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Board of Regents

University System of Ohio

HEI Data Bulletin No. 2

Date: January 30, 2009

Issue: Reporting of Admission Area in the SE file

Files affected: Student Entrance (SE)

Description:

New Student Entrance (SE) file records must be submitted for students each time that they enroll as first-time students in a new Admission Area. For example, the SE record for a high school student who takes college courses will have an Admission Area of High School (HGH). When that same student graduates from high school and continues as a student at the same college in a subsequent term, a new SE record should be submitted with an Admission Area of Undergraduate (UND) and the year and term in which he/she became a “regular” college student.

Recently, there have been several instances where the Admission Area of high school students has been incorrectly reported as undergraduate (UND). This creates a problem because these students might be included in cohorts in which they really don't belong. The calculation of success rates, like the six-year graduation rate, will be skewed as a result. Further problems arise when these students graduate from high school and continue at the same college as regular college students.

If new SE records, reflecting a new year and term of first enrollment but the UND admission area, are submitted for these students, the intended updates will not occur. The only instance where an update can occur for an SE file requires an updated submission with matching key identifiers (*Student Identifier*, *Institution Assigned Switch*, *Admission Area*, *Institution*, *Year (of submission)*, and *Term (of submission)*). If these fields are not identical to those submitted in the original SE records, the subsequent records will be ignored (see Edit and Load Specifications for the SE file and refer to warning code A14).

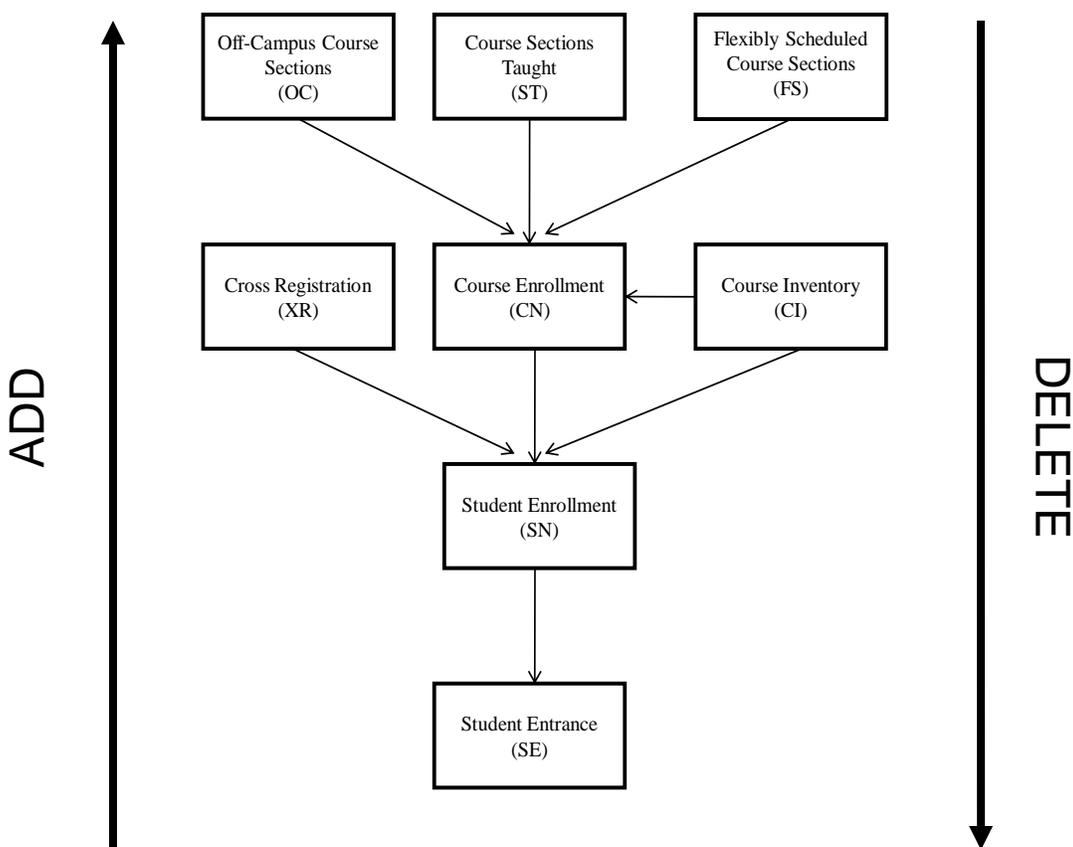
The reason why these new SE records will not be loaded into HEI is that the Admission Area is a key identifier. An existing SE record cannot be replaced by a new SE record that has the same student identifier, institution, and Admission Area.

Resolution(s):

1. The best solution to this problem is to avoid it in the first place. Institutions should check their HEI enrollment data to see if students' Admission Areas are being reported correctly. If you know that your school has many high school students taking college courses, but an HEI enrollment query underreports high school students, it is probable you are misreporting the SE Admission Area.
2. “**Warning C44**” should be taken seriously. This warning is triggered when the Admission Area is UND and the Year of Birth minus First Year of Enrollment is less than or equal to 17. This is a fairly new warning that we have implemented as a visual check for the data reporter indicating there are a number of individuals who are 17 or younger being classified as undergraduates.

3. Correcting Admission Area errors in the Student Entrance file is an involved process due to the interrelationships with the other enrollment files. Consider the case of a high school student who starts taking PSEO classes at “Near By College” in fall 2006, but is incorrectly reported in the SE file as having an Admission Area of Undergraduate (UND). The student graduates from high school in spring 2007 and continues taking classes at “Near By College” in fall 2007. The college submits a new SE record for the student, which reports them as being a first-time-in-college student in fall 2007. The appropriate SN and CN records are also submitted. The change in this student’s admission status is never reflected in HEI, because the new SE record is disregarded.

How does a school correct its data in this case? The following chart shows the submission order of the enrollment files and the file relationships. The file submission order is: SE, SN, CI, CN, and XR (if used).



The first step is to delete the fall 2007 enrollment file records (for the students who were incorrectly reported in fall 2006). The delete order is XR, CN, SN, and SE. Then, the fall 2006 enrollment file records are deleted for those same students in the same order. Next, the fall 2006 enrollment file records for the incorrectly reported students will have to be re-submitted (in add order: SE, SN, CN, and XR). After fall 2006 is finished, the fall 2007 enrollment file records are re-submitted (in add order: SE, SN, CN, XR). **Please make sure to request all necessary extension requests prior to correcting data.**

4. We will modify the documentation of the Student Entrance file on the HEI website to make it clearer when the “UND” admission area should be assigned.

Current HEI website content below:

Admission Area	Enter a code from Admission Area Codes which describes the admission area in which the student is enrolled.	Alphabetic 3 characters Columns 11-13
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Admission Area: A student can be assigned only one admission area per term.

High School (HGH): A student who is currently attending high school and has not yet graduated while concurrently enrolled at this college or university.

Undergraduate (UND): A student who is a high school graduate who is currently enrolled in an undergraduate program of study at this college or university.

Graduate (GRD): A student who has earned a baccalaureate degree and is enrolled in a graduate program of study at this university.

Nondegree Graduate (NDG): A student who has earned a baccalaureate degree and is enrolled in graduate coursework but is not enrolled in a graduate program of study.

Professional (PRO): A student who has earned a baccalaureate degree and is enrolled in a program of study that awards the first professional degree (medicine, veterinary medicine, optometry, dentistry, professional psychology (Wright State only), and law).

Proposed HEI website content below:

Admission Area	Enter a code from Admission Area Codes which describes the admission area in which the student is enrolled. Only use the UND admission area in cases where the student has received a high school diploma or equivalent or has been admitted as an adult student without a high school credential.	Alphabetic 3 characters Columns 11-13
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