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**Database Design and Data Element  
Dictionary – Community College  
Edition  
V 2009.1**

Effective September 2009

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# 2.0 Introduction to the Database Design and Data Element Dictionary

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## 2.1 Overview

The California Partnership for Achieving Student Success (*Cal-PASS*) is an initiative that collects, analyzes and shares student data in order to track performance and provide data for informed decision making for the improvement of curriculum alignment and the resulting student success from elementary school through university. Cal-PASS represents a new approach to improving education. The program began in the San Diego/ Imperial county area and has expanded with the development of multiple consortia throughout the state. Cal-PASS consortia members are from the K-12 system, community colleges and universities.

The Cal-PASS data system consists of a number of tables designed to collect and organize information on students, their enrollments, assessments and their achievement. This information is used to give faculty and others specifics on how well prepared their students are for the next level of instruction, to better align inter-segmental curriculum, to increase the communication between and among segments, to give a clearer picture of transfer students and more.

This is a companion document to the *Cal-PASS Community College User Guide*. Both documents are intended to be used together while using and researching data with Cal-PASS. The Data Element Dictionary details each data file that makes up the core submission:

- Student Data
- Course Enrollment Data
- Award Data

The User Guide provides the technical process used to validate, submit, and download these data files. To request a copy of the User Guide, please contact [help@calpass.org](mailto:help@calpass.org).

## 2.2 Database Design

The database design consists of a set of related tables/files (student file, course enrollment file, award file, assessment file). A separate set of tables exists for each segment (K12, Community College and University) in the Cal-PASS database and each table contains clearly defined data elements and formats for each element. These tables contain the “core” Cal-PASS dataset. Additional elements may be collected and are titled “Custom files”. The definition of the file layout for these optional files is determined by the individual member district.

## 2.3 Performing the records match

There are several fields included in the Cal-PASS dataset that may be used for matching.

**Social Security Number:** This is the first and most reliable match.

**Derived key 1:** If the SSN is not available, the derived key 1 is used. This key is created using an algorithmic formula during validation. This key is most reliable within regions. Use of this key with extremely large datasets may result in false matches.

**Derived key 2:** The derived key 2 uses the same algorithm as the derived key 1 with the addition of the school of origin.

**Statewide Student Identifier:** By Spring 2006, all K-12 students in California were required to have a unique CSIS Number. This field should be used for matching students within the K-12 segment (middle school students in one district to high school in another district, for example).

**Note:** The core table for all segments is the student table and it carries the fields above. The other tables (course, award) link to the student table via the school ID, academic year or term ID and the Student ID.

## 2.4 Data Submission

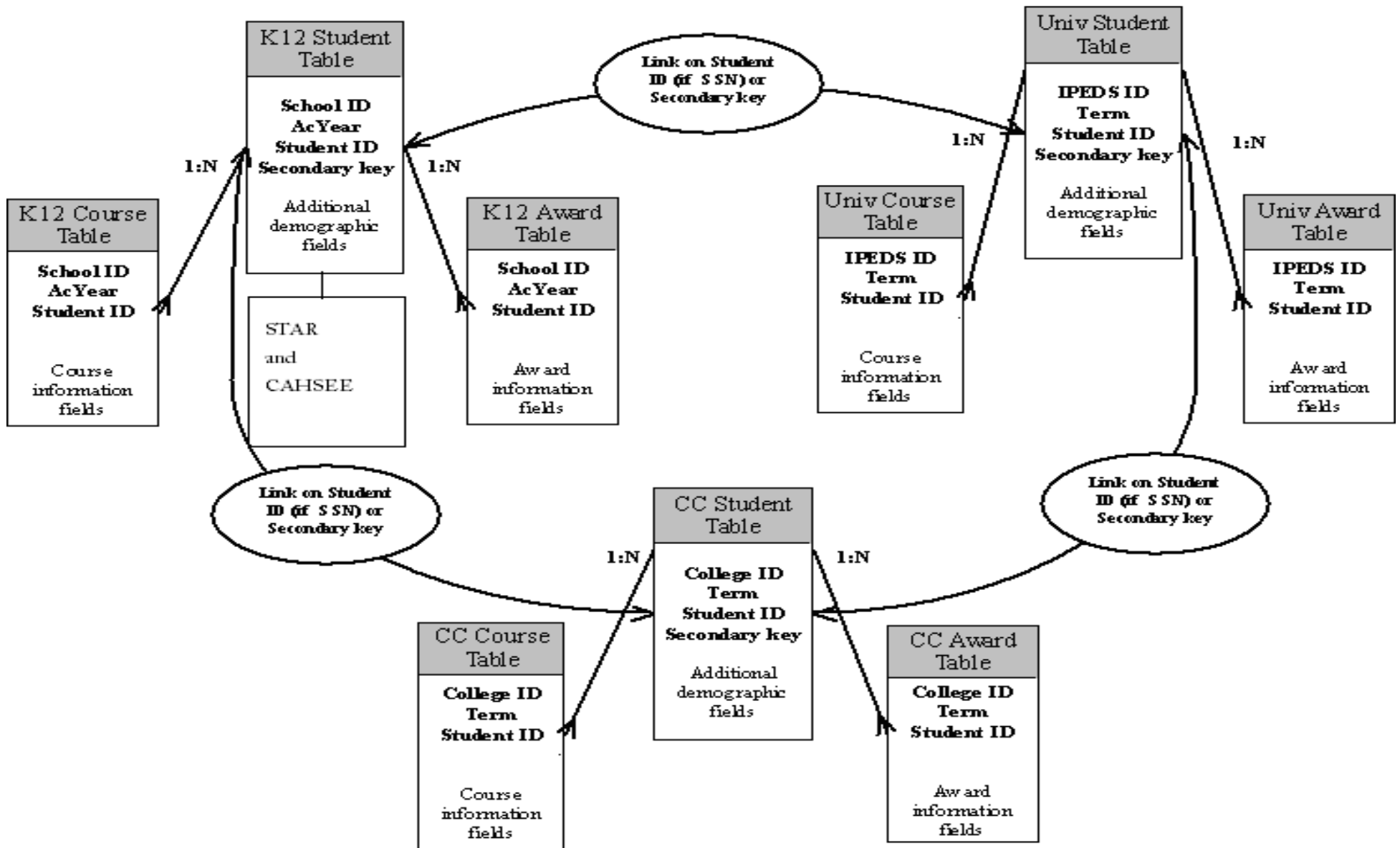
All community college data for participating districts is submitted annually by the Management Information Systems (MIS) Department of the California Community College Chancellor's Office.

## 2.5 Cal-PASS Entity Relationships

On the next page, you can see a flowchart, illustrating how the data submissions are connected for inter-segmental analysis.

# Cal-PASS Entity Relationships

Primary Tables Only



# 3.0 Student Data Fields

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## 3.1 Matching Cal-PASS data fields to CCCC MIS fields

Cal-PASS Field Number	Cal-PASS Field Name	CCCCO MIS Element Number	Max Field Size
N/A	<u>Derived Key 1</u>	N/A	15
N/A	<u>Derived Key 2</u>	N/A	21
CCS1	<u>College ID</u>	GI01	6
CCS2	<u>Term ID</u>	GI03	3
CCS3	<u>Student ID</u>	SB00	9
CCS4	<u>ID Status</u>	SB01	1
CCS5	<u>CSIS Number</u>	N/A	10
CCS6	<u>Date of Birth</u>	SB03	8
CCS7	<u>Partial First Name</u>	SB28	3
CCS8	<u>Partial Last Name</u>	SB02	3
CCS9	<u>Gender</u>	SB04	1
CCS10	<u>Ethnicity</u>	SB05	2
CCS11	<u>Citizenship</u>	SB06	1
CCS12	<u>Zip Code</u>	SB08	9
CCS13	<u>Education Status</u>	SB11	5
CCS14	<u>Last High School</u>	SB12	6
CCS15	<u>Educational Goal</u>	SB14	1
CCS16	<u>Enrollment Status</u>	SB15	1
CCS17	<u>Units Earned Local</u>	SB16	6
CCS18	<u>Units Earned Transfer</u>	SB17	6

CCS19	<u>Units Attempted Local</u>	SB18	6
CCS20	<u>Units Attempted Transfer</u>	SB19	6
CCS21	<u>Total Grade Points Local</u>	SB20	6
CCS22	<u>Total Grade Points Transfer</u>	SB21	6
CCS23	<u>Academic Standing</u>	SB22	1
CCS24	<u>Academic Level</u>	STD4	1
CCS25	<u>Primary Disability</u>	SD01	1
CCS26	<u>Extended Opportunity Programs and Services</u>	EOPS Flag	1
CCS27	<u>Board of Governor's Grant</u>	BOGG Flag	1
CCS28	<u>Pell Grant</u>	PELL Flag	1
CCS29	<u>Financial Aid</u>	Financial Aid Flag	1
CCS30	<u>Major</u>	SM02	6

## 3.2 Field Notes

Field	Field Name	Description
N/A	<u>Derived Key 1</u>	<p>The first alternate method of matching student-course-award-assessment records, used if the SSN is not available. This key is most reliable within regions. Use of this key with extremely large data sets may result in false matches.</p> <p>This field is not present in the original data extract, but is only present in the downloaded file.</p>
N/A	<u>Derived Key 2</u>	<p>The second alternate method of matching student-course-award-assessment records, used if the SSN is not available. This key is most reliable within regions. Use of this key with extremely large data sets may result in false matches.</p> <p>This field is not present in the original data extract, but is only present in the downloaded file.</p>
CCS1	<u>College ID</u>	6 digit IPEDs code of the institution. See <a href="#">Appendix A</a> for a list of statewide codes.
CCS2	<u>Term ID</u>	<p>The year and term code, shown as YYT where YY is the year and T is the term code:</p> <p>0 – Annual (enter the year in which the reporting data period ENDS), and College Calender</p> <p>1 – Winter Intersession</p> <p>2 – Winter Quarter</p> <p>3 – Spring Semester</p> <p>4 – Spring Quarter</p> <p>5 – Summer Term</p> <p>6 – Summer Quarter</p> <p>7 – Fall Semester</p> <p>8 – Fall Quarter</p> <p>9 – Other (Use for Employee fall first census reporting period)</p>

CCS3	<u>Student ID</u>	<p>The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis</p> <p><u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u></p> <p>If no SSN is available, a locally assigned student ID may be submitted. Field UNS04 defines which number is used in this field.</p>
CCS4	<u>ID Status</u>	<p>Defines the student ID (CCS1) value.</p> <p>S = CCS1 is a Social Security Number C = CCS1 is a locally assigned ID</p>
CCS5	<u>CSIS Number</u>	<p>Unique identification number for the student assigned to or by the first California district in which the student is enrolled in accordance with CSIS established standards. This number follows the student from school to school throughout his/her K-12 career. All X's if unavailable</p> <p>This is a placeholder field. At this time, the Statewide Student Identifier is not available to community colleges.</p>
CCS6	<u>Date of Birth</u>	<p>Student's date of birth. Shown as CCYYMMDD. Example: January 1, 1999 would be shown as 19990101.</p>
CCS7	<u>Partial First Name</u>	<p>First 3 letters of the first name. Do not include punctuation; eliminate the punctuation and take the next character. Example: O'Malley would be shown as OMA.</p> <p>If name is 1 or 2 letters only, use \$ as a place holder. Example: Li would be entered as LI\$</p>
CCS8	<u>Partial Last Name</u>	<p>First 3 letters of the last name. Do not include punctuation; eliminate the punctuation and take the next character. Example: O'Malley would be shown as OMA.</p> <p>If name is 1 or 2 letters only, use \$ as a place holder. Example: Li would be entered as LI\$</p>

CCS9	<u>Gender</u>	Student's gender.
	F – Female M – Male X – Unknown/Unreported	
CCS10	<u>Ethnicity</u>	Student's self-declared ethnic background.
	A. – ASIAN: This includes the following: AC – Chinese AI – Asian Indian AJ – Japanese AK – Korean AL – Laotian AM – Cambodian AV – Vietnamese AX – Other Asian B. – AFRICAN-AMERICAN NON-HISPANIC F. – FILIPINO H. – HISPANIC This includes the following categories: HM – Mexican, Mexican-American, Chicano HR – Central American HS – South American HX – Other Hispanic N. – AMERICAN INDIAN / ALASKAN NATIVE O. – OTHER NON-WHITE: All persons who do not fall into one of the other categories. P. – PACIFIC ISLANDER: This includes the following: PG – Guamanian PH – Hawaiian PS – Samoan PX – Other Pacific Islander W. – WHITE NON-HISPANIC X. – UNKNOWN / NON-RESPONDENT XD – Decline to state: Includes all persons who decline to state their ethnicity.	
CCS11	<u>Citizenship</u>	US Citizenship status.
	1 – U.S. citizen 2 – Non U.S. Citizen / Permanent Resident 3 – Non U.S. Citizen / Temporary Resident 4 – Non U.S. Citizen / Refugee / Asylee 5 – Non U.S. Citizen / Student Visa (with an F-1 or M-1 visa) 6 – Non U.S. Citizen / Other Status X – Status unknown / uncollected	
CCS12	<u>Zip Code</u>	Student's resident address zip code. XXXXXXXXXX if unknown.

CCS13            Education Status            Highest level of education. 'yyyy' = year received diploma, certificate, or degree.

- 00000 – Not a graduate of, and no longer enrolled in high school.
- 10000 – Special Admit student currently enrolled in K-12.
- 20000 – Currently enrolled in Adult School.
- 3yyyy – Received High School Diploma.
- 4yyyy – Passed the GED, or received a High School Certificate of Equivalency/Completion.
- 5yyyy – Received a Certificate of California High School Proficiency.
- 6yyyy – Foreign Secondary School Diploma/Certificate of Graduation.
- 7yyyy – Received an Associate Degree.
- 8yyyy – Received a Bachelor degree or higher.
- XXXXX – Unknown / unreported. If only the year is unknown, enter the appropriate number followed by XXXX.

CCS14            Last High School            Last high school student attended.

- 000000 = Enter zeros if the student has had NO high school experience.
- hhhhhh = Enter the six-digit code of a California high school from CPEC's mapping system for California Institutions. The website address is:  
<http://www.cpec.ca.gov/SecondPages/CDSMain.asp>
- ccxxxx = If the high school code is unavailable, report the two-digit County code from where the high school is located, followed by four X's.
- 6XXXXX = If the high school is in a U.S. state or possession other than California, enter "6XXXXX".
- 8XXXXX = If the high school or equivalent is in a foreign country, enter "8XXXXX".
- YYYYYY= If the student is twenty-two years or older or is a Special Admit. Student (see SB11), enter "YYYYYY".
- XXXXXX: If the location is completely unknown, enter "XXXXXX".

CCS15	<u>Educational Goal</u>	<p>Student's principal educational goal.</p> <p>A – Obtain an associate degree and transfer to a 4-year institution.  B – Transfer to a 4-year institution without an associate degree.  C – Obtain a two year associate's degree without transfer.  D – Obtain a two year vocational degree without transfer.  E – Earn a vocational certificate without transfer.  F – Discover/formulate career interests, plans, goals.  G – Prepare for a new career (acquire job skills).  H – Advance in current job/career (update job skills).  I – Maintain certificate or license (e.g. Nursing, Real Estate)  J – Educational development (intellectual, cultural).  K – Improve basic skills in English, reading or math.  L – Complete credits for high school diploma or GED.  M – Undecided on goal.  N – To move from noncredit coursework to credit coursework.  O – 4 year college student taking courses to meet 4 year college requirements.  X – Uncollected/unreported.</p>
CCS16	<u>Enrollment Status</u>	<p>Student's current standing with respect to attendance at the reporting college.</p> <p>1 – <i>FIRST-TIME STUDENT</i>: A Student enrolled in college for the first time after High School. The first time a student enrolls in a primary term this element should be coded as '1', even if the student was previously enrolled in a summer session. For example, if a student enrolls at the college for the first time during a summer term and subsequently enrolls during a fall term the student should be coded as '1' for both terms.</p> <p>2 – <i>FIRST-TIME TRANSFER STUDENT</i>: A student enrolled at the reporting college for the first time and who transferred from another institution of higher education.</p> <p>3 – <i>RETURNING STUDENT</i>: A student enrolled at the reporting college after an absence of one or more primary terms.</p> <p>5 – <i>CONTINUING STUDENT</i>: A student who is enrolled in the current session and who was enrolled in the previous regular session.</p> <p>Y – <i>NOT APPLICABLE</i>: A special admit student currently enrolled in K-12 (see SB11 Student-Education-Status).</p> <p>X – <i>UNCOLLECTED/UNREPORTED</i></p>
CCS17	<u>Units Earned Local</u>	<p>Cumulative total of earned degree applicable units at the reporting college. Numeric field with up to 6 digits, 4 before and two after the decimal point: XXXX.XX</p>
CCS18	<u>Units Earned Transfer</u>	<p>Cumulative total of degree applicable units the student earned at another college and which have been accepted for transfer credit. Numeric field with up to 6 digits, 4 before and two after the decimal point: XXXX.XX</p>

CCS19	<u>Units Attempted Local</u>	Cumulative total of degree applicable units attempted by the student at the reporting college. Numeric field with 6 digits, 4 before and two after the decimal point: XXXX.XX
CCS20	<u>Units Attempted Transfer</u>	Cumulative total of degree applicable units attempted by the student at another college and accepted for transfer credit. Numeric field with 6 digits, 4 before and two after the decimal point: XXXX.XX
CCS21	<u>Total Grade Points Local</u>	Cumulative total grade points earned from degree applicable units by the student at the reporting college as reflected on the student's transcript. Numeric field with 6 digits, 4 before and two after the decimal point: XXXX.XX
CCS22	<u>Total Grade Points Transfer</u>	Grade points associated with degree applicable units at another college accepted for transfer credit by the reporting college. Numeric field with 6 digits, 4 before and two after the decimal point: XXXX.XX

888888 – Not a transfer student

000000 – Transfer grade points are not available. Use this coding for:

- 1) a transfer student whose transcript evaluation has resulted in zero transferable units
- 2) a "transfer" student who did not submit a transcript from a previous institution
- 3) a "transfer" student whose transcript has not yet been evaluated.

CCS23	<u>Academic Standing</u>	Student's academic standing at the end of the current term.
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1 – Academic Good Standing  
3 – Progress Probation (percent of withdrawals/incompletes)  
4 – Academic Probation (Low Grade Point Average)  
5 – Both Progress and Academic Probation  
6 – Progress Dismissal/Disqualification  
7 – Academic Dismissal/Disqualification  
8 – Both Progress and Academic Dismissal/Disqualification  
X – Status unknown/uncollected  
Y – Not Applicable, Student is not in 'Academic Good Standing' but has attempted less than 12 semester/18 quarter units. (Title 5, 55754. Standards for Probation)

CCS24      Academic Level      Indicates whether the student is a Special-Admit, Sophomore, A.A. degree recipient, or B.A. Degree (or higher) recipient at the beginning of the term recorded in Term ID (CCS3).

- 0 – Special Admit student currently enrolled in K - 12
- 1 – Freshmen, Not a High School Graduate
- 2 – Freshmen, Currently Enrolled in Adult School
- 3 – Freshmen, High School Graduate Without a College Degree
- 4 – Sophomore, Not a High School Graduate
- 5 – Sophomore, Currently Enrolled in Adult School
- 6 – Sophomore, High School Graduate Without a College Degree
- 7 – AA Degree Recipient
- 8 – BA Degree Recipient
- A – Other Under Graduate, Not a High School Graduate
- B – Other Under Graduate, High School Graduate Without a College Degree
- X – Unknown

CCS25      Primary Disability      Identifies student’s primary disability.

- M – Mobility Impaired
- V – Visually Impaired
- H – Hearing Impaired
- S – Speech/Language Impaired
- D – Developmentally Delayed Learner
- B – Acquired Brain Injury
- L – Learning Disabled
- P – Psychological Disability
- O – Other Disability

CCS26      Extended Opportunity Programs and Services      Indicates whether the student is participating in Extended Opportunity Programs and Services.

- C = EOPS (Extended Opportunity Programs and Services) and CARE (Cooperative Agencies Resources for Education) participant
- E = EOPS participant
- Y = not an EOPS participant

CCS27      BOGG Flag      Indicates whether the student received a BOGG (Board of Governor’s Grant) Award

- B = Received a BOGG (Board of Governor’s grant) award
- Y = Did not receive a BOGG award

CCS28      PELL Flag      Indicates whether the student received a Pell Grant.

- P = Received a Pell Grant
- Y = Did not receive a Pell Grant

CCS29	<u>Financial Aid Flag</u>	Indicates whether the student received financial aid.
	A - Received a federal need based award.	
	B - Received an other need based award.	
	C - Received a federal non-need based award.	
	D - Received a scholarship.	
	E - Received some other type of financial aid.	
	Y - Did not receive any other financial aid.	
CCS30	<u>Major</u>	The 6-digit TOP code identifies the student's major or program area of emphasis, while enrolled in the reporting college, as reported by the student during the reporting term.

### 3.3 Error Values

Field	Field Name	Error Value
N/A	<u>Derived Key 1</u>	N/A The validator creates this code value.
N/A	<u>Derived Key 2</u>	N/A The validator creates this code value.
CCS1	<u>College ID</u>	Any value except a valid 6-digit IPEDs code.
CCS2	<u>Term ID</u>	Any blank, alpha, or special character or number sequence not in the correct format: YYT where YY is the last two digits of the calendar year and T is the term.
CCS3	<u>Student ID</u>	Any blank, alpha or special character or number sequence not in a valid SSN format. Do NOT show dashes. Example: Valid SSNs are 9 digit numbers made up of 3 sections XXX-XX-XXXX. A valid SSN cannot have all zeroes in one section. 1230045678 would be an invalid SSN.
CCS4	<u>ID Status</u>	Any value except C or S.
CCS5	<u>CSIS Number</u>	Any value except NULL.
CCS6	<u>Date of Birth</u>	Any blank, alpha, or special character or number sequence not in the correct format: CCYMMDD.
CCS7	<u>Partial First Name</u>	Any blank, special or number character
CCS8	<u>Partial Last Name</u>	Any blank, special or number character.
CCS9	<u>Gender</u>	Any value except F, M, or X.
CCS10	<u>Ethnicity</u>	Any value except A, AC, AI, AJ, AK, AL, AM, AV, AX, B, F, H, HM, HR, HS, HX, N, O, P, PG, PH, PS, PX, W, X, or XD.
CCS11	<u>Citizenship</u>	Any value except 1, 2, 3, 4, 5, 6, or X.
CCS12	<u>Zip Code</u>	Any special or alpha character.
CCS13	<u>Education Status</u>	Any value except 00000, 10000, 20000, 3yyyy where yyyy is the year the award we received, 4yyyy, 5yyyy, 6yyyy, 7yyyy, 8yyyy, or XXXXX.

CCS14	<u>Last High School</u>	Any value except 00000, ccxxxx where CC is the two-digit county code, 6XXXXX, 8XXXXX, YYYYYY, or a valid 6-digit CPEC school code.
CCS15	<u>Educational Goal</u>	Any value except A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, or X.
CCS16	<u>Enrollment Status</u>	Any value except 1, 2, 3, 5, Y, or X.
CCS17	<u>Units Earned Local</u>	Any blank, special or alpha character.
CCS18	<u>Units Earned Transfer</u>	Any blank, special or alpha character
CCS19	<u>Units Attempted Local</u>	Any blank, special or alpha character
CCS20	<u>Units Attempted Transfer</u>	Any blank, special or alpha character
CCS21	<u>Total Grade Points Local</u>	Any blank, special or alpha character
CCS22	<u>Total Grade Points Transfer</u>	Any blank, special or alpha character
CCS23	<u>Academic Standing</u>	Any value except 1, 2, 3, 4, 5, 6, 7, 8, X, or Y.
CCS24	<u>Academic Level</u>	Any value except 0, 1, 2, 3, 4, 5, 6, 7, 8, A, B, or X.
CCS25	<u>Primary Disability</u>	Any value except M, V, H, S, D, B, L, P, or O.
CCS26	<u>Extended Opportunity Programs and Services</u>	Any value except C, E, or Y.
CCS27	<u>Board of Governor's Grant</u>	Any value except B or Y.
CCS28	<u>Pell Grant</u>	Any value except P or Y.
CCS29	<u>Financial Aid</u>	Any value except A, B, C, D, E, or Y.
CCS30	<u>Major</u>	Any value except a valid TOP code or XXXXXX.

# 4.0 Instructions for Course Data File

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## 4.1 Data Field Names

Cal-PASS Field Number	Cal-PASS Field Name	CCCCO MIS Element Number	Max Field Size
CCS1	<u>Student ID</u>	SB00	9
CCS2	<u>College ID</u>	GI01	3
CCS3	<u>Term ID</u>	GI03	3
CCC1	<u>Department Number</u>	CB01	12
CCC2	<u>Course Title</u>	N/A	30
CCC3	<u>Section ID</u>	XB00	6
CCC4	<u>Units Earned</u>	SX03	4
CCC5	<u>Grade</u>	SX04	3
CCC6	<u>Credit Flag</u>	SXD2	1
CCC7	<u>Units Attempted</u>	SXD3	4
CCC8	<u>TOP Code</u>	CB03	6
CCC9	<u>Course Transfer Status</u>	CB05	1
CCC10	<u>Course Units of Credit Max</u>	CB06	4
CCC11	<u>Basic Skills Status</u>	CB08	1
CCC12	<u>SAM Priority Code</u>	CB09	1
CCC13	<u>Classification Code</u>	CB11	1
CCC14	<u>Prior to College Level</u>	CB21	1

## 4.2 Field Notes

Field	Field Name	Description
CCS1	<u>Student ID</u>	<p>The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis</p> <p><u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u></p> <p>If no SSN is available, a locally assigned student ID may be submitted. Field UNS04 defines which number is used in this field.</p>
CCS2	<u>College ID</u>	6 digit IPEDs code of the institution. See <a href="#">Appendix A</a> for a list of statewide codes.
CCS3	<u>Term ID</u>	<p>The year and term code, shown as YYT where YY is the year and T is the term code:</p> <p>0 – Annual (enter the year in which the reporting data period ENDS), and College Calender            1 – Winter Intersession            2 – Winter Quarter            3 – Spring Semester            4 – Spring Quarter            5 – Summer Term            6 – Summer Quarter            7 – Fall Semester            8 – Fall Quarter            9 – Other (Use for Employee fall first census reporting period)</p>
CCC1	<u>Department Number</u>	Course ID as reflected in the college’s current catalog of courses.
CCC2	<u>Course Title</u>	Title of the course.
CCC3	<u>Section ID</u>	Locally assigned code identifying an individual section of a course for a given term and college.

CCC4      Units Earned      Number of units that the student earned in this section. Presented as XX.XX with the decimal implied.

CCC5      Grade      Grade earned by the student for a particular course–section.

A– Received a letter grade of "A"  
B – Received a letter grade of "B"  
C – Received a letter grade of "C"  
D – Received a letter grade of "D"  
F – Failing (in a letter graded course)  
CR/P – Credit or Pass – Either grade is valid thru Summer 2009  
P – Pass - Mandatory in Fall 2009  
NC/NP – No Credit or No Pass – Either grade is valid thru Summer 2009  
NP – No Pass - Mandatory in Fall 2009  
I\* – Incomplete where "\*" indicates the default grade to be received by the student if the incomplete is not completed within one year. (Enter "IX" if default grade is unknown.)  
IPP – Incomplete Pass – Mandatory in Fall 2009  
INP – Incomplete No Pass – Mandatory in Fall 2009  
IP – In progress  
RD – Report Delayed  
UG – Ungraded (Non-Credit)  
UD – Ungraded Dependent  
FW – Withdrawn without permission & without having achieved a final passing grade  
W – Withdrew (after last day to drop)  
MW – Military Withdrawal  
DR – Drop (after first census date)  
XX – None of the above/unknown

CCC6      Credit Flag      Indicates the transferability, credit status, and basic skills status of this enrollment record.

T – Transferable/Credit-Degree Applicable  
D – Not Transferable/Credit-Degree Applicable  
C – Not Transferable/Credit-Not Degree Applicable  
S – Basic Skills/Not Transferable/Credit - Not Degree Applicable  
N – Not Transferable/Noncredit  
B – Basic Skills/Not Transferable/Non Credit  
X – Unknown

CCC7      Units Attempted      Units attempted for this enrollment in credit course sections. Presented as XX.XX with the decimal implied.

CCC8      TOP Code      The Taxonomy of Program (TOP) code assigned which best indicates the subject matter of the course.

CCC9	<u>Course Transfer Status</u>	Indicates whether or not the course is transferable to UC or CSU on the basis of articulation agreements.
		A – Transferable to both UC and CSU. B – Transferable to CSU only. C – Not transferable
CCC10	<u>Course Units of Credit Max</u>	Maximum number of academic credit units a student may earn from enrolling in a single section of this course. Presented as XX.XX with the decimal implied.
CCC11	<u>Basic Skills Status</u>	Indicates whether the course is a basic skills course.
		B – Course is a basic skills course. N – Course is not a basic skills course
CCC12	<u>SAM Priority Code</u>	Indicates the degree to which a course is occupational and to assist in identifying course sequence in occupational programs.
		A – Apprenticeship (offered to apprentices only): B – Advanced Occupational (not limited to apprentices): C – Clearly Occupational (but not advanced): D – Possibly Occupational: E – Non-Occupational:
CCC13	<u>Classification Code</u>	Classifies a course in accordance with its primary objective.
		A – Liberal Arts and Sciences B – Developmental Preparatory C – Adult and Secondary Basic Education D – Personal Development and Survival — Student without a Disability E – Courses for Students with Substantial Disabilities F – Parenting and Family Support G – Community and Civic Development H – General and Cultural I – Career-Technical Education J – Workforce Preparation Enhanced Funding K – Other Noncredit Enhanced Funding L – Non-Enhanced Funding

CCC14

Prior to College Level

Indicates course level status for English, writing, ESL, reading and mathematics courses.

- A – English, writing, ESL, reading or mathematics course one level below the transferable level of a corresponding English, writing, ESL, reading or mathematics course.
- B – English, writing, ESL, reading or mathematics course 2 levels below the transferable level of a corresponding English, writing, ESL, reading or mathematics course.
- C – English, writing, ESL, reading or mathematics course 3 levels below the transferable level of a corresponding English, writing, ESL, reading or mathematics course.
- Y – Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

### 4.3 Error Values

Field	Field Name	Description
CCS1	<u>Student ID</u>	Any blank, alpha or special character or number sequence not in a valid SSN format. Do NOT show dashes. Example: Valid SSNs are 9 digit numbers made up of 3 sections XXX-XX-XXXX. A valid SSN cannot have all zeroes in one section. 1230045678 would be an invalid SSN.
CCS2	<u>College ID</u>	Any value except a valid 6-digit IPEDs code.
CCS3	<u>Term ID</u>	Any blank, alpha, or special character or number sequence not in the correct format: YYT where YY is the last two digits of the calendar year and T is the term.
CCC1	<u>Department Number</u>	Any value that is not a valid department number.
CCC2	<u>Course Title</u>	All values accepted except a comma.
CCC3	<u>Section ID</u>	Any value that is not a valid section number.
CCC4	<u>Units Earned</u>	Any blank, special or alpha character.
CCC5	<u>Grade</u>	Any value except A, B, C, D, F, CR/P, P, NC/CP, NP, I*, IPP, INP, IP, RD, UG, FW, W, MW, DR< or XX.
CCC6	<u>Credit Flag</u>	Any value except T, D, C, S, N, B, or X.
CCC7	<u>Units Attempted</u>	Any blank, special or alpha character.
CCC8	<u>TOP Code</u>	Any value except a valid Taxonomy of Programs (TOP) code.
CCC9	<u>Course Transfer Status</u>	Any value except A, B, or C.
CCC10	<u>Course Units of Credit Max</u>	Any blank, special or alpha character.
CCC11	<u>Basic Skills Status</u>	Any value except B or N.
CCC12	<u>SAM Priority Code</u>	Any value except A, B, D, or E.
CCC13	<u>Classification Code</u>	Any value except A, B, C, D, E, F, G, H, I, J, K, or L.
CCC14	<u>Prior to College Level</u>	Any value except A, B, C or Y.

# 5.0 Instructions for Award Data File

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## 5.1 Data Field Names

Cal-PASS Field Number	Cal-PASS Field Name	CCCCO MIS Element Number	Max Field Size
CCS1	<u>Student ID</u>	SB00	9
CCS2	<u>College ID</u>	GI01	3
CCS3	<u>Term ID</u>	GI03	3
CCA1	<u>TOP Code</u>	SP01	6
CCA2	<u>Award</u>	SP02	1
CCA3	<u>Award Date</u>	SP03	8
CCA4	<u>Program ID</u>	SP04	5

## 5.2 Field Notes

Field	Field Name	Description
CCS1	<u>Student ID</u>	<p>The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis</p> <p><u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u></p> <p>If no SSN is available, a locally assigned student ID may be submitted. Field UNS04 defines which number is used in this field.</p>
CCS2	<u>College ID</u>	6 digit IPEDs code of the institution. See <a href="#">Appendix A</a> for a list of statewide codes.
CCS3	<u>Term ID</u>	<p>The year and term code, shown as YYT where YY is the year and T is the term code:</p> <p>0 – Annual (enter the year in which the reporting data period ENDS), and College Calender            1 – Winter Intersession            2 – Winter Quarter            3 – Spring Semester            4 – Spring Quarter            5 – Summer Term            6 – Summer Quarter            7 – Fall Semester            8 – Fall Quarter            9 – Other (Use for Employee fall first census reporting period)</p>
CCA1	<u>TOP Code</u>	Indicates the TOP code that best describes the certificate or degree program award.

CCA2      Award      Indicates the type of degree, certificate, or other program award which the student has received.

- A – Associate of Arts (A.A.) degree
- S – Associate of Science (A.S.) degree
- E – Certificate requiring 6 to fewer than 18 semester units
- B – Certificate requiring 12 to fewer than 18 semester units
- L – Certificate requiring 18 to fewer than 30 semester units
- T – Certificate requiring 30 to fewer than 60 semester units
- F – Certificate requiring 60 or more semester units
- O – Other Credit Award, under 6 semester units
- G – Noncredit award requiring fewer than 48 hours
- H – Noncredit award requiring from 48 to fewer than 96 hours
- I – Noncredit award requiring from 96 to fewer than 144 hours
- J – Noncredit award requiring from 144 to fewer than 192 hours
- K – Noncredit award requiring from 192 to fewer than 288 hours
- P – Noncredit award requiring from 288 to fewer than 480 hours
- Q – Noncredit award requiring from 480 to fewer than 960 hours
- R – Noncredit award requiring 960 hours or more

CCA3      Award Date      Date degree or certificate was earned.

CCA4      Program ID      Unique program code assigned by the Chancellor’s office.

### 5.3 Error Values

Field	Field Name	Description
CCS1	<u>Student ID</u>	<p>The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis</p> <p><u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u></p> <p>If no SSN is available, a locally assigned student ID may be submitted. Field UNS04 defines which number is used in this field.</p>
CCS2	<u>College ID</u>	Any value except a valid 6-digit IPEDs code.
CCS3	<u>Term ID</u>	<p>The year and term code, shown as YYT where YY is the year and T is the term code:</p> <p>0 – Annual (enter the year in which the reporting data period ENDS), and College Calender            1 – Winter Intersession            2 – Winter Quarter            3 – Spring Semester            4 – Spring Quarter            5 – Summer Term            6 – Summer Quarter            7 – Fall Semester            8 – Fall Quarter            9 – Other (Use for Employee fall first census reporting period)</p>
CCA1	<u>TOP Code</u>	Any value that is not a valid TOP code.
CCA2	<u>Award</u>	Any value except A, S, E, B, L, T, F, O, G, H, I, J, K, P, Q, or R.
CCA3	<u>Award Date</u>	Any blank, special, or alpha character or number sequence that is not in the valid date format: CCYYMMDD.
CCA4	<u>Program ID</u>	Any blank, special, or alpha character.

# Appendix A – Statewide IPEDs Codes

## A.1 – IPEDs code for California Community Colleges

108667	ALAMEDA	113634	DIABLO VALLEY
108807	ALLAN HANCOCK	113856	EAST L.A.
109208	AMERICAN RIVER	113980	EL CAMINO
109350	ANTELOPE VALLEY	114266	EVERGREEN VALLEY
109819	BAKERSFIELD	114433	FEATHER RIVER
109907	BARSTOW	114716	FOOTHILL
110246	BUTTE	114789	FRESNO CITY
110334	CABRILLO	114859	FULLERTON
111434	CANADA	114938	GAVILAN
111461	CANYONS	115001	GLENDALE
113953	CENTERS FOR EDUCATION AND TECHNOLOGY	115126	GOLDEN WEST
111887	CERRITOS	115296	GROSSMONT
111896	CERRO COSO	115393	HARTNELL
111920	CHABOT	115861	IMPERIAL VALLEY
111939	CHAFFEY	116439	IRVINE VALLEY
112172	CITRUS	117788	L.A. CITY
112385	COASTLINE	117690	L.A. HARBOR
112561	COLUMBIA	117867	L.A. MISSION
112686	COMPTON	117706	L.A. PIERCE
112826	CONTRA COSTA	117724	L.A. TRADE–TECH
395362	COPPER MOUNTAIN	117733	L.A. VALLEY
113096	COSUMNES RIVER	117195	LAKE TAHOE
113111	CRAFTON HILLS	117247	LANEY
113193	CUESTA	366401	LAS POSITAS
113218	CUYAMACA	117274	LASSEN
113236	CYPRESS	117645	LONG BEACH CITY
113333	DE ANZA	117788	LOS ANGELES ITV
113573	DESERT	117894	LOS MEDANOS
118347	MARIN	122339	SAN DIEGO CITY
118347	MARIN CED	122375	SAN DIEGO MESA
118684	MENDOCINO	122384	SAN DIEGO MIRAMAR

118718	MERCED	112190	SAN FRANCISCO CITY
118772	MERRITT	112190	SAN FRANCISCO CTRS
118912	MIRA COSTA	122658	SAN JOAQUIN DELTA
118930	MISSION	122746	SAN JOSE CITY
118976	MODESTO	122791	SAN MATEO
119067	MONTEREY	121619	SANTA ANA
119137	MOORPARK	122889	SANTA BARBARA CED
119164	MT. SAN ANTONIO	122889	SANTA BARBARA CITY
119216	MT. SAN JACINTO	122977	SANTA MONICA CITY
119331	NAPA VALLEY	123013	SANTA ROSA
113236	NORTH ORANGE ADULT	399212	SANTIAGO CANYON
120290	OHLONE	123217	SEQUOIAS
120342	ORANGE COAST	123299	SHASTA
120421	OXNARD	123341	SIERRA
120953	PALO VERDE	123484	SISKIYOU
120971	PALOMAR	123509	SKYLINE
121044	PASADENA CITY	123563	SOLANO
121363	PORTERVILLE	117715	SOUTHWEST L.A.
438665	RANCHO SANTIAGO CCD	123800	SOUTHWESTERN
991619	RANCHO SANTIAGO CED	124113	TAFT
121707	REDWOODS	125028	VENTURA
117052	REEDLEY	125091	VICTOR VALLEY
121886	RIO HONDO	125170	VISTA
121901	RIVERSIDE	125462	WEST HILLS
122180	SACRAMENTO CITY	125471	WEST L.A.
122205	SADDLEBACK	444097	WEST VALLEY CCD
123527	SAN BERNARDINO	125499	WEST VALLEY
113953	SAN DIEGO ADULT	126119	YUBA

## A.2 – IPEDs cods for CSU Campuses

110422	CALIFORNIA POLYTECHNIC STATE UNIV–SAN LUIS OBISPO	110608	CSU–NORTHRIDGE
110486	CSU–BAKERSFIELD	110617	SACRAMENTO STATE UNIVERSITY
110495	CSU–STANISLAUS	111188	CALIFORNIA MARITIME ACADEMY
110510	CSU–SAN BERNARDINO	115755	HUMBOLDT STATE UNIVERSITY
110529	CALIFORNIA STATE POLYTECHNIC UNIVERSITY–POMONA	122409	SAN DIEGO STATE UNIVERSITY
110538	CSU–CHICO	122597	SAN FRANCISCO STATE UNIVERSITY
110547	CSU–DOMINGUEZ HILLS	122755	SAN JOSE STATE UNIVERSITY
110556	CSU–FRESNO	123572	SONOMA STATE UNIVERSITY
110565	CSU–FULLERTON	366711	CSU–SAN MARCOS
110574	CSU–EAST BAY	409698	CSU–MONTEREY BAY
110583	CSU–LONG BEACH	441937	CSU–CHANNEL ISLANDS
110592	CSU–LOS ANGELES		

### A.3 – IPEDs cods for UC Campuses

110635	UNIVERSITY OF CALIFORNIA–BERKELEY
110644	UNIVERSITY OF CALIFORNIA–DAVIS
110653	UNIVERSITY OF CALIFORNIA–IRVINE
110662	UNIVERSITY OF CALIFORNIA–LOS ANGELES
110671	UNIVERSITY OF CALIFORNIA–RIVERSIDE
110680	UNIVERSITY OF CALIFORNIA–SAN DIEGO
110699	UNIVERSITY OF CALIFORNIA–SAN FRANCISCO
110705	UNIVERSITY OF CALIFORNIA–SANTA BARBARA
110714	UNIVERSITY OF CALIFORNIA–SANTA CRUZ
445188	UNIVERSITY OF CALIFORNIA–MERCED

### A.3 – IPEDs cods for private California colleges and universities

419509	UNIVERSITY OF PHOENIX–SACRAMENTO CAMPUS	115074	GOLDEN GATE UNIVERSITY–MONTEREY
406006	UNIVERSITY OF PHOENIX–NORTHERN CALIFORNIA CAMPUS	115083	GOLDEN GATE UNIVERSITY–SAN FRANCISCO
406015	UNIVERSITY OF PHOENIX–SOUTHERN CALIFORNIA CAMPUS	262086	CHAPMAN UNIVERSITY–ACADEMIC CENTERS
372222	UNIVERSITY OF PHOENIX–SAN DIEGO CAMPUS	243744	STANFORD UNIVERSITY
420291	GOLDEN GATE UNIVERSITY–SAN JOSE	125727	WESTMONT COLLEGE
414133	GOLDEN GATE UNIVERSITY–ROHNERT PARK	125763	WHITTIER COLLEGE
406592	GOLDEN GATE UNIVERSITY–LOS ALTOS	122612	UNIVERSITY OF SAN FRANCISCO
406608	GOLDEN GATE UNIVERSITY–IRVINE	122931	SANTA CLARA UNIVERSITY
406617	GOLDEN GATE UNIVERSITY–SACRAMENTO	123554	SAINT MARYS COLLEGE OF CALIFORNIA
396435	GOLDEN GATE UNIVERSITY–LOS ANGELES	123961	UNIVERSITY OF SOUTHERN CALIFORNIA
388140	GOLDEN GATE UNIVERSITY–WALNUT CREEK	120883	UNIVERSITY OF THE PACIFIC
121150	PEPPERDINE UNIVERSITY	120184	COLLEGE OF NOTRE DAME

121345	POMONA COLLEGE	120254	OCCIDENTAL COLLEGE
121691	UNIVERSITY OF REDLANDS	117140	UNIVERSITY OF LA VERNE
122436	UNIVERSITY OF SAN DIEGO	117636	LOMA LINDA UNIVERSITY
118888	MILLS COLLEGE	117946	LOYOLA MARYMOUNT UNIVERSITY
119173	MOUNT ST MARY'S COLLEGE	114813	FRESNO PACIFIC UNIVERSITY
119605	NATIONAL UNIVERSITY	111948	CHAPMAN UNIVERSITY
119881	NEWPORT UNIVERSITY		