

Demo Course Directory

DEMOGRAPHIC INFORMATION

<u>Term</u>	<u>Term Code</u>	<u>First Day of Session</u>	<u>One Tenth Day of Session</u>	<u>End of Session</u>
Spring (Summer I) 2002	022		Demo Course 022t.sav	Demo-Course 022E.sav
Summer (Summer II) 2002	024		Demo Course 024t.sav	Demo 024E.sav
Fall 2002	025		Demo Course 025t.sav	Demo-Course 025E.sav
Winter 2003	031		Demo Course 031t.sav	Demo 031e.sav
Spring (Summer I) 2003	032		Demo-Course 032t.sav	Demo 032e.sav
Summer (Summer II) 2003	034		Demo-Course 034t.sav	Demo 034e.sav
Fall 2003	035		Demo-Course 035t.sav	Demo 035e.sav
Winter 2004	041		Demo 041t.sav	Demo 041e.sav
Spring (Summer I) 2004	042		Demo 042t.sav	Demo 042E .sav

COURSE FILES, Student Course Registrations (File with multiple records per student)

Spring (Summer I) 2002	022	Spring OTD 2002 Course Registrations.sav	Spring EOS 2002 Course Registrations.sav*
Summer (Summer II) 2002	024	Summer OTD 2002 Course Registrations.sav	Summer 2002 EOS Course Registration.sav
Fall 2002	025	Fall OTD 2002 Course Registrations.sav	Fall EOS 2002 Course Registrations.sav
Winter 2003	031	Winter OTD 2003 Course Registrations.sav	Winter EOS 2003 Course Registrations.sav
Spring (Summer I) 2003	032	Spring OTD 2003 Course Registrations.sav	Spring EOS 2003 Course Registrations.sav*
Summer (Summer II) 2003	034	Summer OTD 2003 Course Registration.sav	Summer 2003 EOS Course Registration.sav
Fall 2003	035	Fall OTD 2003 Course Registrations.sav	Fall EOS 2003 Course Registrations.sav
Winter 2004	041	Winter OTD 2004 Course Registrations.sav	Winter EOS 2004 Course Registrations.sav
Spring (Summer I) 2004	042	Spring OTD 2004 Course Registrations.sav	

COURSE FILES, Summary Section Information (Descriptive information regarding the course sections offered)

Spring (Summer I) 2002	COURSE Summary Summer I (Spring) 2002t.sav	COURSE Summary Summer I (Spring) 2002
Summer (Summer II) 2002	COURSE Summary Summer II 2002t.sav	COURSE Summary Summer II 2002e.sav
Fall 2002	COURSE Summary Fall 2002t.sav	COURSE Summary Fall 2002e.sav
Winter 2003	COURSE Summary Winter 2003t.sav	COURSE Summary Winter 2003e.sav
Spring (Summer I) 2003	COURSE Summary Summer I (Spring) 2003t.sav	COURSE Summary Summer I (Spring) 2003
Summer (Summer II) 2003	COURSE Summary Summer II 2003t.sav	COURSE Summary Summer II 2003e.sav
Fall 2003	COURSE Summary Fall 2003T.sav	COURSE Summary Fall 2003e.sav
Winter 2004	Course Summary Winter 2004t.SAV	Course Summary 2004 Winter EOS.sav
Spring (Summer I) 2004	Course Summary Summer I (Spring) 2004t.sav	Course Summary Summer I 2004e.SAV

Follow Instructions rather than syntax

TERM DEMOGRAPHIC AND COURSE FILE PROCESS

Seven files are extracted out of Colleague to form the basic IR demographic and course files. The "Headcount" and "Course" files are generated automatically. These two files provide information about student course registrations and the courses themselves.

The following files are produced by running the Colleague program "XIR3": "Student," "Colleges," "Degrees," "Tests," and "SPOPS." The first three files produce the SPSS "Demo" file. Selected elements from Test are added in as well. SPOPS is produced solely for the purpose of State Reporting.

RUN THE EXTRACTS

1. In Colleague, enter the mnemonic "XIR3." A window requesting the term appears. Enter the term, hit the save icon, and save out of the ensuing windows.
2. After the program runs the report, the files must be imported to the IR network drive (I). To do this, select "Import file" under the Options menu. The Host file is HOLD.
 - a. An easy way to select the files is to click on the Item button, which produces a search window. Select the "begins" radio button, and enter the following starting sequence for each report. Note that only one search item can be entered.
 - b. This list is provided for each report to import:
"X.IR.STUDENT.FILE.#####" , "X.IR.COLLEGE.FILE.#####" ,
"X.IR.DEGREES.FILE.#####" , "X.IR.TESTS.FILE.#####" , AND
"X.IR.SPOPS.FILE.#####" . The ##### indicates entering the year and month to narrow the search. (E.g. X.IR.STUDENT.FILE.200409).
 - c. Each report must be imported by itself. The Local file to which the data should be imported is the term file, the raw data folder. The naming convention is to use the Colleague file name (e.g. STUDENT) followed by the date (no spaces) and given the "DAT" extension. For example, STUDENT09082004.DAT.

CREATE THE SPSS DATA BASE – BASIC DEMOGRAPHIC INFORMATION

1. The first syntax is "Colleague.Demo." This converts the "Student" file into SPSS.
2. Note that the ID selection criteria eliminates test and dummy ids known to IR.
3. Until the extract program is corrected, (as of July 2004 it had not been), the correct "Alien Status" must be imported. (Until July 2003 this information was contained in the PERSON file; after that time the information is stored in the FOREIGN.PERSON file for students). Run the query, "IR Students by term" to generate a saved list of students, and then the query "Save Foreign Person Alien Status."
4. Run the SPSS syntax "Foreign Person Alien Status" to convert the Colleague extract file into SPSS. Return to the "Demo" File, and merge the newly created fpalst variable into the Demo file.

5. Run the syntax "Reported RaceEthnicity" to get a Reported Race Ethnicity variable incorporating Non Resident Alien status.

CREATE THE TRANSFER COLLEGE FILE

1. Run the "Transfers" syntax, which imports the "Colleges.dat" file into SPSS.
2. Please note that the variable "tcred" is computed to reduce the credits to the correct size. Decimals were not included in the extract resulting in an import of credits multiplied by 100.
3. Note that the syntax restructures the file to unduplicated by student id. The number of "tcoll" and "tcred" (Transfer college and transfer credits) variables may change to term depending on the maximum number of transfers by any student.

CREATE THE PREVIOUS OCC DEGREES FILE

1. Run the SPSS syntax "Previous OCC Degrees after Summer I 2003." (Prior to Summer I 2003 the information was extracted differently). This converts the Degrees.dat file into SPSS.
2. Note that the syntax restructures the file to unduplicated by student id. The number of "occdeg" (OCC degree program) variables may change to term depending on the maximum number of degrees earned by any student.

ENROLLMENT DATA

1. Information regarding student credit enrollment is available as summary data (credits per campus, total credits) through the Official Enrollment Report base data.
2. Information regarding individual student course taking is available through a duplicated student database in the "Student Course Registration" folder. Instructions regarding the use of this database will be included in that folder.

MERGE THE INFORMATION FOR THE DEMO FILE

1. Open the "Demo" file if it is not open already. Merge in the transfer file, adding only the "tcoll" and "tcred" variables. (Recall, the "cred" variables are the transfer credits multiplied by 100).
2. Merge in the previous OCC degrees file. Add only the "awdmo" (Award Month), "awdyr" (Award Year) and "occdeg" (OCC Degree) variables.
3. Run the 'FTIAC' syntax to incorporate the calculated FTIAC variable.

add stat from enrollment files

Foster, Gail

From: Showers, Nancy
Sent: Tuesday, July 06, 2004 9:40 AM
To: Foster, Gail; Brennan, Eileen
Subject: OTD Spring '04

Can you please provide me with the current status of the DemoCourse file for this? Thanks.

Nancy, ext. 2141

04Z-T

Demo Course 04ZT. dat

done

5

UPDATES ON THE "DEMO" AND "DEMO-COURSE" FILES

If you are using the Demo and Demo-Course files you will notice that there are inconsistencies term to term. The following is a summary of information about using these file.

First, note that some files are "Demo" and some are "Demo Course". Demo Course files include student course enrollments for the term, while Demo files do not. When the College first switched to Colleague, the direction was to incorporate a student's course enrollments into their demographic record. However, since that time it has seemed more practical to set up a separate course file, and merge it as needed. For further information on using the Student Course Registration files see that document ("Using the Student Course Registration files").

Also, some of these files include test information. Data entry, tests administered, and our extract program have changed over the past two years. If you need to evaluate test scores, you will be working directly with the syntax and raw data files or querying Colleague. Please see Eileen for more information.

VARIABLES TO PAY PARTICULAR ATTENTION TO

If you are looking at race/ethnicity, use REPRACE. This is the calculated Race/Ethnicity which incorporates Non-Resident Alien.

If you are looking at First Time in Any College (FTIAC) students, use the calculated variable FTIAC. This variable looks at all of the factors used in verifying that a student is ftiac.

The variable STATUS indicates whether or not the student is actively enrolled in at least one credit during the term at the particular point in time. A status of '1' indicates active.

The following list is a preliminary 'dictionary' of the demo file. It lists the common variables you should find in all of the Demo and in all of the Demo Course files.

COMMON VARIABLES IN THE DEMO FILE

Id – Student ID

Ssn – Student Social Security number if available

Lname – Student Last Name

Fname – Student First Name

Mname – Student Middle Name or Initial

Homcmp – Home Campus, or where the student's original application was filed and paperwork stored

Prvcmp – Previous Home Campus, if a student has changed Home Campus

Fmrlname – Former Last Name, if a student has changed that name, e.g. by marriage or divorce

Fmrfname – Former First Name, if first name has changed

Fmrmname – Former Middle Name, if middle name has changed

Rescnty – Residence County. Numeric code for county. Inconsistently populated.

Resstt – Residence State. Inconsistently populated.

Resentry – Residence Country. Inconsistently populated.

Alien – Do not use; indicates Non-Resident Alien status for select terms. Calculated into Race/Ethnicity.

Primlang – Primary language. Inconsistently populated.

Immig – Immigration status should indicate Visa code; however, it is not consistently populated, and, similarly to alien status, the process of reporting it for students changed.

Area – Telephone area code. Note with below, it is the student's preferred phone number, so may indicate a cellular phone, temporary phone, parent's phone, or whatever the student has updated at the time.

Phone – Phone Number.

Gender – Student Gender. In the past, if missing, gender has defaulted to male (M).

Ethnic – Student's reported race/ethnicity. This varies from the race/ethnicity categories on state and federal reports. See Reprace (Reported Race/Ethnicity) for further details. Note, also, that ethnic has a limited number of values. Comparing with federal census data is difficult, because federal census data collection allows for selecting multiple races/ethnicities.

Gpacreds – Credits earned with available grade points for calculation into grade point average. Note that there are concerns about using summary credit fields; in some cases withdrawn, audit, and other non-credit bearing courses may have been included.

Gpaps – Grade points earned over OCC career for grade point average calculation. Note that there are concerns about using summary credit fields; in some cases withdrawn, audit, and other non-credit bearing courses may have been included.

Prevsess – Previous session. Last term with activity.

Crprog – Credit program. The most recent credit program the student has activated. Note, a student may have more than one active credit program. The demographic file lists only the most recent active program.

Ncprog – Non credit program. A student may have multiple credit and non credit programs. This field will list the most recent non-credit program for the student.

Prevdeg – Highest degree earned previously. See value labels for information about what these degrees are. Note that this value is based on transcripts and verified records.

Reprace – Reported Race/Ethnicity. This variable incorporates alien status to add the NR, or Non-Resident Alien, value. While not truly a race/ethnicity, NR is used for state and federal reporting purposes as a race/ethnicity category.

Status – A '1' indicates that the student has active status in at least one credit at the particular point in time. A 0 or missing value indicates that the student had some activity in the term, but is not considered active in at least credit at that period in time.

Credah – Credits taken at Auburn Hills this term.

Credhl – Credits taken at Highland Lakes this term.

Credor – Credits taken at Orchard Ridge this term.

Credro – Credits taken at Royal Oak this term.

Credsf – Credits taken at Southfield this term.

UPDATES ON THE "DEMO" AND "DEMO-COURSE" FILES

If you are using the Demo and Demo-Course files you will notice that there are inconsistencies term to term. The following is a summary of information about using these files.

First, note that some files are "Demo" and some are "Demo Course". Demo Course files include student course enrollments for the term, while Demo files do not. When the College first switched to Colleague, the direction was to incorporate a student's course enrollments into their demographic record. However, since that time it has seemed more practical to set up a separate course file, and merge it as needed. For further information on using the Student Course Registration files see that document ("Using the Student Course Registration files").

Also, some of these files include test information. Data entry, tests administered, and our extract program have changed over the past two years. If you need to evaluate test scores, you will be working directly with the syntax and raw data files or querying Colleague. Please see Eileen for more information.

VARIABLES TO PAY PARTICULAR ATTENTION TO

If you are looking at race/ethnicity, use REPRACE. This is the calculated Race/Ethnicity which incorporates Non-Resident Alien.

If you are looking at First Time in Any College (FTIAC) students, use the calculated variable FTIAC. This variable looks at all of the factors used in verifying that a student is ftiac.

The variable STATUS indicates whether or not the student is actively enrolled in at least one credit during the term at the particular point in time. A status of '1' indicates active.

The following list is a preliminary 'dictionary' of the demo file. It lists the common variables you should find in all of the Demo and in all of the Demo Course files.

COMMON VARIABLES IN THE DEMO FILE

Id – Student ID

Ssn – Student Social Security number if available

Lname – Student Last Name

Fname – Student First Name

Mname – Student Middle Name or Initial

Homcmp – Home Campus, or where the student's original application was filed and paperwork stored

Prvcmp – Previous Home Campus, if a student has changed Home Campus

Fmrlname – Former Last Name, if a student has changed that name, e.g. by marriage or divorce

Fmrfname – Former First Name, if first name has changed

Fmrmname – Former Middle Name, if middle name has changed

Rescnty – Residence County. Numeric code for county. Inconsistently populated.

Resstt – Residence State. Inconsistently populated.

Rescntry – Residence Country. Inconsistently populated.

Alien – Do not use; indicates Non-Resident Alien status for select terms. Calculated into Race/Ethnicity.

Primlang – Primary language. Inconsistently populated.

Immig – Immigration status should indicate Visa code; however, it is not consistently populated, and, similarly to alien status, the process of reporting it for students changed.

Area – Telephone area code. Note with below, it is the student's preferred phone number, so may indicate a cellular phone, temporary phone, parent's phone, or whatever the student has updated at the time.

Phone – Phone Number.

Gender – Student Gender. In the past, if missing, gender has defaulted to male (M).

Ethnic – Student's reported race/ethnicity. This varies from the race/ethnicity categories on state and federal reports. See Reprace (Reported Race/Ethnicity) for further details. Note, also, that ethnic has a limited number of values. Comparing with federal census data is difficult, because federal census data collection allows for selecting multiple races/ethnicities.

Brthmo – Student birth month

Brthda – Student birth day

Brthyr – Student birth year

Ferpa – FERPA (Family Education and Right to Privacy Act) Code. Not populated. Previously indicated student permission to release records

Veteran – Veteran Status. Inconsistently populated.

Vetben – Veteran Benefits. Inconsistently populated.

Rescode – Residency Code for billing. Describes billing, and defines in or out of district students.

Citizen – Indicates U.S. citizenship attainment. This will be populated only for students who enter OCC as non-citizens. A Y indicates attainment of citizenship after entering OCC. An N indicates the student is not a U.S. citizen.

Address – Student address.

address2 – Student address line 2.

City – Student city

State – Student state

Zip – Student zip code

SPECIAL NOTES ON HIGH SCHOOLS – High School graduation information was not ‘converted’, or brought over from the old system, for students with applications prior to Summer I (Spring) 2002.

Additionally, the graduation field was not always triggered correctly until approximately Summer I (Spring) 2003. If graduation month and year contain data, the appropriate fields have been triggered.

Another way to determine if the student is a high school graduate is to look at ‘prevdeg’, Highest Degree Earned Previously.

Hscnty – High School County. Generally populated if High School is populated other than GED, Non-U.S. High Schools, or Non-Michigan Schools

Hscode – High School Code. Generally populated if High School is populated.

Hsname – High School Name. Note, GED, Non-Michigan High School, and Non- U.S. High School appear as High School Names.

Hscity – High School City. Generally populated for Michigan High Schools, sometimes for Non-Michigan High Schools.

Hsstate – High School State. Generally populated, except for GED and Non-U.S. High Schools.

Hsgradmo – High School Graduation Month. See Special Notes on High Schools above.

Hsgradyr – High School Graduation Year. . See Special Notes on High Schools above.

Ged – Indicates completion of GED for high school, regardless of further education.

Appmo – Application month. Only available for students whose application data is filed in Colleague, and should reflect only most recent application month if multiple applications have been filed.

Appday – Application day. Only available for students whose application data is filed in Colleague, and should reflect only most recent application day if multiple applications have been filed.

Appyr – Application year. Only available for students whose application data is filed in Colleague, and should reflect only most recent application year if multiple applications have been filed.

Appsess – Application intended start session. Indicates most recently filed application intended starting term.

Admst – Application admission status. Student reported admission status. Use value ‘FT’, First Time in any College, with extreme caution. First time in any college is generally verified by evaluating previous enrollment, transfer, and previous degrees. See FTIAC variable.

Intent – Educational Intent. Information regarding educational intent was not converted from the previous data system. Intent is available for students whose application data has been entered into the Colleague system. Additionally, students who use Web Advisor (Internet registration) are asked to update their educational intent.

Credatt – Credits attempted. Credits attempted during OCC career. Note that there are concerns about using summary credit fields; in some cases withdrawn, audit, and other non-credit bearing courses may have been included.

Credearn – Credits earned. Credits earned during OCC career. Note that there are concerns about using summary credit fields; in some cases withdrawn, audit, and other non-credit bearing courses may have been included.

Brthmo – Student birth month

Brthda – Student birth day

Brthyr – Student birth year

Ferpa – FERPA (Family Education and Right to Privacy Act) Code. Not populated. Previously indicated student permission to release records

Veteran – Veteran Status. Inconsistently populated.

Vetben – Veteran Benefits. Inconsistently populated.

Rescode – Residency Code for billing. Describes billing, and defines in or out of district students.

Citizen – Indicates U.S. citizenship attainment. This will be populated only for students who enter OCC as non-citizens. A Y indicates attainment of citizenship after entering OCC. An N indicates the student is not a U.S. citizen.

Address – Student address.

address2 – Student address line 2.

City – Student city

State – Student state

Zip – Student zip code

hsctny

hscode

hsname

hscity

hsstate

hsgradmo

hsgradyr

ged

appmo

appday

appyr

appsess

admst

intent

credatt

credearn

gpacreds

gpapts

prevsess

crprog

ncprog

prevdeg

Reprace – Reported Race/Ethnicity. This variable incorporates alien status to add the NR, or Non-Resident Alien, value. While not truly a race/ethnicity, NR is used for state and federal reporting purposes as a race/ethnicity category.

Status – A '1' indicates that the student has active status in at least one credit at the particular point in time. A 0 or missing value indicates that the student had some activity in the term, but is not considered active in at least credit at that period in time.

Credah – Credits taken at Auburn Hills this term.

Credhl – Credits taken at Highland Lakes this term.

Credor – Credits taken at Orchard Ridge this term.

Credro – Credits taken at Royal Oak this term.

Credsf – Credits taken at Southfield this term.

Campus Credits for the Demo file . SPS

**** Using duplicated course registration file, set the file up to calculate credits and attendance by campus.
**** This information will be merged into the Demographic file.

```
IF (loc = 'AH') credah = cred .
IF (loc = 'HL') credhl = cred.
IF (loc = 'OR') credor = cred.
IF (loc = 'RO') credro = cred.
IF (loc = 'SF') credsf = cred.
IF (loc NE 'AH' & loc NE 'HL' & loc NE 'OR' & loc NE 'RO' & loc NE 'SF') creddw = cred.
VARIABLE LABELS credah 'Credits taken at Auburn Hills'
credhl 'Credits taken at Highland Lakes'
credor 'Credits taken at Orchard Ridge'
credro 'Credits taken at Royal Oak'
creditsf 'Credits taken at Southfield'
credwdw 'Credits taken District wide'.
EXECUTE .
```

AGGREGATE

```
/OUTFILE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data\Student campus credit counts'+
'042.sav'
/BREAK=run term id
/credah = SUM(credah) /credhl = SUM(credhl) /credor = SUM(credor) /credro = SUM(credro) /creditsf = SUM(creditsf) /credwdw =
SUM(credwdw).
```

GET

```
FILE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data\Student campus credit counts
042.sav'.
SORT:CASES BY
id (A) .
```

Return to the developing demographic file. Add all of the variables from the Aggregate file.

MATCH FILES /FILE=*

```
/TABLE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data\Student campus credit counts
042.sav'
/BY id.
EXECUTE.
```

**** For Summer I and Summer II select out those students not enrolled in the relevant portion of the term by selecting
**** those with run date (extract date) not equal to blank.

FILTER OFF.

```
USE ALL.
SELECT IF(run ~= ' ').
EXECUTE .
```

Colleague DEMO. SPS

```
GET DATA /TYPE = TXT
/FILE = 'I:\Research Data\Student Information System\Summer 2004\STUDENT070604 (2004SU).DAT'
/DELCASE = LINE
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10
ssn A11
lname A26
fname A16
mname A10
homcmp A2
prvcmp A2
fmrlname A26
fmrfname A16
fmrname A15
rescnty A6
resstt A2
rescntry A5
alien A1
primlang A10
immig A4
area F3.0
phone A8
gender A1
ethnic A2
brthmo F2.0
brthda F2.0
brthyr F2.0
ferpa A1
veteran A2
vetben A3
rescode A4
citizen A1
address A26
address2 A26
city A20
state A2
zip A10
hscnty F7.0
hscode F6.0
hsname A27
hscity A16
hsstate A2
hsgradmo F1.0
hsgradyr F1.0
ged A1
appmo F2.0
appday F2.0
appyr F2.0
appsess A7
admst A2
intent A5
credreg 5 X
credatt F5.2
credearn F5.2
gpacreds F5.2
gpapts F6.2
prevsess A7
crprog A14
sdprog 14 X
ncprog A7
prevdeg F1.0
```

CACHE.

EXECUTE.

VARIABLE LABELS

id 'Student ID'
ssn 'Social Security Number'
lname 'Last Name'
fname 'First Name'
mname 'Middle Name'
homcmp 'Home Campus'
prvcmp 'Previous Home Campus'
fmrlname 'Former Last Name'
fmrfname 'Former First Name'
fmrname 'Former Middle Name'
rescnty 'County of Residence'
resstt 'State of Residence'
rescntry 'Country of Residence'
alien 'Alien Status'
primlang 'Primary Language'
immig 'Immigration Status'
area 'Area Code'
phone 'Phone Number'
gender 'Gender'
ethnic 'Race/Ethnicity'
brthmo 'Birth Month'
brthda 'Birth Day'
brthyr 'Birth Year'
ferpa 'Privacy Code'
veteran 'Veteran Status'
vetben 'Veterans Benefits'
rescode 'Residency Code'
citizen 'U.S. Citizenship'
address 'Address'
address2 'Address Line 2'
city 'City'
state 'State'
zip 'Zip Code'
hscnty 'High School County'
hscode 'High School Code'
hsname 'High School Name'
hscity 'High School City'
hsstate 'High School State'
hsgradmo 'High School Graduation Month'
hsgradyr 'High School Graduation Year'
ged 'GED'
appmo 'OCC Application Month'
appday 'OCC Application Day'
appyr 'OCC Application Year'
appsess 'Intended Starting Session'
admst 'Admission Status'
intent 'Educational Goal'
credatt 'Credits Attempted OCC Career'
credearn 'Credits Earned OCC Career'
gpacreds 'Credits Calculated in GPA'
gpapts 'Grade Points Earned OCC Career'
prevsess 'Last Session Attended'
crprog 'Credit Program'
ncprog 'Non-Credit Program'
prevdeg 'Highest Degree Obtained'

EXECUTE.

value labels admst 'CG' 'College Guest' 'FT' 'First Time in Any College' 'HD' 'Dual Enrollment'
'HG' 'High School Guest' 'NC' 'Non Credit' 'PR' 'Previously Attended OCC' 'TR' 'Transfer'.

value labels intent 'TW' 'Transfer without obtaining degree or certificate'
'TA' 'Transfer after obtaining degree or certificate'
'DC' 'Obtain OCC degree or certificate'

'ER' 'Employment Related Knowledge'
'EN' 'Gain knowledge unrelated to employment'
'UN' 'Undecided'.

value labels immig 'PR' 'Permanent Resident'
'TR' 'Temporary Resident'
'RE' 'Refugee/Asylee'
'RA' 'Resident Alien'
'NI' 'Non-Immigrant'
'NR' 'Non-Resident Alien'
'UN' 'Unknown'
'AU' 'Au Pair'
'F1' 'F-1 Student'
'OI' 'Other International'.

value labels rescode 'REVN' 'Residency Verification Needed' 'SCOD' 'Invalid Code'
'OUSV' 'Virtual College Out of State' 'OUDV' 'Virtual College Out of District'
'SCIN' 'Invalid Code' 'INOS' 'International Out of State' 'INOD' 'International Out of District'
'INID' 'International In District' 'INDI' 'In District' 'OUST' 'Out of State'
'INDV' 'Virtual College In District' 'OUDI' 'Out of District'.

value labels prevdeg 1 'Doctorate' 2 'Master' 3 'Bachelor' 5 'Associate' 6 'Certificate'
7 'High School' 8 'GED' 9 'No determination'.

value labels ethnic 'AF' 'African American' 'AS' 'Asian' 'HI' 'Hispanic' 'NI' 'Native American'
'UN' 'Race Unknown' 'WH' 'White'.

*To prepare file for merge.
SORT CASES BY
id (A) .

*To remove blanks and test accounts.
FILTER OFF.
USE ALL.
SELECT IF (id NE '' & id NE '0616743' & id NE '0616744' & id NE '0616750'
& id NE '0616751' & id NE '0613236' & id NE '0554404').
EXECUTE .

SAVE OUTFILE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data'+
'\Demo 042E.sav'.

* Add fpalst (Corrected Alien Status).
MATCH FILES /FILE=*
/TABLE='I:\Research Data\Student Information System\Summer 2004\fpalst summer I EOS & II FDS 2004.sav'
/BY id.
EXECUTE.

SAVE OUTFILE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data'+
'\Demo 042E.sav'.

Reported Race Ethnicity . SPS

STRING reprice (A8).

IF (fpalst = 'Y') reprice = 'NR' .

IF (fpalst NE 'Y') reprice = ethnic .

VARIABLE LABELS reprice 'Reported Race/Ethnicity' .

EXECUTE .

value labels reprice 'AF' 'African American' 'AS' 'Asian' 'HI' 'Hispanic' 'NI' 'Native American'
'UN' 'Race Unknown' 'WH' 'White' 'NR' 'Non Resident Alien'.

Transfers . SPS

```
DATA /TYPE = TXT
FILE = 'I:\Research Data\Student Information System\Summer 2004'+
'COLLEGE070604 (2004SU).DAT'
/DELCASE = LINE
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10
ssn A11
lname A11
fname A11
mname A8
homcmp A2
prvcmp A2
tcoll A35
cred F8.2

.
CACHE.
EXECUTE.

FILTER OFF.
USE ALL.
SELECT IF(id ~=' ' & id NE ' ').
EXECUTE .

COMPUTE tcred = cred * .01 .
EXECUTE .

SAVE OUTFILE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data'+
'\Transfer042E.sav'.

VARIABLE LABELS
tcoll 'Transfer College'
tcred 'Credits from Transfer College'.
EXECUTE.

SORT CASES BY id .
CASESTOVARS
/ID = id
/GROUPBY = INDEX .

SAVE OUTFILE='I:\Research Data\Student Information System\Summer 2004\Summer I 2004 Raw Data'+
'\Transfer042E.sav'.
```

Transfers. SPS

Summer 2004 / Summer I 2004

```
DATA /TYPE = TXT
FILE = 'I:\Research Data\Student Information System\Winter 2004\Raw Data'+
'COLLEGEWIN04050403.DAT 070604 (2004su).DAT'
/DELCASE = LINE
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10
ssn A11
lname A11
fname A11
mname A8
homcmp A2
prvcmp A2
tcoll A35
cred F8.2
```

```
.
CACHE.
EXECUTE.
```

```
FILTER OFF.
USE ALL.
SELECT IF(id ~=' ' & id NE ' ').
EXECUTE .
```

```
COMPUTE tcred = cred * .01 .
EXECUTE .
```

Summer / Summer I / 2004 R

```
SAVE OUTFILE='I:\Research Data\Student Information System\Winter 2004'+
'\Transfer041e.sav'.
ZE
```

```
VARIABLE LABELS
tcoll 'Transfer College'
tcred 'Credits from Transfer College'.
EXECUTE.
```

```
SORT CASES BY id .
CASESTOVARS
/ID = id
/GROUPBY = INDEX .
```

```
SAVE OUTFILE='I:\Research Data\Student Information System\Winter 2004'+
'\Transfer041e.sav'.
ZE
```



Previous OCC Degrees after Summer 1 2003, SPS

GET DATA /TYPE = TXT
/FILE = 'I:\Research Data\Student Information System\Summer 2004\Raw Data'+
'DEGREES\WIN04050403.DAT' 0706041 (2004SU).DAT'
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10
ssn A11
lname A26
fname A15
mname A8
homcmp A2
prvcmp A2
major A3
spec A3
awd A4
awdmo A2
awdyr A2.

VARIABLE LABELS

major 'Primary Subject Area'
spec 'Specialization Area'
awd 'Previous OCC Award Type'
awdmo 'Previous OCC Degree Month'
awdyr 'Previous OCC Degree Year'.

CACHE.
EXECUTE.

STRING occdeg (A12).
VARIABLE LABELS occdeg 'Previous OCC Degree program' .
IF (spec ~= '') occdeg = CONCAT(major, ',', spec, ',', awd) .
IF (spec = '') occdeg = CONCAT (major, ',', awd).
EXECUTE .

FILTER OFF.
USE ALL.
SELECT IF(id ~= ' ' & id NE ' ').
EXECUTE .

SAVE OUTFILE='I:\Research Data\Student Information System'+
'\Summer 2004\Previous OCC Degrees 041e.sav'.
Summer 2004\ Summer 1 2004 Raw Data\

SORT CASES BY id .
CASESTOVARS
/ID = id
/GROUPBY = INDEX .

SAVE OUTFILE='I:\Research Data\Student Information System'+
'\Winter 2004\Previous OCC Degrees 041e.sav'.
R

FTIAC.SPS

****Calculate FTIAC (First Time in Any College). Note the following: status refers to active
****status in at least one course. 'admst' (Admit Status) refers to the student's self-reported
****admission status, with FT being First Time in Any College. Previous Session (prevsess)
****null indicates no prior registration at OCC. Highest degree obtained previously (prevdeg)
****greater than 6 indicates high school graduate, GED, unknown, or hasn't graduated high
****school. Transfer college (tcoll) variables indicate activity at other colleges, except those
****indicated within the syntax which are Tech Prep programs at OCC. A credit program (crprog)
****of Guest or High School Dual Enrollment eliminates a student from being considered as
****first time in any college. Finally, presence of occdeg.1 (Previous OCC degree) would indicate
****attendance at OCC.

STRING ftiac (A8).

```
IF (status = 1 & admst = 'FT' & prevsess = '' & prevdeg > 6 & (tcoll.1 = '' | tcoll.1 =  
'TECH PREP BUSINESS INFORMATION SYST' | tcoll.1 = 'TECH PREP DRAFTING'+  
'/DESIGN' | tcoll.1 = 'TECH PREP EARLY CHILDHOOD DEVELOPME' | tcoll.1 = 'TECH'+  
' PREP HEALTH' | tcoll.1 = 'TECH PREP MEDICAL ASSISTING' | tcoll.1 = 'TECH'+  
' PREP STUDENT-APPLICANT' | tcoll.1 = 'ADVANCED PLACEMENT EXAMINATION-CEEB'  
| tcoll.1 = 'COLLEGE ENTRANCE EXAMINATION BOARD') & tcoll.2 = '' & crprog ~= 'GUE' & crprog ~=  
'HSG' & occdeg.1 = '') ftiac = 'Y'.
```

VARIABLE LABELS ftiac 'Calculated FTIAC'.

EXECUTE .

need STATUS

merge

"Summer I 2004 HEADCOUNT jun 3004 Unduplicated.SAV"

variable "stat"

1. LOGON TO THE SYSTEM

Choose the OCC Access icon (not Microsoft Access).

At the Initial Screen you will be asked for a user id and password. The user id is IR\$DATA. The password alternates between 4717746 and 1730009. If one password doesn't work use the other.

If you receive a message that the current password has expired follow the directions to enter a new password. Use whichever password was not the current.

2. CHOOSE THE OCC ACCESS APPLICATION

The next screen lists the various applications used in this system. The primary one for IR\$DATA use is 1 PROFS.

If 1 PROFS appears in a different color type than the other applications either another user is logged on, or the previous user did not log off. First, check to see if other users (Senior Interviewers or Research Assistants) are logged on. If noone is using the application, you will need to log off. To do that, press the Enter key by the number pad on your keypad, or the Control key to get to the Command line. Type Logoff. This will bring you to the original Logon screen. Logon again (as described in step 1, Logon to the system). If 1 PROFS again appears in a different color type, repeat the Logoff procedure until it appears in the same color type.

If 1 PROFS and most of the other applications appear in the same color type, press the Enter key by the number pad on your keypad, or the Control key to get to the Command line. Type 1, press Enter or Control.

3. ACCESS THE IR FILE LIST IN PROFS

You will probably encounter a mostly blank screen. It might include a line that says CMS System, or Control, or Command. Press the Pause/Break key at the upper right corner of the keyboard. The screen should refresh itself, and you should see the word Ready somewhere on the screen.

When you see Ready, you can either press F6, or type in filel at the command line. The list of files should appear. If you don't see the file name you are interested in, press F7 which is the command for next page, or F8 which is the command for previous page.

4. Edit and submit the "One Ten SAS" File, which creates the Demo and Course Files

In the file list there is a SAS program called ONETEN SAS.

Move the cursor in front of this file and Press F11 to view it. Locate the line near the top of the program that says Volser=[a six digit number]. This is the cartridge or tape number we keep a list of. Note that early 1990 session numbers have a tape extension. At the beginning of a new session we get the cartridge number from the Operations person at extension 2260 (I usually speak with Yvonne at extension 2259).

On the same line with Volser is label=[6 or 9]. If you are running this for the One-tenth day of the session, this should read label = 6. If this is for the End Of Session, this should read label = 9. If it is first day of session this should read label = 2.

After changing the tape or cartridge number, etc., go to the command line by pressing the number pad enter key or the control key. Type FILE to save your changes and exit. If you accidentally made changes that you do not want to save, type QQUIT. The list of files should appear again. If it does not appear try pressing F2 (Refresh) or the Pause/Break key. If the list still doesn't appear try pressing F6.

On the file list type **SUBMIT [SPACE] / [SPACE] RDR** in front of the ONETEN SAS file you just edited.

Call Operations (Main number 2260, or Yvonne at 2259) to let them you have submitted a job and ask him/her to release it.

Press F3 to quit out of the file list.

5. Receive the Demo and Course Files into the IR\$DATA files

Be sure that you are not in the file list by typing F3 if you have not done so after the last step. Wait about 10 to 15 minutes after the operator lets you know they will release the job. Either Press F5 or type rl at the command list to view the reader list. This list details files sent to IR. In the reader list there will be several files (usually 4 or 6 files). Those from the One Ten Sas job will have titles similar to 001401 MO. One file will be the COURSE file and the other will be the DEMO file, the rest are "dummy" files which include the execution code. (If the programs did not run properly error messages will be in the execution code, and you will not have received four files. If that is the case, "receive" all of the files instead of those as directed below).

Of the files, the DEMO file is the one with the greatest number of records. In front of the largest file, type **RECEIVE [SPACE] / [SPACE] DEMO DATA A**. In front of the next largest file, type **RECEIVE [SPACE] / [SPACE] COURSE DATA A**.

(You can alter these names, keeping in mind that the first and second words (e.g. DEMO and DATA) or set of letters should not exceed six characters, and the final letter should be A. You cannot use spaces, dashes, hyphens or characters other than letters or numbers.)

Press F3 to quit.

6. Reblock the Demo and Course Files

The Demo and Course files need to be "reblocked" and transferred to our side of the mainframe. If you open the files in their current state (press F11 to do this) you will see that they are compressed, with strange characters mixed in with letters and numbers. Reblocking aligns the information we need into columns that fit well in a Text document.

First of all, press F6 or type filel in the Command Line. The file list will appear, and the newest files, DEMO DATA A and COURSE DATA A should appear at the top. Next, press the number keypad Enter key or the Control key to get to the command line. In the command line, type **REBLOCK [current file name] [SPACE] [new file name]** For example:
REBLOCK DEMO DATA A DEMO FALL A

After the system says "ready" do the same for the Course file, for example:

REBLOCK COURSE DATA A COURSE FALL A

An alternative naming convention might be to identify the new files by session. For instance, instead of DEMO DATA A to DEMO FALL A, try FALL98 DEMO A. As we back up all of the Demo and Course files we may end up with quite a few in the file list, and this would help us to identify the correct session. The rule to follow is, no more than six characters (letters and numbers only) for the first two "words," and the final letter must be A.

7. Find the Reblocked Files

Press the F2 key to refresh the screen once you have received the message that the files have been reblocked. The new files should be at the top of the list. If this process was successful, delete the original files because you will be working with the reblocked files.

8. Transfer the files to the LAN

On the toolbar in Profs click on the Transfer menu. There should be a short drop-down menu with approximately three transfer types. Make sure there is a checkmark by the VMS option. Let the menu go. Using your mouse, select the file name you want to transfer, making sure to include the three elements (e.g. DEMO and FALL and A). Click the copy button on the PROFS toolbar.

Click on the Transfer Menu again. Choose "Receive File from Host."

In the host file dialog box click the Paste Button. Then click Load for it to appear in the Transfer dialogue box.

In the PC File box type the path and file name you want the file to have on the LAN (I:\Research Data\Student Information System ... Demo-945.dat) Make sure that the actual file name extension is "dat" to ensure compatibility with the SPSS syntax. It is very important that you choose text in the transfer type box.

Then click Receive button in the dialog box

Do the same to download COURSE FALL A or whatever you have named the Course file to a file such as Course-945.dat.

Once you are sure everything transferred to the LAN properly, be sure to delete the files from IR\$DATA. In front of the files you want to delete type DISCARD then space, and then press [ENTER]

Press [F3] to exit .

9. Log Off PROFS

Get to the command line. Type Log. Another screen will appear. Type Logoff. You should be returned to the original Log On Screen.

HANDY COMMANDS AND FUNCTION KEYS

Pause/Break key – located at the upper right corner of your keyboard, to the right of the function keys. This clears the screen, or brings it back.

F2 – Refresh. Refreshes the screen.

F3 – Quit.

F7 – Page Forward

F8 – Page Backward

F6 – Produces the filelist as long as you are not in another area (such as the reader list). Press F3 to get out of the reader list, then press F6.

F5 – Produces the reader list as long as you are not in another area (such as the file list). Press F3 to get out of the file list, then press F5.

Remember that the Return key (the Enter key located near the alpha section of the keyboard) will only acts as a line return key in PROFS. To actually enter a command you need to hit the Enter key located on the number pad, or the Control key located under the Shift keys on your keyboard.

QUIT – Type this command in the command line to exit a file if you don't want to save changes.

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

*****END OF SESSION DEMO (INCORPORATING GRADE TO DETERMINE COURSE STATUS)**

****Prior to running this syntax several Replace All commands must occur. First, the date portion**

****of the raw data files must be adjusted. For example, Replace all 'SEP1404' with 'JAN2304'.**

****Next, the term file in the Research Data file must be replaced, e.g. 'Fall 2004' with 'Winter 2004'.**

****The foreign person alien status file has a different naming convention and must also be replaced.**

****Replace 'eos' with 'eos', for example. The output file term identifier needs **to be replaced as well, for example 045T with 051F or 045T with 041T.**

Replace the full Headcount

****file name in order to ensure that the correct extract is used for counting purposes.**

***Replace "Updated ** of Session" sub-directory.**

**** Note that for Fall 2004 End of session the student demographic and headcount files are dated JAN0405.**

GET DATA /TYPE = TXT

/FILE = 'I:\Research Data\Student Information System\Raw Data files\Fall 2006\Raw Data\STUDENTJAN0207.DAT'

/DELCASE = LINE

/DELIMITERS = ", "

/QUALIFIER = ""

/ARRANGEMENT = DELIMITED

/FIRSTCASE = 2

/IMPORTCASE = ALL

/VARIABLES =

id A10

ssn A11

lname A26

fname A16

mname A15

homcmp A2

prvcmp A2

fmrlname A26

fmrfname A16

fmrname A15

rescnty A6

resstt A2

rescntry A5

alien A1

primlang A10

immig A4

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

**area F3.0
phone A8
gender A1
ethnic A2
brthmo F2.0
brthda F2.0
brthyr F2.0
ferpa A1
veteran A2
vetben A3
rescode A4
citizen A1
address A26
address2 A26
city A20
state A2
zip A10
hscnty F7.0
hscode F6.0
hsname A27
hscity A20
hsstate A2
hsgradmo F2.0
hsgradyr F2.0
ged A1
appmo F2.0
appday F2.0
appyr F2.0
appsess A7
admst A2
intent A5
regcred F5.2
credatt F5.2
credearn F5.2
gpacreds F5.2
gpapts F6.2
prevsess A7
crprog A14
sdprog 14 X
ncprog A14
prevdeg F1.0**

**CACHE.
EXECUTE.**

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

VARIABLE LABELS

id 'Student ID'
ssn 'Social Security Number'
lname 'Last Name'
fname 'First Name'
mname 'Middle Name'
homcmp 'Home Campus'
prvcmp 'Previous Home Campus'
fmrlname 'Former Last Name'
fmrfname 'Former First Name'
fmrmmname 'Former Middle Name'
rescnty 'County of Residence'
resstt 'State of Residence'
rescntry 'Country of Residence'
alien 'Alien Status'
primlang 'Primary Language'
immig 'Immigration Status'
area 'Area Code'
phone 'Phone Number'
gender 'Gender'
ethnic 'Race/Ethnicity'
brthmo 'Birth Month'
brthda 'Birth Day'
brthyr 'Birth Year'
ferpa 'Privacy Code'
veteran 'Veteran Status'
vetben 'Veterans Benefits'
rescode 'Residency Code'
citizen 'U.S. Citizenship'
address 'Address'
address2 'Address Line 2'
city 'City'
state 'State'
zip 'Zip Code'
hscnty 'High School County'
hscode 'High School Code'
hsname 'High School Name'
hscity 'High School City'
hsstate 'High School State'
hsgradmo 'High School Graduation Month'
hsgradyr 'High School Graduation Year'
ged 'GED'
appmo 'OCC Application Month'
appday 'OCC Application Day'
appyr 'OCC Application Year'

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

appsess 'Intended Starting Session'
admst 'Admission Status'
intent 'Educational Goal'
regcred 'Colleague Recorded Credits Registered this term'
credatt 'Credits Attempted OCC Career'
credearn 'Credits Earned OCC Career'
gpacreds 'Credits Calculated in GPA'
gpapts 'Grade Points Earned OCC Career'
prevsess 'Last Session Attended'
crprog 'Credit Program'
ncprog 'Non-Credit Program'
prevdeg 'Highest Degree Obtained'

EXECUTE.

value labels admst 'CG' 'College Guest' 'FT' 'First Time in Any College' 'HD'
'Dual Enrollment'
'HG' 'High School Guest' 'NC' 'Non Credit' 'PR' 'Previously Attended
OCC' 'TR' 'Transfer'.

value labels intent 'TW' 'Transfer without obtaining degree or certificate'
'TA' 'Transfer after obtaining degree or certificate'
'DC' 'Obtain OCC degree or certificate'
'ER' 'Employment Related Knowledge'
'EN' 'Gain knowledge unrelated to employment'
'UN' 'Undecided'.

value labels immig 'PR' 'Permanent Resident'
'TR' 'Temporary Resident'
'RE' 'Refugee/Asylee'
'RA' 'Resident Alien'
'NI' 'Non-Immigrant'
'NR' 'Non-Resident Alien'
'UN' 'Unknown'
'AU' 'Au Pair'
'F1' 'F-1 Student'
'OI' 'Other International'.

value labels rescode 'REVN' 'Residency Verification Needed' 'SCOD'
'Invalid Code'
'OUSV' 'Virtual College Out of State' 'OUDV' 'Virtual College Out of
District'
'SCIN' 'Invalid Code' 'INOS' 'International Out of State' 'INOD'
'International Out of District'
'INID' 'International In District' 'INDI' 'In District' 'OUST' 'Out of State'

End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)

'INDV' 'Virtual College In District' 'OUDI' 'Out of District'.

value labels prevdeg 1 'Doctorate' 2 'Master' 3 'Bachelor' 5 'Associate' 6
'Certificate'
7 'High School' 8 'GED' 9 'No determination'.

value labels ethnic 'AF' 'African American' 'AS' 'Asian' 'HI' 'Hispanic' 'NI'
'Native American'
'UN' 'Race Unknown' 'WH' 'White'.

**To prepare file for merge.*
SORT CASES BY
id (A) .

**To remove blanks and test accounts.*
FILTER OFF.
USE ALL.
SELECT IF (id ~= " & id NE ' ' & id NE '0616743' & id NE '0616744' & id NE
'0616750'
& id NE '0616751' & id NE '0613236' & id NE '0554404').
EXECUTE .

SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data
files\Fall 2006\Demo 065E.sav'
/COMPRESSED.

**Create the Student Foreign Person Alien Status variable (fpalst), which is
the corrected
*alien status for students during the terms Summer 2003 until the XIR3
Colleague extract
* is corrected to bring in this variable from the Foreign Person file rather
than the Person file.*

GET DATA /TYPE = TXT
/FILE = 'I:\Research Data\Student Information System\Raw Data files\Fall
2006\Raw Data'+
'\fpalst Fall 2006 EOS.txt'
/DELCASE = LINE
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

fpalst A2 .

VARIABLE LABELS

id 'Student ID'

fpalst 'Corrected Alien Status'.

CACHE.

EXECUTE.

SORT CASES BY

id (A) .

**SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Foreign Person 065E.sav'
/COMPRESSED.**

** Add fpalst (Corrected Alien Status).*

GET

FILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Demo 065E.sav'.

MATCH FILES /FILE=*

/TABLE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Foreign Person 065E.sav'

/BY id.

EXECUTE.

**SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Demo 065E.sav'
/COMPRESSED.**

**Create the "Reported Race/Ethnicity" variable, which combines ethnicity with foreign person*

**alien status. State and federal reporting requirements include reporting non-resident aliens*

**as a separate race/ethnicity.*

STRING repace (A8).

IF (fpalst = 'Y') repace = 'NR' .

IF (fpalst NE 'Y') repace = ethnic .

VARIABLE LABELS repace 'Reported Race/Ethnicity' .

EXECUTE .

value labels repace 'AF' 'African American' 'AS' 'Asian' 'HI' 'Hispanic' 'NI' 'Native American'

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

'UN' 'Race Unknown' 'WH' 'White' 'NR' 'Non Resident Alien'.

**SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Demo 065E.sav'
/COMPRESSED.**

**Develop the transfers file, which provides the codes for and credits earned at other colleges
students attended.

**GET DATA /TYPE = TXT
/FILE = 'I:\Research Data\Student Information System\Raw Data files\Fall 2006\Raw Data'+
'\COLLEGEJAN0207.DAT'
/DELCASE = LINE
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10
ssn A11
lname A26
fname A16
mname A10
homcmp A2
prvcmp A2
tcoll A35
cred F8.2.
CACHE.
EXECUTE.**

**FILTER OFF.
USE ALL.
SELECT IF(id ~=" & id NE ' ').
EXECUTE .**

**COMPUTE tcred = cred * .01 .
EXECUTE .**

**VARIABLE LABELS
id 'Student ID'
ssn 'Social Security Number'**

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

**Iname 'Last Name'
fname 'First Name'
mname 'Middle Name'
homcmp 'Home Campus'
prvcmp 'Previous Home Campus'
tcoll 'Transfer College'
tcred 'Credits from Transfer College'.
EXECUTE.**

**SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Transfer065E.sav'
/DROP=cred /COMPRESSED.**

**GET
FILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Transfer065E.sav'.**

**SORT CASES BY id .
CASESTOVARS
/ID = id
/GROUPBY = INDEX .**

SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Transfer065E.sav'.

**GET
FILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Demo 065E.sav'.**

**MATCH FILES /FILE=*
/TABLE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Transfer065E.sav'
/RENAME (fname homcmp Iname mname prvcmp ssn = d0 d1 d2 d3 d4 d5)
/BY id
/DROP= d0 d1 d2 d3 d4 d5.
EXECUTE.**

**SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data files\Fall 2006\Demo 065E.sav'
/COMPRESSED.**

**Develop the Previous OCC Degrees file. Note that this syntax will not work for extract files*

**created prior to Summer I 2003 due to changes in the extract process.*

End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)

```
GET DATA /TYPE = TXT
/FILE = 'I:\Research Data\Student Information System\Raw Data files\Fall
2006\Raw Data'+
'DEGREESJAN0207.DAT'
/DELIMITERS = ", "
/QUALIFIER = ""
/ARRANGEMENT = DELIMITED
/FIRSTCASE = 2
/IMPORTCASE = ALL
/VARIABLES =
id A10
ssn A11
lname A26
fname A16
mname A10
homcmp A2
prvcmp A2
major A3
spec A3
awd A4
awdmo A2
awdyr A2.
```

```
VARIABLE LABELS
id 'Student ID'
ssn 'Social Security Number'
lname 'Last Name'
fname 'First Name'
mname 'Middle Name'
homcmp 'Home Campus'
prvcmp 'Previous Home Campus'
major 'Primary Subject Area'
spec 'Specialization Area'
awd 'Previous OCC Award Type'
awdmo 'Previous OCC Degree Month'
awdyr 'Previous OCC Degree Year'.
CACHE.
EXECUTE.
```

```
FILTER OFF.
USE ALL.
SELECT IF(id ~=" " & id NE ' ').
EXECUTE .
```

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

```
STRING occdeg (A12).  
VARIABLE LABELS occdeg 'Previous OCC Degree program' .  
IF (spec ~= ' ') occdeg = CONCAT(major, '.', spec, '.', awd) .  
IF (spec = ' ') occdeg = CONCAT (major, '.', awd).  
EXECUTE .
```

```
SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data  
files\Fall 2006\Previous OCC Degrees 065E.sav'  
/DROP=major spec awd /COMPRESSED.
```

```
GET  
FILE='I:\Research Data\Student Information System\Raw Data files\Fall  
2006\Previous OCC Degrees 065E.sav'.
```

```
SORT CASES BY id .  
CASESTOVARS  
/ID = id  
/GROUPBY = INDEX .
```

```
SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data  
files\Fall 2006\Previous OCC Degrees 065E.sav'.
```

```
GET  
FILE='I:\Research Data\Student Information System\Raw Data files\Fall  
2006\Demo 065E.sav'.
```

```
MATCH FILES /FILE=*  
/TABLE='I:\Research Data\Student Information System\Raw Data files\Fall  
2006\Previous OCC Degrees 065E.sav'  
/RENAME (fname homcmp lname mname prvcmp ssn = d0 d1 d2 d3 d4 d5)  
/BY id  
/DROP= d0 d1 d2 d3 d4 d5.  
EXECUTE.
```

```
SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data  
files\Fall 2006\Demo 065E.sav'  
/COMPRESSED.
```

*To prepare to run "FTIAC" syntax, you must add "status" from the Headcount file. The following syntax creates the needed variables using the same counting rules as the official enrollment report. Status is the term status.

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

**The first set of syntax (now commented out) should be used on extracts prior to

**Winter 2006. Changes made after that time are included in the second set of syntax

**below.

*GET DATA /TYPE = TXT

* /FILE = 'I:\Research Data\Student Information System\Raw Data files\Fall 2006\Raw Data'+

* '\HEADCOUNTJUL0506.DAT'

* /DELCASE = LINE

* /DELIMITERS = ", "

* /QUALIFIER = ""

* /ARRANGEMENT = DELIMITED

* /FIRSTCASE = 2

* /IMPORTCASE = ALL

* /VARIABLES =

* run A10

* term A7

* pref A3

* num F6

* loc A2

* syn F6

* acs F4.2

* strt A8

* end A8

* type A3

* cred F4.2

* cont F5.2

* id a10

* hmcp A2

* last A13

* first A11

* midd A10

* ssn A11

* grde F2.1

* stat A1

*

*CACHE.

*EXECUTE.

*

*FILTER OFF.

*USE ALL.

*

*VARIABLE LABELS

*run 'Extract Date'

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

```
*term 'Session'  
*pref 'Course Prefix'  
*num 'Course Number'  
*loc 'Course Location'  
*syn ' Course Synonym'  
*acs 'Course Activity Classification Structure Code'  
*strt 'Course Start Date'  
*end 'Course End Date'  
*type 'Course Type'  
*cred 'Course Credit Hours'  
*cont 'Course Contact Hours'  
*id 'Student ID Number'  
*hmcp 'Student Home Campus'  
*last 'Student Last Name'  
*first 'Student First Name'  
*midd 'Student Middle Name'  
*ssn 'Student Social Security Number'  
*grde 'Student Course Grade'  
*stat 'Student Status in Course'  
*EXECUTE.
```

```
GET DATA /TYPE = TXT  
/FILE = 'I:\Research Data\Student Information System\Raw Data files\Fall  
2006\Raw Data'+  
'\HEADCOUNTJAN0207.DAT'  
/DELCASE = LINE  
/DELIMITERS = ", "  
/QUALIFIER = ""  
/ARRANGEMENT = DELIMITED  
/FIRSTCASE = 2  
/IMPORTCASE = ALL  
/VARIABLES =  
run A10  
term A7  
pref A3  
num F6  
section A5  
loc A2  
syn A10  
acs F4.2  
strt A8  
end A8  
type A3  
cred F4.2  
cont F5.2
```

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

**id a10
hmcp A2
last A13
first A11
midd A10
grde F2.1
regstat A1
stat A1**

**CACHE.
EXECUTE.**

**FILTER OFF.
USE ALL.**

**VARIABLE LABELS
run 'Extract Date'
term 'Session'
pref 'Course Prefix'
num 'Course Number'
section 'Course Section Number'
loc 'Course Location'
syn 'Course Synonym'
acs 'Course Activity Classification Structure Code'
strt 'Course Start Date'
end 'Course End Date'
type 'Course Type'
cred 'Course Credit Hours'
cont 'Course Contact Hours'
id 'Student ID Number'
hmcp 'Student Home Campus'
last 'Student Last Name'
first 'Student First Name'
midd 'Student Middle Name'
grde 'Student Course Grade'
regstat 'Registration Status'
stat 'Student Status in Course'**

EXECUTE.

**FILTER OFF.
USE ALL.
SELECT IF(id ~= '**

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

```
' & id ~= '' & id NE '0554404' & id NE '0616743' &  
  id NE '0616744' & id NE '0616750' & id NE '0616751'  
  & id NE '0613236').  
EXECUTE .
```

****FOR SUMMER I**

****Select those course registrations for courses that fit into the Summer I session. Those**
**** courses will generally fall within a fixed set of dates. If it is not possible to evaluate**
**** whether or not the registration belongs in Summer I or Summer II by the start date,**
**** look at the Section Number of the Course (not in this data file) Per Leanne any 10 week course starting in Summer I is Summer I..**

***FILTER OFF.**

***USE ALL.**

```
*SELECT IF (strt NE '06/29/06' & strt NE '07/02/06' & strt NE '07/05/06' & strt  
NE '07/06/06'
```

```
& strt NE '07/07/06' & strt NE '07/10/06' & strt NE '07/11/06'
```

```
& strt NE '07/12/06' & strt NE '07/13/06' & strt NE '07/17/06' & strt NE  
'07/18/06' & strt NE '07/20/06' & strt NE '08/14/06').
```

***EXECUTE.**

****FOR SUMMER II**

****Select those course registrations for courses that fit into the Summer II session. Those**
**** courses will generally fall within a fixed set of dates. If it is not possible to evaluate**
**** whether or not the registration belongs in Summer I or Summer II by the start date,**
**** look at the Section Number of the Course (not in this data file).**

****FILTER OFF.**

****USE ALL.**

```
**SELECT IF (strt = '07/01/05' | strt = '07/03/05' | strt = '07/05/05' | strt =  
'07/06/05' | strt = '07/07/05' | strt = '07/08/05'
```

```
**| strt = '07/11/05' | strt = '07/12/05' | strt = '07/13/05' | strt = '07/21/05' | strt =  
'08/15/05').
```

****EXECUTE.**

***Include students in Summer I (15 week grades concerns).**

***FILTER OFF.**

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

***USE ALL.**

***SELECT IF(grde > -1 or (MISSING(grde) and (regstat = 'A' OR regstat = 'N')).**

***EXECUTE.**

FILTER OFF.

USE ALL.

SELECT IF(grde > - 1 | (MISSING(grde) & (regstat = 'A' | regstat = 'N'))).

EXECUTE .

IF (loc = 'AH') campah = 1 .

IF (loc = 'HL') camphl = 1.

IF (loc = 'OR') campor = 1.

IF (loc = 'RO') campro = 1.

IF (loc = 'SF') campsf = 1.

**IF (loc NE 'AH' & loc NE 'HL' & loc NE 'OR' & loc NE 'RO' & loc NE 'SF')
campdw = 1.**

EXECUTE .

IF (loc = 'AH') credah = cred .

IF (loc = 'HL') credhl = cred.

IF (loc = 'OR') credor = cred.

IF (loc = 'RO') credro = cred.

IF (loc = 'SF') credsf = cred.

**IF (loc NE 'AH' & loc NE 'HL' & loc NE 'OR' & loc NE 'RO' & loc NE 'SF')
credw = cred.**

EXECUTE .

RECODE

**cred campah camphl campor campro campsf campdw credah credhl
credor credro credsf credw (MISSING=0) .**

EXECUTE .

AGGREGATE

**/OUTFILE='I:\Research Data\Student Information System\Raw Data
files\Fall 2006\course activity 065E.sav'**

/BREAK=id run term

**/credits 'Credits Registered This Term' = SUM(cred) /campah 'Courses
Taken at Auburn Hills' = SUM(campah) /camphl 'Courses'+**

**' Taken at Highland Lakes' = SUM(camphl) /campor 'Courses Taken at
Orchard Ridge' = SUM(campor) /campro 'Courses Taken at'+**

**' Royal Oak' = SUM(campro) /campsf 'Courses Taken at Southfield' =
SUM(campsf) /campdw 'Courses Taken District Wide' =**

**SUM(campdw) /credah 'Credits Registered at Auburn Hills' = SUM(credah)
/credhl 'Credits Registered at Highland Lakes' =**

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

```
SUM(credhl) /credor 'Credits Registered at Orchard Ridge' = SUM(credor)
/credro 'Credits Registered at Royal Oak' =
SUM(credro) /credsf 'Credits Registered at Southfield' = SUM(credsf)
/creddw 'Credits Registered District Wide' =
SUM(creddw).
```

GET

```
FILE='I:\Research Data\Student Information System\Raw Data files\Fall
2006\course activity 065E.sav'.
```

```
IF ((campah + camphl + campor + campro + camps + campdw) > 0) status
= 1 .
```

```
VARIABLE LABELS status 'Student Status in Term' .
EXECUTE .
```

```
IF ((campah > 0 & camphl > 0) OR
(campah > 0 & campor > 0) OR
(campah > 0 & campro > 0) OR
(campah > 0 & camps > 0) OR
(campah > 0 & campdw > 0) OR
(camphl > 0 & campor > 0) OR
(camphl > 0 & campro > 0) OR
(camphl > 0 & camps > 0) OR
(camphl > 0 & campdw > 0) OR
(campor > 0 & campro > 0) OR
(campor > 0 & camps > 0) OR
(campor > 0 & campdw > 0) OR
(campro > 0 & camps > 0) OR
(campro > 0 & campdw > 0) OR
(camps > 0 & campdw > 0)) multi = 1.
```

```
VARIABLE LABELS multi 'Attends multiple campuses'.
EXECUTE .
```

SORT CASES BY

```
id (A) .
```

```
SAVE OUTFILE='I:\Research Data\Student Information System\Raw Data
files\Fall 2006\course activity 065E.sav'
/COMPRESSED.
```

**Merge course activity into demo file.*

GET

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

```
FILE='I:\Research Data\Student Information System\Raw Data files\Fall  
2006\Demo 065E.sav'.
```

```
MATCH FILES /FILE=*  
/TABLE='I:\Research Data\Student Information System\Raw Data files\Fall  
2006\course activity 065E.sav'  
/BY id.  
EXECUTE.
```

```
*Create "FTIAC" variable.  
***Calculate FTIAC (First Time in Any College). Note the following: status  
refers to active  
***status in at least one course. 'admst' (Admit Status) refers to the  
student's self-reported  
***admission status, with FT being First Time in Any College. Previous  
Session (prevsess)  
***null indicates no prior registration at OCC. Highest degree obtained  
previously (prevdeg)  
***greater than 6 indicates high school graduate, GED, unknown, or hasn't  
graduated high  
***school. Transfer college (tcoll) variables indicate activity at other  
colleges, except those  
***indicated within the syntax which are Tech Prep programs at OCC. A  
credit program (crprog)  
***of Guest or High School Dual Enrollment eliminates a student from  
being considered as  
***first time in any college. Finally, presence of occdeg.1 (Previous OCC  
degree) would indicate  
***attendance at OCC.
```

```
STRING ftiac (A2).  
IF (status = 1 & admst = 'FT' & prevsess = '' & prevdeg > 6 & (tcoll.1 = '' |  
tcoll.1 =  
'TECH PREP BUSINESS INFORMATION SYST' | tcoll.1 = 'TECH PREP  
DRAFTING'+  
'/DESIGN' | tcoll.1 = 'TECH PREP EARLY CHILDHOOD DEVELOPME' |  
tcoll.1 = 'TECH'+  
' PREP HEALTH' | tcoll.1 = 'TECH PREP MEDICAL ASSISTING' | tcoll.1 =  
'TECH'+  
' PREP STUDENT-APPLICANT' | tcoll.1 = 'ADVANCED PLACEMENT  
EXAMINATION-CEEB'  
| tcoll.1 = 'COLLEGE ENTRANCE EXAMINATION BOARD') & tcoll.2 = '' &  
crprog ~= 'GUE' & crprog ~=  
'HSG' & occdeg.1 = '' ) ftiac = 'Y' .
```

**End Of Session Demo Syntax
(Incorporating Grade To Determine Course Status)**

**VARIABLE LABELS ftiac 'Calculated FTIAC' .
EXECUTE .**

**SAVE OUTFILE='I:\Research Data\Student Information System\End of
Session\Demo 065E.sav'
/COMPRESSED.**

Foster, Gail M

From: Brennan, Eileen M
Sent: Friday, January 05, 2007 12:19 AM
To: Foster, Gail M
Subject: RE: EOS syntax

The syntax is trying to get at students who can be counted. Registration status (regstat) of 'D' or Drop can result in a "grade" of withdrawn, so we need to keep those students. Without looking at the entire syntax, your second condition "does grade have to be >-1 or (if missing, regstat = A, or N)" is what you are trying to get at. Again, without looking at the entire piece, I'm thinking you might add parens -- **SELECT IF((grde > -1or (MISSING(grde)) and (regstat = 'A' OR regstat 'N')).**

From: Foster, Gail M
Sent: Thu 1/4/2007 4:35 PM
To: Brennan, Eileen M
Subject: EOS syntax

Hi Eileen,

I portion of the EOS syntax is not working. Just counting the (and)'s I can see one is missing; however-I'm not sure where. Does grade have to be (> -1 or missing) and regstat (= to A or N) or does grade have to be >-1 or (if missing, regstat = A; or N). Are you just trying to get the D (I'm thinking Drop) out of the file? This file has no missing grades, start at "1" and 7626 students with a regstat of "D".

***Include students in Summer I (15 week grades concerns).**

FILTER OFF.

USE ALL.

SELECT IF(grde > -1or (MISSING(grde)) and (regstat = 'A' OR regstat 'N')).

EXECUTE.

Gail M. Foster

Office of Institutional Research

Oakland Community College

2900 Featherstone Road

Auburn Hills, MI 48326-2845

P: (248) 232-4525

F: (248) 232-4520

E: gmfoster@oaklandcc.edu

Website: <http://infomart.oaklandcc.edu/ir/>

Institutional Research: Progress Through Knowledge

11 3 2
11 3 2
11 3 2

***Include students in Summer I (15 week grades concerns).**

FILTER OFF.

USE ALL.

SELECT IF(grde > -1) or (MISSING(grde) and (regstat = 'A' OR regstat 'N')).

EXECUTE.

Demo 034+
035
041
042

Cred ah

Credits Registered AH

MISSING PN Demo 042E

awd mo. 4	awdyr. 4	occdeg. 4
awd mo. 5	awdyr. 5	occdeg. 5
awd mo. 6	awdyr. 6	occdeg. 6
awd mo. 7	awdyr. 7	occdeg. 7

Camp ah

Camp aw

Camp hl

Camp or

Camp ro

Camp sf

Cred reg

spalst