Nursing Education

Business Practice / User Documentation

Phase I & II

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Introduction

The Office of Research and Policy Analysis (RPA) and the Nursing Education Task Force (NETF) have identified a need to collect information concerning nursing students. The information will be used to implement processes to improve enrollment, retention, graduation, and enhance nursing programs.

Implementation of the collection of the nursing data will occur in phases. The first phase of the collection involves collecting the major code used in institutions' source system (Banner for the majority of institutions). The first phase of the nursing education data collection project was implemented in Summer 2008. The second phase will be implemented in Fall 2009.

Purpose of Document

This document serves two general purposes:

1. It provides a standard business practice to differentiate between pre-licensure nursing students and students in nursing completion (BSN) programs. This section will provide standard meanings for CIP code extensions.

2. It provides a standard business practice to differentiate between students in pre-nursing programs (students who intend to enter nursing programs but are not yet admitted and enrolled) and students who have been admitted to and are enrolled in nursing programs. This section will provide standards for use of Banner major code.

Although there are many types of nursing programs, this document refers only to students in ASN, BSN, CNL, or MSN programs that prepare graduates to be new RNs (pre-licensure programs[1]), as well as students in "completion" degrees at the bachelor's (BSN) level. In the past, BSN completion degrees have not been differentiated in data from BSN degrees that produce an RN. The business practice change will allow the System and institutions to determine how many students are enrolled in pre-licensure nursing programs. The six-digit federal CIP that covers this set of degree programs is 51.1601. The federal description of this CIP code is as follows:

> **51.1601**   **Nursing/Registered Nurse (RN, ASN, BSN, MSN)**. A program that generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, informed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during

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[1] A pre-licensure nursing student is a student that is enrolled in a degree program that prepares students to take a licensure exam for becoming a Registered Nurse. Pre-licensure programs exist at the Associate, Baccalaureate, and Masters Degree level. Students enrolled in pre-licensure degree programs would not possess a Registered Nurse license. Pre-licensure programs differ from RN-BSN or RN-MSN completion degree programs that enable practicing Registered Nurses to earn a Baccalaureate or Masters Degree.

treatments and examinations. Referring patients to physicians and other health care specialists, and planning education for health maintenance.

Support

For additional OIIT resources and support, contact the OIIT Helpdesk:

- Web support request self-service: http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the OIIT Helpdesk immediately

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

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Phase I

Data for Nursing Students: CIP Code and Banner Major Code (Pre-Nursing vs. Nursing)

The initial phase of the nursing education project involves collection of the CIP codes for nursing students. In Banner, the CIP code for a major is the CIPC code on the *Major, Minor, Concentration Code Validation* (**STVMAJR**) form. If a CIP code is used in Banner that differs from the CIP codes defined on page 5, the CIP code can be translated to the USG standard reporting code on the *EDI Cross-Reference Rules* form (**SOAXREF**).

The following information contains instructions and forms used to identify students in the Nursing Education program(s). This document includes a summary of the steps necessary for setting up nursing education data as well as detailed instructions for entering nursing education data.

Summary of the Steps for Entering Data for Nursing Students

Major Codes for Nursing Students
Students enrolled in the nursing education program should be identified with a major code designated for nursing students.
- Verify the nursing CIP code has been entered on the *CIPC Code Validation* (**STVCIPC**) form.
- Verify the major code(s) have been entered in the *Major, Minor, Concentration Code Validation* (**STVMAJR**) form with the appropriate CIP code.
- Verify the degree code has been entered on the *Degree Code Validation form* (**STVDEGC**).
- Verify the CIP code label (**RGTCIPE**) has been entered on the EDI Verification Label Validation form (**STVXLBL**).
- Enter the major code label (**RGTMAJR**) on the EDI Verification Label Validation form (**STVXLBL**).
- Verify the CIP code extensions have been entered on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code **RGTCIPE**.
- Translate non-standard major codes on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code **RGTMAJR.**

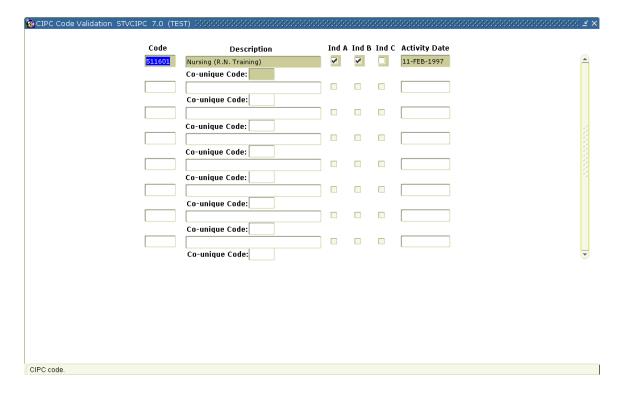**Student Data for Nursing Students**
Students enrolled in the nursing education program should be identified with the appropriate major code entered on the *General Student* (**SGASTDN**) form.

Step by Step Instructions for Entering Nursing Students

CIPC Code Validation Form (STVCIPC)

Confirm the CIP code for Nursing has been entered on the *CIPC Code Validation* form (**STVCIPC**).

Major, Minor, Concentration Code Validation Form (STVMAJR)

Confirm the appropriate major codes have been entered on the *Major, Minor, Concentration Validation* form (**STVMAJR**).

Adding an extension to the six-digit CIP will allow for differentiation between pre-licensure nursing students and other (completion program) nursing students. The following rules should be used when populating the CIP codes on **STVMAJR**:

CIP Code	Extension Code	Description
511601	01	All students in associate, bachelor's (BSN) and graduate (CNL) pre-licensure programs. *Note: This CIP code, 51.160101, should not be used for any students in a program that is not pre-licensure.*
511601	05	All students in RN to BSN (BSNC) programs or master's programs (MSN) that do not prepare students for licensure.

Major, Minor, Concentration Code Validation Form (STVMAJR) (cont.)

CIP Codes for Nursing Students

The following CIP codes and extensions should be used for nursing degrees:

CIP Code	Extension Code	Degree
511601	01	Associate of Science in Nursing (ASN)/Associate Degree in Nursing (ADN)
511601	01	Bachelor of Science in Nursing (BSN)
511601	05	Bachelor of Science in Nursing, RN-BSN Completion (BSNC)
511601	01	Clinical Nurse Leader (CNL)
511601	05	Master of Science in Nursing (MSN)

Note: CIP extension codes must be entered on **SOAXREF** using the *RGTCIPE* label code). *Requests for updates to institutions' approved CIP codes/extensions must be sent to the Office of Research and Policy Analysis if the codes are not currently approved.*

The following definitions should be used to determine the appropriate major code for students:

*Pre-Nursing***:** A pre-nursing student is a student who is a self-declared nursing major but who has not been formally accepted into a nursing degree program. A pre-nursing student would be enrolled in the institution and may be taking nursing pre-requisite courses with the goal of being admitted into the nursing program.

Nursing: A nursing student is a student who is a self-declared nursing major and who also has been formally accepted into a nursing degree program. A nursing student would be enrolled in the institution and in the nursing program.

CIPC Code Validation Form (STVCIPC)

Confirm the CIP code for Nursing has been entered on the *CIPC Code Validation* form (**STVCIPC**).

Degree Code Validation Form (STVDEGC)

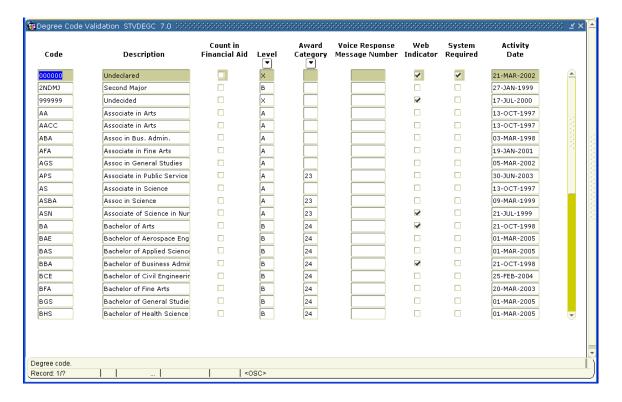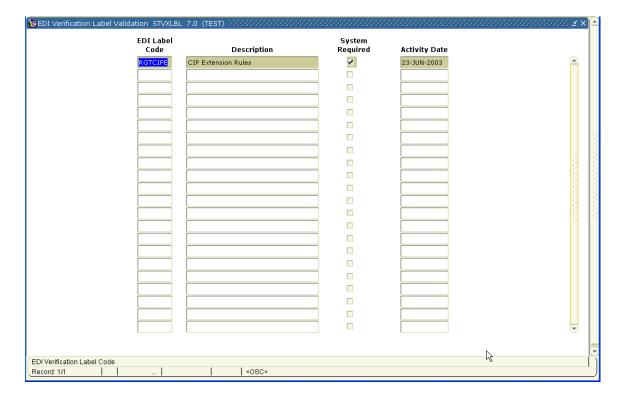| Code	Description	Count in Financial Aid	Level ▼	Award Category ▼	Voice Response Message Number	Web Indicator	System Required	Activity Date
000000	Undeclared	☐	X			☑	☑	21-MAR-2002
2NDMJ	Second Major	☐	B			☐	☐	27-JAN-1999
999999	Undecided	☐	X			☑	☐	17-JUL-2000
AA	Associate in Arts	☐	A			☐	☐	13-OCT-1997
AACC	Associate in Arts	☐	A			☐	☐	13-OCT-1997
ABA	Assoc in Bus. Admin.	☐	A			☐	☐	03-MAR-1998
AFA	Associate in Fine Arts	☐	A			☐	☐	19-JAN-2001
AGS	Assoc in General Studies	☐	A			☐	☐	05-MAR-2002
APS	Associate in Public Service	☐	A	23		☐	☐	30-JUN-2003
AS	Associate in Science	☐	A			☐	☐	13-OCT-1997
ASBA	Assoc in Science	☐	A	23		☐	☐	09-MAR-1999
ASN	Associate of Science in Nur	☐	A	23		☑	☐	21-JUL-1999
BA	Bachelor of Arts	☐	B	24		☑	☐	21-OCT-1998
BAE	Bachelor of Aerospace Eng	☐	B	24		☐	☐	01-MAR-2005
BAS	Bachelor of Applied Science	☐	B	24		☐	☐	01-MAR-2005
BBA	Bachelor of Business Admir	☐	B	24		☑	☐	21-OCT-1998
BCE	Bachelor of Civil Engineerin	☐	B	24		☐	☐	25-FEB-2004
BFA	Bachelor of Fine Arts	☐	B	24		☐	☐	20-MAR-2003
BGS	Bachelor of General Studie	☐	B	24		☐	☐	01-MAR-2005
BHS	Bachelor of Health Science	☐	B	24		☐	☐	01-MAR-2005

Degree code.
Record: 1/?   <OSC>

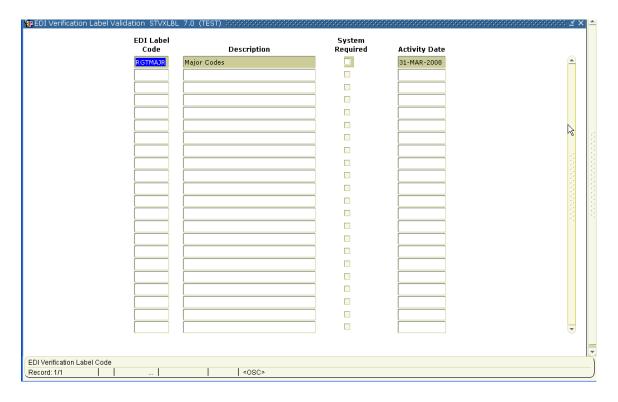Confirm the degree code for Nursing has been entered on the *Degree Code Validation* form (**STVDEGC**).
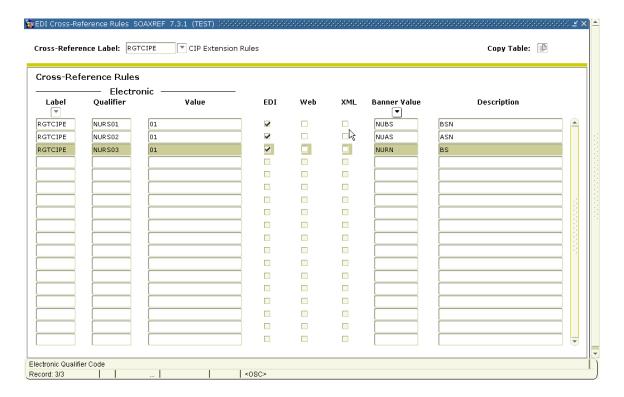
EDI Verification Label Validation Form (STVXLBL)

Enter the cross reference label code *RGTCIPE* for major codes on the *EDI Verification Label* form *(***STVXLBL***).*

EDI Verification Label Validation Form (STVXLBL) continued

Enter the cross reference label code **RGTMAJR** for major codes on the *EDI Verification Label* form *(***STVXLBL***).*

EDI Cross-Reference Rules Form (SOAXREF)

Verify the CIP extension codes are entered for nursing CIP codes on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code ***RGTCIPE***.

Note: The major code must be used for the Banner value when entering the CIP extension code on **SOAXREF**.

The 'Electronic Qualifier' is required when multiple Banner values are translated to one 'EDI Value'.

EDI Cross-Reference Rules Form (SOAXREF) continued

Translate the non-standard reporting major codes to the Regents' standard code for nursing students on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code ***RGTMAJR***.

The following standard codes should be used when translating the Banner major codes on **SOAXREF**:

Code	Description
PNUR	Pre-Nursing Students
NURS	Nursing Students

Note: Students should not be assigned a major code translated to NURS until the student is admitted and enrolled in the nursing program.

Within a given program (pre-licensure programs vs. programs which do not prepare students for licensure), the CIP codes for the PNURS and NURS major codes should be the same.
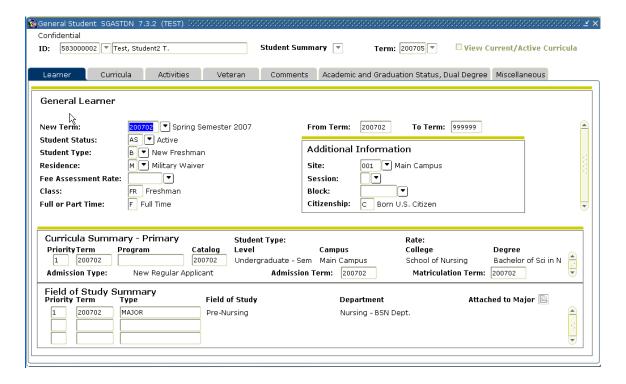
For example, students in a baccalaureate degree program can be either in the pre-licensure program (BSN) or an RN to BSN completion (BSNC) program. The CIP code for the pre-licensure BSN is the same for pre-nursing majors and students who are enrolled in the pre-licensure

EDI Cross-Reference Rules Form (SOAXREF) continued

program. The CIP code for students in the completion program differs from that of students in the pre-licensure program, but it is the same for completion program pre-nursing majors and students who have been admitted to and enrolled in the completion program.

General Student Form (SGASTDN)

Enter the appropriate nursing major code for the pre-nursing and nursing major students on the *General Student* form (**SGASTDN**).

Phase II

The second phase of the nursing education project involves collection of the admission application decision codes for nursing students via the Student Cohort on the *Additional Student Information form* (**SGASADD**). If institutional student cohort codes used on SGASADD differ from the standard reporting codes, the cohort code can be translated to the USG standard reporting code on the *EDI Cross-Reference Rules* form (**SOAXREF**).

Summary of the Steps for Entering Data for Nursing Students

Student Cohort Codes for Nursing Students
Students who applied to the nursing education program should be identified with student cohort code designated for nursing students.
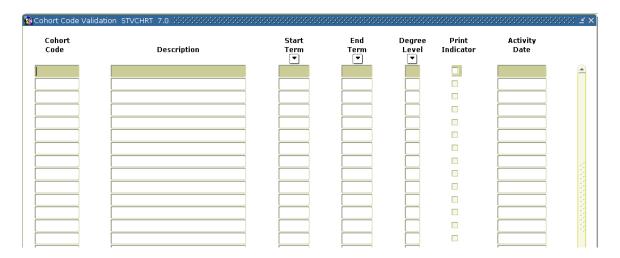- Verify the cohort code has been entered on the *Cohort Code Validation* (**STVCHRT**) form.
- Enter the cohort code label (***RGTCHRT***) on the EDI Verification Label Validation form (**STVXLBL**).
- Translate non-standard cohort codes on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code ***RGTCHRT.***

Student Data for Nursing Students
Applicants to the nursing education program should be identified with the appropriate cohort code entered on the *Additional Student Information* (***SGASADD***) form.
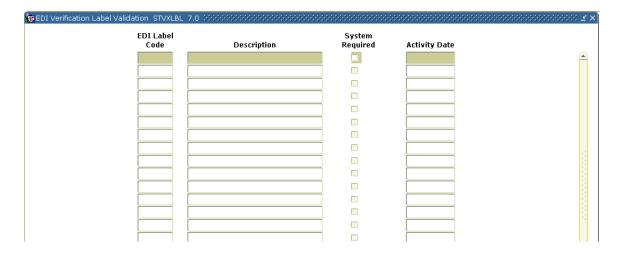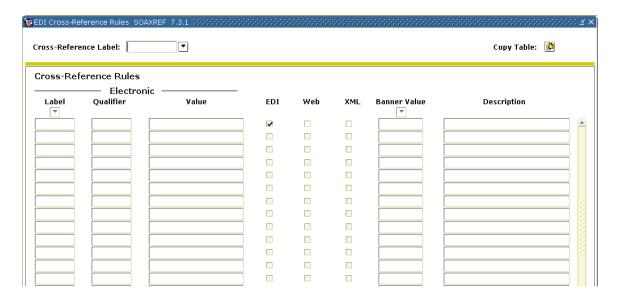
Cohort Code Validation Form (STVCHRT)

Confirm the cohort codes for Nursing has been entered on the *Cohort Code Validation* form (**STVCHRT**).

EDI Verification Label Validation Form (STVXLBL)

Enter the cross reference label code *RGTCHRT* for cohort codes on the *EDI Verification Label* form *(**STVXLBL***).*

EDI Cross-Reference Rules Form (SOAXREF)

Verify the nursing cohort codes are translated on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code ***RGTCHRT***.

The 'Electronic Qualifier' is required when multiple Banner values are translated to one 'EDI Value'.

The following standard codes should be used when translating the Banner cohort codes on **SOAXREF**:

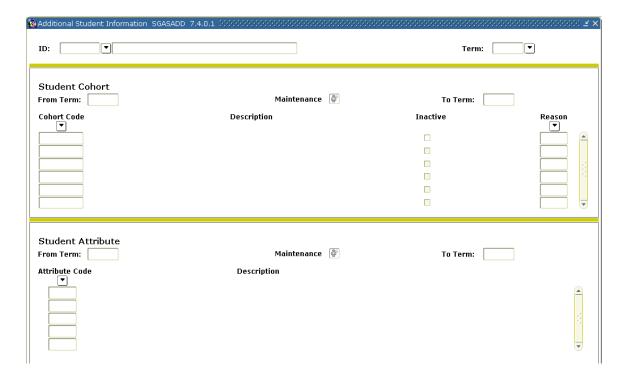| Code	Description	Definition
Program Application		
AI	Application Incomplete	Submitted application materials but has either not met the deadline for admission or did not submit all required materials
AC	Application Complete	Submitted all required application materials by published deadline
Review Process		
RI	Review Ineligible	Student has not met the admission criteria (GPA, pre-requisite coursework, legislative requirements or Regents' Test, admission test score, etc.)
RC	Review Conditional	Applicant has met all criteria for which data are documented and is admissible only if remaining criteria are met by a given deadline
RE	Review Eligible	Applicant has met all admissions criteria

Offer for Admittance

| OA | Offer Admitted | Student offered a position in a specified cohort |
| OD | Offer Denied | Student not accepted into the program for any reason |

Additional Student Information Form (SGASADD)

Enter the appropriate cohort codes for the pre-nursing and nursing major students on the *Additional Student Information* form (**SGASADD**).

A maximum of one cohort codes for each category from the table below should be entered by the term.

Code	Description	Definition
Program Application		
AI	Application Incomplete	Submitted application materials but has either not met the deadline for admission or did not submit all required materials
AC	Application Complete	Submitted all required application materials by published deadline
Review Process		
RI	Review Ineligible	Student has not met the admission criteria (GPA, pre-requisite coursework, legislative requirements or Regents' Test, admission test score, etc.)
RC	Review Conditional	Applicant has met all criteria for which data are documented and is admissible only if remaining criteria are met by a given deadline

RE   Review Eligible   Applicant has met all admissions criteria

Offer for Admittance

OA   Offer Admitted   Student offered a position in a specified cohort

OD   Offer Denied   Student not accepted into the program for any reason

Example scenario:
Student applies for the nursing program for the term but does not complete the
application process. The code AI is placed on SGASADD for the term.

The next term, the students applies and completes the application process. The
application is reviewed and the student is accepted into the Nursing program.