

R E G I S T R A T I O N

A N D

E N D O F T E R M

Registration Record Layout and End of Term Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	6 = Registration OR 9 = End of Term
College Fice Code		4	6	000001 - 999999
Academic Year		10	4	YYYY
Filler		14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	6 = Registration or 9 = End of Term
Registration Term	term	4	1	0 - 7
Filler		5	10	Pad with 10 spaces
Student Social Security Number	ssn_id	15	9	See Page xx for valid ssn's.
Filler		24	9	Pad with 9 spaces
Course Number	course_number	33	10	Include Dept Abbrev
Course Section	course_section	43	3	
Course Sequence Number	sequence	46	6	
Filler		52	1	Pad with 1 space

The following fields should be completed only with the End of Term File,
submitted at the end of EACH term.

Grade	grade	53	2	See table in file definition
Post Math Test Type	post_test_type_math	55	1	0 - 3, M, T
Post Math Score	post_test_math	56	3	000 - 999
Post English Test Type	post_test_type_english	59	1	0 - 3, C, E, T
Post English Score	post_test_english	60	3	000 - 999
Post Reading Test Type	post_test_type_reading	63	1	0 - 3, N, T
Post Reading Score	post_test_reading	64	3	000 - 999
Final Attempted Credit Hours, TERM	att_crhrs_term	67	3	000 - 999
Final Earned Credit Hours, TERM	earn_crhrs_term	70	3	000 - 999
Final GPA TERM	gpa_term	73	4	0000 - 4000
Attempted Credit Hours, CUMULATIVE	att_crhrs_cumu	77	3	000 - 999
Earned Credit Hours, CUMULATIVE	earn_crhrs_cumu	80	3	000 - 999
GPA CUMULATIVE	gpa_cumu	83	4	0000 - 4000
Lottery Release of Information Authorization	lottery_ria	87	1	1-5

TRAILER RECORD: (ONCE PER FILE)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	99
Data Type		3	1	6 = Registration OR 9 = End of Term

FILENAME FOR END OF TERM FILE:

School Abbreviation + YY + Term Code .EOT
YY = two-digit actual year that the term occurred

Registration File Definitions

All students reported in the Student File must be included in the **Registration File**. Each record must reflect a student's status as of the 11th class day for fall and spring terms and the 5th class day for summer terms. This file must have a record for each credit course taken by a student (e.g., a student enrolled in five courses will have five records). Student registration records for courses beginning after the census date (off-schedule courses) should be included in the following term's data submission. The total number of records must equal the total enrollment reported in the Credit Course File. All course registrations withdrawn by or for students as of or effective to the census date must be excluded from the Registration File and enrollments adjusted in the Credit Course File accordingly.

The **End of Term File** is a resubmission of the Registration File with the addition of field 53, which identifies the grade of all students reported in the census date submission. The list of student registrations must be identical (i.e., students should not be added to or deleted from the census file).

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 6 for student registration record if a census date submission. Enter a 9 for student registration record if an end of term submission.
Registration Term (term)	4	1	Enter the term for this student's on-schedule registration record. If a student is registered for off-schedule hours, create a second record for this student and report the off-schedule hours there. <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: left;"> 0=Summer 2 1=Fall 2=Spring 3=Summer 1 </div> <div style="text-align: left;"> 4=Summer 2 Off-Schedule 5=Fall Off-Schedule 6=Spring Off-Schedule 7=Summer 1 Off-Schedule </div> </div>
Filler	5	10	Pad field with 10 spaces.
Student Social Security Number (ssn_id)	15	9	Enter the student's current social security number. This entry is numeric and must match the Student Social Security Number in the Student File. See Page xx for valid ssn's.
Filler	24	9	Pad field with 9 spaces.
Course Number (course_number)	33	10	Enter the course/catalog number as defined and identified in the Credit Course File. The course numbers in the two records must be identical.
Course Section (course_section)	43	3	Enter the course section number as defined and identified in the Credit Course File. The section numbers in the two records must be identical.

Registration File Definitions

Name	#	Length	Field Description
Unique Course Sequence Number (sequence)	46	6	Enter the unique course sequence number as identified in the Credit Course File. The sequence numbers in the two records must be identical. If this registration is associated with a linked course, the registration must be reported using the appropriate primary or secondary course sequence number.
Filler	52	1	If this is a registration record, leave this field blank. If this is End of Term record, pad with one space

End of Term File Definitions

REPORT END-OF-TERM IN THE ON-SCHEDULE TERM *FOLLOWING* THAT IN WHICH ENROLLMENT WAS REPORTED.

Name	#	Length	Field Description
Grade (grade)	53	2	If this is a registration record, leave this field blank. If this is End of Term record, enter the student final grade or mark using the following chart.

EXAMPLES:

TERM	REPORT ENROLLMENT IN:	REPORT EOT IN:
Fall	Fall	Spring
Fall Off-Schedule	Spring	Summer I
Spring	Spring	Summer I
Spring Off-Schedule	Summer I	Summer II
Summer I	Summer I	Summer II
Summer I Off-Schedule	Summer II	Fall
Summer II	Summer II	Fall
Summer II Off-Schedule	Fall	Spring

End of Term File Definitions

Grade or Mark	Quality Points	In GPA Calc?	Earned Hours	Remarks
A	4	Yes	Yes	Outstanding achievement
B	3	Yes	Yes	Good or above average achievement
C	2	Yes	Yes	Average achievement
D	1	Yes	Yes	Below average or poor achievement but of passing quality
F	0	Yes	No	Unsatisfactory achievement
I	0	No	No	Incomplete
AB	0	No	No	Academic bankruptcy
AC	0	No	No	Advisor or Administrator cancelled student enrollment
AU	0	No	No	Audit. NOTE: Students enrolling in course(s) for audit are not to be reported in AHEIS. This mark is included in the event the student's enrollment status is changed to audit during the term
CA	0	No	No	Class cancelled
CR	0	No	Yes	Credit awarded for the course, such and "Pass/Fail"
IP	0	No	No	In Progress
NC	0	Yes	No	No Credit (In term GPA, NOT cumulative GPA)
NR	0	No	No	Attended, but grades not submitted
R	0	No	Yes	Registered, may be used for thesis or dissertation
S	0	No	Yes	Satisfactory progress for ongoing special problems/research
U	0	No	Yes	Unsatisfactory achievement in courses taken under Satisfactory/Unsatisfactory grading
VO	0	No	No	Admission voided
W	0	No	No	Withdrawal
WF	0	Yes	No	Withdrawal, Failing
WP	0	No	No	Withdrawal, Passing

Please provide post-course test scores for all students enrolled in courses meeting all of the following criteria:

1. The course level is 0 (remedial);
2. The remedial course level is 3 (highest);
3. The student made a passing grade; and
4. The course is in the subject of Math, English, or Reading.

The post-test scores are to be tests administered at the end of the remedial course or shortly after the course was completed.

NOTE:

Since the course covered only one topic, there should generally be only one set of scores for that particular course. For example, for students enrolled in the MATH0013 course (Intermediate Algebra), only math end-of-course assessments would be included. For the ENG 0003 (Basic Writing) course, only English end-of-course assessments would be included.

End of Term File Definitions

Supplemental Post-Test Cutoff Scores					
Test	SISDB Code	Math	English	Reading	Range
Compass E-Write ¹	C	NA	6	NA	2-8
Compass E-Write ²	E	NA	8	NA	2-12
MyMathTest ³	M	70	NA	NA	1-100
Nelson-Denny ⁴	N	NA	NA	13	0-26
TABE	T	12.9	12.8	11.1	0-12.9
¹ Use minimum score of 6 on the 2-8 scale					
² Use minimum score of 7-8 on the 2-12 scale					
³ 70 on the pre-algebra section of MyMathTest is equivalent to an ACT 19.					
⁴ Nelson-Denny score of not less than 13.0 (use combined minimum score of 26 on vocabulary & comprehension exams)					

Name	#	Length	Field Description
Post-Math Test Type	55	1	<p>For all students enrolled in remedial math courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the code corresponding to the test type used as an end-of-course assessment in math.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS M = MyMathTest T = TABE</p> <p>NOTE: This field is required for all students enrolled in developmental math courses defined as course level 0 (remedial) and remedial course level 3 (highest) and earning a passing or satisfactory grade.</p>
Post-Math Score	56	3	<p>For all students enrolled in remedial math courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the student's math test score from the test type indicated in the math test type field. If no test was taken, leave blank. (NOTE: For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.)</p>

End of Term File Definitions

Name	#	Length	Field Description
Post-English Test Type	59	1	<p>For all students enrolled in remedial English courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the code corresponding to the test type used as an end-of-course assessment in English.</p> <p>0 = ACT 1 = SAT 2 = ASSET C = Compass E-Write (2-8 scale) E = Compass E-Write (2-12 scale) T = TABE</p> <p>NOTE: This field is required for all students enrolled in developmental English courses defined as course level 0 (remedial) and remedial course level 3 (highest) and earning a passing or satisfactory grade.</p>
Post-English Score	60	3	<p>For all students enrolled in remedial English courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the student's English test score from the test type indicated in the English test type field. If no test was taken, leave blank. (NOTE: For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.)</p>
Post-Reading Test Type	63	1	<p>For all students enrolled in remedial reading courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the code corresponding to the test type used as an end-of-course assessment in reading.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS N = Nelson-Denny T = TABE</p> <p>NOTE: This field is required for all students enrolled in developmental reading courses defined as course level 0 (remedial) and remedial course level 3 (highest) and earning a passing or satisfactory grade.</p>

End of Term File Definitions

Name	#	Length	Field Description
Post-Reading Score	64	3	For all students enrolled in remedial reading courses at remedial course level 3 in which the student earned a passing or satisfactory grade , please enter the student's reading test score from the test type indicated in the reading test type field. If no test was taken, leave blank. (NOTE: For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.)
Final Attempted Credit Hours for the Completed Term (att_crhrs_term)	67	3	Enter the total credit hours attempted by the student for the completed term. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.
Final Earned Credit Hours for the Completed Term (earn_crhrs_term)	70	3	Enter the total credit hours earned by the student for the completed term. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.
Final GPA for the Completed Term (gpa_term)	73	4	Enter the grade point average (GPA) for the completed term. Carry the decimal out to three (3) places and then drop the decimal point, so a GPA of 3.50 will be reported as 3500; 0.875 should be reported as 0875.
Cumulative Attempted Credit Hours (att_crhrs_cumu)	77	3	Enter the total credit hours attempted by the student for the cumulative time period at your institution. This is to be cumulative credit hours attempted at your institution only. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.

End of Term File Definitions

Name	#	Length	Field Description
Cumulative Earned Credit Hours (earn_crhrs_cumu)	80	3	Enter the total credit hours earned by the student for the cumulative time period at your institution. This is to be cumulative credit hours earned at your institution only. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.
Cumulative GPA (gpa_cumu)	83	4	Enter the grade point average (GPA) for the student's cumulative history at your institution only. Carry the decimal out to three (3) places and then drop the decimal point, so a GPA of 3.50 will be reported as 3500; 0.875 should be reported as 0875.

NOTE: For the Credit Hours and GPA Information referenced above, simply repeat the identical credit hour and GPA information on every record applicable to the student. For example:

For example:

SSN_ID	Attempted CrHrs Term	Earned CrHrs Term	GPA Term	Attempted CrHrs Cumulative	Earned CrHrs Cumulative	GPA Cumulative
111111111	17	17	3500	47	44	2795
222222222	15	15	2750	45	45	2800
333333333	15	12	2125	45	36	2075
444444444	9	6	1750	9	6	1750
555555555	3	3	4000	12	12	3750
Attn: Many fields are left out of this example.						

End of Term File Definitions

Name	#	Length	Field Description
Lottery Release of Information Authorization (lottery_ria)	87	1	<p>Did the student complete the Release of Information Authorization (RIA) form authorizing the release of their data to the Bureau of Legislative Research for lottery research purposes? The Lottery Act requires that any student receiving any state-supported student financial assistance must complete the Release of Information Authorization (RIA) form. This must be completed by the student or the student's parents (if the student is under age 18).</p> <p>Please enter one of the following codes: 1 = Student is a State Assistance Recipient and authorizes the release of information 2 = Student is a State Assistance Recipient and does not authorize the release of information 3 = Student is not a State Assistance Recipient and is not required to complete the "RIA" form 4 = Student is a High School Student enrolled in "concurrent" courses only and is not required to complete the "RIA" form 5 = Student attends a private/independent institution (including BSN or JSN) in which this information will be collected by ADHE (this code is to be used by BSN, JSN, or the private institutions only).</p> <p>NOTE: 1. High School Students that are dually enrolled (not 100% concurrent) must be coded as 1-3, not code 4. 2. Any institution that uses Code 5 above should receive a list of "consenting students" from ADHE's Financial Aid Office. After you have received this list, you must change code 5 to code 1 based on the list of students provided. 3. All public institutions including CRTI and NTI must complete the Release of Information Authorization (consent) form locally. 4. ADHE will submit the year-end report to BLR. Data will be provided to BLR only on those students answering as code 1 above (see for Note 2).</p> <p>State Assistance is defined as: A state-supported scholarship, grant, tuition waiver, or tuition reimbursement funded with state funds or net proceeds from the state lottery awarded by: (A) The Department of Higher Education; or (B) A scholarship or grant awarded by an institution of higher education in this state in whole or in part by state funds, including without limitation: (i) Scholarships awarded on the basis of entrance exam scores or high school academic achievement; (ii) Tuition waivers based on age, military service, occupation, or other factors; (iii) Out-of-state tuition waivers for undergraduate students from contiguous states in close proximity to a college or university; (iv) Scholarships for transfers from two-year institutions; (v) Performance scholarships for band, musical performing groups, arts, theater, forensics, and similar activities that are not awarded on the basis of entrance exam scores or high school academic achievement; and (vi) Any other publicly funded program under which students are not charged or are reimbursed by the institution of higher education for tuition, fees, books, or other costs of attendance.</p>

