



# DATA DICTIONARY

*TRANSCRIPTS 1.8*

## Revisions

Change reference	Date	Version
Annual review and updated with PeopleSoft sources	1/28/2019	1.0
Added ACPL crosswalk to SECT	5/5/2020	1.1
Added primary key (PK) designation to COURSE_NUM and DEPT_DIV	6/30/2020	1.2
Updated table description to reference X based EMPLIDs	04/05/2022	1.3
Expanded the length of the DEPT_DIV field to accommodate ctcLink data and added ACAD_CAREER requirements for transcripts pull	06/02/2022	1.4
Added ACPL codes IBSL and CLEAS to SECT crosswalk	8/3/2022	1.5
Added RFTE Exception Code to criteria list	12/12/2022	1.6
Updated CLVL_IND valid values criteria	4/19/2023	1.7
Added STRM and INSTITUTION fields	8/02/2023	1.8

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# Table Description

The TRANSCRIPT table is updated quarterly by transcript data provided by the colleges.

For legacy colleges, the data is provided to SBCTC through the quarterly SR1280J process. This process extracts transcript and related data from the college Transcript database (data sets TRANS-START-D, TRAN-CLASS-D, TRAN-DEGREE-D, and TRAN-REGR-D), TBL4 (data set GR-ATTR-D which contains the grade attribute table), and SM (data set COURSE-ASSGN-D which contains the CIP code and clock\_hr\_ind for a course) for any student enrolled in the current quarter or the previous eight quarters. The Summer Quarter snapshot is used as the academic year-end snapshot for the previous year. This allows time over the summer for colleges to make corrections or enter any missing transcripts and completions for the prior year.

For PeopleSoft colleges, a snapshot of the transcript data for students enrolled in the current and previous eight quarters is taken. Unlike the Legacy process that pulls all the transcript data (including all previous records) for students, the snapshot of PeopleSoft includes only the current and previous eight quarters. If the college transitioned to PeopleSoft less than eight quarters ago, the snapshot will include all the transcript data since the college's transition.

The criteria for the PeopleSoft extract is as follows:

- For the main transcripts extract, the data is pulled from the STDNT\_ENRL table where:
  - STDNT\_ENRL\_STATUS= E
  - and
  - GRADING\_BASIS\_ENRL= GRD or PNP or SUS
  - and
  - REPEAT\_CODE is blank (“” or “”) or RPIN or REXP or RFTE
  - and
  - EMPLID NOT LIKE ‘X%’
  - and
  - ACAD\_CAREER = UGRD
  
- For Academic Credit for Prior Learning (ACPL), the data is pulled from the TRNS\_OTHR\_DTL and TRNS\_TEST\_DTL tables where:
  - GRADING\_BASIS= GRD or PNP or SUS
  - and
  - REPEAT\_CODE is null (“” OR “”) or RPIN or REXP
  - and
  - ACAD\_CAREER = UGRD
  - For more information about ACPL, see the [SECT](#) field.

The TRANSCRIPT table contains data from Fall Quarter 1933-34 to the most current academic YRQ. Records for non-graded courses and classes not yet graded are not included in the transcripts table. These records are stored in the Data Warehouse STUCLASS\_GRADE\_CRF table.

Each row in the TRANSCRIPT table is uniquely identified by a combination of DW\_KEY, COLLEGE, YEAR, QUARTER, ITEM, DEPT\_DIV, and COURSE\_NUM. The YEAR, QUARTER, COLLEGE and DW\_KEY represent an enrolled student in a given year and quarter at a particular college. ITEM, DEPT\_DIV, and COURSE\_NUM identify the class for which the student has been graded.

Common course numbering (CCN) began implementation in summer 2007-08. The DEPT\_DIV field includes an "&" in the last character if the course has a common number in the system. CCN is a project to make course transfer between and among the 34 community and technical colleges as easy as possible for students, advisors and receiving institutions. The CTC identified courses which are common (equivalent for transfer purposes among the CTCs) across the CTC system with an identical department/division abbreviations (including an "&" as a designator for a CCN course), course title and number. Several CTCs adopted the CCN protocol in summer or fall 2007-08 with all remaining colleges adopting the protocols for their common numbers in summer 2008.

## Data Elements

### DW\_KEY (PK)

**Data Type:** Text

**Size:** 10

**Definition:** The Data Warehouse system-wide unique identifier assigned to each student. This field is used to track students longitudinally across all colleges. This field is used across all student related tables in the Data Warehouse and *is not college specific*.

**Data Classification:** [Category 3](#)

**Legacy Source:** DW\_KEY is retrieved based on available student identifiers in the following order: SID, SSN. If no identifier is found to exist in the Data Warehouse, a new DW\_KEY is created.

**PeopleSoft Source:** DW\_KEY is retrieved based on available student identifiers in the following order: CS.EMPLID, SID, and SSN. If no identifier is found to exist in the Data Warehouse, a new DW\_KEY is created.

**Examples of Use:** A system identifier and the primary key on many tables. Used for system unduplicated headcounts.

### SID (and EMPLID combined)

**Data Type:** Text

**Size:** 11

**Definition:** A unique identifier for the student. The identifier is assigned by the college.

**Note:** If the field length of the SID field is 11 characters, it contains both the SID and the EMPLID. If the length of the value of the SID is 11 characters, it represents the EMPLID. Because some EMPLID values matched the legacy SID values, the EMPLID is padded with leading zeros to 11 characters to enforce uniqueness.

**Source:** The SID field has been modified in most tables to contain both the legacy SID and the PeopleSoft EMPLID in an effort to retain the existing joins between tables and to include PeopleSoft colleges in the joins. If the PeopleSoft student record was converted with an SID in the EXTERNAL\_SYSTEM\_ID field, we retain the legacy SID on the record to allow for longitudinal

analysis. If there is no legacy SID associated to a PeopleSoft EMPLID, the EMPLID is used to populate this field.

**Data Classification:** [Category 3](#)

**Legacy Source:** TRAN-CLASS-D.SID

**PeopleSoft Source:** CS.EMPLID and CS.PS\_EXTERNAL\_SYSTEM.EXTERNAL\_SYSTEM\_ID

## COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit code used to identify each community or technical college in the state of Washington. College codes begin with the two-digit district code.

**History:** Pierce District split into two colleges in 2001-02.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.COLLEGE

**PeopleSoft Source:** The last three characters of CS.INSTITUTION.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE; LOOKUP.DW\_REF\_ENR.COLLEGE4RPT; LOOKUP.DW\_REF\_ENR.COL\_CD

## YEAR (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-character field identifying the academic year. The academic year begins with summer quarter and ends with spring quarter.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.YEAR

**PeopleSoft Source:** Derived from first three characters of CS.STRM and converted to the legacy year code.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Examples of Valid Values:**

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

## QUARTER (PK)

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code identifying the academic quarter. The academic year begins with summer quarter and ends with spring quarter.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.QUARTER

**PeopleSoft Source:** Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Valid Values:**

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

## ITEM (PK)

**Data Type:** Text

**Size:** 38

**Definition:** A unique identifier of each class section during a given quarter at the specified college.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.ITEM

**PeopleSoft Source:** CS.PS\_STDNT\_ENRL.CLASS\_NBR

## DEPT\_DIV (PK)

**Data Type:** Text

**Size:** 8

**Definition:** Represents the assigned course division or department. A common coding system was implemented in summer 2008. If the course has common numbering than the last character of DEPT\_DIV will be "&". Prior to that time there was no common coding for the system. Math may be represented as MAT at one college and MATH at another.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.DEPT-DIV

**PeopleSoft Source:** CS.PS\_CRSE\_OFFER.SUBJECT

## COURSE\_NUM (PK)

**Data Type:** Text

**Size:** 4

**Definition:** This is a three (or possibly four digit number in legacy) assigned to a particular class. Classes numbered 100 or over are considered college level courses.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.COURSE-NUM

**PeopleSoft Source:** CS.PS\_CRSE\_OFFER.CATALOG\_NBR



## CIP

**Data Type:** Text

**Size:** 6

**Definition:** A six-character code representing the Classification of Instructional Programs (CIP). Every course has a CIP code, which places it into a subject area with other similar courses. The federal government issues CIP codes. They do make periodic changes. A classification may have a different code in past years than today.

If the CIP code is not supplied on the transcript record, it is obtained from the CLASS table for the given ITEM number.

**History:** There was a major change in coding beginning in academic year 1996-97, including changes related to basic skills and developmental course coding. Basic skills codes for ABE and ESL were again changed in academic year 1998-99. The CIP was updated to the CIP 2000 version in 2002-03. Updated in 2010-11 for the CIP 2010 revision.

Prior to Fall 2002, Developmental Math = 320104, 330101 and Developmental English = 320103, 320108, 330102, 330103, 330104

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.CIP

**PeopleSoft Source:** CS.PS\_CRSE\_OFFER.CIP\_CODE

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.CIP

## CLOCK\_HR\_IND

**Data Type:** Text

**Size:** 1

**Definition:** A field that indicates whether a course's hours are based on clock hours. Used by the technical colleges only.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.CLOCK-HR-IND

**PeopleSoft Source:** Not Populated

**Valid Values:**

Values	Value Descriptions
Y	Yes
N	No
Blank	No

## CLVL\_IND

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code indicating whether a course is college level.

**Data Classification:** [Category 2](#)

**Source:** Set during the Data Warehouse Reengineering process based on COURSE\_NUM, CIP and REC\_TYPE.

**Valid Values:**

Values	Value Descriptions
Y	Course number >= 100 and <= 499 and CIP does not begin with 32 or 33 OR REC_TYPE = ACPL (regardless of course number or CIP)
N	Course number < 100 or > 499 and REC_TYPE not ACPL OR Course number >= 100 and <= 499 and CIP begins with 32 or 33

## COURSE\_FLAG (retired data element)

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code indicating whether a class is intermediate algebra offered prior to 1998-99 as a college level course. Until the 1998-99 academic year, students could take intermediate algebra as a college level class. Most colleges offered this course under CIP 270101.

For records dated 1997-98 or before, if the CIP = 270101 and the course title is like “\*INT\*ALG\*” or like “\*ALG\*INT\*”, then the COURSE\_FLAG is set to “Y”, the CIP is set to 330101 and the CLVL\_IND is set to “N”.

**Data Classification:** [Category 2](#)

**Legacy Source:** Derived during the Data Warehouse Reengineering process.

**PeopleSoft Source:** Not Populated

## COURSE\_TITLE

**Data Type:** Text

**Size:** 24

**Definition:** Title of the class.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.COURSE-TITLE

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.DESCR

## CR

**Data Type:** Decimal

**Size:** Precision 4, Scale 1

**Definition:** The number of enrolled credits for a specific class. For technical colleges, if the CLOCK\_HR\_IND is equal to “Y” and the CR value is 0, the CR value is calculated based on the value of ENR\_HR and YEAR.

**History:** Prior to year 967, CR = ENR\_HR/20. From 967 forward, the calculation is CR = ENR\_HR/16.5. To select only earned credits, then use the EARN\_IND where it equals “Y”.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.CR

**PeopleSoft Source:** CS.PS\_STDNT\_ENRLUNT\_TAKEN

## CR\_IND

**Data Type:** Text

**Size:** 1

**Definition:** A one character field used to identify courses to be used in grade or credit analysis. Classes not yet graded are set to “F” and are not included in the transcripts table. The records that are set to “F” are stored in the TRANSCRIPTS\_CRF table. (Prior to A892, repeated courses were also set to “F” and stored in TRANSCRIPTS\_CRF).

**Data Classification:** [Category 2](#)

**Source:** Derived during the Data Warehouse Reengineering process.

**Examples of Use:** When calculating Attempted Credits, CR\_IND = “T”

When calculating Earned Credits, CR\_IND = “T” or “R” and EARN\_IND = “Y”.

**Valid Values:**

Values	Value Descriptions
T	Attempted Credits (community and technical colleges)
R	Program requirement credits for technical colleges only (credits are not included in attempted totals but are included in earned totals where the EARN_IND = “Y”)

## DIST\_ED

**Data Type:** Text

**Size:** 2

**Definition:** A field used to indicate whether a course is taught via distance education.

**Note:** As of A90, if the code comes to SBCTC with only 1 character, “X” is added to the end so that it is always a two-character field. Invalid Dist\_Ed codes are set to null.

**History:** Added in 1997-98 with the valid codes being Y or N. In 1998-99, the codes were expanded to allow for coding of different kinds of distance education courses, though only about half of the colleges used the new schema.

**NOTE:** South Puget Sound CC did not code any distance education courses for fall 1998. When summarizing distance education courses for Fall 1998, use special database ORAGEN\Look-Up\Dist\_ed.mdb.

In 2003-04, a coding modification was made in order to distinguish how much of the online course is taught online. If the online code is “3C”, then the course is taught completely (100%) online. If the online code is “3?”, then the course is taught 51%-99% online. A code of “H” or “H?” designates a hybrid online course. If “H” is in the second character, it will not be counted as a hybrid course. If the code is “H?”, then the course uses online technologies for less than 51%, AND for which the interactive online learning environment displaces some face-to-face classroom time.

In 2010-11, a new set of codes were established that expanded the selection to include Web Enhanced courses. All 2003-04 codes were retained and additional codes were added. The only modification was for Hybrid courses that changed from “H?” to “8?” and “nC” codes were retired. For a detailed list of coding changes beginning in 2010-11, see the eLearningCodeSchemaChangeMatrix.xls workbook.

**Data Classification:** [Category 2](#)

**Legacy Source:** SMIS.MIS-CLASS-D.SBCTC-MISC-1

**PeopleSoft Source:** CS.PS\_CLASS\_TBL.INSTRUCTION\_MODE

**Valid Values:** Null values represent a non-eLearning class.

Values	Description
1n	Tele-course: A course which uses videotapes, CD's, DVD's or other portable modalities of video / audio delivery to deliver the course content. Limited or no face-to-face time with instructor.
2n	Correspondence: A course which uses mailed information between instructor and student. Limited or no face-to-face time with instructor.
3n	On-line: A course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is done online. (Proctored exams still allowed for this classification).
4n	Interactive Television: A course which uses the K-20 or network-based video conferencing tools to distribute the course materials in real (synchronous) time.
5n	Tele-Class: (will discontinue use) A distance class which uses satellite, cable, streaming video over the internet, or other broadcast technology to distribute a predominant portion of course material in real (synchronous) time.
6n	Other: A course that uses other modes of delivery that do not fit within the listed categories.
7n	Optional: A course in which the student can choose to attend class face-to-face or take the class online (both options are within one item number).
8n	Hybrid: A course that displaces some, but not all face-to-face class time with web-based tools.
9n	Web Enhanced: A face-to-face course that does not replace any face-to-face seat time, and access to web-based tools is required.

## EARN\_IND

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code which indicates whether or not the credits for a class are included in the credits earned calculation.

**Data Classification:** [Category 3](#)

**Legacy Source:** TBL4.GR-ATTR-D.

**PeopleSoft Source:** CS.PS\_STDNT\_ENRLEARN\_CREDIT

**Valid Values:**

Values	Value Descriptions
Y	Credits were earned
N	Credits were not earned

## ENR\_HR

**Data Type:** Decimal

**Size:** Precision 5, Scale 1

**Definition:** The number of clock hours for which a student is enrolled in a class.

**Data Classification:** [Category 3](#)

**Legacy Source:** TRAN-CLASS-D.ENR\_HR

**PeopleSoft Source:** Not Populated

## GPA\_IND

**Data Type:** Text

**Size:** 1

**Definition:** A one character code which indicates whether or not a grade should be used in the calculation of a student's grade point average.

**Data Classification:** [Category 3](#)

**Legacy Source:** TBL4.GR-ATTR-D

**PeopleSoft Source:** CS.PS\_STDNT\_ENRL.INCLUDE\_IN\_GPA

**Valid Values:**

Values	Value Descriptions
Y	Include grade in GPA calculation
N	Do not include the grade in GPA calculation

## GR

**Data Type:** Text

**Size:** 4

**Definition:** A two character field containing the letter grade earned by the student in the specific class section. Not all colleges use letter grading.

**Data Classification:** [Category 3](#)

**Legacy Source:** TRAN-CLASS-D.GR

**PeopleSoft Source:** CS.PS\_STDNT\_ENRL.CRSE\_GRADE\_OFF

## GR\_DEC

**Data Type:** Decimal

**Size:** Precision 3, Scale 1

**Definition:** The decimal grade earned by the student for the specific class section.

**Data Classification:** [Category 3](#)

Legacy Source: TRAN-CLASS-D.DECIMAL-GR

PeopleSoft Source: CS.PS\_STDNT\_ENRL.CRSE\_GRADE\_OFF

## GR\_QLFR

Data Type: Text

Size: 5

**Definition:** A one character symbol that can be added to the student's grade to designate a specific condition.

Data Classification: [Category 3](#)

Legacy Source: TRAN-CLASS-D.GR\_QLFR

PeopleSoft Source: CS.PS\_STDNT\_ENRL.GRADING\_BASIS\_ENRL

Valid Values:

Values	Value Descriptions
/	Suppress printing of course section on grading output
#	High school credit
R	Course was repeated
*	Grade forgiveness (GPA_IND = N)
I	In-Process Grade (CR_IND = F)

## REQR\_DEPT\_DIV (retired data element)

Data Type: Text

Size: 5

**Definition:** Department Division of the Technical Program of which the course is a requirement. If the REQR\_DEPT\_DIV and the REQR\_COURSE\_NUM equal the DEPT\_DIV and COURSE NUM, then the record represents the student's enrollment in the program. The credits listed in this record are attempted credits only. The credits earned for this program will be contained in the records for the individual program requirements. These are the records where the REQR\_DEPT\_DIV and the REQR\_COURSE\_NUM do not equal the DEPT\_DIV and COURSE NUM (CR\_IND = "R").

Data Classification: [Category 3](#)

Legacy Source: SR1280S4

PeopleSoft Source: Not Populated

## REQR\_COURSE\_NUM (retired data element)

Data Type: Text

Size: 4

**Definition:** Course Number assigned to the Technical Program of which the course is a requirement.

Data Classification: [Category 3](#)

Legacy Source: SR1280S4

PeopleSoft Source: Not Populated

## SECT

**Data Type:** Text

**Size:** 4

**Definition:** A four character field for identifying each section of the specific course.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.SECT

**PeopleSoft Source:** CS.TRAN-CLASS-D.COURSE-NUM

and for ACPL CS.PS\_TRNS\_TEST\_DTL.TEST\_ID and  
CS.PS\_TRNS\_OTHR\_DTL.OTHR\_CREDIT\_TYPE

**Examples of Use:** Tech Prep students are determined by SECT = "T#P"

**Note:** In transcripts, the PeopleSoft coding is crosswalked to be consistent with Legacy coding as seen in the table below.

Academic Credit for Prior Learning Type	PS TRNS Source Table	PS Test ID/Other Credit Type	Transcripts SECT coding
CTE Dual Credit (Tech Prep)	Other	TECH	T#P
American Council on Education	Other	ACE	ACE
Credit by Exam	Other	CLG	CLG
Individual Industry Certification	Other	CRT	CRT
HS+ Portfolio Review	Other	HSPR	HSP
Joint Services Transcript	Other	JST	JST
Occupational Crosswalk	Other	OCW	OCW
Portfolio Review	Other	PORT	PEL
Advanced Placement	Test	AP	A#P
International Baccalaureate	Test	IB	I#B
College Level Examination Program	Test	CLEP	C#P
DANTES Subject Standardized Tests	Test	DSST	DST
Cambridge "A" Level Exam	Test	CLE	CLE
International Baccalaureate SL	Test	IBSL	IBSL
Cambridge AS Level Exam	Test	CLEAS	CLES

## SEC\_STAT

**Data Type:** Text

**Size:** 4

**Definition:** A four character field for identifying section status for the specific class.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.SEC\_STAT

**PeopleSoft Source:** Not Populated

## VOC\_IND

**Data Type:** Text

**Size:** 1

**Definition:** A one character code which indicates whether or not the course is recognized as a vocational course based on the CIP Code.

**Data Classification:** [Category 2](#)

**Source:** Derived during the Data Warehouse Reengineering process based on the class CIP Code.

## QTR\_ADDED

**Data Type:** Text

**Size:** 4

**Definition:** A four character code identifying the year and quarter of the source transcript record. This is the year and quarter when a record was added or last processed to the Data Warehouse Transcripts table.

**Data Classification:** [Category 3](#)

## YRQ

**Data Type:** Text

**Size:** 4

**Definition:** The concatenation of YEAR and QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.

**Data Classification:** [Category 2](#)

**Legacy Source:** TRAN-CLASS-D.YRQ

**PeopleSoft Source:** CS.STRM Converted to the legacy year code.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## COURSE\_NUM\_PREFIX

**Data Type:** Text

**Size:** 3

**Definition:** The left three digits or characters of the COURSE\_NUM data element.

**Data Classification:** [Category 2](#)



**Legacy Source:** Derived from TRAN-CLASS-D.COURSE-NUM

**PeopleSoft Source:** CS.PS\_CRSE\_OFFER.CATALOG\_NBR

## COURSE\_NUM\_SUFFIX

**Data Type:** Text

**Size:** 1

**Definition:** The 4th digit or character of the COURSE\_NUM data element for course numbers that are 4 characters in length. Note that PeopleSoft Course Numbers are no longer than 3 characters.

**Data Classification:** [Category 2](#)

**Legacy Source:** Derived from TRAN-CLASS-D.COURSE-NUM

**PeopleSoft Source:** Not Populated

## EMPLID

**Data Type:** Text

**Size:** 11

**Definition:** The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

**Data Classification:** [Category 3](#)

**Legacy Source:** Not populated

**People Source:** CS.EMPLID

## STRM

**Data Type:** VARCHAR

**Size:** 4

**Definition:** A ctcLink variable that indicates the academic year and term. STRM stands for Session Term. The first character represents the millennium. The second and third characters represent the 2-digit calendar year and the last character represents the term (or quarter).

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarters (header colleges), others offer aid fall thru summer quarters (trailing colleges).

The use of AID\_YEAR will assist when determining which STRM's should be included when using the data for a specified academic year.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_ENRL

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Example Valid Values:**

Values	Value Descriptions
2197	Fall Quarter 2019
2201	Winter Quarter 2020
2213	Spring Quarter 2021

Values	Value Descriptions
2225	Summer Quarter 2022

## INSTITUTION

**Data Type:** VARCHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_ENRL

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER

# Appendix: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the [Data Classification](#) brief.

Category	Description
<b>Category 1</b>	<b>Public Information</b> SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.
<b>Category 2</b>	<b>Sensitive Information</b> Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.
<b>Category 3</b>	<b>Confidential Information</b> Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
<b>Category 4</b>	<b>Confidential Information requiring Special Handling</b> Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.



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Washington State Board for Community and Technical Colleges