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March 14, 2002

TO: Registrars
FROM: Mark E. Pevey
RE: Summer 2002 SIRS Data Submission

As you know, SIRS Summer 2002 will have a number of changes. Several years ago it was announced that new data elements were going to be added to SIRS beginning in Summer 2002. This memo provides a summary and reminder of the changes. Specifics for these new data elements are provided in the SIRS Student Data Element Dictionary (SDED).

Please review the new SDED carefully. It contains information critical to accurate reporting of SIRS information. In an effort to make the data specifications, the edits, and business practices more easily accessible, they have all been incorporated within the new SDED for Summer 2002. The latest revision of the SIRS SDED, including edits and business practices, has just been completed and is available on the web at

<http://www.usg.edu/cgi-bin/sra-bin/sirs2002.pl>.

As discussed over the past few years, a number of new data elements are being added to SIRS beginning Summer 2002. Several other data elements are being revised. Below is a list of the changes.

New and Revised Data Elements

New data elements. These data elements will go into effect Summer 2002. These data elements, and all edits associated with them, apply to students first matriculating in Summer 2002 and following (as noted in the SDED). Please be sure to review the SDED for specifics on these data elements.

- S202A - High School Diploma or Equivalency Type
- S206 - Admit Type - Undergraduates
- S207A - Graduate/Professional Students - Degree Type at Previous Institution
- S207B - Graduate/Professional Students - Institution Awarding Previous Degree
- S300 - Student Level Indicator
- S301A - Student Type
- S301B - Class Standing, Undergraduates
- S302B - Second Major Code
- S302C - Undergraduate Program Admission Code
- S305A - Advanced Standing Hours Accepted for AP Credit

S305X - Advanced Standing Hours Accepted for CLEP Credit
S305B - Other Externally Awarded Advanced Standing Hours
S454 GMAT Test Score - Verbal
S455 GMAT Test Score - Quantitative
S456 GMAT Test Score - Total
S455A - MCAT Test Score - Verbal Reasoning
S455B - MCAT Test Score - Physical Sciences
S455C - MCAT Test Score - Biological Sciences
S455D - MCAT Test Score - Writing Sample
S457 - MAT Test Score

Revised elements – format change only. The format of these data elements was changed. This change should be transparent for all Banner users (the extraction program will automatically handle all format changes).

S203 - Admissions High School Grade Point Average
S204 - SAT Verbal
S205 - SAT Math
S208 - Cumulative Transfer Hours Accepted, Undergraduates
S209 - Cumulative Transfer GPA, Undergraduates
S303 - Credit Hours Attempted, Current Term
S304 - Inst. Cumulative Credit Hours Attempted for GPA-USG Standard Definition
S304B - Inst. Cumulative Credit Hours Attempted for GPA-Your Institution's Definition
S305 - Inst. Cumulative Credit Hours Earned-System Definition
S306 - Inst. Cumulative GPA-USG Standard Definition
S306B - Inst. Cumulative GPA-Your Institution's Definition

Revised elements – procedural changes or changes in valid values. Refer to the SDED for specifics.

S202 - High School Code
S207 - Prior College Attended - Transfer College
S301 - Student Level

Elements that had been in place but are required by all institutions beginning Summer 2002.

S305C - HOPE GPA
S305D - HOPE Hours Attempted

Data element S308B - Tuition Remission Status will not be collected in Summer 2002. Collection will be postponed until Summer 2003.

New Summer SIRS SDED – Summary of Differences

In an attempt to improve the accuracy of SIRS data, many new edits were planned. These edits were based on policies as well as examinations of previous data problems and were included in

earlier drafts of the Summer 2002 SDED. Due to time constraints, however, all the needed edits could not be written into the SIRS editor. As a result, many of the edits described in the earlier SDED drafts will not go into effect this Summer. With only a few exceptions, the only new edits will be for data elements identified as new or revised for Summer 2002. Additional edits will be added in upcoming SIRS data collections.

New Reports

Given the increasing importance of complete and accurate data collections, we are providing you with a new feature in Summer 2002. As part of the Summer SIRS submission process, you will receive a number of new turn-around reports. The purpose of these reports is to provide you with a way of reviewing the data you submit to make sure that it is complete and accurate. You will need to carefully review these reports to make sure that the data provide an accurate reflection of your institution.

FICE / High School Code Translation System

On July 31, 2001, OIIT sent out notifications of the FICE and High School Code Translation System. This system is to be used to verify current FICE codes for colleges and universities and to verify high school codes assigned by the College Board. FICE and College Board codes must be used for SIRS reporting. If you do not use actual FICE and College Board codes in your student information system, you will need to use the Translation System to build a translation from each of your codes to the appropriate FICE or College Board high school code. User documentation for the FICE and High School Code Translation System is available at <http://www.usg.edu/oit/eas/sfa/5doc/docpdf/ficeuserdocfinal.pdf>

The following data elements will be affected by this translation: S202 High School Code, S207 Transfer College, and S207B Institution Awarding Previous Degree. The FICE and High School Code tables will be used to edit against the data you reported in these fields. If a high school or college code is reported that does not match the FICE and High School Code Translation System or has not been translated to match a valid code, an error will be generated. **Any necessary translations should be completed prior to running the Summer 2002 SIRS extraction program.** On February 28, 2002, OIIT provided instructions for connecting to the OIIT FICE and High School Code database and scripts identifying codes that may require translation to valid USO codes. Please begin this process as soon as possible. If you have any questions, please contact the helpdesk at http://www.usg.edu/customer_services or by phone at 888-875-3697 or by email at helpdesk@usg.edu.

SOAXREF (for Banner institutions)

Banner institutions need to be sure you have set up your SOAXREF cross-reference tables properly. The cross-reference table requires mapping of your Banner codes to Regents' required codes, allowing you to maintain flexibility in coding within Banner. If you have questions about SOAXREF, please first review the documentation at <http://www.usg.edu/oit/eas/sfa/5doc/docpdf/soaxrefuserdoc.pdf>. If you still have questions, please contact the helpdesk.

Transfer Articulation

Beginning Summer 2002, USG institutions are required to use full transfer articulation for all new transfer students. Prior college information on all prior colleges attended is required for transfer students matriculating Summer 2002 and beyond. In an effort to ensure that information on transfer students is accurate and consistent throughout the System, guidelines have been developed for articulating transfer credit. These guidelines are available at <http://www.usg.edu/oit/eas/sfa/5doc/docpdf/transarticguide.pdf>.

Please let me know if you have questions or concerns.

cc Senior Vice Chancellor Dan Papp
Associate Vice Chancellor Cathie Mayes Hudson
Associate Vice Chancellor Barry Fullerton
Assistant Vice Chancellor Beth Brigdon