

## Fall Semester Enrollment Verification Report

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. Please report grades accordingly.	Character	None required	2
COOP	Please enter 'YES' in this field if the student was working as a COOP student during the reporting semester; otherwise, leave the default of 'NO' in this field.	Character - Left justified	Should contain 'YES' or 'NO' only	3
CLASS	Please enter student's current grade level. College grade level (Range from 00-14 - 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. <b>For undergraduate students, include only undergraduate hours enrolled. For graduate students, include only graduate hours enrolled.</b> 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 Required for all nursing students	Character	Should contain only codes given	2

### Student Grade Level Table

<b>Code</b>	<b>Classification</b>
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