

## Semester Enrollment Verification Report

Please provide enrollment information for ALL Mississippi residents that are enrolled at your institution during the semester. For your convenience the reports may be submitted in any of the four acceptable formats, including Microsoft Excel, Foxplus (Dbase IV), ASCII Delimited Text (comma delimited with text strings in "), and Fixed-length ASCII text.

Date report required: The enrollment verification report is required no earlier than the 6th day of classes and no later than the 11th day of classes each semester. The fall, winter and spring semester/trimester reports must include all Mississippi residents both graduate and undergraduate. No report is required for the summer semester/trimester.

| Field Name | Description                                                                                                                                                                                                                                                                                                                                           | Format                                          | Validation                                                        | Length |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|--------|
| LNAME      | Enter student's last name                                                                                                                                                                                                                                                                                                                             | Character - Left justified                      | None required                                                     | 20     |
| FNAME      | Enter student's first name                                                                                                                                                                                                                                                                                                                            | Character - Left justified                      | None required                                                     | 20     |
| MINIT      | Enter student's middle initial                                                                                                                                                                                                                                                                                                                        | Character                                       | None required                                                     | 1      |
| ADDRESS    | Enter student's permanent street address                                                                                                                                                                                                                                                                                                              | Character - Left justified                      | None required                                                     | 60     |
| CITY       | Enter student's permanent city                                                                                                                                                                                                                                                                                                                        | Character - Left justified                      | None required                                                     | 25     |
| STATE      | Enter student's permanent state code                                                                                                                                                                                                                                                                                                                  | Character                                       | None required                                                     | 2      |
| ZIPCODE    | Enter student's zip code                                                                                                                                                                                                                                                                                                                              | Character                                       | None required                                                     | 10     |
| DOB        | Enter student's birth date                                                                                                                                                                                                                                                                                                                            | Date - format DD-MON-CCYY. Example: 05-MAR-1972 | None required                                                     | 11     |
| SSN        | Enter student's Social Security Number (SSN)                                                                                                                                                                                                                                                                                                          | Character                                       | None required                                                     | 9      |
| COLLCODE   | Enter institution's six-digit FICE code                                                                                                                                                                                                                                                                                                               | Character                                       | None required                                                     | 6      |
| STUTYPE    | Enter either 'UG' for undergraduates or 'GR' for graduates or 'DC' for DEDC program. Please report grades accordingly.                                                                                                                                                                                                                                | Character                                       | None required                                                     | 2      |
| COOP       | Please enter 'Y' in this field if the student was working as a COOP student during the reporting semester, 'A' for an alternate program, 'C' for clinical semester, 'G' for consortium agreement, 'I' for ineligible-SAP, 'P' for practicum semester, 'S' for SAP approved semester, 'T' for student teaching semester, or 'N' for none of the above. | Character - Left justified                      | Should contain 'A', 'C', 'G', 'I', 'P', 'S', 'T', 'Y' or 'N' only | 3      |

| Field Name      | Description                                                                                                         | Format                                                                                                                                                                                                                              | Validation                                                                                                     | Length |
|-----------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------|
| CLASS           | Please enter student's current grade level. College grade level (Range from 00-H4 - see Student grade level table). | Character - Left justified. Do not remove leading zero. Put two-digit code in field as character data.                                                                                                                              | Validate this data item with the corresponding college grade level contained in the student grade level table. | 2      |
| ENRLHRS         | Please enter the number of hours enrolled for the current semester/trimester. Do not include audit hours.           | Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length. | None required                                                                                                  | 8,2    |
| EMAIL           | School email address                                                                                                | Character                                                                                                                                                                                                                           | None required                                                                                                  | 100    |
| ENROLL STATUS   | FT=fulltime; TT=3/4 time; HT=halftime; QT=1/4 time<br>Required for all nursing students                             | Character                                                                                                                                                                                                                           | Should contain only codes given                                                                                | 2      |
| MAJOR           | Please enter standard six-digit CIP code for student's major. (Example: 131202 is Elementary Teacher Education).    | Character - Left justified. Remove any periods, dashes or other separators that may be used in your institutional system.                                                                                                           | None required                                                                                                  | 6      |
| Inst Student Id | Institution student ID number                                                                                       | Character                                                                                                                                                                                                                           | None Required                                                                                                  | 12     |

### Student Grade Level Table

| Code | Classification                           |
|------|------------------------------------------|
| 00   | Entering Freshman                        |
| 01   | Freshman                                 |
| 02   | Sophomore                                |
| 03   | Junior                                   |
| 04   | Senior                                   |
| 05   | Fifth-year Senior                        |
| 06   | Masters - Graduate                       |
| 07   | Professional                             |
| 08   | Doctoral - Graduate                      |
| 14   | Vocational/Technical Certificate Student |
| H3   | High School Junior                       |
| H4   | High School Senior                       |