



National Student Clearinghouse[®]

Enrollment Reporting: Sample Functional Requirements Document

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About the Functional Requirements Document

Before you create any enrollment reporting files, we recommend you create a functional requirements document that outlines your institution's unique enrollment system requirements all in one place. You can use the sample below as a guide for formatting and populating the document.

General Information

- **Population Criteria:** All students for the current term who are enrolled or withdrawn (enrollment status of 3 for enrolled students or 5 for withdrawn students).
- **Field-Specific Criteria:** Only needed for fields requiring explanation.
- **File Format:** Fixed width format
- **Transmission Schedule:** Transmit data to the Clearinghouse at the 10th day census, then monthly. Transmit for the term two weeks after the last day of finals to obtain and report the most accurate graduation data.

Field Formatting

- **CIP Code Format:** *NNNNNN*
- **High School Code Format:** *NNNNNN*
- **Date Format:** *YYYYMMDD*
- **Blank Fields:** Space fill all fields without values (do not zero fill), except branch code and trailer fields.

Records

Header Record

- **OPE ID:** 002300
- **Branch Code:** 00 (we only have one branch)
- **Academic Terms:** *Fall Semester, Spring Semester, and Summer Semester*
- **Standard Report Flag:** *Y* for fall and spring; *N* for summer
- **Certification Date:** The date the institution certified the enrollment data (could be the file creation date)
- **Reporting Level:** *F* for full (all students)

Detail Records

- **Name Fields:** Require a parsing routine to split out last, first, and middle names.
- **CIP Year:** 2010
- **Directory Block Indicator:** *Y* if the student has an information block associated with his/her name or attendance dates; otherwise, *N*.
- **Degree Seeking Flag:** *Y* if the student is in a degree program; otherwise, *N*.
- **Program Indicator Flag:** *Y* if the student is enrolled in at least one program; otherwise, *N*.

Enrollment Status Types

Value	Description
H	<ul style="list-style-type: none"> • Undergraduate students enrolled in six to eight hours for the fall and spring semesters • Graduate students enrolled in four to five hours for the fall and spring semesters • Graduate or undergraduate students enrolled in three to five hours for the summer semester
F	<ul style="list-style-type: none"> • Undergraduate students enrolled in 12 or more hours for the fall and spring semesters • Graduate students enrolled in 10 or more hours for the fall and spring semesters • Graduate or undergraduate students enrolled in six or more hours for the summer semester • All students in program codes THESIS, STDYABRD, STDNTEACHR, and GRADASSIST
Q	<ul style="list-style-type: none"> • Undergraduate students enrolled in nine to 11 hours for the fall and spring semesters • Graduate students enrolled in six to seven hours for the fall and spring semesters
L	<ul style="list-style-type: none"> • Graduate or undergraduate students enrolled in less than four hours for the fall and spring semesters • Graduate or undergraduate students enrolled in less than three hours for the summer semester
W	Students with an enrollment status of 5 (withdrawn)

Value	Description
G	Students who have a conferred degree
A	We have no approved leave of absence and will not use this status.
D	Students with the <i>Deceased</i> indicator set on the associated file.

Start Date of Current Status

Value	Description
F	Do not report a start date for this status.
Q	Only report a start date when the hours at first term report are 12 or more; otherwise leave blank.
H	Only report a start date when the hours at first term report are nine or more; otherwise, leave blank. Use the date of the earliest drop after the 10th day (academic selection).
L	Only report a start date when the hours at the first term report are six or more; otherwise, leave blank. Use the date of the earliest drop after the 10th day (academic selection).
W	Use the withdrawal date from the enrollment file.
G	The date that the student completed our requirements for graduation (not the date of the graduation ceremony).
A	We do not use this status.
D	We have no record of when a student died or was reported as deceased. If the exact date of death is unknown, use the date of notification.

Anticipated Graduation Date Calculations

- **Freshman** = end of current academic year + 4 years
- **Sophomore** = end of current academic year + 3 years
- **Junior** = end of current academic year + 2 years
- **Senior < 120 hrs.** = end of current academic year + 1 year
- **Senior > 120 hrs.** = end of current academic year
- **Graduate Master's Program** = program start date + 2 years
- **Graduate Doctoral Program** = program start date + 5 years
- **Graduate Non-degree** = program start date + 1 year
- **Undergraduate Non-degree** = program start date + 2 years

Term Begin and End Dates

- **Term Begin Date:** The registration date (first day of classes) entered in the Academic Center Term file for the term being processed.
- **Term End Date:** The term end date (last day of exams) entered in the Academic Center Term file for the term being processed.

Trailer Record

See Clearinghouse specifications.