

ENROLLMENT AUDIT SOFTWARE

HEI DATA ELEMENTS and FILES

This document describes the data elements and related files in HEI that will be audited with the Enrollment Audit Software. Currently, the software provides auditors with four screens for audit and comments: Demographics, Course Enrollment, Fees and Degree/Certificate. More screens will be added in the future to accommodate the course inventory audit process, flex course audit process; and other processes.

Each screen displays the following data elements to be associated with the record in question.

<u>Field Label</u>	<u>Field Contents</u>
<i>Student ID</i>	This field displays the student identification number associated with the enrollment data being reviewed. This data is drawn from the Student Entrance (SE) file in HEI.
<i>College/University</i>	This field displays the code of the institution being audited. This data are being drawn from the Student Entrance (SE) File in HEI taken from the Institution/Campus Codes verification table.
<i>Campus</i>	This field displays the code of the campus being audited. This field is taken from the Student Enrollment (SN) File in HEI from the Institution/Campus Codes verification table.
<i>Year</i>	This field displays the year from which the sample is drawn.
<i>Term</i>	This field displays the term from which the sample is drawn.
<i>Subsidy Eligibility</i>	This field displays the Student Subsidy Eligibility Status from the Student Enrollment (SN) file. The codes are taken from the Student Subsidy Eligibility Status verification table.

DEMOGRAPHICS SCREEN

Field Label

Field Contents

Race/Ethnicity

This field displays the student's race as reported in the Student Entrance (SE) file. The codes are taken from the Racial/Ethnic Codes verification table. Data are self-reported from the student's admission application.

Selective Service

Sex

This field displays the student's sex as reported in the Student Entrance (SE) file. Data are self-reported from the student's admissions application.

Birth Year

This field displays the student's birth year as reported in the Student Entrance (SE) file. Data are self-reported from the student's admissions application.

Selective Service

Compliance

A check-box used to record whether a sample of 25 male students between the ages of 18 and 25 have registered with Selective Service. Selective Service Registration will be verified via the Internet at <http://www.sss.gov> or by a registration card, or copy thereof, in the student's file.

Residency

Zip Code

This field displays the ZIP code indicating the residence of the student as reported in the Student Entrance (SE) file. Data are self-reported from the student's admissions application, however the ZIP code may be taken from another source if the admissions application was unavailable.

State

This field displays the student's state of residence as reported in the Student Entrance (SE) file. Codes are taken from the State Abbreviation Codes verification table. Data are self-reported from the student's admissions application, however the state of residence may be taken from another source if the admissions application was unavailable.

County

This field displays the student's county of residence as reported in the Student Entrance (SE) file. Codes are taken from the County Codes verification table. Data are self-reported from the student's admissions application, however the county code may be taken from another source if the admissions application was unavailable.

Residency Status

This field displays the student's residency status as of the term being reported as reported in the Student Enrollment (SN) file. Codes are taken from the Residency Status Codes verification table. Residency status is determined by the campus based on the admissions application and/or whether the student has applied to be a resident of Ohio for tuition purposes.

Special Audit Condition:

- a) Changes in Residency status from N or X to R or D over time. Verification of change in residency required.

Rank

This field displays the student's class rank as reported in the Student Enrollment (SN) file. Codes are taken from the Rank Codes verification table. Data should match the student's transcript for the year and term in question.

Special Audit Conditions:

- b) Changes in rank from Doctoral to Masters over time
- c) PSEOP Student-Pop Code A or B as reported in the Student Enrollment (SN) file in HEI taken from the Post Secondary Enrollment Options Program Status verification table. Verification of PSEOP eligibility required.

***Cumulative GPA
Credit Hours***

This field displays the Cumulative Credit Hours as used to calculate the student's GPA as reported in the Student Enrollment (SN) file. Cumulative GPA Credit Hours are determined by the campus based on the student's transcript.

Special Audit Conditions:

- a) Masters students who have earned more than 51 qtr hours or 34 sem hrs;
- b) Graduate students exceeding 260 cum qtr hours or 174 sem hrs

COURSE ENROLLMENT SCREEN

Field Label

Field Contents

<i>Course Identifier</i>	This field displays the Course Identifier for which the student is registered for as reported in the Course Enrollment (CN) file. Data should match the student's transcript for the year and term in question.
<i>Section Identifier</i>	This field displays the Section Identifier for which the student is registered for as reported in the Course Enrollment (CN) file. Data should match the student's transcript or course registration form for the year and term in question.
<i>Credit Hours</i>	This field displays the Credit Hours for which the student is registered for this combination of Course and Section Identifier as reported in the Course Enrollment (CN) file. Data should match the student's transcript for the year and term in question.
<i>Award of Academic Credit</i>	This field displays the code indicating whether or not the student was awarded academic credit for this combination of Course and Section Identifier as reported in the Course Enrollment (CN) file. Codes for this field are found in the Award of Academic Credit verification table. Data should match the student's transcript for the year and term in question.
<i>Flexibly Scheduled</i>	This field displays whether or not the course section in question is flexibly scheduled.
<i>Cumulative GPA Credit Hours</i>	*See definition under Demographics Screen
<i>Cumulative GPA Quality Points</i>	This field displays the Cumulative GPA Quality Points as used to calculate the student's GPA as reported in the Student Enrollment (SN) file. Cumulative GPA Quality Points are determined by the campus based on the student's transcript.
<i>Cumulative GPA</i>	This field displays the Cumulative GPA as calculated by dividing the Cumulative GPA Quality Points by the Cumulative GPA Credit Hours. This field is calculated by the audit program.

FEES SCREEN

Two conditions need to be met if the student is to be considered to have his or her account cleared—therefore being eligible for subsidy;

- Whether or not the student has paid the correct fees owed for the prior term as of the 15th day of the present term?
- Whether or not the student has paid all fees or agreed to pay all fees for the present term as of the end of the present term?

All of the fields for the fees screen are listed for both the present term and the prior term.

Field Label

Field Contents

Prior Term

This field is filled in by the auditor to answer whether or not the student paid the correct fees owed for a prior term as of the 15th day of the term being audited (present term).

Current Term

This field is filled in by the auditor to answer whether or not they fulfilled his or her obligation to the college or university for the present term. This drop down-box contains the following options:

- *Paid fee by end-of-term*
- *Financial Aid*
- *Promissory Note*
- *Did not pay*

Credit Hours

This field displays the number of credit hours of the courses that the student registered for in the term in question as reported in the Course Enrollment (CN) file. Data should match the student's transcript for the year and term in question.

Amount Owed

This field displays the dollar amount owed by the student for the term in question as calculated by the audit program. The program calculates this amount by considering the student's residency status, rank, special status (below) and the college/university's fee schedule. Data should match the student's fee confirmation for the year and term in question.

Out of State Surcharge Paid?

This field is filled in by the auditor to answer whether or not the student paid the out of state surcharge for the term in question if applicable. Students not registered for Selective Service must pay of state surcharge for the term in question. Data should match the student's fee confirmation for the year and term in question.

<i>Residency Status</i>	<p>This field displays the student's residency status for the term in question as reported in the Student Enrollment (SN) file. Codes are taken from the Residency Status Codes verification table.</p> <p>Residency status is determined by the campus based on the admissions application and/or whether the student has applied to be a resident of Ohio for tuition purposes. This field is used to determine the amount owed by the student for the term in question.</p>
<i>Admission Area</i>	<p>This field displays the student's admission area for the term in question as reported in the Student Entrance (SE) file. Codes are taken from the Admission Area Codes verification table. This field is used to determine the amount owed by the student for the term in question. Data are reported from the student's admission application.</p>
<i>Special Status</i>	<p>This field displays whether or not a student was enrolled in the Postsecondary Enrollment Options (PSEOP) program or a senior citizen enrolled without paying tuition for the term in question as reported in the Student Enrollment (SN) file. Codes are taken from the Special Status Codes verification table. This field is used to determine the amount owed by the student for the term in question. Data are reported from the student's PSEOP application.</p>

DEGREE CERTIFICATE SCREEN

Field Label

Field Contents

Level of Degree or Certificate

This field displays the level of degree or certificate completed as reported in the Degree Certificate Earned (DC) file. Codes are taken from the Level of Degree or Certificate Completed Codes verification table. Data should match the student's transcript for the year and term in question.

Subject Code

This field displays the subject code of the degree or certificate completed as reported in the Degree Certificate Earned (DC) file. This code should correspond with the CIP code used for the IPEDS Completion Survey. Data should match the student's transcript for the year and term in question.

Year Earned

This field displays the calendar year in which the degree, certificate, or transfer module was earned as reported in the Degree Certificate Earned (DC) file. Data should match the student's transcript for the year and term in question.

Term Earned

This field displays the term in which the degree, certificate, or transfer module was earned as reported in the Degree Certificate Earned (DC) file. Codes are taken from the Term Codes verification table. Data should match the student's transcript for the year and term in question.

Credit Hours

This field displays the credit hours this student earned in order to complete this degree, certificate, or transfer module as reported in the Degree Certificate Earned (DC) file. Data should match the student's transcript for the year and term in question.

Admission Area Code

This field displays the student's admission area for the term in question as reported in the Student Entrance (SE) file. Codes are taken from the Admission Area Codes verification table. Data should match the student's admission application for the year and term in question.

Year of First Enrollment

This field displays the first year this student was enrolled at this college or university as reported in the Student Entrance (SE) file. Data should match the student's transcript for the year and term in question.

Term of First Enrollment

This field displays the first term this student was enrolled at this college or university as reported in the Student Entrance (SE) file. Data should match the student's transcript for the year and term in question.