AIMS COMMUNITY COLLEGE

(DRAFT – updated and approved on 6/17/2020)

DATA DICTIONARY DOCUMENT

Table of Contents

PART ONE

INTRODUCTION

The Data Dictionary provides core definitions of data elements or terms used by all areas of Aims Community College (Aims). The list is not comprehensive and will be updated as soon as changes are approved by the IDG (Institutional Data Governance) committee. The committee comprises of representatives from Academics, Registrar, Admissions, Human Resources, Information Technology, Security, Financial Aid, Financial Services, Campus Administration and Institutional Research and Assessment.

PART TWO

Part Two outlines the commonly used definitions as outlined by the Office of Institutional Research and Assessment (IRA).

👉 * denotes Under Review.

ACADEMIC PERFORMANCE

Term	Definition
Course Learning Outcomes*	Learning outcomes identify what the student will know and be able to do by the end of a course. Course learning outcomes are defined in the common course numbering system.
Distinct Course Count - Tableau	Distinct count of the ODS-Banner system defined course reference number assigned to each section of every course. It counts as multiple counts when multiple CRNs have a same cross-list code. *NB: Cross-list for this definition is defined as sections that are offered in the same time and place by the same instructor(s).*
Distinct Cross List Count - Tableau	Distinct count of cross listed sections and non-cross listed sections. If a section has a cross-list, it is counted as one. If multiple sections have one cross list, they are counted as one. Cross listed sections may not necessarily have same instructors, credit hours or contact hours. *NB: Cross-list for this definition is defined as sections that are offered in the same time and place by the same instructor(s).*
FTE Student	Annual: FTEs are calculated by dividing the sum of student course credits for an academic year and dividing by 30 credits. CCA: Needed for Complete College America reporting. Total Credit hours of Currently enrolled Students divided by 15. Term: FTEs are calculated by dividing the sum of student course credits for an academic term and dividing by 12 credits. IPEDS: FTEs are calculated by dividing the sum of student course credits for an academic term/year and dividing by 30 credits.

Term	Definition
FTE Student Term	Degree level of a student for the enrollment term. The following table is used to code credential level of a student. 01 = Undergraduate Certificate 02 = Associate's Degree 03 = Bachelor's Degree 04 = Post Baccalaureate Certificate 05 = Master's Degree 06 = Doctoral Degree 07 = First Professional Degree
Full-Time Student	IPEDS: A student enrolled for 12 or more semester credits or 12 or more quarter credits or 24 or more clock hours a week each term. Tableau: At Aims, students who are registered to attempt 12 credit hours or more of undergraduate or developmental level classes at Fall or Spring semester, or students who are pursuing 6 credit hours or more at Summer semester are considered to be full-time students.
Graduation Rates (GR)	Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission.
Headcount	Distinct Headcount: The distinct number of students. Faculty Headcount: Number of individual persons who are members of the faculty. Includes both part-time and full-time individuals. Institutional Student Headcount: Student Headcount is the total unduplicated number of for-credit and non-credit students within a particular search. Student Headcount: Total unduplicated number of for-credit students within a particular search.
Institutional Learning Outcomes*	Recognized institutional specific skills, knowledge, and attitudes that students learn in courses and programs.

Term	Definition
Online Only Student	A student that takes course only online.
Part-Time Student	Aims: A student enrolled for less than 12 semester credits. IPEDS: A student enrolled for either less than 12 semester or quarter credits or less than 24 clock hours a week each term.
Persistence	The rate at which students either re-enroll at Aims or transfer to another institution from one period of time to another.
Program Learning Outcomes*	Learning outcomes identify what the student will know and be able to do by the end of a program (e.g. certificate, degree).
Program Retention Rate	Comparison of the number of candidates who entered a program against the number who completed the program.
Retention	Refers to the rate at which students re-enroll at Aims from one period of time to another.
Student Competencies*	Desired knowledge, skills, and behaviors of students graduating from a program or certification.
Total Instructional Credit Hours	This is the number of credit hours generated. This is calculated by the number students multiplied by the credits associated with the offering. A fixed credit class assigned 3 credit hours with 10 students registered generated 30 credit hours (3 x 10 = 30). A variable credit class offered to 3 students for 2 credits and to 4 students for 5 credits generates 26 credit hours (3 x 2+ 4 x 5= 26).

ADDRESS/LOCATION

Term	Definition
Address	A place for hard copy communication for a person or organization.
Address Type (Location)	Categories of possible types of address, such as: billing, primary, or Aims campus address.
Building Code (Location)	The code that designates a building associated with Aims.
Campus Location Code*	The code associated with the campus on which the section is taught.
Campus on which Section is Offered*	The campus, in SSBSECT, on which the section is offered. This is used for enrollment and HLC reporting.
City	The city of the student/staff/faculty/vendor.
Country	The country of the student/staff/faculty/vendor.
County	The county of the student/staff/faculty/vendor.
Contact, Emergency	The person that an Aims student/staff/faculty member chooses for Aims to contact if there is an emergency.
Email Address	Email address provided by the person/entity and/or assigned by Aims.
Internet Address Type - ODS	Used in the ODS and are the following: AIMS = Aims-generated emails for Aims faculty, students, and staff EMRI = Emeritus Aims email address PERS = Non-Aims-generated personal email address VEND = Vendor email address used in finance *Each AIMS student/faculty/staff has an @aims.edu internet address*
Postal Box (PO Box)	The PO Box of the address for the student/staff/faculty/vendor.
State/Province	The state/province of the student/staff/faculty/vendor.
Telephone	The preferred/provided phone number given by an entity.
Zip Code (Postal Code)	The zip code of the student/staff/faculty/vendor.

Term	Definition
Location	Aims campus, building name, and/or room number.
Location Type	Category of location, such as campus, building, room, office, storage, classroom, etc.

AIMS2UNC

These terms are to identify the key performance indicators.

👉 **indicates miscellaneous measures in this section.

Term	Definition
Admitted Aims Students	The number of applicants who were admitted to the Aims2UNC program.
Aims Completions	The percentage of students who completed a course of study. • Number of certificates • Number of Associates
Aims Retention	The percentage of admitted students who continued from start to a specific period of time. • Term of the following Term - <50% - the percentage of admitted students who continued to their second term within one year. • One Year – 50% - the percentage of admitted students who continued to their second year. • Two Year – 100% - the percentage of admitted students who continued through their second year.
Applicant to Admitted Yield	The percentage of program applicants who were admitted to the program.
Average Credit Hour Enrollment**	The average credit hour load. • Aims Community College – the average credit hour load while at Aims. • UNC – the average credit hour load while at UNC. • Overall – the overall average credit hour load while at Aims and UNC.

Term	Definition
Average GPA	A sub definition of Cumulative GPA (see GPA). It is calculated at a certain point in time and can change accordingly. It is calculated by taking the total quality points and dividing by total credits for GPA for a cohort of students.
Number of Program Applicants	The number of applicants to the Aims2UNC program.
Percent receiving Aims2UNC Scholarship**	** pending **
Total Amount Aims2UNC Scholarships Awarded**	** pending **
UNC Completions	• One year – number of UNC completions during first year. • Two year – number of UNC completions during the second year.
UNC Persistence	The percentage of students who continue to UNC. • Term to following Term - <50% - the percentage of admitted students who transition to UNC and continue to second term. • One Year – 50% the percentage of admitted students who transition to UNC and continue through first year. • Two Year – 100% the percentage of admitted students who transition to UNC and continue through Second year.
Yield Rate (UNC Transition)	The percentage of students who transition to UNC. • Aims2UNC Transition Yield - percentage of admitted students who transition to UNC. • Aims2UNC Transition with Credential Yield (Completion) – percentage of admitted students who transition to UNC with a credential.

These are attributes to further disaggregate Primary Measures.

Term	Definition
Time Status (FT/PT)	A student enrolled for 12 or more semester credits <u>or</u> 12 or more quarter credits <u>or</u> 24 or more clock hours a week each term is considered full-time during the fall and spring semesters. For the summer semester, a student enrolled for 6 or more credits is considered full-time.
Demographics	
First Generation	An individual whose parents did not complete a baccalaureate degree or an individual who's only such parent did not complete a baccalaureate degree. This date element is self-reported.
Gender	If one's gender is unknown, or non-traditional, it is coded as unknown/other. Genders are: Male, Female, Unknown or other.
Pell Eligible (Low Income)	Students who complete the FAFSA and are deemed to meet all criteria for the Federal Pell Grant through Federal Methodology and who have completed the verification process, if required.
Residency Status	The tuition rate a student is charged. For example: In-state and in-district, etc.
Under Represented Minority	Minority student's status, Students of color, includes any race except white or non-resident alien status. Non-resident alien status includes DACA Deferred Action students, Permanent Resident Alien, Other lawful Status claimed, and No Lawful Status claimed as the citizenship type.
Program of Study	
Academic Standing	** pending **
Aims Study at Program Entry	Determined by checking what program the student is enrolled in when they first have the Aims2UNC cohort code placed on their account.
Aims Study at Transfer	Determined at the time a student receives an Element 8 code (i.e.: TA or TN) that indicates a transition with or without degree.
UNC Study at Completion	** pending **
UNC Study at Entry	** pending **

COHORTS

Term	Definition
Freshmen Cohort	Official cohort defined by IPEDS which includes First-time Full-Time degree students who started in Fall or Summer. First time in college not just at our institution.
Full-Year Cohort	This is a group of students entering at any time during the 12-month period for tracking and reporting. For IPEDs Graduation Rate (GR), a full-year cohort is from September 1 through August 31 and is used primarily offer occupational programs of varying lengths. Students must be full-time and first-time to be considered in the cohort. For Outcome Measures (OM) component, all degree-granting institutions report on a full-year cohort from July 1 through June 30. Students are reported once in one of the four OM cohorts: first-time, full-time ¾ first-time, part-time: non-first-time, full-time ¾ or non-first-time, part-time.

COURSES OF STUDY

Term	Definition
Academic Program	A course of study in which a student pursues and may earn a degree or certification.
Associate Degree	An award that normally requires a minimum of 60 credits in an academic program.
Certificate	** Pending **
CIP Code Major Program	Code assigned to a degree or certificate program when it is created and approved by the state. This CIP code is a 6-digit code used to classify majors.
Degree Attributes	Defines an attribute associated with a scheduled offering or section, that may be used for grouping sections in reporting and/or satisfying graduation requirements.
Degree Code	The code distinguishing credential types (e.g. AA, AS, AAS, Certificate).
Degree-Seeking Students	Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.
Department Code	A four-digit code designating an academic unit (E.g. 1010).
Major	Name of the field of study.
Major Code	The 4-character code that identifies a student's field of study (e.g. LAAA).
Non-Degree-Seeking Student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award. This includes program codes of "None" or 000000.
Personal Interest	*See Non-Degree-Seeking Student*
Primary Program	Institutional name of the credential and field of study the student is primarily seeking or enrolled in.

Term	Definition
Program Code	Code that is made up of degree code and major code.
Program Name	Description of the degree and name of field of study combined.
Secondary Program	Institutional name of the credential and field of study the student is secondarily seeking or enrolled in.

COURSE INFORMATION

Term	Definition
Actual Enrollment	This is the number of students who occupy a seat in the section, i.e., all students with a registration status of registered, withdrawn, auditing.
Attending Enrolled	Students who are registered for the course and have not withdrawn or dropped.
Audit	A student attending a for-credit course, where no credit or grade will be received for the course.
Available Seats	Remaining or available seats in this section or offering. System maintained by subtracting the actual number enrolled from the maximum number permitted to enroll in the section. This can be a negative number if more students have been allowed to register for a section than the maximum enrollment.
Basic Education Course	*See Developmental Education*
Carnegie Unit	*See Credit Hour*
Catalog Course Title	The title of the course that appears on a student's transcript.
Long Catalog Course Title	Title displayed in the published course catalog.
Census Date 1	First date used for official enrollment reporting in a time frame. All student registration through this date is counted in the census one enrollment count. Effective Summer semester, 2014 (201510), the college separated the "Add" deadline from the "Drop" deadline. Previously, Census One was Add/Drop Deadline. Effective Summer 2014, it is Add Deadline.
Census Enrollment 1	Total number of students registered and counted in enrollment for the section or schedule offering through the Census Date 1.
Challenge Exam	Challenge Exam is a form of Prior Learning Assessment (PLA) that the college awards credits by developing an in-house test between the institution and the student. At Aims, the student does not actually enroll in the course for Challenge Exam credits but the course is entered so that it appears as an Aims course on the transcript with an S grade. Credit(s) are

Term	Definition
	recorded as college awarded credits and are not entered as transfer credits.
Class Section	Used to uniquely identify a course offering within each term.
Completion	Fulfillment of a course or course learning outcome.
Corequisite	Courses that need to be paired together. e.g. lecture + lab, ENG 121 + CCR 094
Contact Hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Course Reference Number (CRN)	System generated code that uniquely identifies every course section offered each term. Each CRN is separate, thus stacked/cross listed courses will each have a unique CRN.
Course Department	The department a course is assigned to. See *Academic Unit.* This may not match the department a section of the course is assigned to in the selected term if the section's department has been overridden. The course department is the department that most of the sections are assigned to.
Course Description	Text description of a course at the catalog level for a selected term. This is determined by a Common Course Numbering System.
Course End Date	See *Instruction End Date*
Course Identification	This is the course prefix (subject) combined with the course number into one field.
Course Classification	Code used to identify a course using the Course Number and Program Type to determine if the course is one of the following: basic education, general, self-support, special, or vocational.
Course Classification Description	Descriptive text to define course classification.

Term	Definition
Course Level	Types of courses and are as follows: Basic Education (BE), Continuing Education (CE), Undergraduate (UG).
Course Number	Unique identifier for each course. For credit courses, this is the three-digit number portion of the course identifier (for example, the "121" of "MAT-121"). Some non-credit workshops/seminars may have 4 digits (e.g. AIMS1180 TED Talk: How to Find Work).
Course Prefix	The institutional abbreviation that describes the subject of the course, such as MAT for Math or ENG for English.
Course Start Date	See *Instruction Start Date*
Course Text Narrative	This is a memo field used to hold the section level course description, specific information about the course or program requirements, and contact information for the listing department. Departments follow different formats for this field.
Cross-List	Cross-List: A course that contains content related to two or more disciplines may be offered under the prefixes that identify those disciplines. These courses are termed "cross-listed." Students may enroll in the course under the discipline or prefix of their choice. Catalog descriptions of these courses include the phrase "Cross-listed with." e.g. BUS 226/MAT 135 and students register for only one to get credit EDU 263 and CPD 238 (for credit, non-credit) Cross-List for Banner: Courses in which two courses are offered at the same time and place by the same instructor(s), however each course has its own, different CRN.
Cross List Actual Enrollment	This is the cumulative actual enrollment of all of the cross listed sections within the cross listing.
Cross List Available Seats	This is the number of seats available between all of the sections within the cross listing so that actual enrollment for the cross listing does not exceed the maximum enrollment for the cross listing. This number will be less than or equal to available seats on the section.
Cross List Max Enrollment	This is the maximum seats available within the combination of the sections within a cross list code.

Term	Definition
Delivery Method - SURDS	Indicates the type of course delivery method as defined by the Higher Learning Commission. Used to determine IPEDS distance for the IPEDS fall enrollment survey. FTF (Face to Face): For courses where instructors interact with students in the same physical space for 75% or more of the instructional time. Mixed FTF: For courses where instructors interact with students in the same physical space for less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education. Mixed FTF includes hybrid courses and those using a mix of distance education and face to face but not delivering instruction exclusively via distance. Distance: For courses where instructors interact with students through one or more forms of distance delivery. A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

Federal Definitions of Distance/Correspondence Education: Distance education/course means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor: and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

Correspondence: For courses where instructors interact with students through mail or electronic interface according to a typically student self-paced schedule.

Correspondence education/course means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education. Independent/Directed Study: For courses where instructors interact with students through a flexible format. |

Term	Definition
	Evening/Weekend College or Continuing Education: Some institutions may have an evening or weekend college that, while on the same calendar, may structure its courses differently that the same courses offered in regular FTF or other deliver formats Report here ONLY if the course is part of a formal evening or weekend college Internships/Practica: Some institutions may provide internship or practica experiences for which credits are awarded by the institution.
Developmental Education	Remedial Courses, or called Developmental Education Courses, are defined as courses to bring students' skill levels in general competencies of reading or mathematics to entering postsecondary curriculum and educational level. Course numbers for these classes at Aims are under 100 with 'BE' course level. Continuing Education classes, English for Speakers of Other Languages (ESL) are not considered to be developmental education courses.
Distance Learning	An educational process in which instruction occurs when the learner and learning resources are generally separated by time and/or space. Distance learning can occur through virtually any media such as electronic (web-based, computer mediated) or printed communications.
Gateway Course	The first college-level or foundation courses for a program of study. Gateway courses are for college credit and apply to the requirements of a degree.
General Education Course	Group of courses offered by an institution of higher education that every student enrolled in the institution must successfully complete to attain an associate's or bachelor's degree.
Gradable	Indicates whether the course is graded; if yes, a final grade will be assigned for every student in the section, and that grade will be transcripted.
Grading Mode	A code identifying the available Final Grades that students can receive for the course. e.g. code '1' = "Standard with S/U" (A, B, C, D, F, S, and U)
Grading Mode Description	This is the description for the code that identifies the available Final Grades that students can receive for the course. e.g. code '1' = description of "Standard with S/U" (A, B, C, D, F, S, and U)

Term	Definition
Instructional Method	See *Delivery Method*
Instructor 1	This is the PIDM/GUID of the instructor coded as the primary instructor for the section, regardless of the instructor's percent responsibility.
Instructor 2	This is the PIDM/GUID of the instructor with the highest percent responsibility who is not coded as the primary instructor for the section. This is the same logic for successive instructors ordered by decreasing percent responsibility. If there are two instructors with the same percent responsibility, they are ordered by decreasing PIDMs/GUIDs.
Integration Partner	Code identifying an external partner used for instruction of this schedule offering (e.g. A).
Integration Partner Description	Text description for the data element Integration Partner (e.g. A = Aims online web content).
Lab Hours	This is the number of instructional hours taught as a lab for a section.
Lecture Hours	The number of instructional hours for a section taught as lecture.
Link Identifier	This identifies other sections of the same course that must be taken concurrently (i.e. EMS 121 G61 and EMS 121 G62). This is not for sections of different courses that are cross listed (i.e. MAT135 G61 and BUS226 G61).
Meeting Building	Building code assigned to a meeting time record.
Meeting Days	This is the report generated field of the meeting days for a meeting time record concatenated together in day of the week order.
Meeting End Time 24-Hour	The scheduled end time in a 24-hour format.
Meeting Hours Per Week	The number of meeting hours per week the section meets through this meeting time.
Meeting Room	Room assigned to a meeting time record.
Meeting Start Time 24-Hour	The scheduled begin time in a 24-hour format.

Term	Definition
Meeting Time End Date	The date (MM-DD-YYYY) that the meeting time record for the section is set up end on.
Meeting Time Session	The part of the day or week describing the normal meeting time of the section, i.e., morning, afternoon, evening, weekend.
Meeting Time Session Description	The description for the part of the day or week describing the normal meeting time of the section, i.e., morning, afternoon, evening, weekend.
Meeting Time Start Date	The date (MM-DD-YYYY) that the meeting time record for the section is set up begin on.
Non-Credit Course	A course or activity having no credit applicable toward a degree or certificate. Examples of subject codes for these classes are: AIMS, CED, CIO, CIR, CIM, CIE, CSBD (Continuing Education).
Offering Status	This indicates whether the section is active or if it has been cancelled or is pending.
Online Course	Online course is a form of distance learning program that a class is taught on the internet. Course formats include online chats, discussion boards, online tutorials, and online assignment submission. It does not include telecourse and self-paced courses and courses offered in other, non-computer modalities.
Other Hours	The number of instructional hours taught in a format other than lecture or lab in a section.
Percent of Responsibility	This is the percent responsibility of the instructor(s) for the section.
Prerequisite	Refers to a course(s) that need to be successfully completed before enrolling into a different/advanced course.
Print Indicator	This controls whether the course will appear in either the online, public Search Class Schedule link or in the students Look-Up Classes to Add when they are logged into myAims. Used to hide certain courses not open to the public (e.g. Concurrent class taught in a high school, and reserved for high school students on that campus).

Term	Definition
Schedule Type	Refers to the instructional activity code which aligns with the instructional delivery method, i.e., lecture, lab, clinical.
Schedule Type Description	This is the description of a section's schedule type.
Division	Code for the administrative unit that the section of a course is assigned to at the section level in a given term. This may not match the division the course is assigned to in catalog in the selected term if the section's division has been overridden.
Section Course Title	The title of a course section, generally this will match the catalog course title, but for variable title courses, each section may have a unique title.
Stacked	Two or more courses from the same discipline (prefix) covering common course content, but at different course levels, may be taught together. These courses are stacked, and students may register for the course level that meets their objectives and for which they meet the prerequisites. Students enrolled in stacked courses either meet at the same time and location or receive instruction by the same delivery mode. Catalog descriptions of these courses include the phrase "May be stacked with" (e.g. Welding).
Successful Completion	Fulfillment of a course of study by completing the course with a passing grade for that course. VFA: Fulfillment of a course of study by completing the course with an A, B, or C.
Vocational Course	Career and technical education courses.
Web Registration Available	Indicates whether the students can register for the section online.
Weekend, Evening, and Night Courses	A course that a student attends, either online or in person, that occurs on a weekend, evening, or night.
Weeks In Part of Term	This is the number of weeks associated with a part of term.

CREDITS

Term	Definition
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit Course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
Credit Hour	Is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicaldeli, studio work, and other academic work leading toward to the award of credit hours.
Credits Attempted	Recognition of registration in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. It does not include credit hours for courses which were entirely dropped from the transcript with the registration status of DA, DC, DD, DN, DS, DW, NS or RU (audit) and WL (waitlist) in the ODS student course table. Withdrawn courses are counted in the credits attempted on one's transcript.
Credits Earned	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. It does not include credit hours for courses which were dropped, withdrawn, or have unsatisfactory grades. This may exclude courses that have been repeated.
Credits for GPA	Recognition of attendance in an instructional activity (course or program) that is used to define performance at the institution.

Term	Definition
Quality Points	The cumulative points used to calculate GPA or grade point averages for Aims undergraduate GPA level classes. Grade points for grades per credit hour are defined as follows: A - four grade points B - three grade points C - two grade points D - one grade point F - zero grade point Grade points are multiplied by number of credit hours for the course.
Registered Credit Hours	Credit hours assigned to a student's registration in a section.
Registered for Credit Bearing	This is the indicator for whether a student is currently registered for a credit bearing course or has withdrawn from the credit bearing course. It also indicates how the registration activity was completed, whether it was completed online, in person, or was initiated by an administrator.
Registered for Non-Credit Bearing	This is the indicator for whether a student is currently registered for a non-credit bearing course or has withdrawn from the non-credit bearing course. It also indicates how the registration activity was completed, whether it was completed online, in person, or was initiated by an administrator.
Section Credit Hours	This is the maximum number of credit hours that a student can have assigned for their registration in a section. Variable credit hour sections are indicated with the Variable Credit Hour Section Indicator. For all other sections, this returns the number of credit hours assigned for all students registered in the section. It is possible for students registered in the same variable credit section to be assigned to differing numbers of credit hours.
Total Credits Attempted	The total number of credit hours for which the student attempts to earn degree credit at Aims. It includes all credit hours for which the student is registered during the term that can be applied to a formal award. It does not include credit hours for courses which were entirely dropped from the transcript with the registration status of DA, DC, DD, DN, DS, DW, NS or RU (audit) and WL (waitlist) in the ODS student course table. Withdrawn courses are counted in the total credits attempted on one's transcript.

DEMOGRAPHICS

Term	Definition
Age	<u>Current Age</u>: Age as of current date. <u>Graduation Age</u>: Indicate the age of a student at their graduation from Aims. <u>Start of Academic Term Age</u>: Age as of the start of the Academic Term. <u>Start of Academic Year Age</u>: Age as of the start of the Academic Year.
Citizenship	Indicates person's US current citizenship status (E.g. Yes, No).
Citizen Type Code	Defines US citizenship classifications, such as: Citizen, Non-immigrant visitor, etc.
Concurrent Code	This code indicates under which contract a high school student is concurrently enrolled at Aims, or that a student is enrolled at one of the Early College High Schools (ECHS) with which Aims has partnered. Absence of a concurrent code for a term indicates that the student is not concurrent at Aims and is not enrolled at an ECHS in that term. *NB: This code is in Element 5 of SGAUSDF in Banner*.
Concurrent Status	This is the student's latest term of being a concurrent student at Aims relative to a selected term. Only one option is displayed per student, and they're ranked hierarchically: Future concurrent, Current concurrent, Past concurrent, and Never concurrent.
Confidential Information Indicator	A student's choice to prohibit the release of their directory information (e.g. Yes, Unknown/Not given/NULL).
Country Code	Two-digit alphabetical codes indicating the country a person resides (e.g. US, AL).
Date of Birth	The date on which a person was born.
Deceased Indicator	Indicator if the person is deceased. *NB: In Banner screens SPAIDEN, SPAPERS, and PPAIDEN.*
Deceased Date	Date on which the person passed away.

Term	Definition
Disabled	As defined by the Americans with Disabilities Act and the Rehabilitation Act, a disability is a physical or mental impairment that substantially limits one or more major life activities. Such conditions include intellectual impairment, hearing impairments, speech or language impairments, visual impairments, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities that require special education or related services. *NB: disability is term based.*
First Generation	An individual whose parents did not complete a baccalaureate degree or an individual whose only such parent did not complete a baccalaureate degree. This data element is self-reported. TRIO: Per the federal regulations (directly from our Legislation and Regulations handbook) it states first generation college student means- 　1. A student neither of whose natural or adoptive parents received a baccalaureate degree; 　2. A student who, prior to the age of 18, did not regularly reside with and received support from only one parent and whose supporting parent did not receive a baccalaureate degree; or 　3. An individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or an adoptive parent.
First Time at Aims	A student who has no prior post-secondary experience at Aims and is attending at Aims for the first time.
First Time Aims	Enrolled in the reporting institution for the first time for the reporting semester. A student who entered with advanced standing due to college credits earned before graduation from high school, regardless of the number of credits earned. High School Level: A student enrolled in the reporting institution for the first time for the reporting semester that is classified as a high school student.
First Time anywhere	A student who has no prior post-secondary experience anywhere and is attending at Aims for the first time.

Term	Definition
Freshmen	First-year undergraduate student or a student who has completed less than 30 credit hours.
First-time Freshmen At Time of Admission	A first-time freshman for admission who is applying for college directly after high school and/or has earned fewer than 24 college credits after high school graduation.
Gender	If one's gender is unknown, or non-traditional, it is coded as unknown/other. Genders are: Male, Female, Unknown or other. At Aims (when reporting), when unknown gender is not in the list of gender, a student whose PIDM/GUID ends with even is classified as female and odd as male.
Gender Identity	The personal sense of one's own gender, can correlate with assigned sex at birth or can differ from it (E.g. Agender, Bigender).
Graduate	A student who successfully earned a degree or a certificate. NSLDS: A student who successfully earned a degree or a gainful employment certificate.
Has Previous Degree	This is an indicator of whether the student has earned an associate's degree or higher.
Homebase	Employee: Employee home base is determined on where their main campus or satellite campus is located. This home base will be based off the employee's primary position. Student: Concurrent student's home base is not coded at the main campus or satellite campus, and will be coded as "High School." All other students' home base will be self-reported at the time of their application. Home base is not determined on the site location for courses registered.
High School (HS) Code	The identification code of their secondary education with characters or six-digit numbers assigned by the College Entrance Examination Board (CEEB). Codes are as follows: GED = Non-High School graduates with General Equivalency Diploma recipients are coded as "HSGED," which is marked as 'GED' at Aims.

Term	Definition
	HS Diploma = High School graduates have non-HSGED characters or numbers. None = High school non-graduates or non-coded students.
Minority Student, Student of Color – ODS	Minority student's status, Students of color, includes any race except white or non-resident alien status. Non-Resident alien status includes DACA Deferred Action students, Permanent Resident Alien, Other Lawful Status claimed, and No Lawful Status claimed as the citizenship type.
Sophomore	Institutionally determined classification level for a student that has earned 30 or more credits.
Student Level	The student's level is classified either as a college-level or high school student.
US Citizenship	See *Citizenship*.
Veteran Status	Classification of whether a person is a US veteran, dependent of a US veteran, US reserve, US active military, or not a US veteran. This data element is self-reported and term based.
Visa	Official instrument in determining one's immigration status.

FINANCE

Term	Definition
Account	Segment of the chart of accounts includes: revenue, expenses, assets, liabilities, and equity.
Account Code	See *Spend Category*
Account Type	Accounts rollup to Account Types to help organize data within the chart of accounts.
Activity	Optional field in Banner. Used to further break out budget and expenses into activities within a single budget. See *WorkTag* for Workday term.
Company	Aims Community College or the Foundation. A legal entity formed to execute a service or produce/deliver a product.
Cost Center	Used to identify which department/organizational unit in the College is responsible for the budget and expenditures.
Cost Center Manager	Cost center managers are defined in procedures 3-300E "Signature Authority."
Currency	System of money for exchange in a particular country. The standard currency used at Aims is USD.
Expense Item	Costs of specific services or product(s).
Fund (Fund Worktag)	Used to identify where the money is coming from for revenue; where the money is coming from to fund expenses, capital, etc. e.g. State appropriations, tuition/fees, grants, foundation, auxiliaries, etc.
Gifts (Gift Worktag)	Revenues received from gift or contribution nonexchange transactions. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit not blended or consolidated, and income from funds held in irrevocable trusts or distributable at the direction of the trustees of the trusts. Includes any contributed services recognized (recorded) by the institution. FASB and GASB standards differ somewhat on when to recognize contributions or nonexchange revenues, with FASB standards generally causing revenues to be recognized earlier in certain circumstances.

Term	Definition
Grants (Grant Worktag)	Revenues from governmental agencies and nongovernmental parties that are for specific research projects, other types of programs, or for general institutional operations (if not government appropriations). Examples are research projects, training programs, student financial assistance, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses. Grants are restricted for time and purpose by the grantor.
Income	The amount of money an institution receives after expenses and taxes.
IPEDS – Restricted - nonexpendable net assets	Net assets of GASB institutions subject to restrictions that prohibit the expenditure of the net assets in perpetuity. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Permanent endowments are the most common example.
IPEDS – Restricted - expendable net assets	Net assets of GASB institutions that are expendable but subject to imposed restrictions. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Grants are the most common example.
IPEDS - Unrestricted Current Funds	All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended.
Organization	See *Cost Center*
Program (Function WorkTag)	Chart of accounts segment that defines what kind of expense is happening, i.e., instruction, research, academic support, institutional support, etc. These definitions come from the National Association of College and University Business Officers (NACUBO), and are used nationally for consistent reporting purposes.
Projects (Projects WorkTag)	Chart of account segment that defines a planned or designed activity to achieve a finite, particular aim.

Term	Definition
Revenue	<u>Deferred Revenue</u>: Money that is received but not earned until a future accounting period. <u>Revenue</u>: The total amount of money the institution receives/records.
Spend Category	A local grouping to search and report on acquired items and services. Also, a dimension in account posting rules for procurement and spend that drives accounting behavior.
WorkTag	Financial and budget elements in Workday. Coding structure to help track financial and budget expenditures. This includes: Fund, Cost Center, Ledger, Programs, Project, Grants, Function, Location.

FINANCIAL AID

Term	Definition
Awarded Aid	The dollar amounts offered to financial aid applicants.
Books and Supplies - Costs	Average cost of books and supplies. Do not include unusual costs for special groups of students (e.g. engineering or art majors), unless they constitute the majority of students at your institution. This number is provided by the Colorado Commission on Higher Education. Each year the commission provides a document with Student budget Parameters.
Dependent - Student	Designation of dependent student or independent student status used in financial aid programs to identify dependency on parent or guardian for support. Information is imported from FAFSA.
Financial Aid	Applied For: Indicates if a person has applied for financial aid. Does not mean the student received aid just that we have a FAFSA for this person.
	Award: Amount of aid awarded to a student. Includes all awards types and sources.
	Federal: Amount of federal aid that a student has been offered.
	Institutional: Amount of institutional aid that a student has been offered.
	Need: Financial aid funds that by definition are considered need awards. Need is defined as a student where the expected family contribution does not meet or exceed the cost of attending the school.
	No Need: Financial aid funds that are considered non-need awards.
	State: Amount of state aid a student has been offered.
	Term: Represents a financial aid period or portion of an aid year associated. Aid periods can be a single academic period or set of them as appropriate for tracking the aid awarded, accepted, paid, etc.
	Year: Includes Summer after the Fall and Spring terms (referred to as a Trailer). In years with quarters this includes the summer after the Fall, Winter and Spring quarters (referred to as a Header).

Term	Definition
Gainful Employment	Award Year: Gainful employment award year is identified as the four digits of the first calendar year and the four digits of the second calendar year of the award year range. (Example: the award year of July 1, 2008 – June 30, 2009 would be identified as 20082009. Credential Level: This is the degree level of a student for the enrollment term. The following table is used to code credential level of a student. 01 = Undergraduate Certificate 02 = Associate's Degree 03 = Bachelor's Degree 04 = Post Baccalaureate Certificate 05 = Master's Degree 06 = Doctoral Degree 07 = First Professional Degree Program Indicator: Indicates if a program is eligible for Title IV financial aid and is a certificate program. Because Aims is a public institution by the definition provided by the department of education associate degrees are not considered to be gainful employment programs. Reported as yes or no. Record Type: This is a constant value needed for gainful employment reporting. The constant value is "001." Tuition Owed After Term But Not a Loan: Amount still owed by a student at the end of the semester that will go to collections.
Pell Eligible	Students who complete the FAFSA and are deemed to meet all criteria for the Federal Pell Grant through Federal Methodology and who have completed the verification process, if required. Student financial aid record will show Pell as offered, declined or cancelled with an amount greater than zero.

GENERAL

Term	Definition
A Number	The unique identifier assigned to people or entities in the ERP that starts with 'A' and followed by 8 numbers. *NB: Some numbers start with a 'B' or 'CE.' These letters may change to A Numbers in the future. All A numbers going forward from 01/2020 will start with an A.*
Academic Unit (AU)*	Academic Units are the primary organizing dimension in Workday Student and are used to represent entities such as: Departments, Schools, Institutes, Centers, and Research Labs.
Active Employee	An employee that has not been terminated.
Active Student	An active student is a student enrolled in at least one course for one of the previous three terms.
CCA	Complete College America.
Full Name	Person's full legal name consisting of their legal last name, legal first name, and legal middle initial, concatenated.
GED	General Equivalency Diploma.
NCCBP	National Community College Benchmark Project.
Office of Postsecondary Education Identifier (OPEID)	This is an 8-digit number assigned to Aims Community College. This code is used on various mandated reports. Aims Community College number is 00758200.
PIDM/GUID	Personal Identification Marker or Workday GUID. This an assigned number used to uniquely identify a person or entity, and is generated when a new record is created in SPAIDEN, PPAIDEN, FOAIDEN or Workday.
Parking Pass ID	An individual who receives a parking pass/permit will be assigned a parking identification number (which is the same number on the permit). This number is entered in the system in the Campus Security office.

Term	Definition
Key ID	Key ID, the number on one's key, is a separate number from the Aims A number. Full-time employees: Keys and access cards are issued to full-time employees and departments only. There may be an exception for contractors to have keys issued who are in a special long-term circumstance. Part-time employees: Keys are not issued to part-time, work-study, student or temporary agency employees, including faculty. Part-time employees receive keys through their department. The department has the responsibility to assure it is returned. Key and badges for physical access are issued separately. Access badges are ONLY issued on a needed basis or when requested formally.
Postsecondary Education	The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.
Pre-Terminated Employee	An employee who is not actively working and benefits are pending.
Social Security Number/Employer Identification Number (EIN)	Social Security Number provided by a person for purposes of identification. EIN is the W-9 number provided by the vendor.
Student ID	See *A Number.*
Terminated Employee	An employee who is no longer working at Aims.
Worker ID	See *A Number.*

INSTITUTIONAL PERFORMANCE

Term	Definition
Strategic Plan*	** Pending **

INSTRUCTIONAL

Term	Definition
Full Course Load	<u>Faculty</u>: Faculty member that instructs 15 or more credit hours in a semester/term. Exceptions can be made with high contact hours. <u>Student</u>: Student that takes 12 or more credit hours in a semester/term.
Overload	<u>Faculty</u>: A faculty member who has a teaching assignment that exceeds full-course load. Requires prior dean (or similar) approval(s). <u>Student</u>: A student that takes more than 18 credit hours in a semester/term.

NAME

Term	Definition
ERP Username	This is the system assigned username in Banner/Workday that is also used in Active Directory as the person's username.
First Name	Legal first name contained in the ERP of any entity within the system. This would include students, employees, contingent worker and vendors.
Last Name	Legal last name of any entity in the ERP within the system. This would include students, employees, contingent worker and vendors.
Middle Initial	Legal middle initial of any entity in the ERP within the system. This would include students, employees, contingent worker and vendors.
Middle Name	Legal middle name of any entity in the ERP within the system. This would include students, employees, contingent worker and vendors.
Name Prefix	The name prefix or title will be identified and executed from a drop down and identified in the Data Standards Document and will contain the familiar titles: Mr., Mrs., Ms., Dr., etc.
Name Suffix	The name suffix will be identified and executed from a drop down and also defined in the Data Standards Document and also contain the familiar suffices: Sr., Jr., II, III, IV, etc.
Preferred/Chosen First Name	This is the person's first name that is indicated as preferred. If no first names are indicated as preferred, then the field will be blank.
Personal Pronouns	A pronoun that expresses a distinction of a person (e.g. he, she, they, them).

PERIODS OF TIME

Term	Definition
Academic Term	The largest segment of the Academic year. For academic years divided into semesters: summer, fall, and spring. For academic years divided into quarters: summer, fall, winter, and spring.
Academic Year	Includes Summer before the Fall and Spring terms (except for Financial Aid). In years with quarters this includes the summer before the Fall, Winter and Spring quarters.
Fiscal Year	July 1 through June 30.
Part of Term	The session, portion or part of the academic period (term) in which a section is offered. These are used to group sections offered in the same term by start and end dates. Sections may be allowed to extend beyond the days included in the part of term or may not cover all the days included in the part of term. However, the add, drop and withdraw deadlines are set by the part of term.
Registered Term	This is an academic term in which a student is registered for or has withdrawn from at least one credit bearing section as of the date the report was run.
Semester	A fall or spring semester shall normally include at least 16 weeks for instruction and final examination. The summer terms shall include no less than 5 and a half calendar weeks, including registration, instruction, and final examinations.

PERSONNEL

Term	Definition
Adjusted Service Date	The date (MMDDYYYY) which a person's primary position changes at Aims.
Administrator (Job Family Group)	Administrator: A term used to describe all staff at the institution who are classified as administrator/leadership. This is based on internal classification codes. Full-time Administrator: Full-time staff member that is at an administrator/leadership level. Part-time Administrator: Part-time staff member that is at an administrator/leadership level.
Beneficiary	A person or other legal entity who receives benefit from a benefactor. Beneficiaries are provided by the employee upon hire. They may, or may not, be related to the employee.
Compensation Grade	Pay structure grade level or salary structure grade level.
Compensation Type	A category of compensation including: Overtime and Compensatory time.
Contingent Worker	Contract or temporary employee/staff.
Coverage Begin Date	The date (MMDDYYYY) which a person starts receiving health/insurance (or similar) benefits.
Current Hire Date	The date (MMDDYYYY) from which a person starts accruing leave and this reflects when an employee becomes eligible for benefits. A person's most current first date of work changes when an employee returns to employment, at Aims, after a break greater than 6 months.
Dependent - Employee	For benefit purposes, a legal dependent is a person under the age of 26 or if the dependent is disabled the dependent may be older than 26.
Employee	A term used to describe all persons employed at the institution.

Term	Definition
Faculty	Faculty: Persons identified by the institution as such and typically those who assignments are made for the purpose of conducting, instruction, service as a principal activity. Full-time Faculty: Professional education faculty who have a full-time assignment. Part-time Faculty: Professional education faculty who have less than a full-time assignment. Some part-time faculty are full-time employees of the college with a portion of their assignments in the professional education unit. Other part-time faculty are not full-time employees of the institution and are commonly considered adjunct faculty.
First Work Date	The date (MMDDYYYY) which a person officially started working at Aims. This could be the same as original hire date or this could be a date after the original hire date. This is also the person's I-9 date.
FTE	FTE: Full-time equivalency. FTE for CUPA: Numerical representation of a position in terms of hours worked in a fiscal year, with 1.0 FTE being a 40-hour per week (100 percent time), 12-month employee/position. In higher education, there are several standards for 1.0 FTE, depending on the institution's definition of full time. Academic positions are sometimes defined as 1.0 FTE if the position contract is for a full/standard academic load over the period of the school year, i.e., either 9, 10, or 12 months. Generally speaking, however, FTE is calculated as: (# months appointment/12) X percent effort. Percent effort is 100% for full time effort over the period of months appointed; 50% for half time effort over the month appointed, etc. Example: an individual who is to work for 9 months at half time would be .375 FTE (9/12 x 0.5).
FTE Staff - IPEDS	FTE of staff is calculated by summing the total number of full-time staff and adding one-third of the total number of part-time staff.
Job Profile	A description of the duties, roles, and responsibilities of an employee.
Last Work Date	The date (MMDDYYYY) which is the last date a person will be performing duties for Aims.

Term	Definition
Leave Types	Types of absence acknowledged by the institution, such as vacation, sick, FMLA, etc.
Market Pay Effective Date	The date (MMDDYYYY) for which compensation was changed for a position.
Original Hire Date	The date (MMDDYYYY) which a person first started their employment with Aims.
Part-Time - CUPA	Less than 0.5 FTE.
Pay Groups	Employee classification organization that denotes when the employee and how the employee will be paid.
Period Schedule	Schedule of payroll (e.g. Mid-Month-to-Mid-Month: 15th-14th or Monthly: 1st-last day of the month).
Position Name	An individual's employment title.
Retirement Election	Retirement savings option(s) for those who qualify (e.g. IRA, 401K).
Seniority Date	The date (MMDDYYYY) which a person's years-in-service is calculated. If there is a two-year absence/break in service, then service date is reset. This data element is used for presidential service awards.
Staff	Staff: A term used to describe a person's primary position and in which they are less than 50% teaching/faculty or is not an administrator. Full-time Staff: A term used to describe a person's primary position and in which they are less than 50% teaching/faculty or is not an administrator. Also, the person must work a standard 2,080 hours in a year. This description excludes faculty members. Part-time Staff: Less than 1.0 FTE. This excludes student workers.
Termination Date	The date (MMDDYYYY) which a person is no longer employed at Aims.

RACE/ETHNICITY

Term	Definition
American Indian or Alaska Native	A person having origins in any of the original people of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. This data element is self-reported.
Asian	A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Singapore, Thailand, and Vietnam. This data element is self-reported.
Black or African American	A person having origins in any of the black racial groups of Africa. This data element is self-reported.
Ethnicity	Self-identified cultural status as follows: Hispanic, non-Hispanic.
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. This data element is self-reported.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands. This data element is self-reported.
Nonresident 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.
Race	Identification of population self-reported as: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White.
Race/Ethnicity	Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. They are used to categorize US citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: Hispanic or Latino or Non-Hispanic or Non-Latino. Second, individuals are asked to indicate one or more races that apply among the following: American Indian or Alaska Native Asian

Term	Definition
	Black or African American Native Hawaiian or Other Pacific Islander White Two or more races
Resident Alien or Other Eligible Non-Citizen	A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).
Race/Ethnicity Unknown	The category used to report students or employees whose race and ethnicity are not known.
Two or More Races	A person that indicates they belong to two or more races – including American Indian, Asian, Black, Native Hawaiian and White. This data element is self-reported.
White	A person having origins in any of the original people of Europe, the Middle East, or North Africa. This data element is self-reported.

RESIDENCY

Term	Definition
In-District Student	Student who meets the requirements for in-district tuition.
In-State Student	Student who meets the requirements for in-state tuition.
Military Residency	A student who meets the requirements for in-state tuition based on military status.
Out-of-District Student	A student who is not a legal resident of the locality (taxing district) in which he/she attends college and thus is not entitled to reduced tuition charges if offered by the institution. Sunset data element.
Out-of-State Student	Student who does not meet the requirements for in-state or in-district tuition. This excludes WUE students.
Residency	The tuition rate is the rate in which a student was charged. For example: In-state and in-district, etc. NB: This term is in SGASTDN: In-state/out-of-state.
SURDS-Tuition	Students must be either resident or non-resident. Thus in-district and in-state students are considered resident. Since high school students pay an instate rate, they are also classified as in-state.
WICHE Tuition (WUE)	Tuition rate that may be charged for students who are residents of a collective of states including Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, or the Commonwealth of the Northern Mariana Islands. Students are charged 150% of the In-State tuition rates.

RECRUITMENT

The following are the definitions for the Student Recruitment area.

Term	Definition
Application started	Aims Community College application was started, but not completed or submitted.
CRM	Constituent Relationship Management software that tracks relationship and communication with prospective students.
Emails	Emails to prospective students can be automated through workflows, bulk assigned based on a pulled query or created in the system as a one-off email.
Event	Tracks events prospective students attend or connect to Aims through interacting in an online platform or in-person event.
Inquiry	When a prospective student has taken an action to inquire about Aims (e.g.: request for information submission).
Internal Inquiry	Coding used to keep students from getting automated email communication because they will be communicated to through a different communication mode, like an event.
Out-bound call	Phone call assigned to a prospective student and assigned to the Recruitment unit to complete.
Prospect	A student who has been identified as through an inquiry, web inquiry, or internal inquiry.
Prospective student	A student who has shown interest in attending Aims who has not applied – this could be a suspect, prospect, application started or stealth application started.
Suspect	A student who has been identified for outreach/recruitment (e.g.: purchased lists).
Web Inquiry	When a prospective student submits an online inquiry through the web inquiry form.

STUDENT

Term	Definition
Admitted Student	Applicant who was offered admission to Aims. Even though Aims has as open admission policy, students must provide certain information in order to enroll at the college. This information is collected through an application. Once an application is completed and submitted the student is admitted to the college.
Advisee	Degree and/or certificate seeking students at Aims are assigned at least one advisor.
Advisor	At Aims, advisors are faculty or non-faculty personnel who provide academic advice to students. They are responsible for helping students choose a program and ensuring that they meet all the requirements to graduate.
Alumni	Any student who has received a degree or certification from Aims.
Applicant	Student: An individual who has fulfilled the institution's requirements to be considered for admission and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn (by applicant or institution). Selective Admission Program: An individual who has fulfilled the program requirements to be considered for admission to a selective admission program.
Concurrent Student - SURDS	A non-high school graduate or non-GED recipient student that is less than 19 years old and enrolled at Aims. *NB: See High School Student*
Current Student	Any student who is actively enrolled at Aims for the term specified.
Dual Enrollment Program - CDHE	Broad array of programs available to high school students that allow them to take college level courses for credit.
Dual Enrollment - NCCBP	Definition for NCCBP reporting purpose only. Dual enrollment in NCCBP indicate students counted in IPEDS Fall Enrollment who are enrolled both at Aims and another 2-year or 4-year college/university at the same term. In Clearinghouse file, dual enrollment student has school code of both

Term	Definition
	007582-00 (AIMS) and other numbers as well as "enrollment begin" and/or "enrollment end" date in the same semester.
Dual Student	A high school student participating in a broad array of programs available to high school students that allow them to take college level courses for credit.
Early College Academy (ECA)	Aims-run high school institution. This is run in collaboration in District 6.
Early College High School (ECHS)	See *Early College Academy.*
Enrolled	Student is enrolled when they remain registered for a class past the full-term census date for that term.
External Student	Registered students who are migrating into Workday (until Go-Live with Workday Student) from student's personal information from a Student module, in this case, Banner. These students are eligible to become staff either as student workers or employees. This allows external students to search for and apply for jobs using their Workday account, thus reducing duplicate records (GUIDs/PIDMs) and improving candidate experience.
Former Student	Any student who previously enrolled at Aims. This includes Alumni students.
High School Student	A student whose secondary high school graduation date is greater than start of term or secondary graduation date is null and the student is less than 19 years old starting the term.
Hold Code	This is a restriction or limitation on a student's record that may prevent registration, enrollment verification, transcript generation, graduation, grade report generation, and/or the creation of an application. Holds may be assigned to a student's record because of accounts receivable issues, compliance issues, academic progress, student conduct, records issues, or other reasons.
Hold End Date	This is the date at which the hold is no longer in effect. This is a "To" date rather than a "Through" date. (e.g. If the hold prevents registration, then registration is allowed as of 12:00:00am on the Hold End Date).

Term	Definition
Hold Name	This is the description for a restriction or limitation on a student's record that may prevent registration, enrollment verification, transcript generation, graduation, grade report generation, or the creation of an application. Holds may be assigned to a student's record because of accounts receivable issues, compliance issues, academic progress, student conduct, or other reasons.
Hold Start Date	This is the date as of which the hold is in effect. (e.g. If the hold prevents registration then it is prevented as of 12:00:00am on that date). This field is in the SOAHOLD screen in Banner.
Instruction End Date	This is the last date of scheduled instruction for the course. For those who drop the section or withdraw from the section, this is the date the student dropped or withdrew from the section.
Instruction Start Date	This is the date the student's instruction in a section began. For students who registered for the section before the first meeting date, this will be the first meeting date of the section. For those who registered after that date, it is their registration date for the section. *NB: This is used for calculating Credit to Clock Hour.*
Prior Learning Assessment (PLA)	Prior Learning Assessment is the process of awarding academic credit for learning gained outside the traditional academic environment. PLA credit may be earned through national standardized placement tests such as, Advanced Placement Exam (AP), College Level Exam Program (CLEP), DSST Exams including International Baccalaureate (IB). PLA credit may be also earned through institutional challenge examinations, published guides, portfolio assessment, or faculty evaluated industry and workplace credit.
Registered	A student is registered when they have signed up for classes, and the student is still considered registered if they withdraw, regardless of whether they have paid for those classes.
Registration Allowed Indicator	This is a calculated field to indicate the section status in relation to whether students may register for the section. We don't change the section status when maximum enrollment is reached, because having 0 seats available prevents registration, so this field uses the number of seats available in a section, the number of seats available in the cross listing if the section is cross listed, and the section status to indicate whether registration is allowed on the section. *NB: This data element is used for reporting purposes.*

Term	Definition
Registration Status	This is the indicator for whether a student is currently registered for a course, has dropped or withdrawn from the course, or is on the waitlist. It also indicates how the registration activity was completed, whether it was completed online, in person, or was initiated by an administrator. This includes auditing students registered for a course.
Registration Permit Override	Aims allows the following overrides: 1) Approval of instructor or department 2) Course closure (e.g. capacity override) 3) Corequisite 4) Link override (e.g. lab) 5) Override of require major 6) Prerequisite 7) Time conflict
Special Approval Type	This indicates what type of special approval (i.e., someone from the academic department or the instructor) a student must have to register for this course or section. This is outside of test score or course prerequisites or corequisites.
Student	An individual enrolled in one or more classes, past or present, within the institution.
Title IV Equivalent Students	Admit as regular students with a high school diploma or its equivalent, individuals beyond the age of compulsory school attendance, or individuals who are dually or concurrently enrolled in both the institution and in a secondary school.
Total Withdrawal	A student that has withdrawn from all classes at the institution.
Transfer Student (IPEDS & SURDS)	See *Transfer-In.*
Transfer Student – Admission	A student entering the reporting institution for the first time and earned 24 or more college-level credits and who is known to have previously attended another institution. This does not include an institution's own graduates who enter for further education. *NB: If a student has not earned 24 or more college-level credits, then the student is classified as a first-time freshman.*

Term	Definition
Transfer-In	Any student who is a new transfer to Aims during the reporting term. A transfer is new to Aims but has previously attended another postsecondary institution and has transfer credit(s).
Transfer-Out	Students who leave Aims and enroll at another institution in a subsequent semester are regarded as transfer out. If a student transfers to another institution in the following term and returns to Aims, the student will no longer be categorized as a transfer-out student.
Undergraduate	Any non-high school student in a credit bearing course(s).

STUDENT AR

Term	Definition
Course Fee	Course-specific fees are collected to cover the additional cost for a course offering. Class fees, such as Lab Fee, Est FW Flight Costs, (SUNSETED: HELI Flight Costs), (SUNSETED: FRH Admin Fee), are charged by class.
Differential Rates	Differential Rates: Additional tuition charged to high cost courses beyond the standard tuition rate. High Differential: Sunset. Very high demand or differential cost. Effective Fall 2019. Highest additional tuition charged to very high demand and/or very high cost courses. Low Differential: Sunset. Lowest additional tuition charged to students for courses that cost slightly more than the regular price of delivering a course. Medium Differential: Sunset. Medium additional tuition charged to students for higher demand and/or higher cost programs.
Mandatory Fees	Required fees include only charges that all students must pay that are not included in tuition (e.g. registration, health, or activity fees). Do not include optional fees (e.g. parking, laboratory use). Mandatory fee examples: Student fees and administrative fees.
Other Fees	Other fees such as Assessment Testing, Course Challenge Fee, Prior Learning Assessment fee, transcripts, parking violations, and fees not included in course fees and mandatory fees.
Section Billing Hours	This is the number of hours students are billed for, for registering for the section. *NB: Sections entered into SSASECT with variable billing hours (where minimum billing hours doesn't match maximum billing hours) will return null; when a section is entered as such, there is no way to view the section level and how many hours the student will be billed.*
Section Fee Type	Fee assessed to students registered in the section. The fee type controls how the fee is assessed (e.g. credit hour, flat fee).
Section Fee Amount	This is the amount to be charged to the student for the section fee for course registration.

Term	Definition
Tuition and Fees - Published Charges - IPEDS	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.
Tuition Exempt Section	This section is exempt from the assessment of tuition and fee rules and so only incurs any section fee charges.

STUDENT PERFORMANCE

Term	Definition
GPA	Credit Hours: Credit hours attempted during the reporting term which are used in the calculation of the student term GPA. Data should reflect end-of-term values. Include all credit hours used for the GPA calculation. Frequently, this value will be identical to the Number of Credit Hours Attempted. But, in situations where the student earned credit hours that are not used in calculation of GPA (e.g. satisfactory grades), GPA credit hours will be less than attempted credit hours. Cumulative: The student's cumulative GPA is calculated at a certain point in time and can change accordingly. It is calculated by taking the total quality points and dividing by total GPA credits. Term: GPA calculated for the courses for that term. Take quality points (grade value * credit hours for that course) and divide by total credit hours on courses that have the appropriate grades. Grades that factor into the GPA include college level courses with grades of A, B, C, D and F.

PART THREE

APPENDIX

This section chronicles the history of the edits/changes/additions of the document. Names in parenthesis provided the definition.

Date	Description	Author/Editor
2019	Data Dictionary document created.	IRA/IDG teams
September 13, 2019	IDG approved definitions of Retention, Persistence, Transfer-In, Transfer-Out, Completion, Registered, Enrolled, First Time at Aims, First Time anywhere.	Jeffrey Adcock
May 7, 2020	Added: • Aims2UNC section – Primary Measures and Dimensions. • Title IV Equivalent Students in Student section. • Recruitment Section (Jeffrey Adcock, Institutional Research & Assessment)	Johanna Koh
May 20, 2020	IDG committee approved Parking Pass ID definition.	Johanna Koh
June 4, 2020	Added Aims Study at Transfer under the Aims2UNC section. (Steve Mitchell, Transition Office).	Johanna Koh
June 17, 2020	IDG committee approved revised Key ID definition.	Johanna Koh