Hospital Employee Education and Training Program
Coding Instructions
Effective Fall Quarter 2008

The Hospital Employee Education and Training (HEET) program began in the fall of 2008. Five colleges were allocated funding for the 2008-09 academic year and include: Lake Washington, Lower Columbia, Renton, Spokane and North Seattle. The HEET program is a targeted program enrollment area with enrollments and allocations included in the targeted enrollment Excel workbook report.

Instructions

The HEET students are identified through the Unusual Action code. You must first add the new unusual action code to the Unusual Action Code table in SMS (SM5021). Use unusual-action value "A+". Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program.

NOTE: The students will need to be coded with the Unusual Action code each quarter they are enrolled in the HEET program.

Only state funded FTEs generated by students where who are coded with UA code "A+" during the year/quarter will be included in the targeted enrollment HEET report.

If you have any question on the use of this code please contact dataservices@sbctc.edu.