

**LOUISIANA BOARD OF REGENTS**

December 2009

**Statewide Completers System**

Systems Specifications

Due Date: Annually by July 1

Period Covered: Previous Academic Year (Summer, Fall, Winter/Spring Semester/Quarter)  
The academic year begins each year on June 1 and ends the following May 31 .

Reporting Medium: Via the web at: <http://as400.regents.state.la.us/>

Please call (225) 342-4253 to obtain current login ID and password.

**STATEWIDE COMPLETERS SYSTEM  
RECORD DESCRIPTION**

<u>Data Element Name</u>	<u>Code or Source of Code</u>	<u>Record Position</u>	<u>Field Length</u>
Institution Code	See Appendix A	01-02	2
Student Identification Number	See Definitions	03-11	9
Student Name	See Definitions	12-42	31
Student Race	See Definitions	43	1
Asian or Pacific Islander	1		
American Indian or Alaskan Native	2		
Black, Non-Hispanic	3		
Hispanic of any Race	4		
Native Hawaiian or Other Pacific Islander	5		
White, Non-Hispanic	6		
Foreign/Non-Resident Alien	7		
Race/Ethnicity Unknown	8		
Two or more races	9		
Student Gender		44	1
Male	M		
Female	F		
U.S. Citizen		45	1
Yes	Y		
No	N		
Parish-State-Country	See Definitions, plus Appendices B, C, and D	46-47	2
CIP Code	See Appendices E1 and E2	48-53	6
Degree Level	See Definitions	54-55	2
Certificate (one year)	C1		
Certificate (two years)	C2		
Associate (two years)	10		
Post-Associate	11		
Baccalaureate	20		
Post-Baccalaureate	21		
Masters	30		
Post-Masters	31		
Doctorate	40		
Post-Doctoral	41		
Professional	50		
Post-Professional	51		
Educational Specialist	60		
Increment Key	See Definitions	56-57	2
Graduation Date	See Definitions		
Graduation Term		58	1
Summer Session/Quarter	1		
Fall Semester/Quarter	2		
Winter Quarter	3		
Spring Semester/Quarter	4		
Academic Year Begin	'YYYY'	59-62	4
Institution Common ID		63-74	12
mandatory July 1, 2010 submission			

## DEFINITIONS

CIP Code: A code developed for the National Center For Educational Statistics which corresponds to a major field of study.

Only those programs contained in the Board of Regents' *Inventory of Degree and Certificate Programs* will be acceptable. Any completers given for any program other than one of the approved programs will be flagged as an error. However, completers are allowed for a certain period of time for any discontinued program(s).

Common ID: Student ID other than the social security number. This field is included to assist the campus' editing process. If your college does not assign student ID's, use the last four(4) digits of the students' SSN.

Degree Level: The type of award or title conferred upon a student upon completion of a particular curriculum.

**Professional** - The first earned degree in a professional field. Only the following degrees should be included: M.D., D.O., L.L.B. or J.D. (if J.D. is the **first** professional degree), D.D.S., D.V.M., O.D., B.D., M.DIV., Pod.D., P.M., and Pharm.D.

Graduation Date: This data element will span five positions of the record. The first position will indicate the academic term as specified below.

<u>TERM</u>	<u>CODE</u>
Summer Session/Quarter	1
Fall Semester/Quarter	2
Winter Quarter	3
Spring Semester/Quarter	4

The last four positions will reflect the academic/fiscal year beginning year; that is, if the academic year is 1997-98, code **1997**. For example, for students who completed degree requirements in the Fall Semester/Quarter of academic year 1997-98, the academic date would be coded as **21997**; the Spring Semester/Quarter during that same academic year would be coded as **41997**

**Note:**. The academic year begins each year on June 1 and ends the following May 31 .

Increment Key: A two-digit numeric key assigned by the Board of Regents' computer department staff to each institution's approved degree programs in order to facilitate on-line updating of *Inventory of Degree and Certificate Programs* records.

As an aid in completion of this data field, a current copy of the *Inventory of Degree and Certificate Programs* master file is available for downloading from the Board of Regents' FTP site. Also, institutions may request a report of their approved and cancelled degree programs that includes the Increment Key field.

Institution Code: A two-character code developed by the Board of Regents for Louisiana Institutions. The first character identifies the institutional system. This code provides for the state systems of colleges and universities and the classification of other traditional institutions. To permit an improved representation, the institution code in Appendix A includes a period to separate the system designation from the institutional designation. The code is processed, however, as a two-character code without periods.

Parish/State/Country:

- (1) For Louisiana residents, code the parish (Appendix B) identified by the student as his/her permanent address at the time of application to the institution. For entering freshmen, this may be the legal residence of a parent or guardian, or the parish in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.
- (2) For students who are either U.S. citizens or lawful residents of the United States of America and not Louisiana residents, code the state/U.S. territory of origin (Appendix C.) identified by the student as his/her permanent address at the time of application to the institution.
- (3) For students who are not U.S. Citizens and
  - (a) carry F or J visas, or some other visa, and are in this country on a temporary basis without the right to remain indefinitely, code the country of origin. (See Appendix D.)
  - (b) have been lawfully admitted to the U.S. (hold a Permanent Residence Card, formerly called a "green card"), or have been granted political asylum or refugee status, code the country of origin.

Student Identification Number: The number assigned to the student by the Social Security Administration

**For those students not having a Social Security number, (e.g., foreign students) the institution will assign a student identifier. The student identifier should include a "T" in the first position (indicating a temporary number), followed by the Institutional Code in the next two positions and should be the same student identifier reported for that student on earlier data submissions to the Board of Regents' *Statewide Student Profile System*.** In the event a student without a Social Security number is issued one, the student name and Social Security number (identifier) should be forwarded to the Board of Regents to update the students' files. Those students who are never issued a real social security number should retain the same temporary number throughout their enrollment at that institution.

Student Name: The format of the name field is as follows:

- Last Name
- Comma
- First Name
- Space
- Middle Initial
- Space
- Prefix/Suffix, etc.

Changes in student name status, like changes in Student Identification Number, should be forwarded to the Board of Regents.

Student Race - Civil Rights Racial Category: An indication of the student's ethnic origin. The codes to be used are as follows:

<u>Code</u>	<u>Category</u>	<u>Description</u>
1	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
3	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
4	Hispanic or any race	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5	Native Hawaiian or Other Pacific Islander	
6	White, Non-Hispanic	A person having origins in any of the original Non-Hispanic peoples of Europe, North Africa, or the Middle East.
7	Foreign/Non-Resident Alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.  Non-resident aliens are to be reported separately, rather than in any of the other racial/ethnic categories described in this section.
8	Race/Ethnicity Unknown	This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.
9	Two or more races	Two or more races

APPENDIX A  
BOARD OF REGENTS  
INSTITUTION CODES

**INSTITUTIONAL CODES BEFORE JULY 1, 1999**

**Board of Regents'  
Institution Code**

**System/Institution**

<b>0.0</b>	<b><i>Board of Regents</i></b>
<b>1.0</b>	<b><i>University of Louisiana System</i></b>
1.1	Delgado Community College
1.2	Grambling State University
1.3	Louisiana Tech University
1.4	McNeese State University
1.5	Nicholls State University
1.6	Northeast Louisiana University
1.7	Northwestern State University
1.8	Southeastern Louisiana University
1.9	University of Southwestern Louisiana
1.A	Elaine P. Nunez Community College
1.B	Bossier Parish Community College
1.C	South Louisiana Community College
1.D	River Parishes Community College
<b>2.0</b>	<b><i>Louisiana State University System</i></b>
2.1	L.S.U. at Alexandria
2.2	L.S.U. in Baton Rouge
2.3	L.S.U. at Eunice
2.4	L.S.U. in Shreveport
2.5	L.S.U. Medical Center in New Orleans
2.6	L.S.U. Medical School in Shreveport
2.7	University of New Orleans
2.8	L.S.U. Agricultural Sciences & Rural Development
2.9	L.S.U. Law Center
2.A	L.S.U. School of Veterinary Medicine
<b>3.0</b>	<b><i>Southern University System</i></b>
3.1	Southern University in Baton Rouge
3.2	Southern University in New Orleans
3.3	Southern University in Shreveport-Bossier City
<b>4.0</b>	<b><i>Louisiana Community and Technical College System</i></b>
<b>5.0</b>	<b><i>Private/Independent Institutions</i></b>
5.1	Centenary College
5.2	Dillard University
5.3	Louisiana College
5.4	Loyola University in New Orleans
5.5	New Orleans Baptist Theological Seminary
5.6	Notre Dame Seminary
5.7	Our Lady of Holy Cross College
5.8	St. Joseph Seminary College
5.A	Tulane University
5.B	Xavier University
5.C	Baptist Christian College

INSTITUTIONAL CODES EFFECTIVE JULY 1, 1999

**Board of Regents'**  
**Institution Code**

**System/Institution**

<b>0.0</b>	<b><i>Board of Regents</i></b>
<b>1.0</b>	<b><i>University of Louisiana System</i></b>
1.2	Grambling State University
1.3	Louisiana Tech University
1.4	McNeese State University
1.5	Nicholls State University
1.6	Northeast Louisiana University
1.7	Northwestern State University
1.8	Southeastern Louisiana University
1.9	University of Southwestern Louisiana
<b>2.0</b>	<b><i>Louisiana State University System</i></b>
2.1	L.S.U. at Alexandria
2.2	L.S.U. in Baton Rouge
2.3	L.S.U. at Eunice
2.4	L.S.U. in Shreveport
2.5	L.S.U. Medical Center in New Orleans
2.6	L.S.U. Medical School in Shreveport
2.7	University of New Orleans
2.8	L.S.U. Agricultural Sciences & Rural Development
2.9	L.S.U. Law Center
2.A	L.S.U. School of Veterinary Medicine
<b>3.0</b>	<b><i>Southern University System</i></b>
3.1	Southern University in Baton Rouge
3.2	Southern University in New Orleans
3.3	Southern University in Shreveport-Bossier City
<b>4.0</b>	<b><i>Louisiana Community and Technical College System</i></b>
4.1	Baton Rouge Community College
4.2	Bossier Parish Community College
4.3	Delgado Community College
4.4	Elaine P. Nunez Community College
4.5	River Parishes Community College
4.6	South Louisiana Community College
<b>5.0</b>	<b><i>Private/Independent Institutions</i></b>
5.1	Centenary College
5.2	Dillard University
5.3	Louisiana College
5.4	Loyola University in New Orleans
5.5	New Orleans Baptist Theological Seminary
5.6	Notre Dame Seminary
5.7	Our Lady of Holy Cross College
5.8	St. Joseph Seminary College
5.A	Tulane University
5.B	Xavier University
5.C	Baptist Christian College

A.2

INSTITUTIONAL CODES EFFECTIVE AUGUST, 2001

**Board of Regents'**  
**Institution Code**

**System/Institution**

<b>0.0</b>	<b>Board of Regents</b>
<b>1.0</b>	<b>University of Louisiana System</b>
1.2	Grambling State University
1.3	Louisiana Tech University
1.4	McNeese State University
1.5	Nicholls State University
1.6	Northeast Louisiana University
1.7	Northwestern State University
1.8	Southeastern Louisiana University
1.9	University of Southwestern Louisiana
<b>2.0</b>	<b>Louisiana State University System</b>
2.1	L.S.U. at Alexandria
2.2	L.S.U. in Baton Rouge
2.3	L.S.U. at Eunice
2.4	L.S.U. in Shreveport
2.5	L.S.U. Medical Center in New Orleans
2.6	L.S.U. Medical School in Shreveport
2.7	University of New Orleans
2.8	L.S.U. Agricultural Sciences & Rural Development
2.9	L.S.U. Law Center
2.A	L.S.U. School of Veterinary Medicine
<b>3.0</b>	<b>Southern University System</b>
3.1	Southern University in Baton Rouge
3.2	Southern University in New Orleans
3.3	Southern University in Shreveport-Bossier City
<b>4.0</b>	<b>Louisiana Community and Technical College System</b>
4.1	Baton Rouge Community College
4.2	Bossier Parish Community College
4.3	Delgado Community College
4.4	Elaine P. Nunez Community College
4.5	River Parishes Community College
4.6	South Louisiana Community College
<b>5.0</b>	<b>Private/Independent Institutions</b>
5.1	Centenary College
5.2	Dillard University
5.3	Louisiana College
5.4	Loyola University in New Orleans
5.5	New Orleans Baptist Theological Seminary
5.6	Notre Dame Seminary
5.7	Our Lady of Holy Cross College
5.8	St. Joseph Seminary College
5.A	Tulane University
5.B	Xavier University
5.C	Baptist Christian College

INSTITUTIONAL CODES EFFECTIVE AUGUST, 2001

**Board of Regents'**  
**Institution Code**

**System/Institution**

<b>6.0</b>	<b><i>Louisiana Technical College</i></b>
6.1	L.T.C. - Acadian
6.2	L.T.C. - Alexandria
6.3	L.T.C. - Ascension
6.4	L.T.C. - Avoyelles
6.5	L.T.C. - Bastrop
6.6	L.T.C. - Baton Rouge
6.7	L.T.C. - Charles B. Coreil
6.8	L.T.C. - Delta Ouachita
6.9	L.T.C. - Evangeline
7.0	L.T.C. - Florida Parishes
7.1	L.T.C. - Folkes
7.2	L.T.C. - Gulf Area
7.3	L.T.C. - Hammond Area
7.4	L.T.C. - Huey P. Long
7.5	L.T.C. - Jefferson
7.6	L.T.C. - Jumonville
7.7	L.T.C. - L.E. Fletcher
7.8	L.T.C. - Lafayette
7.9	L.T.C. - Lafourche
8.0	L.T.C. - Lamar Salter
8.1	L.T.C. - Mansfield
8.2	L.T.C. - Morgan Smith
8.3	L.T.C. - Natchitoches
8.4	L.T.C. - North Central
8.5	L.T.C. - Northeast
8.6	L.T.C. - Northwest
8.7	L.T.C. - Oakdale
8.8	L.T.C. - River Parishes
8.9	L.T.C. - Ruston
9.A	L.T.C. - West Jefferson
9.B	L.T.C. - Westside
9.C	L.T.C. - Young Memorial
9.0	L.T.C. - Sabine Valley
9.1	L.T.C. - Shelby Jackson
9.2	L.T.C. - Shreveport Bossier
9.3	L.T.C. - Sidney Collier
9.4	L.T.C. - Slidell
9.5	L.T.C. - Sowela
9.6	L.T.C. - Sullivan
9.7	L.T.C. - T.H. Harris
9.8	L.T.C. - Tallulah/M. Surles
9.9	L.T.C. - Teche Area

APPENDIX B  
PARISHES AND CODES  
SOURCE  
LOUISIANA BOARD OF REGENTS

## PARISH CODES

<u>Code</u>	<u>Parish</u>	<u>Code</u>	<u>Parish</u>
01	Acadia	33	Madison
02	Allen	34	Morehouse
03	Ascension	35	Natchitoches
04	Assumption	36	Orleans
05	Avoyelles	37	Ouachita
06	Beauregard	38	Plaquemines
07	Bienville	39	Pointe Coupee
08	Bossier	40	Rapides
09	Caddo	41	Red River
10	Calcasieu	42	Richland
11	Caldwell	43	Sabine
12	Cameron	44	St. Bernard
13	Catahoula	45	St. Charles
14	Claiborne	46	St. Helena
15	Concordia	47	St. James
16	DeSoto	48	St. John the Baptist
17	East Baton Rouge	49	St. Landry
18	East Carroll	50	St. Martin
19	East Feliciana	51	St. Mary
20	Evangeline	52	St. Tammany
21	Franklin	53	Tangipahoa
22	Grant	54	Tensas
23	Iberia	55	Terrebonne
24	Iberville	56	Union
25	Jackson	57	Vermilion
26	Jefferson	58	Vernon
27	Jefferson Davis	59	Washington
28	Lafayette	60	Webster
29	Lafourche	61	West Baton Rouge
30	LaSalle	62	West Carroll
31	Lincoln	63	West Feliciana
32	Livingston	64	Winn

APPENDIX C  
STATES AND CODES  
SOURCE  
NCHEMS DATA ELEMENT DICTIONARY

## STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

APPENDIX D

COUNTRIES OF THE WORLD

SOURCE

U.S. DEPARTMENT OF COMMERCE  
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY  
FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATION 10-4  
(PROVISIONAL FIPS PUB 10-4)  
May 6, 1993

APPENDIX E1  
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS  
ALPHABETICAL LISTING  
SOURCE  
U.S. DEPARTMENT OF EDUCATION

APPENDIX E2  
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS  
NUMERIC LISTING  
SOURCE  
U.S. DEPARTMENT OF EDUCATION