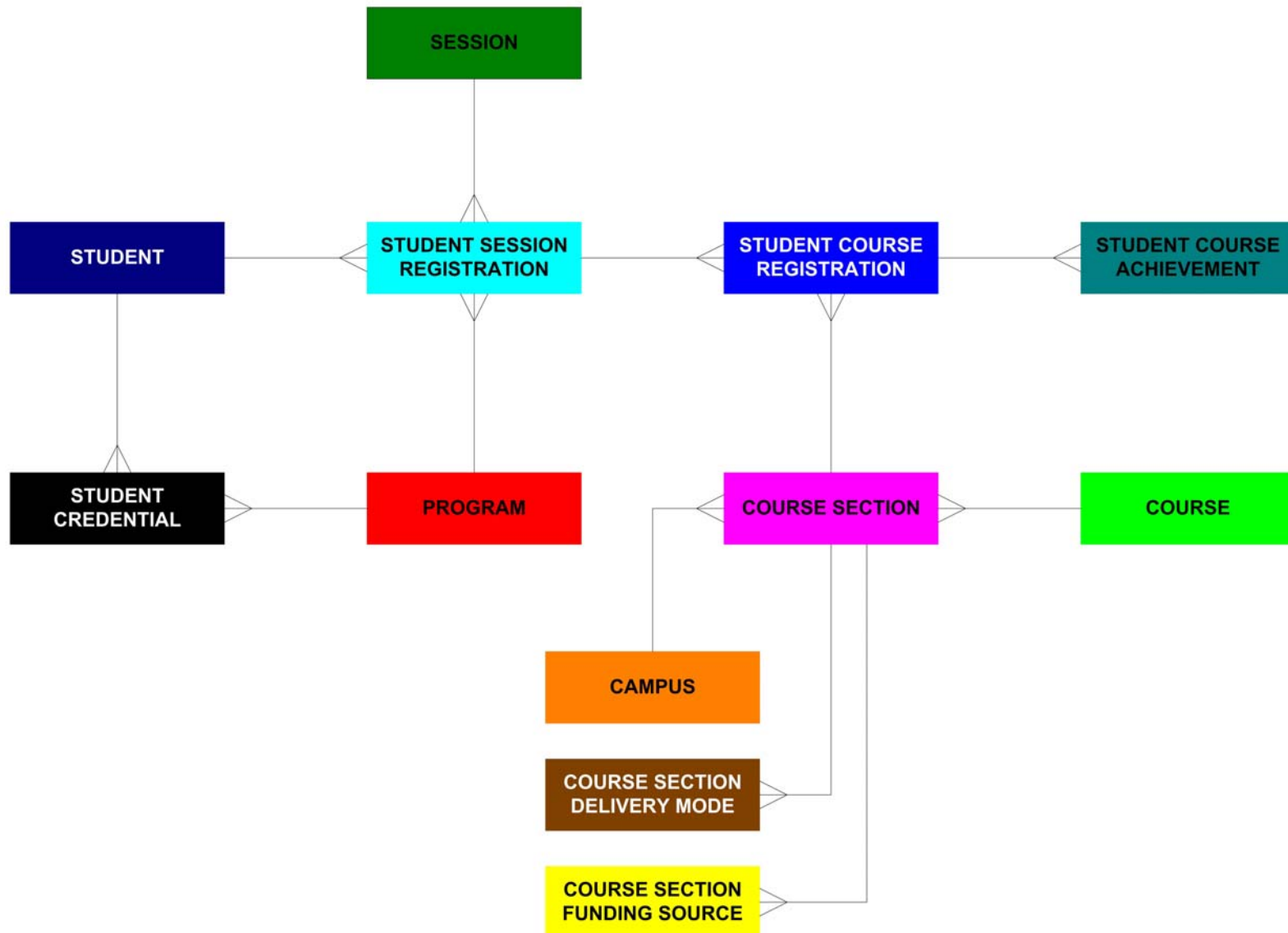
This section summarizes the major changes that have been made to the Student/Program subject area since the publication of Version 2.0.

| Table | Column | Revision Notes |
|-------------------------------|--------------------------------|---------------------------------|
| CAMPUS | New Table | |
| COURSE | Credit Value Unit | New Element |
| | Duration Hours | New Element |
| | Lab Hours | New Element |
| | Min Credit Value | Definition Revised |
| | Max Credit Value | Definition Revised |
| | Discipline DIS Code | Definition Revised |
| | Practicum Duration | New Element |
| | Practicum Duration Unit | New Element |
| COURSE_SECTION | Start Date | Definition Revised |
| | End Date | Definition Revised |
| | Stable Enrollment Date | Definition Revised |
| | Course Section Type | New Element |
| | Number Of Seats | New Element corrected name |
| | CAM INS Code | New Element |
| | CAM Code | New Element |
| COURSE_SECTION_DELIVERY_MODE | New Table | |
| COURSE_SECTION_FUNDING_SOURCE | New Table | |
| PROGRAM | Delivery Code | Definition Revised Name Revised |
| | Program Graduation Credit | New Element |
| | Program Graduation Credit Unit | New Element |
| | Program Duration Hours | New Element Name Revised |
| | PER Code | Definition Revised |

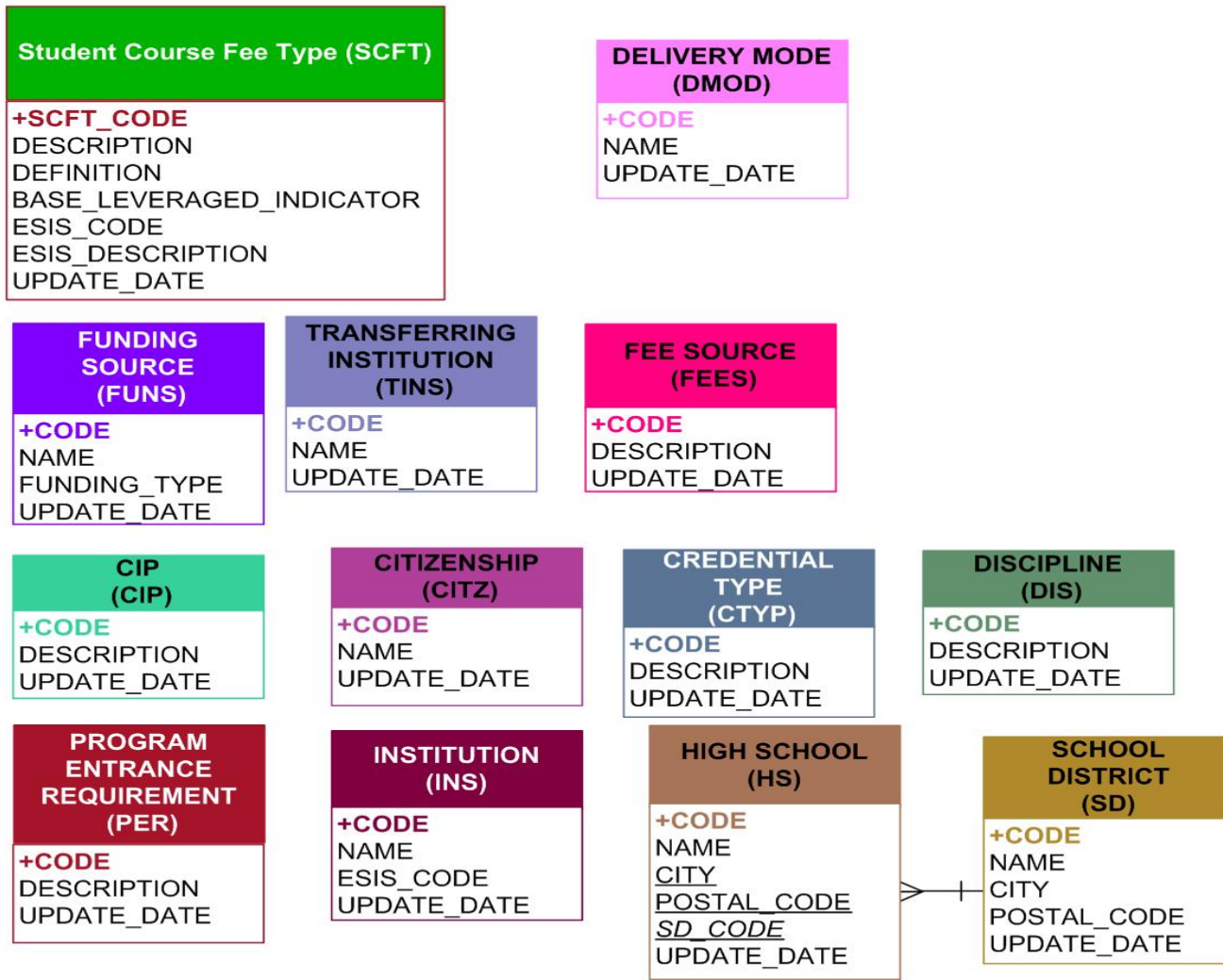
| Table | Column | Revision Notes |
|-----------------------------|-------------------------------|---|
| SESSION | INS Code | Definition Revised |
| | Last Withdrawal Date | New Element |
| | PSIS Session Code | New Element |
| STUDENT | INS Code | Added to Key |
| | ID Number | Institutional offset removed |
| | NSN | New Element |
| | Postal code | New Element |
| | First Nations Indicator | Moved to SSR |
| | Disability Indicator | Moved to SSR |
| STUDENT_COURSE_ACHIEVEMENT | Achievement Status Date | Definition Revised |
| | Achievement Status | Definition Revised |
| | Transfer Type | Definition Revised |
| | TINS Code | New Element Name Revised |
| | Credit Achieved Unit | New Element |
| STUDENT_COURSE_REGISTRATION | Registration Status Date | Definition Revised |
| | Registration Status | Definition Revised, range of values changed |
| | Continuous Enroll Start Date | Definition Revised |
| | Billing Hours | New Element |
| | Studying Outside CA Indicator | New Element |
| | Student Course Fee Type | Definition Revised and range of values expanded |
| | AGY Code | Element name changed to Fee Code and Definition Revised |

| Table | Column | Revision Notes |
|------------------------------|----------------------------|--|
| STUDENT_SESSION_REGISTRATION | Application Status Date | Definition Revised |
| | Application Status | Definition Revised, range of values changed |
| | Initial Program Start Date | New Element |
| | Co-Op Indicator | New Element Name Revised |
| | First Nations Indicator | Moved from STU, Definition Revised |
| | Disability Indicator | Moved from STU, Definition Revised |
| | International Status | Definition Revised, element renamed Immigration Status |
| | Territory Code | Deleted |
| | Current Postal Code | New Element |
| | CTRY_Code | Definition Revised, element renamed Citz Code |

DDEF STUDENT 2004



COMMON TABLES



Institution Table Definitions

This section describes the set of data elements that are required to meet both the Ministry of Advanced Education (AVED, Ministry) and Statistics Canada's Post Secondary Information System (PSIS) reporting requirements, and must be submitted to the Central Data Warehouse by reporting institutions.

Data elements are identified as either required by the Ministry and/or PSIS. Institutions not currently collecting Ministry required elements must implement registration business practice changes in order to begin collecting this information. Elements that are only required to meet PSIS reporting are not mandatory, however institutions are encouraged to collect and report all PSIS required information.

SHADED, BOLDED elements in each table represent the table's "Primary Key". A Primary Key is a set of elements whose values together uniquely identifies a row in a table. The properties of a Primary Key are:

- No Primary Key value can appear in more than one row in the table (i.e., a Primary Key must be unique)
- No column that is part of the Primary Key can contain a null value.

ITALICIZED, BOLDED elements in each table represent a "Foreign Key". A Foreign Key is an element (or set of elements) whose values must match the corresponding elements in the Primary Key of the table referenced. If a Foreign Key value is not applicable/available, then it must be set to NULL. Foreign Key table names that are **UNDERLINED** reference Common Tables (described in Section 3).

Each table in this section is described with the following attributes:

- Column** - The name of the table and column (element) defined.
- Type** - The column data types, as follows:
- $C(n)$ -Character, maximum size specified by n . For example, C(100) allows for text up to 100 characters.
 - $N(s,p)$ -Numeric, maximum total number of digits including those to the right of the decimal (scale) specified by s , with p digits to the right of the decimal. For example, N(5,2) allows a maximum number of 999.99.
 - D -Date. Must be a valid combination of year, month and day.
- Value** - The allowable values that the referenced column may contain.
- Definition** - Additional information about the column values including a brief description of the element.
- Version** - The version that this element first appeared. V2000, V2002 & V2004 are previous versions of the standards, V2010 is the current version.
- Purpose** - The intended purpose of this element. Ministry means that the element is to be used for Ministry reporting. PSIS means that the element is needed for PSIS reporting. Where PSIS is specified, the PSIS element reference has been noted.

Institution Tables are listed in alphabetical order.

CAMPUS (CAM)

Information about the physical campuses owned or managed by an Institution.

| Column | Type | Values | Comments | Version | Purpose |
|--------------------------|--------------|---|---|---------|-------------------------------|
| <u>INSTITUTION</u> | C(4) | Foreign Key (Common Table – page 50) | The INSTITUTION that owns or administers this CAMPUS. | V2000 | Institution |
| CODE | C(20) | Text | A code that uniquely identifies this campus within an institution. If an institution offers a course section at a location that is not owned or controlled by the institution (an example might be a course section that is delivered at a community centre) and the institution does not have an existing campus code for this activity the CAMPUS.CODE should be "OFF" for off-site. | V2000 | PSIS SC6210 Institution |
| NAME | C(50) | Text | The name of the campus. | V2000 | Ministry |
| FOREIGN_CAMPUS_INDICATOR | C(1) | Y, N | Indicates if the campus is located outside of Canada. Y - <u>Yes</u> , the campus is a foreign campus and is located outside of Canada N - <u>No</u> , the campus is not a foreign campus and is located within Canada | V2000 | PSIS SD4310 |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2000 | Institution |

Notes

COURSE (CRS) - Table 1 of 3

Information about the lowest level of a comprehensive unit of instruction delivered by an institution. A Course is designed to deliver a specific learning or training outcome, and is defined and identified by an Institution.

| Column | Type | Values | Comments | Version | Purpose |
|--------------------|---------|--|---|--------------------------|----------------------------|
| <u>INSTITUTION</u> | C(4) | Foreign Key (Common Table – page50) | The INSTITUTION that delivers this COURSE. | V2.0 | Ministry |
| INS_CODE | C(20) | Text | The institution's unique code describing this COURSE | V2.0 | Ministry PSIS IC3000 |
| CODE | D | Valid Date | The date upon which the COURSE was first mounted, or was last significantly updated. | V2.0 | Ministry |
| EFF_DATE | D | Valid Date, NULL | If applicable, the expected "decommissioning" date of the course. Report NULL if the COURSE is planned to run indefinitely. | V2.0 | Ministry |
| END_DATE | C(100) | Text | The title of the COURSE (from the course calendar) | V2.0 | Ministry PSIS IC3020 |
| TITLE | C(2000) | Text, NULL | The COURSE description (from the course calendar); first 2000 characters. Report NULL if a description is not available. | V2.0 | Ministry |
| DESCRIPTION | N(7,3) | 0.000 - 9999.999, NULL | The minimum credit value awarded upon course completion. Report NULL if the COURSE is non-credit. | V2.0 Revised V2000 | Ministry PSIS IC3090 |
| MIN_CREDIT_VALUE | N(7,3) | 0.000 - 9999.999, NULL | The maximum possible credit value awarded upon course completion. Must be greater than or equal to the Min_Credit_Value. Report the same value as Min_Credit_Value if the COURSE does not have a range of credit values. Report NULL if the COURSE is non-credit. | V2.0 Revised V2000 | Ministry PSIS IC3090 |
| MAX_CREDIT_VALUE | | | | | |

COURSE (CRS) - Table 2 of 3

| Column | Type | Values | Comments | Version | Purpose |
|-------------------------|--------|--------------------------------------|---|---------|-------------|
| CREDIT_VALUE_UNIT | C(2) | 01, 02, 03, 04, 05, 06, 07, 99, NULL | <p>The unit of measure that describes the Min_Credit_Value and the Max_Credit_Value. Units are:</p> <p>01 - Credits 02 - Credit hours 03 - Semester hours 04 - Course hours 05 - Credit points 06 - Courses 07 - Student contact hours 99 - Other units</p> <p>Report NULL if the Min_Credit_Value and Max_Credit_Value are NULL</p> | V2000 | PSIS IC3091 |
| DURATION_HOURS | N(6,2) | 0.00 - 9999.00, NULL | <p>The normal time to complete the course for a full-time student by traditional course delivery. Include the duration of labs or On the Job Training (OJT) components that are an integral part of the course. OJT includes Practicum, Co-op Work Term, and Formal Work Experience. Duration is sum of student contact hours.</p> <p>If the course is delivered by a non-traditional method such as Distance Education, report what the normal duration would be for a full-time student if the course were delivered by a traditional delivery method.</p> <p>Duration includes exam week.</p> <p>Report NULL for courses having no set duration.</p> | V2000 | PSIS IC3080 |
| LAB_HOURS | N(6,2) | 0.00 - 9999.00, NULL | <p>If lab work is a regular part of this course, the normal number of hours of Lab work required.</p> <p>Report NULL if the course does not include a Lab component.</p> | V2000 | PSIS IC3110 |
| PRACTICUM_DURATION | N(6,2) | 0.00 - 9999.00, NULL | <p>If a practicum or On the Job Training (OJT) is a regular part of this course, the duration of practicum/OJT required. Used in conjunction with the Practicum_Duration_Unit.</p> <p>Report NULL if the course does not include a practicum component.</p> | V2000 | PSIS IC3140 |
| PRACTICUM_DURATION_UNIT | C(2) | Y, C, M, W, D, H, S, NULL | <p>The Practicum_Duration units.</p> <p>Y - Year, Academic (about 8 months) C - Year, Calendar (about 12 months) M - Month (about 30 days) W - Week (about 5 days) D - Day (about 7 hours) H - Hour (about 60 min) S - Session (about 4 months)</p> <p>Report NULL if the Practicum_Duration is NULL.</p> | V2000 | PSIS IC3141 |

COURSE (CRS) - Table 3 of 3

| Column | | Type | Values | Comments | Version | Purpose |
|--------------------------------------|-----------------|--------|---|--|--------------------------|-------------|
| COURSE_LEVEL (Rev. Sept. 2, 2008) | | C(1) | 0 - 9, S, P, Null | <p>The purpose of this attribute is to facilitate the derivation of the student's current academic level of study, and to differentiate those courses for which academic level does not normally apply.</p> <p>Assign level 1 to courses typically taken in year 1 of a program, level 2 to courses typically taken in year 2, and so on. For programs that are one year in length assign level 1 to all associated courses. Assign level P to courses offered as preparatory to college level programming (ABE, ASE, ESL and other course programming to upgrade to post secondary levels) and to develop a life/career path as part of college preparation. Skills courses offered through community or continuing education and not associated with a program should be assigned level S. For Continuing Education courses associated with a program that awards a credential, use the most appropriate numeric level (normally "1" for pre-employment programs).</p> | V2.0 Revised V2004 | Ministry |
| BILLING_COURSE_INDICATOR | | C(1) | Y, N, NULL | <p>Indicates if this course is a billing or holding course. Y – Yes, this course is a billing course. N – No, this course is not a billing course NULL – Report NULL if unknown</p> | V2000 | Ministry |
| <u>DISCIPLINE</u> | <u>DIS_CODE</u> | N(6,4) | Foreign Key, NULL (Common Table – page 46) | The Discipline Code that best describes the course content. | V2.0 Revised V2000 | Ministry |
| CREATE_DATE | | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

COURSE_SECTION (CSEC) - Table 1 of 3

Information about course sections offered for student enrollment.

| Column | Type | Values | Comments | Version | Purpose | |
|---------------------------|--------------|-----------------------|---|--|------------------------------|----------|
| COURSE | CRS_INS_CODE | C(4) | Foreign Key | The COURSE that describes this COURSE SECTION. | V2.0 | Ministry |
| | CRS_CODE | C(20) | | | | |
| | CRS_EFF_DATE | D | | | | |
| SECTION_NUMBER | C(20) | Text | The institution's unique course section number. | V2.0 | Ministry PSIS - SC6070 | |
| START_DATE | D | Valid Date | For <i>Scheduled Enrollment Sections</i> , this date is the first day of activity, or the date upon which the course section starts. For <i>Continuous Enrollment Sections</i> , this date is the first day upon which a student may start their studies. | V2.0 Revised V2000 | Ministry PSIS - SC6020 | |
| END_DATE | D | Valid Date, NULL | For <i>Scheduled Enrollment Sections</i> , this date is the last day of activity, or the date upon which the course section ends (inclusive of the exam period). For <i>Continuous Enrollment Sections</i> , this date is the last day upon which a student may start their studies. | V2.0 Revised V2000 | Ministry PSIS - SC6021 | |
| STABLE_ENROLLMENT_DATE | D | Valid Date, NULL | The date upon which the institution will consider a student to be counted as enrolled in this course section, for headcount reporting purposes. Report NULL if the section is continuous entry. | V2.0 Revised V2000 | Ministry | |
| COURSE_HOUR_EQUIVALENT | N(7,2) | 0.00 - 00000.00, NULL | The nominal number of hours of formal instruction, plus the nominal time equivalent to formal instruction a student will receive to complete this course, independent of mode of delivery, assuming full-time attendance. Essentially equivalent to Student Contact Hours if this course section is offered via traditional instructor-led delivery mode. If the section includes a lab and/or practicum component, the <i>Course_Hour_Equivalent</i> includes the lab and/or practicum hours. Include PLA activity. Report NULL if section is a Transfer. | V2.0 Revised V2004 | Ministry | |
| EXPECTED_COMPLETION_WEEKS | N(5,1) | 0.0 - 9999.9, NULL | The number of weeks a student is normally expected to take to complete this section before they are expected to re-register. Assume 4.35 weeks per month. Exam weeks may or may not be included, depending on institution business practices. | V2.0 | Ministry | |

COURSE_SECTION (CSEC) - Table 2 of 3

| Column | Type | Values | Comments | Version | Purpose |
|------------------------------|------|--------------------------------------|---|---------------------------|----------|
| NUMBER_OF_SEATS | N(4) | 0 - 9999, NULL | The number of seats available in this course section. Report NULL if this section does not have a physical classroom located on a campus owned or managed by the institution (e.g., distance learning). | V2000 | Ministry |
| SECTION_TYPE (see note 1) | C(2) | 01, 02, 03, 04, 05, 06, 07, 99, NULL | An indicator describing the section's primary content disclosure environment: 01 - Lecture - This section primarily uses a lecture environment and may comprise to a lesser degree, lab, practicum/OJT and tutorial components. 02 - Lab - This section primarily uses a laboratory environment and may comprise to a lesser degree, practicum/OJT, tutorial and lecture components. 03 - Tutorial - This section primarily uses a tutorial environment and may comprise to a lesser degree, practicum/OJT, lab and lecture components. 04 - Practicum/On the Job Training - This section primarily uses a Practicum/On the Job Training environment and may comprise to a lesser degree, lab, lecture and tutorial components. 05 -Transfer – This course section has been created to track transfer credits. 06 - Prior Learning Assessment (PLA) – This course section has been created to track PLA credits. 07 - Cooperative Education (co-op) - This section represents a cooperative education enrolment, which is defined as follows: "Cooperative Education" is a partnership between students, employers, and post-secondary institutions. As an educational process, co-op education formally integrates a student's academic studies with paid, approved, career-related work experience in employer organizations. 99 - Other - This section primarily uses an environment not described by any of the above. If the section has multiple types then prioritize by type with 01 the highest priority. Report NULL if the section type is Unknown or Not Applicable | V2000 Revised V2004 | Ministry |

| COURSE_SECTION (CSEC) - Table 3 of 3 | | | | | | |
|---|--------------|--------|-------------------|--|--------------------------|------------------------|
| Column | | Type | Values | Comments | Version | Purpose |
| CAMPUS | CAM_INS_CODE | C(4) | Foreign Key, NULL | An institution-defined code describing the campus where the course section is delivered. Report NULL if this section is not delivered in whole or in part on a physical campus location (e.g., Internet delivery mode). | V2000 | Ministry PSIS - SC6210 |
| | CAM_CODE | C(20) | | | | |
| CSEC_ADMIN_UNIT_1 | | C(100) | Text, NULL | Free text field to allow institutions to include school/faculty/department for internal reporting using the CDW, particularly for FTE auditing. Three admin unit fields are provided at both the program and course section level. | V2010 | Institution |
| CSEC_ADMIN_UNIT_2 | | C(100) | Text, NULL | Free text field to allow institutions to include school/faculty/department for internal reporting using the CDW, particularly for FTE auditing. Three admin unit fields are provided at both the program and course section level. | V2010 | Institution |
| CSEC_ADMIN_UNIT_3 | | C(100) | Text, NULL | Free text field to allow institutions to include school/faculty/department for internal reporting using the CDW, particularly for FTE auditing. Three admin unit fields are provided at both the program and course section level. | V2010 | Institution |
| CREATE_DATE | | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

1. Section_Type

The Section Type is the teaching environment in which the course section content is disclosed. The content can be disclosed using one or more technologies, reported in COURSE_SECTION_DELIVERY_MODE.

2. Admin units added for October 2010; free text for institutional purposes.

COURSE_SECTION_DELIVERY_MODE (CSDM)

Information about the various technologies used to deliver a course section. Course Sections may have one or many Course Section Delivery Modes. Do not report COURSE SECTION DELIVERY MODE for sections where a delivery mode is not applicable (e.g., Transfer Sections).

| Column | Type | Values | Comments | Version | Purpose | |
|-------------------------|----------------------------|--------------|--|---|---------------------------------------|---|
| COURSE_SECTION | CSEC_CRS_INS_CODE | C(4) | Foreign Key | The COURSE_SECTION that this COURSE_SECTION_DELIVERY_MODE describes. | V2000 | Ministry |
| | CSEC_CRS_CODE | C(20) | | | | |
| | CSEC_CRS_EFF_DATE | D | | | | |
| | CSEC_SECTION_NUMBER | C(20) | | | | |
| | CSEC_START_DATE | D | | | | |
| DELIVERY_MODE | DMOD_CODE | C(2) | Foreign Key (Common Table – page 45) | Indicates the method used to deliver this COURSE_SECTION in whole or in part 01 - Classroom 02 - Correspondence 03 - Internet 04 - Video Conference 05 - Audio Conference 06 - TV 07 - Radio 08 - Computer Based Training (CBT) 99 - Other Delivery Mode (not one of the above). | V2000 | Ministry PSIS - SC6100- SC6180 |
| DELIVERY_PERCENT | N(3) | 1 - 100 | The percent of the total course section that was delivered using the mode specified in the previous element. The total Delivery_Percent for all COURSE_SECTION_DELIVERY_MODES for a Course Section must sum to 100%. | V2000 | Ministry PSIS SC6100- SC6180 | |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2000 | Institution | |

Notes

COURSE_SECTION_FUNDING_SOURCE (CSFS)

Information about funding sources (Base and non-Base) that describe Course Sections. Course Sections may have one or many Funding Sources. Do not report COURSE SECTION FUNDING SOURCE for sections where a funding source is not applicable (e.g., Transfer Sections).

| Column | Type | Values | Comments | Version | Purpose | |
|-----------------------|----------------------------|----------------|--|---|-------------|----------|
| COURSE SECTION | CSEC_CRS_INS_CODE | C(4) | Foreign Key | The COURSE SECTION that this COURSE SECTION FUNDING SOURCE describes. | V2000 | Ministry |
| | CSEC_CRS_CODE | C(20) | | | | |
| | CSEC_CRS_EFF_DATE | D | | | | |
| | CSEC_SECTION_NUMBER | C(20) | | | | |
| | CSEC_START_DATE | D | | | | |
| FUNDING SOURCE | FUNS_CODE | C(4) | Foreign Key (Common Table – page 48) | The FUNDING SOURCE code that describes the source of funding for this Course Section. | V2000 | Ministry |
| NUMBER_OF_SEATS | N(4) | 1 - 9999, NULL | The number of seats in the course section funded by the FUNDING SOURCE Code. Report NULL if the section does not take place in a physical location (e.g., Internet delivery). | V2000 | Ministry | |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2000 | Institution | |

Notes

PROGRAM (PRO) - Table 1 of 3

Information about a collection or series of courses constructed to achieve a specific learning objective (e.g. Accounting diploma, Bachelor of Science). Programs may also serve to establish a grouping for registration management (i.e. Adult Basic Education).

| Column | Type | Values | Comments | Version | Purpose |
|--------------------------|---------|---|---|--------------------------|----------------------------|
| <u>INSTITUTION</u> | C(4) | Foreign Key (Common Table – page 50) | The INSTITUTION that administers this PROGRAM. | V2.0 | Ministry |
| INS_CODE | C(20) | Text | An Institution-defined program code. | V2.0 | Ministry PSIS IP2000 |
| EFF_DATE (see note 1) | D | Valid Date | The date upon which this program was first created, or was last significantly updated. Note that a change in the program divisor is a significant update to the program. | V2.0 | Ministry FTE |
| END_DATE | D | Valid Date, NULL | If applicable, the expected "decommissioning" date of the program. | V2.0 | Ministry |
| TITLE | C(100) | Text | The title of the program as it appears in the institution calendar. | V2.0 | Ministry PSIS IP2020 |
| DESCRIPTION | C(2000) | Text, NULL | The first 2000 characters of the program description, as it appears in the institution calendar; first 2000 characters. Report NULL if a description is not available. | V2.0 | Ministry |
| DELIVERY_CODE | C(2) | 01, 02, 03, NULL | An indication of whether the Program is delivered on a full-time, part-time or either, at the student's option. 01 - Full-Time Program - the program is delivered on a full-time basis only. 02 - Part-Time Program - the program is delivered on a part-time basis only. 03 - Full-Time/Part-Time Program - the program is delivered on a full-time or part-time basis, at student's option. Report NULL if not applicable (e.g., "Undeclared" program). | V2.0 Revised V2000 | Ministry PSIS IP2100 |
| EXPECTED_COMPLETION_TIME | N(5,1) | 0.0 - 9999.9, NULL | The expected calendar duration required to complete the entire Program, based on the Delivery_code | V2.0 | Ministry PSIS IP2070 |

PROGRAM (PRO) - Table 2 of 3

| Column | | Type | Values | Comments | Version | Purpose |
|--|------------------|---------------|---|--|--------------------------|----------------------------|
| EXPECTED_COMPLETION_UNIT | | C(1) | Y, C, M, W, D, H, NULL | Unit used in conjunction with Expected_Completion_Time. Y - Year, Academic (about 8 months) C - Year, Calendar (about 12 months) M - Month (about 30 days) W - Week (about 5 days) D - Day (about 7 hours) H - Hour (about 60 min) Report NULL if Expected_Completion_Time is NULL | V2.0 | Ministry PSIS IP2071 |
| <u>CIP</u> | <u>CIP_CODE</u> | N(6,4) | Foreign Key (Common Table – page 42) | The Classification of Instructional Programs code that best describes this program offering. Report 99.9999 if not applicable (e.g., "Undeclared" program). | V2.0 | Ministry PSIS IP2030 |
| <u>FUNDING SOURCE</u> | <u>FUNS_CODE</u> | C(4) | Foreign Key, NULL (Common Table – page 48) | The funding source code that describes the Ministry funding for this program. May also include older PDC codes if required for internal institutional reporting purposes. Report '9999' if not applicable or "unknown". | V2.0 Revised V2004 | Ministry PSIS IP2040 |
| <u>CREDENTIAL TYPE</u> (see note 2) | <u>CTYP_CODE</u> | C(4) | Foreign Key (Common Table – page 44) | The highest type of credential the student will receive upon successful completion of this program. Programs with multiple exit points may allow students to receive lower credentials. "Credential" means a formal qualification, not just a certificate of attendance. Credential Types are listed in the Appendix in descending order of precedence. | V2.0 Revised V2004 | Ministry PSIS IP2010 |
| PROGRAM_DURATION_HOURS | | N(5) | 0 - 99999, NULL | The sum of the COURSE.Course_Hour_Equivalents for the courses normally required to complete the entire program. <ul style="list-style-type: none"> • Include the whole program, not just the current report period. • Exclude courses or program segments that are mainly on-the-job training or field placement or co-op work experience. Only required if expected completion time is reported as 2 years or less. Report NULL if not applicable (e.g., "Undeclared" program). | V2000 | Ministry PSIS IP2060 |
| PROGRAM_GRADUATION_CREDIT | | N(6,2) | 0.00 - 9999.99, NULL | The number of credits or units of academic achievement required to graduate from, or complete, the entire program. | V2000 | Ministry PSIS IP2080 |

PROGRAM (PRO) - Table 3 of 3

| Column | Type | Values | Comments | Version | Purpose |
|-------------------------------------|-----------------|---|---|--------------------------|----------------------------|
| PROGRAM_GRADUATION_CREDIT_UNIT | C(2) | 01, 02, 03, 04, 05, 06, 07, 99, NULL | The unit of measure that describes the Program_Graduation_Credit. Units are: 01 - Credits 02 - Credit hours 03 - Semester hours 04 - Course hours 05 - Credit points 06 - Courses 07 - Student contact hours 99 - Other units Report NULL if Not applicable (e.g., non-credit Program) | V2000 | PSIS IP2081 |
| FTE_DIVISOR (see note 3) | N(6,2) | 0.00 - 9999.99, NULL | The denominator used to calculate program FTEs. Represents the number of program learning units within a program that equals a full time load (100%) for an academic year as defined by the institution (in their Calendar, as approved by their Education Council, or as published on their website). | V2002 | Ministry FTE |
| FTE_DIVISOR_UNIT | C(2) | 01, 02, 03, 04, 05, 06, 07, 99, NULL | The unit of measure that describes the FTE_Divisor. Units are: 01 - Credits 02 - Credit hours 03 - Semester hours 04 - Course hours 05 - Credit points 06 - Courses 07 - Student contact hours 99 - Other units | V2004 | Ministry FTE |
| PRO_ADMIN_UNIT_1 | C(100) | Text, NULL | Free text field to allow institutions to include school/faculty/department for internal reporting using the CDW, particularly for FTE auditing. Two admin unit fields are provided at both the program and course section level. | V2010 | Institution |
| PRO_ADMIN_UNIT_2 | C(100) | Text, NULL | Free text field to allow institutions to include school/faculty/department for internal reporting using the CDW, particularly for FTE auditing. Two admin unit fields are provided at both the program and course section level. | V2010 | Institution |
| PRO_ADMIN_UNIT_3 | C(100) | Text, NULL | Free text field to allow institutions to include school/faculty/department for internal reporting using the CDW, particularly for FTE auditing. Two admin unit fields are provided at both the program and course section level. | V2010 | Institution |
| <u>PROGRAM ENTRANCE REQUIREMENT</u> | <u>PER_CODE</u> | C(2) Foreign Key, NULL (Common Table – page 51) | A code describing the normal educational entrance requirement to begin the program. If the program has more than one educational entrance requirement, report the one that is numerically highest in the list. Report NULL if not applicable (non-program). | V2.0 Revised V2000 | Ministry PSIS IP2150 |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

1. Eff Date

This field's purpose is to enable institutions to report Programs codes where a version of a Program is qualified in their registration systems with an effective date, perhaps where a significant change is made to the program but the code does not change (for example, a change in the FTE divisor). Institutions that do not maintain a Program effective date should report a date that is the "likely" Program effective date (e.g., the date the institution first offered Programs).

2. Ctyp Code

Some institutions offer programs that are structured such that on completion of the first year of the program the student is awarded a Certificate, on completion of the second year of the program the student is awarded a Diploma, and on completion of four years the student is awarded a degree. The Definitions suggest that separate programs be reported, one for each credential type. However, if single program codes are used, enter the highest credential offered by the program. Credential type in the Student Credentials table is then used to identify the actual type of credential awarded at the different exit points.

3. FTE Divisor

The FTE Divisor is used to calculate the number of FTE's delivered for a particular program by an institution. The FTE Divisor will be used in conjunction with the SCR_CREDITS_ATTEMPTED element to calculate the total FTE's for the program as follows:

$(\text{SUM} [\text{SCR_CREDITS_ATTEMPTED}, \text{where the course activity has a registration status date within a specific date range (for example September 1, 2003 to August 31, 2004) for a specific program}]) / (\text{FTE_DIVISOR for a specific program})$

Example: The total FTE for a program for a single academic year:

| Total Credits Attempted for Program A within single academic year | FTE Divisor for Program A | FTE's for Program A |
|---|---------------------------|---------------------|
| 3,450 | 30 | 115 |

4. Admin units added for October 2010; free text for institutional purposes.

SESSION (SES)

Information about the periods of time, typically a year or less, during which students take courses at an institution. Sessions may be called "Terms" at some institutions (e.g., Winter 2000 Term).

| Column | Type | Values | Comments | Version | Purpose |
|----------------------|-------------|---|---|--------------------------|----------------------------|
| <u>INSTITUTION</u> | C(4) | Foreign Key (Common Table – page 50) | The INSTITUTION that owns this SESSION information. | V2.0 Revised V2000 | Ministry |
| CODE | C(8) | Text | An institution-defined code describing the session or 'term' during which students enroll in sections. | V2.0 | Ministry |
| START_DATE | D | Valid Date | The start date of the session or term. | V2.0 | Ministry PSIS ID1045 |
| END_DATE | D | Valid Date | The end date of the session or term; must be greater than or equal to the Start_Date. | V2.0 | Ministry |
| DESCRIPTION | C(50) | Text | A description of the session or term (to appear on reports). | V2.0 | Ministry |
| LAST_WITHDRAWAL_DATE | D | Valid Date, NULL | The last date in the session for the withdrawal from courses without academic penalty; must be between the Start_Date and End_Date. If the session has more than one withdrawal date report the date which is closest to the start of the term Report NULL if there is no withdrawal date for this session. | V2000 | PSIS ID1065 |
| PSIS_SESSION_CODE | C(6) | Text | A 6-character abbreviation of the SESSION Code required for PSIS reporting. This will be the same as code if code is <= 6 characters. | V2000 | PSIS ID1035 |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

STUDENT (STU) - Table 1 of 2

Information about individuals who have either:

- Applied to (or have been assigned to) at least one Program at the reporting institution, where that program application was either accepted, rejected, deferred or waitlisted, or;
- Have been awarded a credential at the reporting institution.

| Column | Type | Values | Comments | Version | Purpose | |
|-----------------------|-----------------|--------|---|--|--------------------------|----------------------------|
| <u>INSTITUTION</u> | <i>INS_CODE</i> | C(4) | Foreign Key (Common Table – page 50) | The INSTITUTION that owns this STUDENT information. | V2.0 Revised V2000 | Ministry PSIS |
| ID_NUMBER | | N(12) | Valid Number | The unique (internal) student ID as used by the institution's registration system to identify the student. The ID number will be PIDM for Banner institutions, or Person_id for Colleague or ISN for SRS The ID number used in this field must match the ID number provided to the Ministry for PEN validation for this student. | V2.0 Revised V2000 | Ministry PSIS SD4000 |
| PEN | | C(10) | Valid PEN, NULL | Personal Education Number. | V2.0 | Ministry |
| NSN | | C(30) | Text, NULL | National Student Number | V2000 | PSIS SD4030 |
| BIRTH_DATE | | D | Valid Date, NULL | The student's date of birth. | V2.0 | Ministry PSIS SD4030 |
| GENDER | | C(1) | M, F, U | The student's gender. M - Male F - Female U - Unknown | V2.0 | Ministry PSIS SD4040 |
| POSTAL_CODE | | C(10) | Valid Postal Code, NULL | The student's postal code or zip code at the time of the student's first application to the reporting institution. Canadian postal codes should be formatted 'X0X 0X0' with a space as indicated. | V2000 | Ministry PSIS SD4160 |
| <u>HIGH SCHOOL</u> | <i>HS_CODE</i> | C(8) | Foreign Key, NULL (Common Table – page 49) | A code describing the last BC high school that the student attended, at the time of application to this Institution. Report NULL if unknown. | V2.0 | Ministry PSIS SD4335 |
| HIGH_SCHOOL_GRAD_DATE | | D | Valid Date, NULL | The date upon which the student graduated from High School (if the High_School_Grad_Status = "G"). Report NULL if unknown. | V2.0 | Ministry PSIS SD4325 |

STUDENT (STU) - Table 2 of 2

| Column | Type | Values | Comments | Version | Purpose |
|----------------------------|-------|-------------|--|--------------------------|-------------------------------|
| HIGH_SCHOOL_GRAD_STATUS | C(1) | G, E, N, U | A code describing the student's High School graduation status. G - Graduated from High School E - High School Equivalency (G.E.D.) N - Did not Graduate from High School U - Unknown | V2.0 | Ministry PSIS SD4320 |
| INSTITUTION_STUDENT_NUMBER | C(20) | Text | The institution's permanent identifier for the student while at this institution. This number is the ID that the student would identify with. | V2.0 | Institution PSIS SD4000 |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

STUDENT_COURSE_ACHIEVEMENT (SCA) - Table 1 of 4

Information about the final status of a student's section enrollment at the end of the Reporting Interval. Grade adjustments made after the end of the current Reporting Interval are reported in a subsequent Reporting Interval (i.e., there may be more than one STUDENT COURSE ACHIEVEMENT for a given STUDENT COURSE REGISTRATION).

| Column | Type | Values | Comments | Version | Purpose |
|--|--------------------------------|------------|--|---|--|
| STUDENT COURSE REGISTRATION | <u>SCR_SSR_STU_INS_CODE</u> | C(4) | Foreign Key | The STUDENT COURSE REGISTRATION that describes this STUDENT COURSE ACHIEVEMENT. | V2.0 Revised V2000 Revised V2002 |
| | <u>SCR_SSR_STU_ID_NUMBER</u> | N(12) | | | |
| | <u>SCR_SSR_PRO_INS_CODE</u> | C(4) | | | |
| | <u>SCR_SSR_PRO_CODE</u> | C(20) | | | |
| | <u>SCR_SSR_PRO_EFF_DATE</u> | D | | | |
| | <u>SCR_SSR_SES_INS_CODE</u> | C(4) | | | |
| | <u>SCR_SSR_SES_CODE</u> | C(8) | | | |
| | <u>SCR_CSEC_CRS_INS_CODE</u> | C(4) | | | |
| | <u>SCR_CSEC_CRS_CODE</u> | C(20) | | | |
| | <u>SCR_CSEC_CRS_EFF_DATE</u> | D | | | |
| | <u>SCR_CSEC_SECTION_NUMBER</u> | C(20) | | | |
| <u>SCR_CSEC_START_DATE</u> | D | | | | |
| <u>SCR_REGISTRATION_STATUS_DATE</u> | D | | | | |
| ACHIEVEMENT_STATUS_DATE (see note 1) | D | Valid Date | The date that the student's final Achievement_Status was recorded by the institution, as of the end of the reporting interval. | V2.0 Revised V2000 | Ministry |

STUDENT_COURSE_ACHIEVEMENT (SCA) - Table 2 of 4

| Column | Type | Values | Comments | Version | Purpose |
|------------------------------------|------|------------------------|--|--------------------------|------------------------------|
| ACHIEVEMENT_STATUS (see note 2) | C(1) | C, W, I, L, T, P, X, A | <p>The student's final registration status for the course section as of the end of the reporting interval.</p> <p>C - <u>Complete</u> - the student has completed their course requirements; the student may have passed or failed the section (if there is an evaluative component).</p> <p>W - <u>Withdraw</u> - the student has withdrawn from the course after the stable enrollment date; the student will (typically) receive a withdrawal status on their transcript.</p> <p>I - <u>Incomplete</u> - the student has not completed the course requirements, and has not withdrawn (e.g., did not sit the final exam); the student will (typically) receive an incomplete status on their transcript.</p> <p>L - <u>Leave</u> - the student has stopped out of the section for a short period of time, and will re-enter the course section. There is no academic penalty for this action.</p> <p>T - <u>Transfer</u> - the student has been assessed transfer credit for the section (see Transfer Type).</p> <p>P - <u>PLA</u> - the student has been assessed Prior Learning credit for the section (see PLA Type).</p> <p>X - <u>Extend</u> - the student did not finish the section, and has applied for an extension to continue with the section. There is no academic penalty for this action.</p> <p>A - <u>Audit</u> - the student audited the course section and did not receive a grade.</p> <p>There is no achievement record for sections in progress.</p> | V2.0 Revised V2000 | Ministry PSIS - SC6030 |
| GRADE | C(3) | Text, NULL | <p>The grade awarded to the student, if this section has an evaluative component. Used in conjunction with <i>Grade_Type</i>.</p> <p>Report NULL if this section is not graded.</p> | V2.0 | Ministry |

| STUDENT_COURSE_ACHIEVEMENT (SCA) - Table 3 of 4 | | | | | | |
|--|-----------|-------------|---|--|--------------------------|------------------|
| Column | | Type | Values | Comments | Version | Purpose |
| GRADE_TYPE | | C(1) | P, L, O, NULL | <p>An indicator describing the grading system used, if Grade has been reported.</p> <p>P - <u>Percent</u> - Grade is reported as a percentage, in the range of 0 to 100 (or greater).</p> <p>L - <u>Letter</u> - Grade is reported as a letter grade (e.g., A+)</p> <p>O - <u>Other</u> - Grade is reported using a system that is not one of the above.</p> <p>Report NULL if this section is not graded.</p> | V2.0 | Ministry |
| PASS_FAIL_INDICATOR (Rev. Sept. 2, 2008) | | C(1) | P, F, N, NULL | <p>An indicator describing whether the student passed or failed the section, if this section has an evaluative component.</p> <p>P - <u>Pass</u> - student has passed the section</p> <p>F - <u>Fail</u> - student has failed the section</p> <p>N - <u>Neither</u> - student did not pass or fail, for cases such as withdrawals where a section has a pass/fail component but the student did not pass or fail.</p> <p>Report NULL if this section does not have a Pass/Fail component.</p> | V2.0 Revised V2004 | Ministry |
| TRANSFER_TYPE | | C(1) | B, I, N, O, U, NULL | <p>An indication of the type of transfer credit awarded, if the Achievement_Status is "T". Report credits awarded in Credit_Achieved.</p> <p>B - <u>BC Council on Admissions and Transfers Guide</u> - credit transfer is articulated in the BCAT guide.</p> <p>I - <u>Inter-Institution Articulation Agreement</u> - an articulation agreement has been negotiated between the institution where the student took the course and the institution awarding credit.</p> <p>N - <u>No Articulation Agreement In Place</u> - institution has to assess credit on a case by case basis.</p> <p>O - <u>Other</u> - credit is awarded based on articulation agreement not described by any of the codes.</p> <p>U - Unknown</p> <p>Report NULL if the Achievement_Status is not "T".</p> | V2.0 Revised V2000 | PSIS - ST7060 |
| <u>TRANSFERRING INSTITUTION</u> | TINS_CODE | C(5) | Foreign Key, NULL (Common Table – page 55) | <p>A code describing the "sending" Canadian institution where the student transferred credits from, where the Achievement_Status is "T".</p> <p>Report NULL if the institution code is not known.</p> | V2000 | PSIS - ST7070 |

STUDENT_COURSE_ACHIEVEMENT (SCA) - Table 4 of 4

| Column | Type | Values | Comments | Version | Purpose |
|-------------|------|------------------------|---|--------------------------|-------------|
| PLA_TYPE | C(1) | S, C, P, B, O, U, NULL | An indication of the type of PLA credit awarded, if the Achievement_Status is "P". Report credits awarded in Credit_Achieved. S - Skills demonstration by student C - Challenge exam taken by student P - Assessment of Student's education/life skills "portfolio" B - Blended assessment O - Other type of assessment completed. U - Unknown Report NULL if the Achievement_Status is not "P". | V2.0 | |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

1. Achievement_Status_Date

Multiple STUDENT_COURSE_ACHIEVEMENTS may be reported for a single STUDENT_COURSE_REGISTRATION. For example, a student may appeal their grade, and be assigned a new grade after the Reporting Interval. Note that should a student appeal their grade *within* the Reporting Interval, only report the final grade issued.

2. Achievement_Status

Valid STUDENT COURSE ACHIEVEMENT status codes for corresponding STUDENT COURSE REGISTRATION statuses are:

| STUDENT COURSE REGISTRATION Status Codes | Status at end of Reporting Interval | Valid STUDENT COURSE ACHIEVEMENT Status Codes |
|--|---|---|
| E - Enrolled | Student has <u>completed</u> their course section activity. | C - Complete W - Withdrew I - Incomplete L - Leave T - Transfer P - PLA X - Extend A - Audit |
| E - Enrolled | Student is <u>still enrolled</u> in the course section. | No STUDENT COURSE ACHIEVEMENT reported for this Reporting Interval. |

STUDENT_COURSE_REGISTRATION (SCR) - Table 1 of 3

Information about classes (sections of a course) a student has registered in and is stable enrolled, as of the section stable enrollment date.

- Registration activity prior to the stable enrollment date is not reported. Examples of non-reported activity include drops and cancellations.

| Column | Type | Values | Comments | Version | Purpose | |
|---|----------------------------|------------------|---|---|----------------------------------|----------|
| STUDENT SESSION REGISTRATION | SSR_STU_INS_CODE | C(4) | Foreign Key | The STUDENT SESSION REGISTRATION that describes this STUDENT COURSE REGISTRATION. | V2.0 Revised V2000 | Ministry |
| | SSR_STU_ID_NUMBER | N(12) | | | | |
| | SSR_PRO_INS_CODE | C(4) | | | | |
| | SSR_PRO_CODE | C(20) | | | | |
| | SSR_PRO_EFF_DATE | D | | | | |
| | SSR_SES_INS_CODE | C(4) | | | | |
| | SSR_SES_CODE | C(8) | | | | |
| COURSE SECTION | CSEC_CRS_INS_CODE | C(4) | Foreign Key | The COURSE SECTION that describes this STUDENT COURSE REGISTRATION. | V2.0 Revised V2000 | Ministry |
| | CSEC_CRS_CODE | C(20) | | | | |
| | CSES_CRS_EFF_DATE | D | | | | |
| | CSEC_SECTION_NUMBER | C(20) | | | | |
| | CSEC_START_DATE | D | | | | |
| REGISTRATION_STATUS_DATE (see Note 1) | D | Valid Date | This date represents the last date for a student to add a course, or to withdraw from a course and receive a refund. This data varies considerably by institution and program type. During the Post-Secondary CDW extracting routines, stable enrollment date is often defined as being 15% into the course enrollment. | V2.0 Revised V2000 Revised V2002 Revised V2004 | Ministry | |
| REGISTRATION_STATUS (see Note 2) | C(1) | E | The status that describes the student's section registration as follows: E - <u>Enrolled</u> - as of the <code>Registration_Status_Date</code> , the student was still registered in the section and will be counted as an enrollment. | V2.0 Revised V2000 Revised V2004 | Ministry | |
| CONTINUOUS_ENROLL_START_DATE | D | Valid Date, NULL | The date the student started their course activity in a section, where the student's start date in the section is not scheduled (i.e., is student dependent). Report NULL if the section enrollment is scheduled (i.e., <i>not</i> continuous entry). | V2.0 Revised V2000 Revised V2004 | Ministry PSIS - SC6020 | |

STUDENT_COURSE_REGISTRATION (SCR) - Table 2 of 3

| Column | Type | Values | Comments | Version | Purpose | |
|--|-----------|--------------------------------------|---|--|--------------------------|------------------|
| STUDENT_END_DATE | D | Valid Date, NULL | The date the student ended their course activity in either a scheduled or continuous entry course section. This date may be before the scheduled end of the section, such as for withdrawals or early completion or continuous enrolment course sections. For fixed entry sections the student end date should generally equal the section end date and should not include the time to enter grades. Exam weeks may or may not be included, depending on institution business practices. | V2004 | Ministry | |
| COURSE_AUDIT_INDICATOR (see note 3) | C(1) | Y, N, NULL | A code indicating whether or not the student has registered to audit the section. Y - <u>Yes</u> - the student has registered to audit this section. N - <u>No</u> - the student has not registered to audit this section. Report NULL if section audit is not applicable (e.g., Transfer). | V2.0 | Ministry | |
| CREDIT_ATTEMPTED | N(7,3) | 0.000 - 9999.999, NULL | The learning units attempted by the student for the following, and used in conjunction with <code>Credit_Attempted_Unit</code> : <ul style="list-style-type: none"> • Section completion. • Transfer credits awarded. • PLA learning units awarded. The institution must report learning units attempted in the <code>Credit_Attempted</code> field, independent of the type of activity (i.e., academic, CT, vocational, ABE), for the purposes of calculating FTEs. If the institution does not count the activity towards FTE reporting, then the <code>Credit_Attempted</code> is NULL. | V2.0 Revised V2004 | Ministry | |
| CREDIT_ATTEMPTED_UNIT | C(2) | 01, 02, 03, 04, 05, 06, 07, 99, NULL | The unit of measure that describes <code>Credit_Attempted</code> element. 01 - Credits 02 - Credit hours 03 - Semester hours 04 - Course hours 05 - Credit points 06 - Courses 07 - Student Contact Hours 99 - Other units Report NULL if <code>Credit_Attempted</code> is NULL. | V2000 Revised V2004 | PSIS IC3091 | |
| <u>STUDENT_COURSE_FEE_TYPE</u> | SCFT_CODE | C(3) | Foreign Key (Common Table – page 53) | The tuition fee category for this student’s course section enrollment. | V2.0 Revised V2000 | PSIS - SD4270 |

STUDENT_COURSE_REGISTRATION (SCR) - Table 3 of 3

| Column | Type | Values | Comments | Version | Purpose | |
|-------------------------------|------------------|--------|---|--|--------------------------|------------------|
| <u>FEE_SOURCE</u> | <u>FEES_CODE</u> | C(2) | Foreign Key, NULL (Common Table – page 47) | A code describing the <i>primary source</i> of fees paid by (or on behalf of) the student for this section. The codes are: 10 - Individual 20 - Government 21 - Provincial Government 22 - Federal Government 23 - Municipal Government 24 - Regional Government 25 - Aboriginal Government 30 - Private Industry 99 - Other (not one of the above) Note: If the fee source is from multiple sources, and the fees paid from those sources are equal, the numeric order above indicates the priority. Report NULL if unknown or not applicable (no fees). | V2.0 Revised V2000 | PSIS - IC3040 |
| BILLING_HOURS (see Note 4) | | N(6,1) | 0.0 - 99999.9, NULL | The number of hours of instruction purchased by the student, where a student can purchase a variable amount of individual instruction time. This typically applies to Adult Basic Education activity. | V2000 | Ministry |
| STUDYING_OUTSIDE_CA_INDICATOR | | C(1) | Y, N, NULL | Indicates if the student is studying this section outside of Canada. Y - <u>Yes</u> , the student is studying outside of Canada, and includes: <ul style="list-style-type: none"> • Student studying at an institution that has a reciprocal agreement with the institution; • Student studying at an affiliated institution; • Student studying by distance education from outside Canada. N - <u>No</u> , the student is not studying outside of Canada. Report NULL if unknown. | V2000 | PSIS - SD4310 |
| CREATE_DATE | | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

1. Registration_Status_Date

The Registration Status Date must be between the course section start and end dates, inclusive.

Only stable enrollments are reported. Therefore, students who dropped, cancelled or were deleted from the section prior to the stable enrollment date **are not** reported to the Data Warehouse.

PLA and Transfer students are reported as enrolled in a PLA or Transfer "section", and/or with a PLA or Transfer Achievement Status. The Registration Status Date is then the date the PLA or Transfer was awarded.

2. Registration_Status

Currently, warehouse reporting is on "Enrolled" registrations only.

3. Course_Audit_Indicator

Institutions that do not record audit status until the student is graded (i.e., may not know the audit status at registration) will report a NULL for Course Audit Indicator, and will report the audit status in the STUDENT_COURSE_ACHIEVEMENTS table (refer to STUDENT_COURSE_ACHIEVEMENTS for further information).

4. Billing_Hours

Institutions use Billing Sections as a means of capturing individual hours of instruction purchased by a student. Billing Sections serve as a "place holder" to report the total hours of instruction purchased. A Billing Section is a "pseudo" course section, therefore there should not be a corresponding STUDENT_COURSE_ACHIEVEMENTS record reported for Billing Sections.

STUDENT_CREDENTIAL (SC)

Information about credentials earned by a student and optionally issued to that student.

| Column | Type | Values | Comments | Version | Purpose |
|--|----------------------|--------------|---|---------------------------|--------------------------------------|
| STUDENT | STU_INS_CODE | C(4) | Foreign Key | V2.0 | Ministry |
| | STU_ID_NUMBER | N(12) | | | |
| PROGRAM | PRO_INS_CODE | C(4) | Foreign Key | V2.0 | Ministry |
| | PRO_CODE | C(20) | | | |
| | PRO_EFF_DATE | D | | | |
| CREDENTIAL TYPE (see note 2) | CTYP_CODE | C(4) | Foreign Key (Common Table – page 44) | V 2.0 Revised V2004 | Ministry PSIS IP2010 SP2010 |
| CREDENTIAL_ACHIEVEMENT_DATE (see note 1) | D | Valid Date | The date the student earned the credential. | V 2.0 Revised V2002 | Ministry PSIS SP5100 SP5120 |
| CREDENTIAL_ISSUED_INDICATOR | C(1) | Y, N, NULL | An indication of whether the earned credential was actually issued to the student. Y - the credential earned by the student was issued to the student. N - the credential earned by the student was not issued to the student. Report NULL if unknown. | V 2.0 | Ministry |
| INSTITUTION | INS_CODE | C(4) | Foreign Key, NULL (Common Table – page 50) | V 2.0 | Ministry |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution |

Notes

1. Credential_Achievement_Date

Institutions who do not have a Degree Audit process in place will not necessarily know a student has earned a credential until the student has applied for a credential. For institutions without Degree Audit, the Credential_Achievement_Date will be the date the student was assessed as having earned the credential (after having first applied).

2. CTYP_CODE

The type of credential the student will earn upon successful completion of an exit point for this program. A Credential is a formal qualification resulting from studies containing evaluative components; it is not just a certificate of attendance. Credential Types are listed in the Credential Types common table

STUDENT_SESSION_REGISTRATION (SSR) - Table 1 of 4

Information about the sessions (terms) for which an applicant has applied to begin a Program, or the sessions in which student started courses. Students may or may not complete their course activity within a Session.

| Column | Type | Values | Comments | Version | Purpose | |
|---|---------------|--|---|--|--------------------------|----------|
| STUDENT | STU_INS_CODE | C(4) | Foreign Key | The STUDENT that has registered for this STUDENT SESSION REGISTRATION. | V2.0 Revised V2000 | Ministry |
| | STU_ID_NUMBER | N(12) | | | | |
| PROGRAM | PRO_INS_CODE | C(4) | Foreign Key | The PROGRAM that describes this STUDENT SESSION REGISTRATION. | V2.0 | Ministry |
| | PRO_CODE | C(20) | | | | |
| | PRO_EFF_DATE | D | | | | |
| SESSION | SES_INS_CODE | C(4) | Foreign Key | The SESSION that describes this STUDENT SESSION REGISTRATION. | V2.0 | Ministry |
| | SES_CODE | C(8) | | | | |
| APPLICATION_STATUS_DATE (see note 1) | D | Valid Date, NULL | The date the Application_Status changed to its current value. Report NULL if not available or not applicable. Report only the <u>final</u> Application Status for a Student. | V2.0 Revised V2004 | Ministry | |
| APPLICATION_STATUS | C(1) | A, Q, W, O, R | The highest status of the student's application for this session of a program as of the Application Status Date, in ascending order (lowest to highest). A - <u>Applied</u> – Applicant applied to the program. Q - <u>Qualified</u> – Applicant was evaluated as being qualified for the program. W - <u>Waitlisted</u> – Applicant was qualified and waitlisted for the program. O - <u>Offered</u> - the student has been offered admission, or invited to register. R - <u>Registered</u> – the student is registered in this program. | V2.0 Revised V2004 | Ministry | |
| BASIS_OF_ADMISSION | C(20) | <ul style="list-style-type: none"> •BC High School • BC Associate Degree • BC College • Undergraduate Degree • Graduate Degree • Other •Unknown NULL | The academic basis on which the student was admitted for the first time to the study level (undergraduate or graduate) at the institution. Provide a basis of admission for both undergraduate and graduate students. | V2010 | Ministry | |

STUDENT_SESSION_REGISTRATION (SSR) - Table 2 of 4

| Column | Type | Values | Comments | Version | Purpose |
|---|------|--------------------------------------|---|--------------------------|---|
| IMMIGRATION_STATUS (Rev. February, 2012) | C(2) | 00, 01, 02, 03, 04, 05, 06, 07, NULL | <p>A code indicating the immigration status of a student as of the session start date.</p> <p>00 - <u>Canadian Citizen</u>, including Inuit, North American Indian, Metis and naturalized Canadian.</p> <p>01 - <u>Permanent Resident</u>, (formerly called landed immigrant) with permanent resident card or letter from Citizenship and Immigration Canada.</p> <p>02 - <u>Student Visa</u>: a permit obtained by a student to enter Canada for the sole purpose of attending an educational institution, international student, incoming exchange student.</p> <p>03 - <u>Other Visa or Permit</u>, including students who are in Canada on diplomatic, trade or other missions, refugee claimants, visitor visas, international short stay (holiday), work permit other than Live In Caregiver (see 07).</p> <p>04 - <u>Non-Canadian, Status Unknown</u> foreign/international students in Canada whose status is unknown.</p> <p>05 - <u>Non-Canadian, No Visa Status</u>, student is studying outside Canada; e.g. studying via the Internet, offshore students.</p> <p>06 - <u>Refugee</u>, (formerly reported under 04), protected persons also known as Convention Refugees.</p> <p>07 - <u>Live In Caregivers</u>, in Canada with a work permit under the Live In Caregiver Program.</p> <p>Report NULL if the Immigration_Status is unknown.</p> | V2.0 Revised V2004 | <p>Ministry PSIS SD4290</p> <p>Canada- BC Immigration Agreement 01, 06, 07 = "Federal Reportable"</p> |
| ABORIGINAL_IDENTITY_INDICATOR | C(1) | Y, N, NULL | <p>An indication of the student's self-declaration of their Aboriginal status to the institution.</p> <p>Y- Yes, student has declared self as an Aboriginal status individual.</p> <p>N - Student has declared self as not an Aboriginal status individual.</p> <p>NULL - The student has not answered the question or has not reported their Aboriginal status to the institution.</p> | V2.0 Revised V2004 | |
| FIRST_NATIONS_INDICATOR | C(1) | Y, NULL | <p>An indication of the student's self-declaration of their First Nations identity to the institution.</p> <p>Y- Yes, student has declared self as a First Nations individual.</p> <p>NULL - The student has not declared self as a First Nations individual.</p> | V2.0 Revised V2004 | <p>Ministry PSIS SD4210</p> |

| STUDENT_SESSION_REGISTRATION (SSR) - Table 3 of 4 | | | | | |
|--|-------------|------------------|---|--------------------------|----------------------------|
| Column | Type | Values | Comments | Version | Purpose |
| METIS_INDICATOR | C(1) | Y, NULL | An indication of the student's self-declaration of their Métis identity to the institution. Y- Yes, student has declared himself or herself as Métis individual. NULL - The student has not declared self as a Métis Individual. | V2.0 Revised V2004 | Ministry PSIS SD4210 |
| INUIT_INDICATOR | C(1) | Y, NULL | An indication of the student's self-declaration of their Inuit identity to the institution. Y- Yes, student has declared self as an Inuit individual. NULL - The student has not declared self as an Inuit individual. | V2.0 Revised V2004 | Ministry PSIS SD4210 |
| DISABILITY_INDICATOR | C(1) | Y, N, NULL | An indication of the student's self-declaration of their disability status to the institution. Y - <u>Yes</u> , student has self-declared himself or herself as having a disability. N - <u>No</u> , student has self-declared himself or herself as not having a disability. Report NULL if the student has not answered the question on the admissions form or has not reported their disability status to the institution. | V2.0 Revised V2000 | Ministry PSIS SD4215 |
| INITIAL_PROGRAM_START_DATE (see note 3) | D | Valid Date, NULL | The start date of the first Session during which the student first enrolled in classes at this institution, for this Program. Report NULL if unknown. | V2000 | PSIS SP5010 |

STUDENT_SESSION_REGISTRATION (SSR) - Table 4 of 4

| Column | Type | Values | Comments | Version | Purpose | |
|---|--|-------------|--|--|----------------------------|----------------------------|
| CO_OP_INDICATOR | C(1) | Y, N, NULL | An indication of whether the student was classified as a Co-op student in this program during this session. Y - <u>Yes</u> , student was classified as a Co-op student for this session. N - <u>No</u> , student was not classified as a Co-op student for this session. Report NULL if not applicable. | V2000 | Ministry PSIS SP5070 | |
| CURRENT_POSTAL_CODE (Rev. Sept. 2, 2008) | C(10) | Text, NULL | The student's postal code or zip code as of the session start date. Canadian postal codes should be formatted "X0X 0X0" with a space as indicated. | V2.0 Revised V2004 | Ministry PSIS SD4060 | |
| <u>CITIZENSHIP</u> | <u>CITZ_CODE</u> (Rev. Sept. 2, 2008) | C(2) | Foreign Key, NULL (Common Table – page 43) | The student's citizenship as of the session start date. Report NULL if unknown. | V2.0 Revised V2004 | Ministry PSIS SD4280 |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | V2.0 Revised V2000 | Institution | |

Notes

1. Application_Status_Date

If a student changes from A (applied) to Q (qualified), the Application_Status_Date would be the date from the administrative records that reflects this change in status, as only the highest Application_Status for a program application is reported. Where no application admittance date is available, report NULL.

2. Initial_Program_Start_Date

This field can be left NULL for Institutions who wish to convert a sufficient number of years of historical data to enable derivation of this element.

Common Table Definitions

Common Tables are code validation tables that are supplied to institutions with the initial setup of their Data Warehouse. Periodically, new codes are added to the Common Tables as requirements change (discontinued codes are not deleted). Common Tables are referenced by Institution Tables where noted in the previous section. The common tables are (in alphabetical order):

- CIP (CIP)
- CITIZENSHIP (CITZ)
- CREDENTIAL_TYPE (CTYP)
- DELIVERY_MODE (DMOD)
- DISCIPLINE (DIS)
- FEE_SOURCE (FEES)
- FUNDING_SOURCE (FUNS)
- HIGH_SCHOOL (HS)
- INSTITUTION (INS)
- PROGRAM_ENTRANCE_REQUIREMENT (PER)
- SCHOOL DISTRICT (SD)
- STUDENT_COURSE_FEE_TYPE (SCFT)
- TRANSFERRING_INSTITUTION (TINS)

CIP (CIP)

Information about Classification of Instructional Program codes as referenced by PROGRAM.

| Column | Type | Values | Comments | Version | Purpose |
|----------------|--------|--------|--|---------|----------|
| CODE | N(6,4) | Number | CIP Code (nn.nnnn) | V2.0 | Ministry |
| DESCRIPTION | C(200) | Text | The CIP Code description | V2.0 | Ministry |
| MYP_PRO_AREA | C(50) | Text | Program area used for multiyear planning | V2004 | Ministry |
| DACSO_PRO_AREA | C(65) | Text | Program area used for student outcomes reporting | V2004 | Ministry |
| DACSO_MPA | C(20) | Text | Major program area used for student outcomes reporting | V2004 | Ministry |
| CIP_CLUSTER | C(40) | Text | Program area used for data reporting | V2010 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

Notes

The current list of CIP codes, as obtained from the CIP/2000 on-line manual (CIP.PDF), is available separately. In addition, CIP 99.9999 has been added to associate with undeclared program activity, and 89.9992 has been added to associate with Continuing or Community program enrolments that do not have an identifiable instructional area CIP.

CITIZENSHIP (CITZ)

Information about Citizenship codes as referenced by STUDENT SESSION REGISTRATION.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|---------|----------|
| CODE | C(2) | Text | 2-Character Country code indicating country of citizenship | V2000 | Ministry |
| NAME | C(100) | Text | The name of the Citizenship Code | V2000 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

Notes

This table was the Country table in V2.0

CREDENTIAL_TYPE (CTYP)

Information about the type of credential earned by a student in this Program upon completion, as referenced by PROGRAM. A Credential is a formal qualification resulting from studies containing evaluative components; it is not just a certificate of attendance. Credential_Type is applied to both Program and Student_Credential. Programs awarding credentials for participation without evaluative components should be coded NONE.

| Column | Type | Values | Comments | Version | Purpose |
|----------------------|---------|--------|--|--------------------|----------|
| CODE | C(4) | Text | Credential Type code (see table below) | V2.0 Revised V2004 | Ministry |
| DESCRIPTION | C(1000) | Text | Credential Type description (see table below) | V2.0 Revised V2004 | Ministry |
| PERFORMANCE_CATEGORY | C(20) | Text | Ministry Performance Measure Category | V2004 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

| CREDENTIAL TYPE | | |
|-----------------|---|----------------------|
| CODE | DESCRIPTION | PERFORMANCE_CATEGORY |
| DOCT | Doctorate (earned) | Doctorate |
| MAST | Master's Degree | Masters |
| GRDP | Graduate Diploma: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally greater than 12 months of full-time equivalent study. The GRDP is considered graduate level and associated courses are usually above the undergraduate level (e.g. 500). | Diploma |
| GRCT | Graduate Certificate: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally between 3 and 12 months of full-time equivalent study. The GRCT is considered graduate level and associated courses are usually above the undergraduate level (e.g. 500). | Certificate |
| PDDP | Post-degree Diploma: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally greater than 12 months of full-time equivalent study. The PDDP is not considered graduate level because associated courses are at an undergraduate level. | Diploma |
| PDCT | Post-degree Certificate: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally between 3 and 12 months of full-time equivalent study. The PDCT is not considered graduate level because associated courses are at an undergraduate level. | Certificate |
| PDEG | The "FIRST PROFESSIONAL DEGREE" designation is limited to programs in law, medicine, dentistry, optometry, pharmacy, and veterinary medicine. Note that Bachelor's Degrees in Engineering, Business or Education are not First Professional Degrees; these should be classified as BACHELORS DEGREE. | Bachelors |
| BACH | Baccalaureate Degree | Bachelors |
| ADIP | Advanced Diploma: Awarded on completion of programs that require a diploma for entrance and are normally greater than 12 months of full-time equivalent study. | Diploma |
| ADCT | Advanced Certificate: Awarded on completion of programs that require a diploma for entrance and are normally between 3 and 12 months of full-time equivalent study. | Certificate |
| ADGR | Associate Degree: Awarded on completion of provincially defined academic arts or science programs consisting of 60 semester credits of first and second year transferable courses across a range of disciplines. | Associate Degree |
| DIPL | Diploma: Awarded on completion of programs at the post-secondary level normally between 12 and 36 months of full-time equivalent study. | Diploma |
| CERT | Certificate: Awarded on completion of programs at the post-secondary level normally between 3 and 12 months of full-time equivalent study. | Certificate |
| APPR | Apprenticeship: Awarded upon completion of a formal apprenticeship program (excludes entry level trades training). While the credential is awarded not by the institution but by an external accrediting agency (ITA), the institution identifies the program as an apprenticeship program by using this credential code. | Excluded |
| SCRT | Short Certificate: Awarded on completion of programs at the post-secondary level of less than the equivalence of 3 months of full-time study. May include short programs for which the institution awards 'certificates' and non-credit credentials, and includes short professional certificates. | Excluded |
| OTHR | Program offers a credential based on evaluative components, but not one of the above. | Excluded |
| NONE | Program does not offer a credential under these definitions. | Excluded |
| DEVL | Developmental Credential: Awarded as a certificate or diploma upon completion of a developmental level program (e.g., high school diploma, ESL certificate). Includes the BC Adult Dogwood. | Developmental |

Notes

1. New codes for GRDP and GRCT added for October 2010

DELIVERY_MODE (DMOD)

Information about the modes by which COURSE SECTIONS may be delivered.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|---------|----------|
| CODE | C(2) | Text | The Delivery Mode code | V2000 | Ministry |
| NAME | C(100) | Text | A description of the Delivery Mode code | V2000 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

| DELIVERY_MODE | |
|---------------|-------------------------------|
| CODE | DESCRIPTION |
| 01 | Classroom |
| 02 | Correspondence |
| 03 | Internet |
| 04 | Video Conference |
| 05 | Audio Conference |
| 06 | TV |
| 07 | Radio |
| 08 | Computer-Based Training (CBT) |
| 99 | Other (not one of the above) |

Notes

DISCIPLINE (DIS)

Information about Discipline Codes referenced by COURSE.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|---------|----------|
| CODE | N(6,4) | Number | Discipline Code (nn.nn01) | V2000 | Ministry |
| DESCRIPTION | C(200) | Text | The Discipline Code description | V2000 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

Notes

- The Discipline Codes are derived from the 4-digit level of the CIP/2000 classifications, where digits 5 and 6 are always "00".

FEE_SOURCE (FEES)

Information about the primary source of fees paid by (or on behalf of) a Student.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|---------|----------|
| CODE | C(2) | Text | Fee Source code (see table below) | V2000 | Ministry |
| DESCRIPTION | C(100) | Text | Fee Source description (see table below) | V2000 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

| FEE SOURCE | |
|------------|----------------------------|
| CODE | DESCRIPTION |
| 10 | Individual |
| 20 | Government (General) |
| 21 | Provincial Government |
| 22 | Federal Government |
| 23 | Municipal Government |
| 24 | Regional Government |
| 25 | Aboriginal Government |
| 30 | Private Industry (General) |
| 99 | Other (none of the above) |

Notes

FUNDING_SOURCE (FUNS)

Information about Program and Course Section which includes Ministry of Advanced Education targeted activities as indicated annually in Budget and Accountability letters. This table incorporates the former PDC table.

| Column | Type | Values | Comments | Version | Purpose |
|--------------|--------|---------------------------|---|---------|----------|
| CODE | C(4) | Text | The Funding Source code | V2000 | Ministry |
| NAME | C(100) | Text | The Funding Source description | V2000 | Ministry |
| FUNDING_TYPE | C(1) | F, N, L (under review) | The type of funding source code: F - Formula Funding - Base funded (typically associated with PDC codes) N - Non-Formula Funding - Base funded L - Leveraged - Non-Base funded | | |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

Notes

See current version of Central Data Warehouse Submission Guide for list of allowed Funding Source codes.

HIGH_SCHOOLS (HS)

Information about BC High Schools as referenced by STUDENT.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------------|--|---------|----------|
| CODE | C(8) | Text | BC High School code | V2.0 | Ministry |
| NAME | C(100) | Text | The name of the High School | V2.0 | Ministry |
| CITY | C(7) | Text, NULL | City where the High School is located | V2.0 | Ministry |
| POSTAL_CODE | C(10) | Text, NULL | The postal code of the High School | V2.0 | |
| SD_CODE | N(3) | Number, NULL | The School District code of the High School | V2.0 | |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

Notes

The current list of High School codes (as obtained from the Ministry of Education's Web Site)

These codes have been added for high schools outside BC:

- 99900001 – Alberta
- 99900002 – Saskatchewan
- 99900003 – Manitoba
- 99900004 – Ontario
- 99900005 – Quebec
- 99900006 – New Brunswick
- 99900007 – Nova Scotia
- 99900008 – PEI
- 99900009 – Newfoundland
- 99900010 – Yukon
- 99900011 – NWT
- 99900012 – Nunavut
- 99910001 – USA
- 99910002 – any international high school

For these outside-BC codes only Code and Name is included.

INSTITUTION (INS)

Information about reporting BC Institutions. INSTITUTION also identifies the institution that offers a credential in collaboration with the Reporting Institution in the STUDENT CREDENTIAL table.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|-------|--------|--|---------|----------|
| CODE | C(4) | Text | Institution code (see table below). | V2.0 | Ministry |
| NAME | C(50) | Text | The name of the Institution (see table below) | V2.0 | Ministry |
| ACRONYM | C(6) | Text | The extended abbreviation of the institution's name | V2002 | Ministry |
| PSIS_CODE | C(5) | Text | The corresponding PSIS Institution Code (see INSTIT.PDF) | V2000 | PSIS |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

| INSTITUTION | | | |
|-------------|--|---------|-----------|
| CODE | NAME | ACRONYM | PSIS_CODE |
| BT | British Columbia Institute of Technology | BCIT | 59023000 |
| CM | Camosun College | CAM | 59034000 |
| CP | Capilano University | CAPU | 59024000 |
| CR | Thompson Rivers University | TRU | 59048000 |
| DG | Douglas College | DOUG | 59027000 |
| EC | Emily Carr University of Art and Design | ECUAD | 59039000 |
| FV | University of the Fraser Valley | UFV | 59037000 |
| IG | Institute of Indigenous Government | IIG | 59044000 |
| JI | Justice Institute | JIBC | 59020000 |
| KW | Kwantlen Polytechnic University | KWN | 59041000 |
| LG | Langara College | LANG | 59045000 |
| ML | Vancouver Island University | VIU | 59029000 |
| NC | College of New Caledonia | CNC | 59026000 |
| NI | North Island College | NIC | 59035000 |
| NL | Northern Lights College | NLC | 59033000 |
| NV | Nicola Valley Institute of Technology | NVIT | 59043000 |
| NW | Northwest Community College | NWCC | 59036000 |
| OC | Okanagan College | OKAN | 59030000 |
| OK | Okanagan University College | OUC | 59030000 |
| OL | Thompson Rivers University - Open Learning | TRU-OL | 59048004 |
| RK | College of the Rockies | COTR | 59042000 |
| RR | Royal Roads University | RRU | 59005000 |
| SF | Simon Fraser University | SFU | 59007000 |
| SL | Selkirk College | SEL | 59031000 |
| TU | Technical University of British Columbia | TUBC | 59010000 |
| UB | University of British Columbia | UBC | 59001000 |
| UN | University of Northern British Columbia | UNBC | 59002000 |
| UV | University of Victoria | UVIC | 59009000 |
| VC | Vancouver Community College | VCC | 59032000 |
| ZZ | Other (not one of the above) | OTHER | |

PROGRAM_ENTRANCE_REQUIREMENT (PER)

Information about Program prerequisites, as referenced by PROGRAM.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|--------------------------|----------|
| CODE | C(2) | Text | Program Entrance Requirement code (see table below) | V2.0 Revised V2000 | Ministry |
| DESCRIPTION | C(200) | Text | Program Entrance Requirement description (see table below) | V2.0 Revised V2000 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

| PROGRAM_ENTRANCE_REQUIREMENT | |
|-----------------------------------|--|
| CODE | DESCRIPTION |
| Elementary/Secondary Level | |
| 10 | Less than primary |
| 13 | High School diploma |
| 14 | High School matriculation |
| 18 | Some secondary attendance |
| 19 | Primary/elementary education |
| College Level | |
| 21 | Registered Apprenticeship |
| 22 | Trade/vocational certificate or diploma |
| 23 | College post secondary certificate |
| 24 | College post secondary diploma |
| 28 | Other college level credential |
| 29 | Non-professional health certificate (CPR, First Aid, etc.) |
| Undergraduate Level | |
| 41 | Bachelor degree |
| 42 | First Professional degree |
| 46 | Undergraduate level certificate |
| 47 | Undergraduate level diploma |
| 48 | Other undergraduate level credential |
| 49 | Some undergraduate attendance |
| Graduate Level | |
| 51 | Master's degree |
| 52 | Graduate level certificate |
| 53 | Graduate level diploma |
| 54 | Ph.D. |
| 55 | Equivalent earned Doctorate |
| 58 | Other graduate level credential |
| 59 | Some graduate level |
| Other | |
| 98 | Not Applicable |
| 99 | Other (unspecified above) |

SCHOOL_DISTRICT (SD)

Information about School Districts as referenced by HIGH_SCHOOL.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|---------|----------|
| CODE | N(3) | Text | High School code | V2.0 | Ministry |
| NAME | C(100) | Text | The name of the High School | V2.0 | Ministry |
| CITY | C(50) | Text | The school location | V2.0 | Ministry |
| POSTAL_CODE | C(7) | | The school's postal code | V2.0 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

Notes

The current list of School Districts codes (as obtained from the Ministry of Education's Web Site).

STUDENT_COURSE_FEE_TYPE (SCFT)

The fee type associated with a Student Course Registration.

| Column | Type | Values | Comments | Version | Purpose |
|--------------------------|---------|--------|--|---------|----------|
| SCFT_CODE | N(3) | Text | The Student Course Fee type code | V2002 | Ministry |
| DESCRIPTION | C(50) | Text | Description of the Student Course Fee Type | V2002 | Ministry |
| DEFINITION | C(2000) | Text | Definition of Student Course Fee Type | V2002 | Ministry |
| BASE_LEVERAGED_INDICATOR | C(1) | | Indicator, specifying whether the fee type is base or leveraged activity | V2002 | Ministry |
| PSIS_CODE | N(2) | | The PSIS Student Course Fee Type code associated with this code | V2002 | PSIS |
| PSIS_DESCRIPTION | C(7) | | Description of the PSIS Student Course Fee Type code | V2002 | PSIS |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2002 | Ministry |

| SCFT_Code | Description | Definition | Base/Leveraged Indicator | PSIS_Code | PSIS_Description |
|-----------|--|---|--------------------------|-----------|--|
| 001 | Standard In-Province Domestic (Base) | Tuition fee set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This value also includes Tuition free ABE where the rate is set to zero as the institution expects to fully recover the cost of delivery from AVED. | B | 01 | Standard in-province domestic fees |
| 101 | Domestic Contract Training (Base) | No individual fee was charged to the student but activity was delivered to a group of students to which the institution expects a parallel subsidy from AVED or ITA. An example of this could be Apprenticeship activity. | B | 01 | Standard in-province domestic fees |
| 002 | Standard Out-Of-Province Domestic (Base) | Tuition fee (for a student from outside of BC) set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This value also includes Tuition free ABE where the rate is set to zero as the institution expects to fully recover the cost of delivery from AVED. NOTE: At this time, BC does not charge out of province students differential fees | B | 02 | Standard out-of-province domestic fees |
| 003 | International | Tuition fee set at a rate to which the institution expects to cover the costs of instruction for delivering activity to international students. This category generally applies to individuals on student visas who are paying a differential fee for their course. | L | 03 | Standard international fees |
| 004 | Cost Recovery | Tuition fee set at a rate to which the institution expects to cover the costs of instruction for delivering activity. The student or their sponsor pays the tuition fee. | L | 04 | Mainly full cost recovery fees |
| 104 | Cost Recovery Contract Training | No individual fee was charged to the student, but activity was delivered to a group of students where the institution was reimbursed for the cost of delivery by means of a contractual agreement. Depending on the contract deliverables, these students may or may not have individual course enrolment records at your institution. | L | 04 | Mainly full cost recovery fees |
| 204 | Cost Recovery – Government | Tuition fee set at a rate to which the institution expects a parallel subsidy from a Government Ministry or Agency (other than AVED or ITA). This value also includes Tuition free courses where the rate is set to zero as the institution expects to fully recover the cost of delivery from a Government Ministry or Agency (other than AVED or ITA). | L | 04 | Mainly full cost recovery fees |
| 005 | Waived Domestic (Base) – Senior Citizen Fees | Tuition fee (for a Senior Citizen) is waived by an institution that was set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This represents an institutional decision to forgo domestic tuition revenue for activity that would have otherwise received Domestic tuition. This does not represent a case such as Tuition free ABE activity where AVED has made the decision that the institution will be fully reimbursed for the cost of delivery. | B | 05 | Senior citizen fees |

| SCFT_Code | Description | Definition | Base/Leveraged Indicator | PSIS_Code | PSIS_Description |
|-----------|---|---|--------------------------|-----------|---|
| 105 | Waived Cost Recovery – Senior Citizen Fees | The entire cost of delivery is incurred by the institution with no expectation of recovery from any external source. | L | 05 | Senior citizen fees |
| 006 | Waived Domestic (Base) – Staff Fees | Tuition fee (for Staff) is waived by an institution that was set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This represents an institutional decision to forgo domestic tuition revenue for activity that would have otherwise received Domestic tuition. This does not represent a case such as Tuition free ABE activity where AVED has made the decision that the institution will be fully reimbursed for the cost of delivery. | B | 06 | Staff fees |
| 106 | Waived Cost Recovery – Staff Fees | The entire cost of delivery is incurred by the institution with no expectation of recovery from any external source for Staff. | L | 06 | Staff fees |
| 007 | Waived Domestic (Base) – Staff Dependent Fees | Tuition fee (for Staff Dependents) is waived by an institution that was set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This represents an institutional decision to forgo domestic tuition revenue for activity that would have otherwise received Domestic tuition. This does not represent a case such as Tuition free ABE activity where AVED has made the decision that the institution will be fully reimbursed for the cost of delivery. | B | 07 | Staff dependent fees |
| 107 | Waived Cost Recovery – Staff Dependent Fees | The entire cost of delivery is incurred by the institution with no expectation of recovery from any external source for Staff Dependents. | L | 07 | Staff dependent fees |
| 015 | Waived Domestic (Base) – Recruitment Package | Tuition fee is waived by an institution (as part of a recruitment package) that was set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This represents an institutional decision to forgo domestic tuition revenue for activity that would have otherwise received Domestic tuition. This does not represent a case such as Tuition free ABE activity where AVED has made the decision that the institution will be fully reimbursed for the cost of delivery. | B | 15 | Fees waived or reduced: recruitment package |
| 115 | Waived or Reduced Cost Recovery – Recruitment Package | The entire cost of delivery is incurred by the institution with no expectation of recovery from any external source as part of a recruitment package. | L | 15 | Fees waived or reduced: recruitment package |
| 020 | Waived Domestic (Base) – Other | Tuition fee (for reasons other than defined by codes 005, 006, 007, 015) is waived by an institution that was set at a rate to which the institution expects a parallel subsidy from AVED or ITA. This represents an institutional decision to forgo domestic tuition revenue for activity that would have otherwise received Domestic tuition. This does not represent a case such as Tuition free ABE activity where AVED has made the decision that the institution will be fully reimbursed for the cost of delivery. | B | 20 | Fees waived or reduced: other reason |
| 120 | Waived Cost Recovery – Other | The entire cost of delivery is incurred by the institution with no expectation of recovery from any external source (for reasons other than defined by codes 105, 106, 107, 115) | L | 20 | Fees waived or reduced: other reason |
| 099 | Other (not one of the above) | Institution is unable to determine the specific type of fee charged to student for this course registration. | L | 99 | Other (not one of the above) |

TRANSFERRING_INSTITUTION (TINS)

Information about the institution from which a Student has transferred course credit.

| Column | Type | Values | Comments | Version | Purpose |
|-------------|--------|--------|--|---------|----------|
| CODE | C(5) | Text | PSIS 5-character "Parent" Institution Code (see INSTIT.PDF) | V2000 | Ministry |
| NAME | C(100) | Text | The name of the Institution (see table below) | V2000 | Ministry |
| UPDATE_DATE | D | Date | The date the record was added or updated in the common table | V2000 | Ministry |

4 STUDENT PERSONAL INFORMATION

4.1 Statistics Canada – PSIS

Institutions are required to provide Statistics Canada with student personal information, including current student name and address. This information is intentionally not included in the DDEF submission requirements, and institutions must provide this information to Statistics Canada separately. To assist institutions in preparing the required information for submission, the following STUDENT PERSONAL DATA table has been created. Institutions may choose to include this table in their institutional data warehouse.

Institutions may elect to send their STUDENT PERSONAL DATA (see section 4.3) directly to Statistics Canada or submit the table along with their regular DDEF submissions to the Central Data Warehouse (where it will be forwarded to Statistics Canada on your behalf). If your institution chooses to send the STUDENT PERSONAL DATA table to the Central Data Warehouse, this table will be stored separately from the Data Warehouse data (i.e., will not be linked) and will be deleted once the information has been successfully transmitted to Statistics Canada.

Note: If your institution chooses to submit student personal data directly to Statistics Canada, your institution is required to format the data per the PSIS Student Description (SD) File layout (see PSIS/2000 specifications, available separately).

4.3 Student Personal Data

STUDENT PERSONAL DATA (SPD) – Table 1 of 2

Personal information about individuals who have either:

- Applied to (or have been assigned to) at least one Program at the reporting institution, where that program application was either accepted, rejected, deferred or waitlisted, or;
- Have been awarded a credential at the reporting institution.

| Column | Type | Values | Comments | Version | Purpose | |
|--------------------|-----------------|--------|-----------------|---|--------------------------|------------------------------|
| <u>INSTITUTION</u> | <i>INS_CODE</i> | C(4) | Foreign Key | A code describing the Institution reporting this student information. | V2.0 Revised V2000 | Ministry PSIS |
| ID_NUMBER | | N(12) | Valid Number | The unique student ID as used by the institution operational system to identify the student (same number as reported in STUDENT). The ID number used in this field must match the ID number provided to the Ministry for PEN validation for this student. | V2.0 Revised V2000 | Ministry PSIS - SD4000 |
| FIRST_NAME | | C(40) | Text, NULL | The student's first (given) name. | | PSIS SD4040 |
| MIDDLE_NAME | | C(40) | Text, NULL | The middle name(s) and/or initials of the student. If your institution stores first name and middle name(s)/initials together as one field, enter both in the previous element and leave this element NULL. | | PSIS SD4041 |
| SURNAME | | C(40) | Text, NULL | The student's surname (last name) | | PSIS SD4042 |
| PREV_SURNAME | | C(40) | Text, NULL | The student's previous surname; e.g. name prior to marriage. If the institution stores more than one previous surname report the most recent only. | | PSIS SD4050 |
| SIN | | N(9) | Valid SIN, NULL | The student's Social Insurance Number. | V2.0 | PSIS SD4020 |
| CURR_TEL_NUMBER | | C(20) | Text, NULL | The student's telephone number while enrolled in the program or course(s). Include the area code | | PSIS SD4080 |
| CURR_EMAIL_ADDRESS | | C(80) | Text, NULL | The student's e-mail address while enrolled in the program or course(s). | | PSIS SD4090 |
| PERM_ADDR_LINE_1 | | C(55) | Text, NULL | Line 1 of the permanent address reported by the student on their application for admission or the most appropriate address maintained by the institution for follow-up surveys of students after graduation. Ensure that city/town, county, province, country and postal or zip code are reported in elements provided, and not included in this element or the subsequent address lines. | | PSIS SD4100 |
| PERM_ADDR_LINE_2 | | C(55) | Text, NULL | If applicable, line 2 of the permanent address. Lines 1 and 2 should contain all the address information up to but NOT including the city/town. | | PSIS SD4101 |
| PERM_ADDR_LINE_3 | | C(30) | Text, NULL | If applicable, line 3 of the permanent address. | | PSIS SD4102 |

STUDENT PERSONAL DATA (SPD) – Table 2 of 2

Personal information about individuals who have either:

- Applied to (or have been assigned to) at least one Program at the reporting institution, where that program application was either accepted, rejected, deferred or waitlisted, or;
- Have been awarded a credential at the reporting institution.

| | | | | | |
|----------------------------|-------|---|---|----------------|----------------|
| PERM_ADDR_LINE_4 | C(30) | Text, NULL | If applicable, line 4 of the permanent address. | | PSIS SD4103 |
| PERM_ADDR_LINE_5 | C(30) | Text, NULL | If applicable, line 5 of the permanent address. | | PSIS SD4104 |
| PERM_ADDR_LINE_CITY | C(35) | Text, NULL | City or town of the student's permanent address | | PSIS SD4110 |
| PERM_ADDR_LINE_COUNTY | C(4) | Statistics Canada's 4-digit county codes, NULL | County of the student's permanent address. Assign 9898 (Not applicable) for addresses outside Canada. | | PSIS SD4120 |
| PERM_ADDR_LINE_PROVINCE | C(2) | EDI 2-character province/state codes, NULL | Province or state of the permanent address. Assign ZY (Not applicable) for addresses outside Canada and the U.S. | | PSIS SD4130 |
| PERM_ADDR_LINE_COUNTRY | C(5) | Statistics Canada's 5-digit country codes, NULL | Country of the permanent address. | | PSIS SD4150 |
| PERM_ADDR_LINE_POSTAL_CODE | C(10) | Text, NULL | Postal or zip code of the permanent address | | PSIS SD4160 |
| PERM_ADDR_LINE_TEL_NUMBER | C(20) | Text, NULL | Telephone number at the permanent address. Include the area code. | | PSIS SD4180 |
| SENSITIVE_RECORD_INDICATOR | C(1) | 1 - Yes, sensitive record 2 - No | Identifies students who must be excluded from Statistics Canada's mail or telephone surveys. Report "Yes" only for deceased students or students who might be endangered by being included in a follow-up survey, such as students who are under the witness protection program. If you do not carry this information, assign "2" (No). | | PSIS SD4200 |
| CREATE_DATE | D | System Date | The date the record is extracted from the source registration system, or the system date on the day this record is inserted or updated. Used for system maintenance purposes. | Added V2002 | Institution |