



# **Postsecondary Student Information System (PSIS) Files and Data Element Descriptions, and Record Layout**

**Modified Version to be Used by the Postsecondary Institutions under the  
Mandate of the Maritime Provinces Higher Education Commission (MPHEC)**

**October 2010**



**Statistics  
Canada**

**Statistique  
Canada**

Tourism and the Centre for  
Education Statistics Division



**Maritime Provinces  
Higher Education  
Commission**

**Commission de  
l'enseignement supérieur des  
Provinces maritimes**



## Postsecondary Student Information System (PSIS)

### Files and Data Element Descriptions, and Record Layout

### Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC

## Data Submission Information at a Glance

Please note that in the following record layout, words designating the masculine gender include the feminine gender.

### What's New in 2010/2011:

- 1 – changes to the IP file data elements IP2010, IP2011, IP2015 and IP2016. Also, the definition of “program” is updated in data element IP2000;
- 2 – changes to the SP file data elements SP5005, SP2010
- 3 – changes to the SC file data element SC5005
- 4 – reporting of your PSIS data at the campus level or at the parent level. Please note that it won't possible to report PSIS data the following way: ID, IP and IC files at the parent level and SD, SP and SC files at the campus level;
- 5 – Reporting Guide for program-based variables (in particular IP2000, IP/SP2010, IP2011, IP2015, IP2016, SP5030, SP5040, SP5079).

### Changes to MPHEC elements:

- 1 – new SD file data element SD4405 Provincial Student Identifier (MPHEC)
- 2 – new IP file data elements IP2403 and IP2404 Classification of Instructional Program Codes (MPHEC)
- 3 – Deleted SD file data element SD4260 Provincial funding classification by citizenship (MPHEC)

### Note:

In French, the following references have been updated in the record layout:

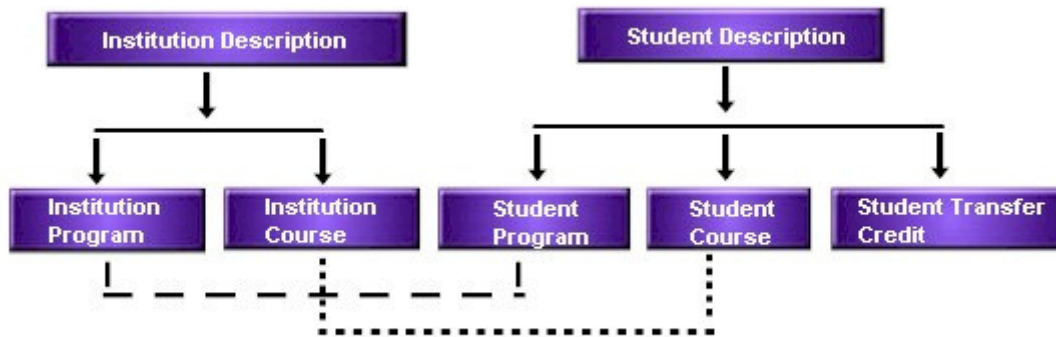
- “attestation d'études” is now “sanction d'études”;
- “programme de sanction d'études conjointes” is now “programme de sanction d'études combinées”; et
- “formation en milieu de travail” is now “formation en cours d'emploi”.

## PSIS Database Structure

The PSIS database holds data at two (2) levels: (1) institution, program and course data; and (2) student data. The institution, program and course data includes a list of all postsecondary institutions in Canada, and an inventory of all programs and courses offered through these institutions. The student data contains demographic, program, course and transfer credit information for students registered at these institutions.

The information required to feed the PSIS database is stored in the seven (7) PSIS data files. The seven (7) files describe either the student, or the institution and its available programs. The files and their interrelationships are shown below:

### PSIS Database Structure (MPHEC)



### Seven (7) PSIS Input Files and File Description

Listed below are seven (7) PSIS input files which you will need to submit in your annual report cycle 2010/2011 (due by **July 15<sup>th</sup> 2011**). A brief description of each file is also outlined below.

1. ***Institution Description (ID) File***
2. ***Institution Program (IP) File***
3. ***Institution Course (IC) File***
4. ***Student Description (SD) File***
5. ***Student Program (SP) File***
6. ***Student Course (SC) File***
7. ***Student Transfer (ST) File***

## ***Institution Metadata***

### **1. Institution Description (ID) File**

(Postsecondary institution metadata; number of elements = 8; length = 132 bytes)

The Institution Description (ID) File lists and describes the different periods of academic activity by which programs and courses are organised. Specifically, the records contained on the ID file describe how a postsecondary institution divides its year into periods (sessions, terms, or other components) during which courses are commonly offered. Postsecondary institutions provide one (1) ID record for each period that begins or ends during the twelve (12) months report cycle. *(For more detailed information, please refer to the Institution Description (ID) File section of this document.)*

### **2. Institution Program (IP) File**

(Postsecondary institution metadata; number of elements = 39; length = 314 bytes)

The Institution Program (IP) File contains program code and program name (IP2000, IP2020), program duration (IP2060 to IP2071), credential type (IP2010, IP2011), educational entrance requirements (IP2150 to IP2155) and other characteristics of each program offered by the postsecondary institution. The IP file is an inventory of the programs offered by the postsecondary institution. It contains one (1) IP record for each program offered in the twelve (12) months period.

Please note that there is a logical link between this file and the Student Program (SP) File. The SP file contains a record for each combination of student and program. Each program code reported on the SP file must be present on the IP file. *(For more detailed information, please refer to the Institution Program (IP) File section of this document.)*

### **3. Institution Course (IC) File**

(Postsecondary institution metadata; number of elements = 16; length = 260 bytes)

The Institution Course (IC) File contains course code and course name (IC3000, IC3020), course duration and course duration units (IC3080, IC3081), course credits normally awarded and course credit units (IC3090, IC3091) and other characteristics of each course offered by the postsecondary institution. It is an inventory of the courses offered. One (1) IC record for each of the courses should be reported.

Please note that there is a logical link between this file and the Student Course (SC) file. The SC file contains a record for each combination of student and course. Each course code reported on the SC file must be present on the IC file. *(For more detailed information, please refer to the Institution Course (IC) File section of this document.)*

## ***Student Metadata***

### **4. Student Description (SD) File**

(Student metadata; number of elements = 62; length = 1018 bytes)

The Student Description (SD) File contains demographic and other descriptive information about the students attending the various postsecondary institutions. Among others, it contains student name (SD4040 to SD4050), birth date (SD4230), gender (SD4240), Social Insurance Number (SIN) (SD4020), contact information (SD4060 to SD4180), previous education (SD4320 to SD4350), and characteristics such as whether or not the student has self-identified as a visible minority, Aboriginal person (SD4210) or person with an activity limitation (SD4215). This file contains one (1) record per student per postsecondary institution. It also contains the PSIS National Student Number (PSIS\_NSN) (SD4030) - a unique student identifier designed to help link incoming student records with records already on the national database.

Please note that there is a logical link between this file and the Student Program (SP) file. The SD file contains one (1) record per student enrolled in a program or that has graduated from a program. *(For more detailed information, please refer to the Student Description (SD) File section of this document.)*

#### 5. **Student Program (SP) File**

(Student metadata; number of elements = 40; length = 395 bytes)

The Student Program (SP) File contains one (1) record for each program in which the student was enrolled during the reporting cycle. The student program record includes the date(s) in which the student started/ended a program (SP5010, SP5090), student status in program at end of report cycle (SP5100), specialization or major field of study (SP5015 to SP5021), transfer credits (SP5220), fees billed (SP5190 to SP5200), cumulative credits for program (SP5230) and other characteristics of the student's program as recorded by the postsecondary institution.

Please note that there is a logical link between this file and the Institution Program (IP) file. Each program code reported on the SP file must be present on the IP file. In addition, there is a logical link between this file and the Student Description (SD) file. Each student record reported on the SD file must be associated with at least one (1) program record on the SP file. *(For more detailed information, please refer to the Student Program (SP) File section of this document.)*

#### 6. **Student Course (SC) File**

(Student metadata; number of elements = 32; length = 258 bytes)

The Student Course (SC) File contains one (1) record for each course in which the student was enrolled during the reporting cycle. Also include a course record for students that are registered either in a CO-OP work term, writing a thesis, or performing any other academic activities related to their program but not structured as a course. The student course record includes the date(s) which the student started/ended the course (SC6020, SC6021), status in course at end of report cycle (SC6030), the credits student would receive for course (SC6060), tuition fees billed for course (SC6040) and other characteristics of the student's course as recorded by the postsecondary institution.

Please note that there is a logical link between this file and the Institution Course (IC) file. Each course code reported on the SC file must be present on the IC file. In addition, there is a logical link between this file and the Student Program (SP) file. Each program in which the student was enrolled (SP File) must be associated with at least one (1) course record on the SC file. The SP record for a student who graduates during the report cycle and for which the student did not have any course registrations during the report cycle (e.g., the student applies for and is granted a credential during the current report cycle for work completed in an earlier cycle) should not have an associated SC record. *(For more detailed information, please refer to the Student Course (SC) File section of this document.)*

#### 7. **Student Transfer (ST) File**

(Student metadata; number of elements = 18; length = 266 bytes)

The Student Transfer (ST) File contains one (1) record for each course credit the student was granted for courses taken and/or experiences outside the current postsecondary institution. To the extent that this information is stored in the administrative system of the postsecondary institution, the transfer course record contains the number of transfer credits granted (ST7050), the sending institution code and name (ST7070, ST7080) and the date the credits were granted (ST7020).

Include all transfer to the student since the student first registered at your postsecondary institution, not just for the current program.

Courses taken at another postsecondary institution under a formal brokering agreement should be excluded if you have reported the course as one of your student's SC records.

Please note that there is a logical link between this file and the Student Description (SD) file. Each student record reported on the ST file must be associated with one (1) program record on the SD file. *(For more detailed information, please refer to the Student Transfer (ST) File section of this document.)*



**Note:**

- As previously mentioned, for more detailed information, please refer to the various sections of this document.
- You can also obtain PSIS information via the:

MPHEC Website (<http://www.mphec.ca/research/PSISToolsandDocumentation.aspx>)  
and the Statistics Canada PSIS Website (<http://www.statcan.gc.ca/concepts/psis-siep/index-eng.htm>).

- For other questions regarding PSIS, please contact us:

**Maritime Provinces Higher Education  
Commission**

or

**Statistics Canada**

**Via mail :**

Maritime Provinces Higher Education  
Commission  
82 Westmorland Street, Suite 401  
Fredericton, New Brunswick, E3B 5H1

**Via mail:**

Institutional Surveys Section  
Centre for Education Statistics  
Statistics Canada, Main Building, Room 2100, Section K  
P.O. Box 6000  
Tunney's Pasture, Ottawa, Ontario, K1A 0T6

**Via telephone:**

Monday to Friday  
8:30 A.M. – 4:30 P.M. AST/ADST  
1-506-453-2844

**Via telephone:**

Monday to Friday  
8:30 A.M. – 4:30 P.M. EST/EDST  
1-800-307-3382 or 1-613-951-7608

**by e-mail:**

[mphec@mphec.ca](mailto:mphec@mphec.ca)

**by e-mail:**

[PSIS-SIEP\\_contact@statcan.ca](mailto:PSIS-SIEP_contact@statcan.ca)



## Postsecondary Student Information System (PSIS)

### Institution Description (ID) File

### Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC

**Record Key: Start date of report cycle (ID1005) plus Institution Code (ID1025) plus Period Code (ID1035) plus Sub-period Code (ID1036)**

### Files and Data Element Descriptions, and Record Layout

First, select your start date of report cycle and store it in element ID1005. Please see the description of ID1005 for guidance on how to select your report cycle.

The Institution Description (ID) file lists and describes the different periods of academic activity by which programs and courses are organised. Specifically, the records contained on the ID file describe how a postsecondary institution divides its year into periods (sessions, terms, or other components) during which courses are commonly offered. Postsecondary institutions provide one (1) ID record for each period that begins or ends during the twelve (12) months report cycle. Periods can be of any length (although not many courses span twelve (12) consecutive months or more). Periods include the time allocated for exams. Your periods can begin before your report start date and can extend beyond the end of your report cycle. See data element ID1035 (Period Code) for suggestions on how to report periods.

### Institution Code (element 1025 on all seven (7) PSIS files)

You will find your code(s) on the list of postsecondary institution codes supplied by Statistics Canada.

Each eight (8)-digit code comprises a two (2)-digit province, a three (3)-digit postsecondary institution and a three (3)-digit campus. The list contains one (1) code for the parent postsecondary institution and one (1) for each campus. The parent code has 000 in the last three (3) digits, while the campuses are numbered sequentially beginning with 001. Postsecondary institutions without campuses have only a parent code. Examples: Postsecondary institution XXX in province P1 has two (2) campuses and postsecondary institution YYY in province P2 has none. Their codes would appear on the code list as follows:

<u>Postsecondary institution XXX</u>	<u>Postsecondary institution YYY</u>
P1XXX000 - Parent	P2YYY000 - Parent
P1XXX001 - Campus 1	
P1XXX002 - Campus 2	

If your postsecondary institution has campuses, you can choose to report your PSIS data at the campus level or at the parent (000) level depending on how you store your postsecondary institution metadata and student metadata on your own administrative systems. We recommend reporting at the lowest level available, as more detailed analysis can potentially be done.

The following combinations of reporting level and file type are valid. Choose one (1) reporting level for all three (3) postsecondary institution metadata files and one (1) for all four (4) student metadata files; (i.e., *do not combine parent- and campus-level reporting within the three (3) postsecondary institution metadata files or within the four (4) student metadata files*).

Postsecondary institution metadata (ID, IP, IC)	Student metadata (SD, SP, SC, ST)
Parent .....	Parent
Campus .....	Campus

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
ID	1005	RepStartDate	Start date of report cycle	<p>Your report cycle should start on the day after the end of your previous year's winter session (or academic year if you do not have a winter session), including the time allocated for exams. If your institution has no activity during the summer, only use September 1<sup>st</sup> as the start of your report cycle if your academic year ends on August 31<sup>st</sup>.</p> <p>Possible scenarios (for illustrative purposes only; your data may vary) for the 2006/2007 report:</p> <ul style="list-style-type: none"> <li>if last year's winter session ended on April 17<sup>th</sup>, use April 18<sup>th</sup>, 2006 (20060418) as your start date and April 17<sup>th</sup>, 2007 (20070417) as your end date, or</li> <li>if the academic year ends on June 30<sup>th</sup> then use July 1<sup>st</sup>, 2006 (20060701) as your start date and June 30<sup>th</sup>, 2007 (20070630) as your end date.</li> </ul> <p>If your institution changes its report cycle, (i.e., if your winter session now ends on a different date such as April 30<sup>th</sup> instead of May 31<sup>st</sup> or your academic year now ends on August 1<sup>st</sup> instead of July 31<sup>st</sup>), this will affect your RepStartDate. Be aware of any gaps between, or overlaps of, reporting periods that will occur from the previous year's PSIS submission. Please make the necessary adjustments to this year's PSIS submission to ensure the data is complete but not duplicated.</p> <p>Postsecondary institutions that deliver programs only by non-traditional methods such as distance education, and therefore do not have a defined academic year or sessions, should use May 1<sup>st</sup> as their start date (or another date close to May 1<sup>st</sup> if more appropriate).</p> <p>Repeat the same value on all ID records.</p>	YYYYMMDD (YearMonthDay)		Text	1-8	8
ID	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.	PSIS Postsecondary Institution Codes		Text	9-16	8



File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size																																
ID	1035	Period	Period code	<p>The ID file describes how the postsecondary institution divides its year into periods (sessions, terms, or other components) during which courses are commonly offered. Periods can be of any length (although not many courses span twelve (12) consecutive months or more). Periods include the time allocated for exams.</p> <p>Provide one (1) ID record for each of your periods. Periods can start before the beginning of your report cycle (ID1005 above) and/or continue beyond the end of your report cycle.</p> <p>Use this element and the next one to record your own code or name you use to describe the period and sub-period. You can use both elements if a period is divided into shorter units. If not, leave the next element blank.</p> <p>Elements ID1035 and ID1036 are also used in the Student Course (SC) file to specify the period in which the student took the course.</p> <p>Example 1: a university offers courses during a spring/summer session, which it designates as SS, comprising an intersession (I) and a summer term (S); and during a fall session (F); and during a winter session (W); and during an academic year (AY). The university would report six (6) ID records having the following codes in this element and the next one:</p> <table border="0"> <tr> <td>Period</td> <td>Sub-period</td> </tr> <tr> <td>SS</td> <td></td> </tr> <tr> <td>SS</td> <td>I</td> </tr> <tr> <td>SS</td> <td>S</td> </tr> <tr> <td>F</td> <td></td> </tr> <tr> <td>W</td> <td></td> </tr> <tr> <td>AY</td> <td></td> </tr> </table> <p>Example 2: a college offers courses during a fall session, which it designates as FALL; a winter session (WIN); and the academic year (YEAR). The college also offers courses during two (2) half-semester in the fall, which it designates FALL1 and FALL2, and, for the summer period, one six (6)-weeks and two (2) 4-week periods, which it designates SUM1, SUM2 and SUM3. The college would report a total of eight (8) ID records having the following period codes in this element and sub-period codes for the next element:</p> <table border="0"> <tr> <td>Period</td> <td>Sub-period</td> </tr> <tr> <td>SUM</td> <td>1</td> </tr> <tr> <td>SUM</td> <td>2</td> </tr> <tr> <td>SUM</td> <td>3</td> </tr> <tr> <td>FALL</td> <td></td> </tr> <tr> <td>FALL</td> <td>1</td> </tr> <tr> <td>FALL</td> <td>2</td> </tr> <tr> <td>WIN</td> <td></td> </tr> <tr> <td>YEAR</td> <td></td> </tr> </table> <p>The shorter periods could alternatively be coded SUM1, SUM2, SUM3, FALL1 and FALL2 in this element and the next element (Sub-period) will be blank.</p>	Period	Sub-period	SS		SS	I	SS	S	F		W		AY		Period	Sub-period	SUM	1	SUM	2	SUM	3	FALL		FALL	1	FALL	2	WIN		YEAR		The postsecondary institution's code or name of the period within which courses are offered.		Text	17-22	6
Period	Sub-period																																								
SS																																									
SS	I																																								
SS	S																																								
F																																									
W																																									
AY																																									
Period	Sub-period																																								
SUM	1																																								
SUM	2																																								
SUM	3																																								
FALL																																									
FALL	1																																								
FALL	2																																								
WIN																																									
YEAR																																									
ID	1036	Sub_period	Sub-period code	Sub-period code during which courses are commonly offered. See previous element for more details.	The postsecondary institution's code or name of the sub-period.		Text	23-28	6																																
ID	1045	StartDate	Start date of period	The start date of the period.	YYYYMMDD (YearMonthDay)		Text	29-36	8																																
ID	1055	EndDate	End date of period	The end date of the period. Include the days allocated for the writing of exams.	YYYYMMDD (YearMonthDay)		Text	37-44	8																																
ID	1065	WithDate	Last date for withdrawal	The last date in the period for withdrawal from courses without academic penalty. Leave blank if there is no withdrawal date for this period.	YYYYMMDD (YearMonthDay)		Text	45-52	8																																
ID	1100	ProvID	Provincial ID elements	Provincial ministries wanting to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry.		Text	53-132	80																																



## **Postsecondary Student Information System (PSIS)**

### **Institution Program (IP) File**

#### **Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC**

**Record Key: Year of Start of Report Cycle (IP1000) plus Institution Code (IP1025)  
plus Program Code (IP2000) plus Credential Type (IP2010)**

#### **Files and Data Element Descriptions, and Record Layout**

The Institution Program (IP) File contains program code and program name (IP2000, IP2020), program duration (IP2060 to IP2071), credential type (IP2010, IP2011), educational entrance requirements (IP2150 to IP2155) and other characteristics of each program offered by the postsecondary institution. The IP file is an inventory of the programs offered by the postsecondary institution. It contains one (1) IP record for each program offered.

There is a logical link between this file and the Student Program (SP) file. The SP file contains one (1) record for each combination of student and program. Each program code reported on the SP file must be present on the IP file.

If students are taking courses without registration in a program, create as many non-program records on the IP file for each of the non-program categories appropriate to your institution (see element IP2010). This will involve:

- 1) putting a program name in element IP2020;
- 2) putting a program code in element IP2000;
- 3) putting a value of “98 – Not applicable” in element IP 2010;
- 4) assigning the students to this program in the SP file; and
- 5) following the instructions in the other elements for the assignment of “Not Applicable” code for this non-program record.

Please refer to the “Program type” and “Non-credit” entries of the Reporting guide for additional information on the non-programs.

Universities that store their program data with separate fields for degree and specialization(s) or major field(s) of study may be able to report just the degree code in element SP2000 and the student’s specialization(s) or major field(s) of study in elements SP5015, SP5016 and SP5017 on the SP file. For example, if all BA programs have the same duration, credit requirement, provincial funding code, entrance requirements, on-the-job training (OJT) components, etc., then you could report only one (1) IP record for all BA’s, with element IP2000 = “BA”, and then show the different majors on the SP records of individual students. But if some of the BA programs have different durations or credit requirements, etc., then you must provide separate IP records for them. In these cases you could combine the degree code and the specialization(s) or major field(s) of study in element IP2000 of the IP and SP records.

For programs that award two (2) credentials, please refer to the “Joint credential program” entry of the Reporting Guide.

For apprenticeship programs, provide one (1) IP record for each year or level of the program.

For the entire reporting period, describe all the programs offered during the twelve (12) months beginning on your Start Date.

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the same first four (4) digits of the start date of the report cycle (as found in element ID1005 on the ID file).	YYYY (Year)		Text	1-4	4
IP	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.	PSIS Postsecondary Institution Codes		Text	5-12	8
IP	2000	ProgCode	Program code	<p>A program is a structured collection of educational activities (courses and other learning activities) arrayed to meet a set of learning objectives.</p> <p>A program "proxy" may be used in PSIS to identify educational activities which fall outside the definition of "program."</p> <p>Note: For degrees granted in Canadian universities, programs should fall within the parameters detailed in the Council of Ministers of Education, Canada (CMEC) Ministerial Statement on Quality Assurance of Degree Education in Canada (2007), which uses similar descriptors as those used in the Bologna process. The complete statement can be found at the following location:  <a href="http://www.cmec.ca/Publications/Lists/Publications/Attachments/95/QA-Statement-2007.en.pdf">http://www.cmec.ca/Publications/Lists/Publications/Attachments/95/QA-Statement-2007.en.pdf</a></p> <p>Please refer to the Reporting Guide for additional information on how to report programs.</p> <p>Please report the program code as stored in the postsecondary institution's administrative files. For more details, refer to element SP2000 on the SP file. All program codes on the SP file must be present on this file including the non-program record(s) as element Program Code is used as a key field to match record on IP and SP files. Universities that store their program data with separate fields for degree and specialization(s) or major field(s) of study may be able to report just the degree code in element IP2000 and the students' specialization(s) or major field(s) of study in elements SP5015, SP5016 and SP5017 on the SP file. For example, if all BA programs have the same duration, credit requirement, provincial funding code, entrance requirements, co-op requirements etc., you could report only one (1) IP record for all BA's, with element IP2000 = "BA", and then show the different majors on the SP records of individual students. But if some of the BA programs have different durations or credit requirements etc., then you must provide separate IP records for them. In these cases you would combine the degree code and the specialization(s) or major field(s) of study in element 2000 of the IP and SP records.</p> <p>The combination of the previous element (IP1025), this one and the next one (IP2010) constitute a key and therefore must be unique. Do not report duplicate combinations of these three (3) elements.</p>			Text	13-32	20

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2010	CredenTyp	Credential type	<p>The type of formal qualification awarded for successful completion of a program, excluding certificates of attendance.</p> <p>A “qualification” acknowledges successful completion of a program of study containing evaluative components. A “formal qualification” is a qualification that is recognized by an official body such as ministries of education, boards of governors or other ministry appointed bodies, federal departments or ministries, industry associations or sectors, apprenticeship and trades commissions, regulatory bodies or licensing agencies.</p> <p>Definitions of the categories:                      01: A non-postsecondary credential awarded as a high school diploma or its equivalent.                      02: A credential awarded and recognized by official bodies as a “certificate”.                      03: A credential awarded and recognized by official bodies as a “diploma”.                      04: This category must only be used to assign “degree” credentials which are supported by the Council of Ministers of Education, Canada (CMEC) Ministerial Statement on Quality Assurance of Degree Education in Canada.                      10: Formal qualifications granted upon successful completion of programs that are shorter than programs where a certificate is the formal qualification awarded.                      11: A credential granted upon completion of 60 transferable credits of an undergraduate program.                      97: A credential from programs that do not fit in any of the other categories.                      98: This category is used for non-programs (where no formal qualification can be obtained), credentials for programs where the learning or performance is not measured or evaluated, such as for certificates of attendance, as well as for any other program where no formal qualification is offered.</p> <p>Please refer to the “Credential type” entry in the Reporting Guide for inclusions, exclusions and additional information on each of the categories.</p> <p>If the same program can award two (2) credentials, one for completing a certain level and a higher one for completing a longer version of the program, then provide two (2) records having the same program code (element IP2000) but different values in this element; e.g., a program awarding a certificate after one (1) year or a diploma after two (2) years would have two (2) records for this data element, the first with code “02 - Certificate” and the second with code “03 - Diploma”.</p> <p>For joint programs in which a student normally receives two credentials, please refer to the “Joint credential program” entry in the Reporting Guide.</p>	01 - General Equivalency Diploma/high school diploma 02 - Certificate 03 - Diploma 04 - Degree (includes applied degree) 10 - Attestation and other short program credentials 11 - Associate degree 97 - Other type of credential associated with a program 98 - Not applicable		Text	33-34	2
IP	2011	JCredenTyp	Joint credential type	<p>For joint programs in which a student normally receives two (2) credentials, please refer to the “Joint credential program” entry of the Reporting Guide. If there is no joint credential or it is a non-program, assign code “98 - Not applicable”.</p>	See element IP2010		Text	35-36	2

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2015	ProgTyp (previously ProgLev)	Program type	<p>A classification of programs that is based on a combination of factors such as the general purpose of the program; the type of instruction offered in terms of educational content; and the expected outcome of the program.</p> <p>Definition of the categories:                      01: Non-postsecondary programs that are offered in postsecondary institutions.                      10: In-class or technical components of apprenticeship training when offered in postsecondary institutions.                      20: Postsecondary programs that prepare students for entry into career, technical or pre-university programs.                      21: Postsecondary skills programs that usually lead to a specific career path and into the labour market that is neither apprenticeship, pre-university, undergraduate nor graduate program. Educational requirements for this program is usually not greater than the secondary school diploma.                      22: Postsecondary skills programs that usually lead to a specific career path and into the labour market and requires a certificate or a diploma from a career, technical or professional training program.                      30: Postsecondary programs that prepare students for undergraduate studies but is not an undergraduate program.                      40: Programs that prepare students for entry into a bachelor's degree program. It is an access or bridging option for a student who does not fully meet the requirements for entry into a bachelor's degree program. While this program does not generally lead to a qualification, some credits may be granted towards a bachelor's degree.                      46: These are programs that are more academically-based programs which normally require a secondary school diploma or a college diploma in Quebec. Educational activities in these programs can be counted towards a bachelor's degree (applied, general or honours) or a professional degree. Undergraduate degrees normally allow entry into a second cycle graduate program.                      47: Postsecondary programs that are not graduate programs and require a bachelor's degree for admission either explicitly or implicitly, such as is the case for concurrent bachelor's degree programs (where the outcome of these programs is equivalent to a program requiring a bachelor's degree, but the degree is not a requirement because of the concurrent nature of the program). In Saskatchewan, Alberta and British Columbia, this category also captures postsecondary programs at the undergraduate level for which degree completion requires a scope beyond a bachelor's degree due to its breadth and depth of learning.                      50: Postsecondary programs that prepare students for entry into a master's degree program. A bachelor's degree is normally required for entry into this program.                      53: Postsecondary programs that prepare students for entry into a doctoral degree program, without the student being admitted to the doctoral program.                      58: This category covers health-related residency programs. At a minimum, these programs require undergraduate degrees for entry.                      59: Graduate programs that normally require a bachelor's degree. Educational activities in these programs can be counted towards a master's degree. Degrees from second cycle graduate programs normally allow entry into third cycle graduate programs.                      62: Graduate programs that normally require a master's degree. Educational activities in these programs can be counted towards a doctoral degree.                      63: Graduate programs that normally require a doctoral degree. Post-doctorate activities that do not meet the definition of a "program," such as those in the labour market, are excluded from this category.                      89: Any postsecondary program that does not fit in any of the program categories listed above.                      91, 92, 93 and 94: Categories that serve to identify students registered in educational activities without being registered in a program. It includes students enrolled in courses who have not declared a program of intent.                      91: These are courses or other educational activities that are not within a program and have no evaluative component.                      92: These are undergraduate courses or other educational activities not within a program and have an evaluative component.                      93: These are graduate courses or other educational activities that are not within a program and have an evaluative component.                      94: These are postsecondary courses or other educational activities that are neither undergraduate nor graduate, are not within a program and have an evaluative component.</p> <p>Please refer to the Reporting Guide for inclusions, exclusions and additional information on each of the categories.</p> <p>For joint programs in which a student normally receives two (2) credentials, please refer to the "Joint credential program" entry in the Reporting Guide.</p>	01 - Basic education and skills program 10 - Apprenticeship program 20 - Qualifying program for career, technical or pre-university 21 - Career, technical or professional training program 22 - Post career, technical or professional training program 30 - Pre-university program 40 - Undergraduate qualifying program 46 - Undergraduate program 47 - Post-baccalaureate non-graduate program 50 - Graduate qualifying program (second cycle) 53 - Graduate qualifying program (third cycle) 58 - Health-related residency program 59 - Graduate program (second cycle) 62 - Graduate program (third cycle) 63 - Graduate program (above the third cycle) 89 - Other programs 91 - Non-program (non-credit) 92 - Non-program (credit, undergraduate) 93 - Non-program (credit, graduate) 94 - Non-program (credit, other postsecondary)		Text	37-38	2
IP	2016	JProgTyp (previously JProgLev)	Joint program type	<p>For joint programs in which a student normally receives two (2) credentials, please refer to the "Joint credential program" entry in the Reporting Guide.</p> <p>If there is no joint credential or it is a non-program, assign code "96 - Not applicable".</p>	See element IP2015. This data element also includes the category: 96 - Not applicable		Text	39-40	2
IP	2020	ProgName	Program name	The program name as stored in the postsecondary institution's own administrative files.			Text	41-140	100

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2030	ProvProgCat	Provincial program category (MPHEC)	<p>The program category as defined by the Maritime Provinces Higher Education Commission</p> <p>This element classifies all programs within one of the MPHEC program categories.</p> <p>Each program should be classified into a program category.</p> <p>Code 'not reported' is not available.</p> <ul style="list-style-type: none"> <li>For special, non-program, pending approval programs and not approved programs of studies, code 00998.</li> <li>For Cape Breton University only, code community college-level program of studies (except Engineering Technology) as 13003.</li> <li>For Cape Breton University only, code community college-level program in Engineering Technology as 13004.</li> <li>For a non-formal community college-level program of studies, code 13002.</li> <li>For joint major fields of study, code the program category with the higher weight.</li> </ul>	Program category codes disseminated by the MPHEC		Text	141-148	8
IP	2040	ProvProgFund	Provincial program funding code (MPHEC)	<p>Indicates whether the program has been approved by the MPHEC.</p> <p>For community college-level programs (element IP2015 = 21), which are not normally assessed by the MPHEC, assign "2 – Program not approved by the MPHEC".</p>	<p>1 - Program approved by the MPHEC</p> <p>2 - Program not approved by the MPHEC</p> <p>3 - Program approval is pending by the MPHEC</p>		Text	149-154	6
IP	2060	ProgHour	Program duration (in hours)	<p>The sum of the hours of instruction of the courses normally required to complete the entire program by traditional program delivery. Include the whole program, not just the portion in the current report cycle. See the examples in element IP2010 for guidance in reporting prerequisite programs (e.g., common first year) and subsequent specialties.</p> <p>This element is intended to measure workload for programs of two (2) years duration or less, including intensive programs. Leave blank for programs that normally require more than two (2) years (four (4) semesters) to complete. Also leave blank for non-program records and programs having no set duration, such as graduate programs.</p> <p>Exclude courses or program segments that are mainly on-the-job training or field placement or co-op work experience. Include compulsory labs, seminars, studio time, and tutorials etc., that are a standard part of the program. Exclude private study time.</p> <p>For example, a four (4) semester program with five (5) courses per semester and 36 hours per course would total 720 hours (36 hours X 5 courses X 4 semesters).</p> <p>Leave this element blank for non-program records.</p>	Blank, or numeric value with no decimals		Numeric	155-159	5
IP	2070	ProgDur	Program duration	<p>The normal instructional time to complete the course work for the entire program for a full-time student by traditional program delivery.</p> <p>Use the next element (IP2071) to specify which unit of measure you are using. Use half-semester (code 10), quarters or trimesters (code 12) or semesters or trimesters (code 15) if possible. Use weeks or months (code 08 or 09) only for programs shorter than one (1) year or for programs specifically organized in weeks or months. Use academic years or years (code 25 or 30) only if the program's courses are not delivered in shorter periods such as semesters or half-semester or quarters.</p> <p>Exclude program segments that are mainly on-the-job training or field placement or co-op work terms. Leave this element blank only for non-program records and programs having no set duration, such as graduate programs.</p>	<p>Blank, or numeric value including decimal point and two (2) decimal places.</p> <p>e.g., 1016.50 = 1016.5 units required</p> <p>1.00 = 1 units required</p>		Numeric	160-165	6

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2071	ProgDurUnit	Program duration units	Identifies the unit of measure used in the previous element (IP2070). Assign "98 - Not applicable" only for non-program records and programs having no set duration, such as graduate programs.	08 - Weeks 09 - Months (periods of about 30 days) 10 - Half-semester (periods of about 2 months) 12 - Quarters or trimesters (periods of about 3 months) 15 - Semesters or trimesters (periods of about 4 months) 25 - Academic years (periods of about 8 months) 30 - Years (periods of about 12 months) 98 - Not applicable		Text	166-167	2
IP	2080	ProgCred	Credits needed to graduate	The number of credits or units of academic achievement required for graduating from or completing the entire program. Credits refer to the value that a postsecondary institution attaches to successful completion of a formal course of instruction and that can be applied by the recipient towards the requirements for a credential.  Use the next element (IP2081) to specify which unit of measure you are using. If the program is not organized by credits but instead requires the successful completion of some number of courses, report the number of courses here and assign code "06 - Courses" in the next element (IP2081). Exclude credits for on-the-job training (OJT) segments that cover most or all of a semester or other period (e.g., co-op work terms).  Leave this element blank only for non-credit programs or programs with no set credit or course requirements, such as graduate programs.	Blank, or numeric value including decimal point and two (2) decimal places. e.g., 1.00 = 1 unit required 1016.50 = 1,016.5 units required 10000.00 = 10,000 units required		Numeric	168-175	8
IP	2081	ProgCredUnit	Program credit units	Identifies the unit of measure used in the previous element (IP2080).  Assign code "98 - Not applicable" only for non-credit programs or programs with no set credit or course requirements, such as graduate programs.	01 - Credits 02 - Credit hours 03 - Semester hours 04 - Course hours 05 - Credit points 06 - Courses 07 - Student contact hours 96 - Other units 98 - Not applicable (non-credit program or no set credit requirement)		Text	176-177	2
IP	2090			Element deleted. Leave blank.			Text	178-179	2
IP	2100	ProgFullPart	Program delivered full-time, part-time or both	Indicates whether the program is delivered on a full-time or part-time basis only, or either, at the student's option. Full-time and part-time statuses are defined by the reporting postsecondary institution.  For non-program records, assign code "8 - Not applicable".	1 - Program delivered on a full-time basis only 2 - Program delivered on a part-time basis only 3 - Program delivered full-time or part-time, at student's option 8 - Not applicable (non-program) 9 - Unknown		Text	180	1

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2150	EdEntry	Educational entrance requirements	<p>The normal educational entrance requirements to begin the program. For non-program records, assign code "98 - No educational entrance requirement". If the program has more than one (1) educational entrance requirement, report the one (1) that is farther down the code list.</p> <p>High School matriculation (code 14) is oriented toward and usually required for entrance to University or to University Transfer programs at colleges. High School diploma (code 13) does not usually qualify a student for entrance to university.</p>	<p><i>Elementary/secondary level:</i>                      19 - Primary/elementary education                      18 - Some secondary attendance                      14 - High School matriculation                      13 - High School diploma</p> <p><i>College level (Trade School, Community College, CEGEP, Technical Institute, Hospital/ Nursing School or other college level):</i>                      29 - Non-professional health certificate (CPR, First Aid, etc.)                      21 - Registered Apprenticeship                      22 - Trade/ vocational certificate or diploma                      23 - College postsecondary certificate                      24 - College postsecondary diploma                      28 - Other college level credential</p> <p><i>University undergraduate level:</i>                      49 - Some undergraduate attendance                      46 - Undergraduate level certificate                      47 - Undergraduate level diploma                      48 - Other undergraduate level credential                      41 - Bachelor's degree                      42 - First Professional degree</p> <p><i>University graduate level:</i>                      59 - Some graduate attendance                      52 - Graduate level certificate                      53 - Graduate level diploma                      58 - Other graduate level credential                      51 - Master's degree                      54 - Ph.D.                      55 - Equivalent earned doctorate</p> <p><i>Other:</i>                      96 - Other level                      98 - No educational entrance requirement or not a program                      99 - Unknown</p>		Text	181-182	2



File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2151	LegalEntry	Legal entrance requirements	Indicates whether any legal entrance requirements exist for the program.  For non-program records, assign code "8 - Not applicable".	1 - Yes 2 - No 8 - Not applicable (non-program) 9 - Unknown	Y - Yes N - No W -Not applicable (non-program) U - Unknown	Text	183	1
IP	2152	MedEntry	Medical or psychological entrance requirements	Indicates whether any medical or psychological entrance requirements exist for the program.  For non-program records, assign code "8 - Not applicable".	See element IP2151	See element IP2151	Text	184	1
IP	2153	AptEntry	Aptitude or proficiency entrance requirements	Indicates whether successful completion of an aptitude and/or proficiency test or interview is an entrance requirement for the program.  For non-program records, assign code "8 - Not applicable".	See element IP2151	See element IP2151	Text	185	1
IP	2154	ExpEntry	Related experience entrance requirements	Indicates whether previous related experience is an entrance requirement for the program.  For non-program records, assign code "8 - Not applicable".	See element IP2151	See element IP2151	Text	186	1
IP	2155	OthEntry	Other program entrance requirements	Indicates whether any entrance requirements other than those listed in the previous five (5) elements exist for the program.  For non-program records, assign code "8 - Not applicable".	See element IP2151	See element IP2151	Text	187	1
IP	2210	ProgCont	Program delivered under contract	Indicates whether the postsecondary institution specifically offers the program to an outside party under contract. For programs in this category, the postsecondary institution may supply the instructor or simply provide facilities.  For non-program records, assign code "8 - Not applicable".	1 - Yes 2 - No 8 - Not applicable (non-program) 9 - Unknown	Y - Yes N - No W -Not applicable (non-program) U - Unknown	Text	188	1
IP	2220	ProgLimited	Program enrolment limits	Indicates whether enrolment in the program is limited, either by an internally- or externally-imposed quota.  For non-program records, assign code "8 - Not applicable".	1 - Yes, limit imposed by postsecondary institution 2 - Yes, limit imposed by a professional organization 3 - Yes, limit imposed by a government or funding agency 6 - No 8 - Not applicable (non-program) 9 - Unknown		Text	189	1
IP	2225	ProgCap	Program capacity if limited	If the program has limited enrolment (element IP2220 = 1, 2 or 3), report the maximum number of new students that would have been admitted to the program during the report cycle if all available seats or space had been taken.  If the previous element is coded to 6, 8 or 9, leave this element blank.	Blank, or numeric value with no decimals		Numeric	190-194	5

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2300	ManPaidDur	Mandatory paid OJT duration	<p>Use all elements related to OJT (elements IP2300-IP2331) to report the duration of on-the-job training (OJT) activities that are a regular part of the program.</p> <p>OJT is occupational training given in the normal work situation. OJT includes practicum, field placement, co-op work terms and any other formal work experience activities.</p> <p>A practicum is a unit of supervised work that involves practical application of previously studied theory.</p> <p>A field placement is a period of work taken as part of a specific academic course curriculum.                      A co-operative education program is a program that formally integrates a student's academic studies with work experience in their field of study.</p> <p>Students in a co-op program will alternate periods of time spent in school with paid work in business, industry, or government.</p> <p>OJT activities are classified by two (2) criteria: Mandatory or Optional, and Paid or Unpaid.</p> <p>"Mandatory" refers to work experiences that students must participate in to successfully complete the program.</p> <p>"Optional" refers to work experiences that are normally available to but not required of students enrolled in the program.</p> <p>"Paid" refers to work experiences for which the postsecondary institution expects that the student will be paid.</p> <p>"Unpaid" refers to work experiences for which the postsecondary institution does not expect that the student will be paid.</p> <p>Example 1: For programs that are Co-op only, the Co-op work term is normally considered Mandatory Paid because it is compulsory that the students do the work term and those students are normally paid for the work. Alternatively, if the program usually has some Co-op students and some non-Co-op, report the work term component as Optional Paid.</p> <p>Example 2: A Nursing or teaching practicum is normally considered Mandatory Unpaid because it is compulsory that students do the practicum but there is usually no requirement that students be paid, although some students may in fact be paid.</p> <p>Use the next element (IP2301) to specify which unit of measure you are using; e.g., if the duration is 80 hours for the whole program, report 80.00 here and code "06 - hours" in the next element. Another example: if the program has 6 mandatory paid co-op work terms, report 6.00 here and code "15 - semesters" in the next element. If the duration of this component is variable, report the highest normal duration; e.g., if the student can take either two (2) or three (3) units of OJT, report three (3).</p> <p>If it is unknown whether the mandatory experience is paid or unpaid, report as unpaid (element IP2320).</p> <p>If the program does not have this category of OJT, leave this element blank and report code "98 - Not applicable" in the next element (IP2301).</p> <p>Leave this element blank for non-program records.</p>	Blank or numeric value including decimal point and two (2) decimal places. e.g., 1.00 = 1 unit required 1016.50 = 1,016.5 units required 10000.00 = 10,000 units required		Numeric	195-202	8

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2301	ManPaidUnit	Mandatory paid OJT duration units	Identifies the unit of measure used in the previous element (IP2300).  Assign code "98 - Not applicable" for non-program records.	06 - Hours 07 - Days 08 - Weeks 09 - Months (periods of about 30 days) 10 - Half-Semesters or trimesters (periods of about 2 months) 12 - Quarters or trimesters (periods of about 3 months) 15 - Semesters or trimesters (periods of about 4 months) 25 - Academic years (periods of about 8 months) 30 - Years (periods of about 12 months) 95 - No set duration 96 - Other units 97 - Unknown if program includes this category of OJT 98 - Not applicable (non-program or program does not include this category of OJT) 99 - Program includes this category of OJT but duration unknown		Text	203-204	2
IP	2310	OpPaidDur	Optional paid OJT duration	The duration of optional paid on-the-job training (OJT) activities that is a regular part of the program. See element IP2300 for more details. If the duration of this component is variable, report the highest normal duration. If it is unknown whether the optional experience is paid or unpaid, report as unpaid (element IP2330).  Leave this element blank for non-program records.	See element IP2300		Numeric	205-212	8
IP	2311	OpPaidUnit	Optional paid OJT duration units	Identifies the unit of measure used in the previous element (IP2310).  Assign code "98 - Not applicable" for non-program records.	See element IP2301		Text	213-214	2
IP	2320	ManUnpaidDur	Mandatory unpaid OJT duration	The duration of mandatory unpaid on-the-job training (OJT) activities that is a regular part of the program. See element 2300 for more details. If the duration of this component is variable, report the highest normal duration.  Leave this element blank for non-program records.	See element IP2300		Numeric	215-222	8
IP	2321	ManUnpaidUnit	Mandatory unpaid OJT duration units	Identifies the unit of measure used in the previous element (IP2320).  Assign code "98 - Not applicable" for non-program records.	See element IP2301		Text	223-224	2
IP	2330	OpUnpaidDur	Optional unpaid OJT duration	The duration of optional unpaid on-the-job training (OJT) activities that is a regular part of the program. See element IP2300 for more details. If the duration of this component is variable, report the highest normal duration.  Leave this element blank for non-program records.	See element IP2300		Numeric	225-232	8
IP	2331	OpUnpaidUnit	Optional unpaid OJT duration units	Identifies the unit of measure used in the previous element (IP2330).  Assign code "98 - Not applicable" for non-program records.	See element IP2301		Text	233-234	2
IP	2401	Mphec_FOS	Major field of study (MPHEC)	Major Field of Study – Maritime discipline. Corresponds to element SP5020 in the student program (SP) file to specify the field of study in which the student is enrolled.	Major field of study codes disseminated by the MPHEC		Text	235-239	5
IP	2402	Mphec_joint_FOS	Joint major field of study (MPHEC)	Joint Major Field of Study – Maritime discipline. Corresponds to element SP5021 in the student program (SP) file to specify the joint field of study in which the student is enrolled.	Major field of study codes disseminated by the MPHEC		Text	240-244	5

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IP	2403	MPHEC_CIP1	First Classification of Instructional Program Code (MPHEC)	First Classification of Instructional Program (CIP) code assigned by the MPHEC Assign code "899992 – Not applicable, non-program" for non-program records.	Classification of Instructional Program (CIP) Codes		Text	245-250	6
IP	2404	MPHEC_CIP2	Second Classification of Instructional Program Code (MPHEC)	Second Classification of Instructional Program (CIP) Code assigned by the MPHEC Assign code "999999 – Not applicable, no second field of study" if there is no second field of study.	Classification of Instructional Program (CIP) Codes		Text	251-256	6
IP	2400	ProvIP	Provincial IP elements	Provincial ministries wanting to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry		Text	257-314	58



## **Postsecondary Student Information System (PSIS)**

### **Institution Course (IC) File**

**Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC**

**Record Key: Year of Start of Report Cycle (IC1000) plus Institution Code (IC1025) plus Course Code (IC3000)**

### **Files and Data Element Descriptions, and Record Layout**

The Institution Course (IC) file contains course code and course name (IC3000, IC3020), course duration and course duration units (IC3080, IC3081), course credits normally awarded and course credit units (IC3090, IC3091) and other characteristics of each course offered by the postsecondary institution. It is an inventory of the courses offered. One (1) IC record for each of the courses should be reported.

There is a logical link between this file and the Student Course (SC) file. The SC file contains one (1) record for each combination of student and course. Each course code reported on the SC file must be present on the IC file.

For the entire reporting period, describe all the courses offered during the twelve (12) months beginning on your Start Date.

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IC	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the first four (4) digits of the start date of the report cycle (as found in element ID1005 on the ID file).	YYYY (Year)		Text	1-4	4
IC	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.	PSIS Postsecondary Institution Codes		Text	5-12	8
IC	3000	CourCode	Course code	The unique code for the course as it is stored in the postsecondary institution's administrative files; e.g., the course code "CHEM 101" might represent "Introduction to Chemistry".  Include non-credit courses.  In cases where a lab and a lecture have independent course codes in the postsecondary institution's administrative system, report separate courses on the IC file, e.g., "CHEM 101 Lecture" would be a different course from "CHEM 101 Lab".  All course codes in element SC3000 on the SC file must also be present on this file.			Text	13-32	20
IC	3020	CourName	Course name	The course name as it is stored in the postsecondary institution's administrative files. In the above example for "CHEM 101", "Introduction to Chemistry" would be recorded here.			Text	33-132	100
IC	3040	CourCont	Course delivered under contract	Indicates whether the postsecondary institution specifically offers the course to an outside party under contract. For courses in this category the postsecondary institution may supply the instructor or simply provide facilities. If some sections, but not all, are delivered under contract, code "2 - No".	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	133	1
IC	3050	CourRetrain	Course intended as workplace retraining or skills upgrading	Indicates whether the course is intended for the purpose of workplace retraining or skills upgrading. These courses are specially designed for persons already working in, or planning to return to, a specific occupational group. The objective of these courses is instruction in new occupational methods and techniques.  Students engaged in skills upgrading have usually had prior training and work experience in their occupation, but have fallen behind in their qualifications due to technological changes or other developments.  Such courses are usually not offered as part of the postsecondary institution's regular programs. For example, refresher or updating courses for nurses, tradespersons, paramedics.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	134	1
IC	3080	CourDur	Course duration	The normal time to complete the course for a full-time student by traditional course delivery. Include the duration of labs or on-the-job training (OJT) components that are an integral part of the course, as reported in elements IC3110 and IC3140. Report time units, not credits. If possible, report in hours to permit easier standardization across postsecondary institutions. Use the next element (IC3081) to specify which unit of measure you are using; e.g., if a course is offered three (3) hours per week and normally takes two (2) Semesters or trimesters of twelve (12) weeks each to complete, report 72.00 (12 weeks X 3 hours per week X 2 semesters) here and code "06 - Hours" in the next element. If the course is delivered by a non-traditional method such as Distance Education, report what the normal duration would be for a full-time student by traditional delivery.  Leave blank only for courses having no set duration, such as theses, and for courses in which students continue until achieving a certain mastery level and for which duration therefore cannot be assigned.	Numeric value including decimal point and two (2) decimal places.		Numeric	135-142	8

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IC	3081	CourDurUnit	Course duration units	Identifies the unit of measure used in the previous element (IC3080)	06 - Hours 07 - Days 08 - Weeks 09 - Months (periods of about 30 days) 10 - Half-semester (periods of about 2 months) 12 - Quarters or trimesters (periods of about 3 months) 15 - Semesters or trimesters (periods of about 4 months) 25 - Academic years (periods of about 8 months) 30 - Years (periods of about 12 months) 96 - Other units 98 - Not applicable or no set duration (e.g., thesis)		Text	143-144	2
IC	3090	CourCred	Course credits normally awarded	The number of course credits or units of academic achievement normally awarded for successful completion of the course. Use the next element (IC3091) to specify which unit of measure you are using. If possible, use the same unit of measure as in elements IP2080 or IP2081 on the IP file.  For non-credit courses or courses having no credit or course value assigned, leave this element blank and assign code "98 - Not applicable" in the next element. Also leave blank for continuing education courses that do not count for academic credit.  In some cases the credits awarded for a course will vary from student to student depending on the student's program. In those cases, report the normal number of credits here and show the variation on the students' course records in element SC6060.	Blank or numeric value including decimal point and two (2) decimal places. e.g., 1.00 = 1 unit awarded 16.50 = 16.5 units awarded		Numeric	145-152	8
IC	3091	CourCredUnit	Course credit units	Identifies the unit of measure used in the previous element (IC3090)	01 - Credits 02 - Credit hours 03 - Semester hours 04 - Course hours 05 - Credit points 06 - Courses 07 - Student contact hours 96 - Other units 98 - Not applicable (non-credit course or course having no credit or course value assigned)		Text	153-154	2
IC	3110	LabDur	Laboratory duration	The duration of practical skills development included as a compulsory part of the course, such as laboratory, shop training, studio time, seminars and tutorials. E.g., if the course normally includes three (3) hours of laboratory time per week and runs for twelve (12) weeks, then assign 36.00 here and code "06 – Hours" in the next element (IC3111). If possible, report in hours to permit easier standardization across postsecondary institutions. Exclude on-the-job training (OJT) components reported in element IC3140.  If the course does not include practical skills development as defined above, leave this element blank and assign code "98 - Not applicable" in the next element.	Blank or numeric value including decimal point and two (2) decimal places.		Numeric	155-162	8

Postsecondary Student Information System (PSIS)  
 Institution Course (IC) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
IC	3111	LabDurUnit	Laboratory duration units	Identifies the unit of measure used in the previous element (IC3110).	06 - Hours 07 - Days 08 - Weeks 09 - Months (periods of about 30 days) 10 - Half-semester (periods of about 2 months.) 12 - Quarters or trimesters (periods of about 3 months.) 15 - Semesters or trimesters (periods of about 4 months.) 25 - Academic years (periods of about 8 months.) 30 - Years (periods of about 12 months.) 95 - No set duration 96 - Other units 97 - Unknown if course includes lab 98 - Not applicable (no lab) 99 - Course includes lab but duration unknown		Text	163-164	2
IC	3140	CourOJTDur	Course OJT duration	Use elements IC3140 and IC3141 to report the duration of on-the-job training (OJT) activities that are a regular part of the course. OJT includes practicum/field placement, co-op work term and any other formal work experience activities. See element IP2300 on the IP file for a more detailed description.  Report the duration of the OJT here and use the next element (IC3141) to specify which unit of measure you are using; e.g., if the duration is 20 hours, report 20.00 here and code "06 - Hours" in the next element. If possible, report in hours to permit easier standardization across postsecondary institutions.  If the entire course is OJT then OJT duration (IC3140) should equal the course duration (IC3080) and OJT duration units (IC3141) should equal course duration units (IC3081).  If the course does not include OJT, leave this element blank and assign code "98 - Not applicable" in the next element.	Blank, or numeric value including decimal point and two (2) decimal places. e.g., 1.00 = 1 unit 16.50 = 16.5 units		Numeric	165-172	8
IC	3141	CourOJTUnit	Course OJT duration units	Identifies the unit of measure used in the previous element (IC3140).	06 - Hours 07 - Days 08 - Weeks 09 - Months (periods of about 30 days) 10 - Half-semester (periods of about 2 months) 12 - Quarters or trimesters (periods of about 3 months) 15 - Semesters or trimesters (periods of about 4 months) 25 - Academic years (periods of about 8 months) 30 - Years (periods of about 12 months) 95 - No set duration 96 - Other units 97 - Unknown if course includes OJT 98 - Not applicable (no OJT) 99 - Course includes OJT but duration unknown		Text	173-174	2
IC	3160	ProvCourFund	Provincial course funding code	The course funding code as defined by the provincial ministry or other administrative body. Leave this element blank if your postsecondary institution does not report this information to the provincial ministry or other agency.	See provincial ministry codes		Text	175-180	6
IC	3200	ProvIC	Provincial IC elements	Provincial ministries wanting to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry		Text	181-260	80





## **Postsecondary Student Information System (PSIS)**

### **Student Description (SD) File**

#### **Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC**

**Record Key: Year of Start of Report Cycle (SD1000) plus Institution Code (SD1025)  
plus Institution's Student Identifier (SD4000)**

### **Files and Data Element Descriptions, and Record Layout**

The Student Description (SD) file contains demographic and other descriptive information about the students attending the various postsecondary institutions. Among others, it contains student name (SD4040 to SD4050), birth date (SD4230), gender (SD4240), Social Insurance Number (SIN) (SD4020), contact information (SD4060 to SD4180), previous education (SD4320 to SD4350), and characteristics such as whether or not the student has self-identified as a visible minority, Aboriginal person (SD4210) or person with an activity limitation (SD4215). This file contains one (1) record per student per postsecondary institution. It also contains the PSIS National Student Number (PSIS\_NSN) (SD4030) - a unique student identifier designed to help link incoming student records with records already on the national database.

You are requested to provide one (1) record for each student registered at the postsecondary institution at any time between your Report Start Date (ID1005) and the end of your winter term, or the end of your academic year if your postsecondary institution does not have a winter term. Also include an SD record for a student who graduates during the report cycle, even if the student did not have any course registrations during the report cycle (e.g., the student applies for, and is granted a credential during the current report cycle for work completed in an earlier cycle).

Also include any students who were last registered in the previous report year and whose status in the program was "Unknown" at the time the previous year's Report was produced. The Unknown status refers to element SP5100 on the SP file: Status was unknown (under review or not yet determined or dependent on the completion or grading of courses that normally would have ended by the end of the report cycle). These students should be included in the Report to ensure that Statistics Canada can update their end status.

If the student was registered in more than one (1) program during the report cycle, provide only one (1) SD record and multiple Student Program (SP) records.

There is a logical link between this file and the Student Program (SP) file. The SD file contains one (1) record per student enrolled in a program or that has graduated from a program.

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the same first four (4) digits of the start date of the report cycle (as found in element ID1005 on the ID file).	YYYY (Year)		Text	1-4	4
SD	1010	RepTyp	Report type	Report F for an entire Full-year reporting period (twelve (12) months).	F - Entire Full Year reporting period (due July 15 <sup>th</sup> )		Text	5	1
SD	1025	Instit	Institution code	PSIS postsecondary institution code.	PSIS postsecondary institution code		Text	6-13	8
SD	4000	StudID	Institution's Student Identifier	The postsecondary institution's permanent identifier for the student while in this postsecondary institution. Use the same number for this student from year to year.			Text	14-27	14
SD	4010	TStudID	Type of Student I.D.	Indicates the type of I.D. number reported in the previous element (SD4000)	01 - I.D. number assigned by postsecondary institution independently of any provincial or national numbering system 02 - Provincial student Identification number		Text	28-29	2
SD	4020	SIN	Social Insurance Number	The student's Social Insurance Number (SIN) if the student is a Canadian citizen or permanent resident. Otherwise leave blank. Do not report dummy SIN's. SIN's failing the check-digit routine will be deleted at Statistics Canada.	9-digit SIN		Text	30-38	9
SD	4030	PSIS_NSN	PSIS National Student Number	Report the PSIS National Student Number (PSIS_NSN) as stored on your administrative files. If your postsecondary institution has not yet implemented the PSIS_NSN, leave this element blank for all students.			Text	39-68	30
SD	4040	FirstName	First name	Student's first (given) name			Text	69-108	40
SD	4041	MidName	Middle name(s) and/or initials	Student's middle name(s) and/or initials.  If your postsecondary institution stores first name and middle name(s)/initials together as one (1) field, enter both in the previous element (SD4040) and leave this element blank.			Text	109-148	40
SD	4042	Surname	Surname	Student's surname (last name)			Text	149-188	40
SD	4050	PrevSurname	Previous surname	Student's previous surname; e.g., name prior to marriage. If the postsecondary institution stores more than one (1) previous surname report the most recent only.			Text	189-228	40
SD	4060	CurrPostal	Current postal/zip code	Student's postal or zip code while enrolled in the program or course(s)			Text	229-238	10
SD	4070	CurrCntry	Current country of residence	Student's country of residence (where the student is living) while enrolled in the program or course(s).  For most students this is Canada, but some students live in the U.S. and commute to Canada for classes, and others study by Distance Education from other countries.	PSIS Country Codes	Country Codes	Text	239-243	5
SD	4071	CurrCntryTxt	Current country of residence (Text)	Student's country of residence (where the student is living) as reported in the postsecondary institutions administrative records. Leave this element blank if the country code is reported in the previous element (SD4070).			Text	244-273	30
SD	4080	CurrPhone	Current telephone number	Student's telephone number while enrolled in the program or course(s). Include the area code.			Text	274-293	20
SD	4090	CurrEmail	Current e-mail address	Student's <b>Internet</b> e-mail address while enrolled in the program or course(s).			Text	294-373	80
SD	4100	PermLine1	Permanent address line 1	Line 1 of the permanent address reported by the student on their application for admission or the most current address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation. Ensure that city/town, county, province, country and postal or zip code are reported in their own respective elements (SD4110 onwards) and not included in this element or the subsequent address lines.			Text	374-428	55
SD	4101	PermLine2	Permanent address line 2	If applicable, line 2 of the permanent address. Lines 1 and 2 should contain all the address information up to but <b>not</b> including the city/town. See element SD4100 for more details.			Text	429-483	55
SD	4102	PermLine3	Permanent address line 3	If applicable, line 3 of the permanent address. Note that this element is smaller than lines 1 and 2. See element SD4100 for more details.			Text	484-513	30
SD	4103	PermLine4	Permanent address line 4	If applicable, line 4 of the permanent address. Note that this element is smaller than lines 1 and 2. See element SD4100 for more details.			Text	514-543	30
SD	4104	PermLine5	Permanent address line 5	If applicable, line 5 of the permanent address. Note that this element is smaller than lines 1 and 2. See element SD4100 for more details.			Text	544-573	30
SD	4110	PermCity	City or town of permanent address	City or town of the permanent address reported by the student on their application for admission or the most current city or town of the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation.			Text	574-608	35

Postsecondary Student Information System (PSIS)  
 Student Description (SD) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4120	PermCounty	County in Canada of permanent address	County of the permanent address reported by the student on their application for admission or the most current county of the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation. Assign 9898 (Not applicable) for addresses outside Canada.	PSIS County Codes		Text	609-612	4
SD	4121	PermCountyTxt	County in Canada of permanent address (text)	County (text) reported by the student on their application for admission or the most current county of the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation.  Leave this element blank if the code is reported in the previous element (SD4120). Leave blank for addresses outside Canada.			Text	613-647	35
SD	4130	PermProvUpdt	Province or state of permanent address (updated)	Province or state of the permanent address reported by the student on their application for admission or the most current province or state of the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation.  Assign ZY (Not applicable) for addresses outside Canada and the U.S.	Province and State Codes		Text	648-649	2
SD	4140	PermGeo	Geographic area of permanent address	For permanent addresses outside Canada and the U.S., report the next geographic area above city or town; e.g., a shire or a county. Leave blank for addresses inside Canada or the U.S. unless the province or state cannot be translated into a code in the previous element (SD4130); in that case, report the name of the province or state here.			Text	650-684	35
SD	4150	PermCntry	Country of permanent address	Country of the permanent address reported by the student on their application for admission or the most current country of the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation.	PSIS Country Codes	Country Codes	Text	685-689	5
SD	4151	PermCntryTxt	Country of the permanent address (text)	Country (text) of the permanent address reported by the student on their application for admission or the most current country (text) of the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation.  Leave this element blank if the code is reported in the previous element (SD4150).			Text	690-719	30
SD	4160	PermPostal	Postal or zip code of permanent address	Postal or zip code of the permanent address			Text	720-729	10
SD	4180	PermPhone	Telephone number at permanent address	Telephone number at the permanent address reported by the student on their application for admission or the most current telephone number at the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation. Area code must be included.			Text	730-749	20
SD	4200	SensRec	Sensitive record	Identifies students who must be excluded from Statistics Canada's mail or telephone surveys. Report. Code "1 - Yes" only for deceased students or students who might be endangered by being included in a follow-up survey, such as students who are under the witness protection program. If you do not carry this information, assign code "2 - No".	1 - Yes, sensitive record 2 - No	Y - Yes, sensitive record N - No	Text	750	1
SD	4210	AborVisMin	Aboriginal or visible minority	Indicates whether or not the student is an Aboriginal person or a member of a visible minority group, as reported by the student.  A visible minority is defined as someone (other than an Aboriginal person as defined below) who is non-white in colour/race, regardless of place of birth.  An Aboriginal person is defined as someone who is a North American Indian or a member of a First Nation, a Métis or an Inuit. "North American Indians" or members of a "First Nation" include status, treaty and registered Indians, as well as non-status and non-registered Indians.  If both characteristics are reported by the student, assign code "2 - North American Aboriginal person".	1 - Visible Minority 2 - North American Aboriginal person 3 - Not a member of a visible minority or Aboriginal group 9 - Unknown if student is a member of a visible minority or Aboriginal group		Text	751	1
SD	4215	Disab	Activity limitations	Indicates whether the student is a person with activity limitations, as reported by the student.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	752	1
SD	4220	ResStat	Residence status	Indicates whether the student lives in a residence owned or managed by the postsecondary institution. Report the student's residence status as of the end of the report cycle (end of winter term). If your postsecondary institution does not have residences, assign the code "2 - No".	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	753	1
SD	4230	Birth	Birth date	Student's birth date. If your postsecondary institution uses a fictitious date to represent "Unknown" (e.g., 19010101 or 19000101), do not report the fictitious date here. Leave blank if unknown.	YYYYMMDD (YearMonthDay)		Text	754-761	8

Postsecondary Student Information System (PSIS)  
 Student Description (SD) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4240	Gender	Gender	Student's gender	1 - Male 2 - Female 9 - Unknown	M - Male F - Female U - Unknown	Text	762	1
SD	4250	Tongue	Mother tongue	Mother tongue, defined as the language first spoken by the student and still understood. Note that code 123 is "Other" and 999 is "Unknown".	PSIS Mother Tongue Codes		Text	763-765	3
SD	4260	ProvFundCitiz	Provincial funding classification by citizenship	Classifies students by citizenship for grant purposes in accordance with the funding agency's policy. The Provincial funding classification by citizenship (MPHEC) is no longer required. Leave blank.	See provincial ministry codes		Text	766-771	6
SD	4270	FeeCategory	Student tuition fee category	<p>The student's tuition fee category as of the end of the report cycle (end of winter). The term "unknown" category is not permitted for this element. If your postsecondary institution's in-province and out-of-province tuition fees are the same, assign "01 - Student pays standard in-province domestic tuition fee".</p> <p>If the student and/or the student's sponsor paid full cost recovery tuition fees for half or more of the student's courses, assign "04 - Student pays mainly full cost recovery tuition fee". If the student paid full cost tuition recovery fees for fewer than half the courses, assign the category for the majority of his courses. Full cost recovery fees are fees paid by the student and/or the student's sponsor that are equal to or greater than the combined costs of instructor salary and benefits plus classroom supplies and course materials.</p> <p>The "96 - Other" category indicates students classified as paying "partial cost recovery" fees or other fees not better described by categories 01 to 20.</p>	01 - Student pays standard in-province domestic tuition fees 02 - Student pays standard out-of-province domestic tuition fees 03 - Student pays standard international tuition fees 04 - Student pays mainly full cost recovery tuition fees 05 - Student pays senior citizen tuition fees 06 - Student pays staff tuition fees 07 - Student pays staff dependent tuition fees 15 - Fees waived or reduced : recruitment package 20 - Fees waived or reduced : other reason 96 - Other		Text	772-773	2
SD	4273	StudTuit	Tuition fees billed to student	<p>Total tuition fees, including lab fees but excluding living fees, billed to the student during the report cycle.</p> <p>Report this element even if fees are also reported at the program or course level (elements SP5190 and SC6040).</p>	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$2850 as 2850.00		Numeric	774-782	9
SD	4276	StudOtherFee	Other fees billed to student	<p>Total of other compulsory fees, excluding tuition and living fees, billed to the student during the report cycle. Include all compulsory fees such as library fees (but not library fines), student union fees, field trip fees, etc.</p> <p>Report this element whether or not fees are also reported at the program or course level (elements SP5195 and SC6045).</p>	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$3175 as 3175.00		Numeric	783-791	9
SD	4280	Citiz	Country of citizenship	<p>Country of citizenship as of the end of the report cycle (end of winter term).</p> <p>For permanent resident (formerly called "landed immigrant") code the country of which the student is currently a citizen, not Canada.</p> <p>For students with dual citizenship, one of which is Canadian, code Canada.</p> <p>For students from a colony or a dependency, code the colony or dependency and not the parent country; e.g., code St. Pierre-et- Miquelon as the country of citizenship for students from that dependency even though France is the country from which they hold citizenship.</p> <p>If a student is registered in a department, faculty or division of continuing education or adult training extension, and the information on the country of citizenship is not available, code Canada as country of citizenship.</p>	PSIS Country Codes	Country Codes	Text	792-796	5
SD	4281	CitizTxt	Country of citizenship (text)	Country (text) of citizenship as stored in the postsecondary institution's files. Leave this element blank if the code is reported in the previous element (SD4280).			Text	797-826	30

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4290	ImmStat	Immigration status of student	<p>The student's immigration status as of the end of the report cycle (end of winter term).</p> <p>The "Unknown" category is not permitted for this element.</p> <p>If a student is registered in a department, faculty or division of continuing education or adult training extension, and the information on the immigration status of the student is not available, code Canadian citizen as immigration status of the student.</p>	<p>0 - Canadian citizen (including Inuit, North American Indian and Métis)</p> <p>1 - Permanent resident (formerly called landed immigrant)</p> <p>2 - Student Visa: a permit obtained by a student to enter Canada for the sole purpose of attending an educational postsecondary institution</p> <p>3 - Other visa, including students who are in Canada on diplomatic, trade or other missions</p> <p>4 - Non-Canadian, status unknown (refugees and other foreign students in Canada whose status is unknown)</p> <p>5 - Non-Canadian, no visa status (as student is studying outside Canada; e.g., by Internet)</p>		Text	827	1
SD	4300	PrevCntry	Previous country	<p>If the student moved from another country for the purpose of studying in Canada, report the code of the country from which they came. If the previous country is unknown, code the previous country as not reported (ZZ). If the student is a Canadian citizen and has always lived in Canada, code the previous country as not applicable (ZY).</p>	PSIS Country Codes	Country Codes	Text	828-832	5
SD	4301	PrevCntryTxt	Previous country (text)	<p>If the student moved from another country for the purpose of studying in Canada, give the country (text) from which they came, as it is stored in the postsecondary institution's files. Leave this element blank if the country code is reported in the previous element (SD4300) or if the student did not move from another country.</p>			Text	833-862	30
SD	4310	Outside	Student studying outside Canada	<p>Indicates whether the student is studying outside Canada as of the end of the report cycle; e.g., at a postsecondary institution with a reciprocal agreement with a Canadian postsecondary institution or at an affiliated postsecondary institution or studying by distance education outside Canada.</p>	<p>1 - Yes, studying outside Canada</p> <p>2 - No, not studying outside Canada</p> <p>9 - Unknown</p>	<p>Y - Yes</p> <p>N - No</p> <p>U - Unknown</p>	Text	863	1

Postsecondary Student Information System (PSIS)  
 Student Description (SD) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4320	ElSecComp	Elementary/ secondary education	The highest level of elementary/secondary education completed by the student as of the end of the report cycle (end of winter term).  Use codes "40 - Completed at least some elementary school" or "50 - Completed at least some secondary school" only if the exact grade completed is unknown. Do not code foreign students as "96 - Other" instead, code the years of schooling to the appropriate grade; e.g., seven (7) years of schooling would be coded as "07 - Completed Grade 7".	00 - None; no formal education completed 01 - Completed Grade K to 1 02 - Completed Grade 2 03 - Completed Grade 3 04 - Completed Grade 4 05 - Completed Grade 5 06 - Completed Grade 6 07 - Completed Grade 7 08 - Completed Grade 8 09 - Completed Grade 9 10 - Completed Grade 10 11 - Completed Grade 11 12 - General Equivalency Diploma (granted Grade 12 equivalency) 13 - Completed Grade 12 (general diploma) 14 - Completed Grade 12 (matriculation (advanced or academic orientation)) 15 - Completed Grade 13 (Ontario graduates only) 30 – Completed more than 11 years of schooling outside North America 40 - Completed at least some elementary school 50 - Completed at least some secondary school 96 - Other 99 - Elementary/secondary education unknown		Text	864-865	2
SD	4325	ElSecDate	Date last attended elementary/secondary school	The date the student last attended an elementary/secondary school.  If the exact day is unknown report the year and month followed by two (2) blanks.  If the month is unknown report the year followed by four (4) blanks.	YYYYMMDD (YearMonthDay)		Text	866-873	8
SD	4330	ElSecCntry	Country where last attended elementary/ secondary school	The country in which the student last attended elementary/secondary school.	PSIS Country Codes	Country Codes	Text	874-878	5
SD	4331	ElSecCntryTxt	Country where last attended elementary/ secondary school (text)	The country (text) in which the student last attended elementary/secondary school. Leave this element blank if the code is reported in the previous element (SD4330).			Text	879-908	30
SD	4332	ElSecProv	Province or state of elementary/secondary school last attended	The province or state in which the student last attended elementary/secondary school.  Assign ZY (Not applicable) if not Canada or U.S.A.  Assign ZZ if unknown.	Province and State Codes		Text	909-910	2
SD	4335	ElSecInst	Institution code of Canadian elementary/ secondary school last attended	The institution code of the Canadian elementary/secondary school last attended by the student.  Leave blank if not Canada.	PSIS Elementary/secondary Institution Codes		Text	911-924	14


Postsecondary Student Information System (PSIS)  
 Student Description (SD) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4340	PrevEdAct	Previous educational activity	The most recent educational activity completed by the student outside your postsecondary institution prior to enrolling in the current program. If the student completed two activities at the same time, report the higher one.	01 - Basic Literacy 02 - Academic upgrading 03 - High school diploma/General Equivalency Diploma 04 - College Program Admission upgrading 05 – Second language training (e.g., ESL, FSL) 06 - Apprenticeship program 07 - Job readiness training 08 - Skills upgrading (workplace related) 09 - Special or contract training 10 - College preliminary year 11 – Trade/Vocational or pre-employment program (College non-postsecondary or vocational) 12 - College postsecondary 13 - College post-diploma program 14 - College unknown level 15 - No credential: took college level courses 16 - Collaborative college non-postsecondary program 17 - Collaborative degree program (combined college and university postsecondary) 18 - Other collaborative postsecondary program 19 - Non-credit continuing education or personal interest courses (e.g., intro to computers, fitness instructor, sign language) 40 - University preliminary year or pre-Bachelor 41 - Bachelor's degree 42 - First Professional degree 43 - License undergraduate 44 - Licentiate or testamur 45 - Undergraduate level certificate or diploma 46 - No credential: took undergraduate level courses 47 - Other university undergraduate level 50 - Master's qualifying year 51 - Master's degree 52 - Ph.D. qualifying year or probationary 53 - Ph.D. 54 - Equivalent earned doctorate 55 - Graduate level certificate or diploma 56 - No credential: took graduate level courses 57 - Post-doctoral 58 - Double Bachelor's degrees		Text	925-926	2

Postsecondary Student Information System (PSIS)  
 Student Description (SD) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4340	PrevEdAct	Previous educational activity	 <b>Note:</b>  <div style="background-color: #cccccc; padding: 5px; border: 1px solid black; text-align: center;">                     SD4340 – PrevEdAct (cont)                 </div>	59 - Combination Master's and Ph.D. 60 - University, unknown level 99 - Unknown				
SD	4350	PrevCredenTyp	Previous postsecondary credential type	The type of credential the student received for completing the most recent postsecondary activity outside your postsecondary institution prior to enrolling in the current program. Report the normal credential whether the student completed the program or not.	01 - General Equivalency Diploma 02 - Certificate 03 - Diploma 04 - Degree 05 - Declaration of academic achievement 06 - Other college postsecondary credential 07 - Other college non-postsecondary credential 08 - Other undergraduate level credential 09 - Other graduate level credential 96 - Other type of credential 98 - Not applicable (no credential or formal certification) 99 - Unknown		Text	927-928	2
SD	4360	PrevLFS	Previous labour force activity	The student's labour force activity over the 12-months preceding their registration or application for admission for the current report cycle. Leave blank for now.	Blank		Text	929-936	8
SD	4370	PermProv1st	Permanent province of residence declared upon admission	Permanent province or state of residence reported by the student on their application at admission.  For Canadian citizens and permanent residents, report the permanent home province in Canada as follows: (a) For those students entering your institution immediately after high school/Cégep completion (i.e., within the last twelve (12) months), report the province of the last high school/Cégep attended. (b) For all other students (i.e., not coming immediately after high school/Cégep completion), report the province of permanent home address on the date of application for admission.  The information should <b>not</b> be updated for students who were enrolled at the reporting postsecondary institution within the last twelve (12) months (returning/on-going students). However, the information for this element should be updated for students who were not enrolled at the reporting postsecondary institution within the last twelve (12) months but had attended the reporting postsecondary institution at some time in the past (re-entering students).  This element may or may not be the same as <b>Province or state of the permanent address</b> (element SD4130) on the SD file.  The element SD4130 requires the permanent address <b>maintained by the postsecondary institution</b> for follow-up surveys of students after graduation.  No blanks permitted.	Province and State Codes		Text	937-938	2
SD	4402			The County of permanent residence (MPHEC) is no longer required. Leave blank.			Text	939-942	4
SD	4403			The Country of permanent residence (MPHEC) is no longer required. Leave blank.			Text	943-947	5



Postsecondary Student Information System (PSIS)

Student Description (SD) File – Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SD	4404	MPHEC_Campus	Assigned Campus (MPHEC)	<p>For students enrolled concurrently in courses on two or more campuses, or graduates who earned credits toward program on two or more campuses: assign primary PSIS postsecondary institution <b>campus</b> code as stored in the institution's administrative files.</p> <p>This element is used by the MPHEC for the enrolment portion of the New Brunswick funding allocation and for statistical purposes.</p>	PSIS postsecondary institution code		Text	948-955	8
SD	4405	ProvStudID	Provincial Student Identifier (MPHEC)	<p>Provincial elementary/secondary student identifier from province where student last attended elementary/secondary school. Obtained from the student's high school transcript.</p> <p>This element should correspond to the <b>Province of elementary /secondary school last attended</b> (element SD 4332) on the SD file.</p> <p>If the student completed high school in a province other than New Brunswick, Nova Scotia or Prince Edward Island, or if a provincial identifier was not provided on the student's transcript leave blank.</p>	<p>Students who completed secondary school in New Brunswick and Nova Scotia : 10 digit number</p> <p>Students who completed secondary school in Prince Edward Island : 24 digit code</p>		Text	956-979	24
SD	4400	ProvSD	Provincial SD elements	<p>Provincial ministries wanting to define additional elements for provincial reporting can use this composite element.</p> <p>Leave any unused portion blank.</p>	Components and codes as defined by provincial ministry		Text	980-1018	39



## **Postsecondary Student Information System (PSIS)**

### **Student Program (SP) File**

#### **Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC**

**Record Key: Year of Start of Report Cycle (SP1000) plus Institution Code (SP1025)  
plus Institution's Student Identifier (SP4000) plus Students Program Code (SP2000) plus Credential Type (SP2010)**

**plus Original Start Date in Program (SP5010)**

#### **Files and Data Element Descriptions, and Record Layout**

The Student Program (SP) file contains one (1) record for each program in which the student was enrolled during the reporting cycle. The student program record includes the date(s) in which the student started/ended a program (SP5010, SP5090), student status in program at end of report cycle (SP5100), specialization or major field of study (SP5015 to SP5021), transfer credits (SP5220), fees billed (SP5190 to SP5200), cumulative credits for program (SP5230) and other characteristics of the student's program as recorded by the postsecondary institution.

Report one (1) SP record for each program in which the student is registered at any time during the report cycle. Also include an SP record for a student who graduates during the report cycle, even if the student did not have any course registrations during the report cycle (e.g., the student applies for and is granted a credential during the current report cycle for work completed in an earlier cycle).

If the student was registered in more than one (1) program during the report cycle, provide only one (1) SD record and multiple Student Program (SP) records.

There is a logical link between this file and the Institution Program (IP) file. Each program code reported on the SP file must be present on the IP file. In addition, there is a logical link between this file and the Student Description (SD) file. Each student record reported on the SD file must be associated with at least one (1) program record on the SP file.

Universities that store their program data with separate fields for degree and specialization(s) or major field(s) of study should report the student's degree in element SP2000 and the student's specialization(s) or major field(s) of study in elements SP5015, SP5016 and SP5017.

For programs that award two (2) credentials, please consult the "Joint credential program" entry of the Reporting Guide.

If the student is taking courses without being registered in a program, do not omit the student from the SP file. Create an SP record with a non-program code in element SP2000 to match the non-program record created on the IP file. Follow the instructions in the other elements of the SP file for the assignment of "Not applicable" codes for this non-program record. Please refer to the "Program type" and "Non-credit" entries of the Reporting guide for additional information on the non-program records.

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the same first four (4) digits of the start date of the report cycle (as found in element ID1005 on the ID file).	YYYY (Year)		Text	1-4	4
SP	5005			The Continuing education indicator is no longer required. Please leave blank.				5	1
SP	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.			Text	6-13	8
SP	4000	StudID	Institution's Student Identifier	The postsecondary institution's permanent identifier for the student while in this postsecondary institution. Use the same number for this student from year to year.  There must be a record on the SD file for this student.  Report one (1) SP record for each program in which the student is registered at any time during the report cycle.			Text	14-27	14
SP	2000	ProgCode	Student's program code	The student's program code as stored in the postsecondary institution's administrative files. There must be one (1) record on the IP file for this program; i.e., this code must be present in element IP2000 on an IP record.  For students taking courses without being registered in a program, create one (1) SP non-program record for each of the appropriate non-program categories. Note that there must be a corresponding record on the Institution program (IP) file in element IP2000. Follow the instructions in the other elements for the assignment of "Not applicable" codes. Please refer to the "Program type" and "Non-credit" entries of the Reporting guide for additional information on the non-program records.  Universities that store their program data with separate fields for degree and specialization(s) or major field(s) of study should report the student's degree in element IP/SP2000 and the student's specialization(s) or major field(s) of study in elements SP5015, SP5016 and SP5017.			Text	28-47	20
SP	2010	CredenTyp	Credential type	The type of formal qualification awarded for successful completion of a program, excluding certificates of attendance.  A "qualification" acknowledges successful completion of a program of study containing evaluative components. A "formal qualification" is a qualification that is recognized by an official body such as ministries of education, boards of governors or other ministry appointed bodies, federal departments or ministries, industry associations or sectors, apprenticeship and trades commissions, regulatory bodies or licensing agencies.  See element IP2010 for more details.  The combination of information of the previous data element (SP2000) and this one must also be present on the IP file in data elements IP2000 and IP2010.	01 - General Equivalency Diploma/high school diploma 02 - Certificate 03 - Diploma 04 - Degree (includes applied degree) 10 - Attestation and other short program credentials 11 - Associate degree 97 - Other type of credential associated with a program 98 - Not applicable		Text	48-49	2
SP	5010	ProgStart	Original start date in program	The date the student started (first enrolled or registered) in the program as defined in element SP2000 above. Report the date the student originally started in the program, not the date the student continued in the current report cycle. The start date will remain unchanged for subsequent enrolments by the same student in the same program, even if the student quits the program and then resumes it. For a student who completed a common first year and is now enrolled in the next phase of the program, report the start date of the common first year.  Do not leave this data element blank.  For students in non-programs, report the first date the student registered for courses in the non-program.	YYYYMMDD (YearMonthDay)		Text	50-57	8

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	5015	Major1	First specialization or major field of study	The student's first specialization or major field of study code as stored in the postsecondary institution's administrative files. Do not report "minors". Postsecondary institutions that assign unique program codes for each combination of Degree and Specialization/Major(s) should report those codes as part of element SP2000 and leave elements SP5015, SP5016 and SP5017 blank.  Leave this data element blank for students in non-programs.			Text	58-67	10
SP	5016	Major2	Second specialization or major field of study	The student's second specialization or major field of study code as stored in the postsecondary institution's administrative files. Do not report "minors". Postsecondary institutions that assign unique program codes for each combination of Degree and Specialization/Major(s) should report those codes as part of element SP2000 and leave elements SP5015, SP5016 and SP5017 blank.  Leave this data element blank for students in non-programs.			Text	68-77	10
SP	5017	Major3	Third specialization or major field of study	The student's third specialization or major field of study code as stored in the postsecondary institution's administrative files. Do not report "minors". Postsecondary institutions that assign unique program codes for each combination of Degree and Specialization/Major(s) should report those codes as part of element SP2000 and leave elements SP5015, SP5016 and SP5017 blank.  Leave this data element blank for students in non-programs.			Text	78-87	10
SP	5020	ProvMajor	Provincial major field of study (MPHEC)	The field of study code as defined in element IP2401 to identify the program.	Major Field of Study Codes disseminated by the Maritime Provinces Higher Education Commission		Text	88-95	8
SP	5021	ProvJMajor	Provincial joint or second major field of study (MPHEC)	The joint or second field of study code as defined in element IP2402 to identify the program.	Major Field of Study Codes disseminated by the Maritime Provinces Higher Education Commission		Text	96-103	8

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	5025	ProvStudProg	Student and program approved for funding by funding agency (MPHEC)	<p>Indicates whether the student is eligible to be included in weighted enrolments used for grant purposes.</p> <p>The criteria to code students as eligible for funding by the MPHEC enrolled in <b>approved programs</b> are as follows:</p> <p>Assign "1 - Eligible in weighted enrolments" if the student is enrolled in a program approved by the MPHEC and is eligible to be included in weighted enrolment figures used for grant purposes.</p> <p>Assign "2 - Not eligible, other financial support" if the student is enrolled in a program approved by the MPHEC but is not eligible to be included in weighted enrolment figures because financial support other than government grant is received by the institution as a result of agreements with another institution, governments, corporation, etc.</p> <p>Assign "3 - Not eligible, graduate student exceeding length of study" if student is a graduate student who has exceed the maximum length of study permitted for funding purposes for the program of study in which the student is enrolled.</p> <p>The criteria to count graduate students are:</p> <ul style="list-style-type: none"> <li>(a) Full-time and part-time students enrolled in Master's programs may be counted as eligible for funding for a total of two full-time equivalents (2.00 FTEs). This is the equivalent of two years (defined as May 1<sup>st</sup> to April 30<sup>th</sup>), (1.00 FTE each year) or six years of part-time study (0.33 FTE per year).</li> <li>(b) Full-time and part-time students enrolled in Doctoral programs may be counted as eligible for funding for three years (defined as May 1<sup>st</sup> to April 30<sup>th</sup>) (3.00 FTEs).</li> <li>(c) Students who follow the Bachelor to PhD degree route may be counted as eligible for funding for a total of five full-time equivalents (5.00 FTEs), which is equivalent to five years (defined as May 1<sup>st</sup> to April 30<sup>th</sup>).</li> </ul> <p>The criteria to code students enrolled in program/course <b>not approved</b> by MPHEC:</p> <p>Assign "4 - Not eligible, program pending approval or not approved" if the student is enrolled in program/course <b>not approved</b> or <b>pending</b> approval for funding by MPHEC.</p> <p>Do not leave this data element blank.</p>	<p>1 – Eligible in weighted enrolments                  2 – Not eligible, other financial support                  3 – Not eligible, graduate student exceeding length of study                  4 – Not eligible, program pending approval or not approved</p>		Text	104-109	6
SP	5030	Credent	Credential	<p>The name of the credential, qualification or document of recognition the student received or will receive, as stored in the postsecondary institution's administrative files.</p> <p>Leave this data element blank for students in non-programs.</p>			Text	110-169	60
SP	5040	Jcredent	Joint credential	<p>The name of the joint credential, qualification or document of recognition the student received or will receive, as stored in the postsecondary institution's administrative files. This may be a certification from an outside body to which the reporting postsecondary institution has given authority to award a credential. If there is no joint credential, leave this element blank.</p> <p>Leave this data element blank for students in non-programs.</p>			Text	170-229	60

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	5050	NormEnt	Met normal entrance requirements	Indicates whether the student met the normal entrance requirements of the program.  For students in non-programs, report code "98 - Not applicable"	01 - Student met normal entrance requirements 02 - Student did not meet normal entrance requirements (e.g., admitted as a mature student or based on prior learning assessment) 98 - Not applicable (no formal entrance requirements or non-program) 99 - Unknown		Text	230-231	2
SP	5060	Speclnit	Special Initiative code	The Special Initiative code associated with the student in the program, as specified by the provincial ministry, postsecondary institution or other agency. If the provincial ministry or other agency specifies no code set and the postsecondary institution does not record Special Initiative codes, leave this element blank.	See provincial ministry or agency codes or postsecondary institution's own codes.		Text	232-237	6
SP	5070	Co_op	Co-op program indicator	Indicates whether the student was classified as a Co-op student in this program as of the end of the report cycle (end of winter term). A co-operative education program is a program that formally integrates a student's academic studies with work experience in their field of study. Students in a co-op program will alternate periods of time spent in school with paid work in business, industry, or government. Assign "1 - Yes" for all Co-op students whether they are on work terms or in class at the end of the report cycle.  For students in non-programs, report code "8 - Not applicable"	1 - Yes 2 - No 8 - Not applicable (non-program) 9 - Unknown	Y - Yes N - No W - Not applicable (non-program) U - Unknown	Text	238	1
SP	5073	ProgArtic	Articulated program indicator	An articulated program is a transfer program that two (2) or more postsecondary institutions have planned to permit students to move from one stage of the program at one postsecondary institution to another stage of the program at another postsecondary institution. The learning achieved in one (1) (or more) postsecondary institution(s) is recognized in the other postsecondary institution(s) in the planned arrangement. Articulated programs differ from collaborative programs in that there is no shared ownership of the program. Articulated programs may be referred to as: <b>Collaborative, University Transfer</b> or some other name.  Examples are the collaborative nursing programs in Alberta and Ontario. In these programs, learners generally take the first two (2) years of the program at a college and the second two (2) years at a partner university.  For students in non-programs, report code "8 - Not applicable"	1 - Yes 2 - No 8 - Not applicable (non-program) 9 - Unknown	Y - Yes N - No W - Not applicable (non-program) U - Unknown	Text	239	1
SP	5076	ProgBroker	Brokered program indicator	A brokered program is a program that is owned by one (1) postsecondary institution and delivered either in whole or in part by another postsecondary institution. The postsecondary institution that owns the program generally awards the credential.  For students in non-programs, report code "8 - Not applicable"	1 - Yes, and the reporting postsecondary institution is the sponsor 2 - Yes, and the reporting postsecondary institution is the host 3 - No 8 - Not applicable (non-program) 9 - Unknown if student is taking the program under a brokering agreement		Text	240	1

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	5079	ProgCollab	Collaborative program indicator	<p>A collaborative program is one (1) for which ownership of two (2) or more postsecondary institutions share responsibility and the postsecondary institutions involved develop the program jointly. Each postsecondary institution involved in the collaborative program delivers part of the program and the required administration and services, and each postsecondary institution involved recognizes academic achievement at the other postsecondary institution(s). Collaborative programs may be referred to as: <b>Consecutive, Concurrent, Accelerated, Degree-completion, Joint-integrated</b> programs, or some other name.</p> <p>The Ontario College University Transfer Guide (OCUTG) provides this example: A collaborative program in applied communications leading to a Bachelor's degree in which learners take courses offered by both the university and the college in order to complete degree requirements; the planning, maintenance and administration of the program are undertaken jointly by a team of college and university faculty administrators.</p> <p>For students in non-programs, report code "8 - Not applicable"</p>	1 - Yes 2 - No 8 - Not applicable (non-program) 9 - Unknown	Y - Yes N - No W - Not applicable (non-program) U - Unknown	Text	241	1
SP	5083	GradStatJun1	Grad student registration status on June 1	<p>Full-time/part-time status as of June 1 for students registered in <b>university graduate programs</b> on June 1. Full-time/part-time status is defined by the reporting postsecondary institution.</p> <p>You can assign a value for students in non-programs, where the Program type is "93 - Non-program (credit, graduate)". However, it is unlikely to be coded to "01 - Full-time".</p> <p>For all other students, assign code "98 - Not applicable", including students who were registered as graduate students sometime in the report cycle but not on June 1.</p>	01 - Full-time graduate student 02 - Part-time graduate student 98 - Not applicable (not a grad student or not registered on this date)		Text	242-243	2
SP	5084	GradStatAug1	Grad student registration status on August 1	<p>Full-time/part-time status as of August 1 for students registered in <b>university graduate programs</b> on August 1. Full-time and part-time status is defined by the reporting postsecondary institution.</p> <p>You can assign a value for students in non-programs, where the Program type is "93 - Non-program (credit, graduate)". However, it is unlikely to be coded to "01 - Full-time".</p> <p>For all other students, assign code "98 - Not applicable", including students who were registered as graduate students sometime in the report cycle but not on August 1.</p>	See element SP5083		Text	244-245	2

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size						
SP	5085	RegStat	Student's registration status	<p>Registration status (full-time/part-time) of <b>all students</b> enrolled at the postsecondary institution at the time of the fall snapshot date, that is, a single date chosen by the institution which falls from September 30<sup>th</sup> to December 1<sup>st</sup>. A student is considered to be enrolled if they are registered in at least one (1) educational activity (course or other learning activity) on the day of the fall snapshot.</p> <p>If a student is not registered on the fall snapshot date, assign code "98 - Not applicable".</p> <p>For institutions under the mandate of the MPHEC, the registration status is defined as follows:</p> <p><i>Full-time Undergraduate Student</i>                      A person who is enrolled in a program of study who is taking at least 60% of the normal course work associated with a program year.</p> <p><i>Full-time Graduate Student</i>                      A person who is enrolled in a program of study who makes substantial demands upon the resources of an institution such as enrolling in courses and/or engaging in research or writing a thesis under continuing supervision.</p> <p><i>Part-time Undergraduate Student</i>                      A person who is enrolled part-time in courses which are normally recognized by the institution as acceptable credits towards an approved degree, certificate or diploma program. The part-time undergraduate student is a person taking less than 60% of the normal course work associated with a program year.</p> <p><i>Part-time Graduate Student</i>                      A person who is enrolled part-time at an institution in an approved graduate degree, certificate or diploma program. Part-time graduate students fall into two main categories:</p> <ul style="list-style-type: none"> <li>• Students who have completed their required course work, and who are writing their thesis; and</li> <li>• Students who have not completed their course work and are presently taking courses and/or working on their thesis.</li> </ul> <p>The registration status is established at a specific date, however, this date varies depending on the type of postsecondary institution. Report the registration status of all students enrolled at your postsecondary institution at the following dates:</p> <table border="0"> <tr> <td>Universities</td> <td>Registration status as of December 1<sup>st</sup>;</td> </tr> <tr> <td>Community Colleges</td> <td>Registration status as of October 31<sup>st</sup>;</td> </tr> <tr> <td>Trade and vocational institutions</td> <td>Registration status for the twelve (12)-month period.</td> </tr> </table>	Universities	Registration status as of December 1 <sup>st</sup> ;	Community Colleges	Registration status as of October 31 <sup>st</sup> ;	Trade and vocational institutions	Registration status for the twelve (12)-month period.	01 - Full-time student 02 - Part-time student 98 - Not applicable (not registered on this date)		Text	246-247	2
Universities	Registration status as of December 1 <sup>st</sup> ;														
Community Colleges	Registration status as of October 31 <sup>st</sup> ;														
Trade and vocational institutions	Registration status for the twelve (12)-month period.														
SP	5086	GradStatApr1	Grad student registration status on April 1	<p>Full-time/part-time status as of April 1 for students registered in <b>university graduate programs</b> on April 1. Full-time/part-time status is defined by the reporting postsecondary institution</p> <p>You can assign a value for students in non-programs, where the Program type is "93 - Non-program (credit, graduate)". However, it is unlikely to be coded to "01 - Full-time".</p> <p>For all other students, assign code "98 - Not applicable", including students who were registered as graduate students sometime in the report cycle but not on April 1.</p>	See element SP5083		Text	248-249	2						
SP	5090	ProgEnd	End date in program	<p>The date the student completed or withdrew from the program or else transferred to another program. This element refers to the entire program, not just the component taken during the report cycle.</p> <p>If the next element (SP5100) is coded "02 - Successfully completed" or "04 - Graduated from program", give the date the program was completed. If SP5100 is coded 05, 06, 07 or 08, give the date the student ended the program <b>or transferred</b> to another program. Otherwise leave this element blank.</p>	YYYYMMDD (YearMonthDay)		Text	250-257	8						



File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	5100	ProgEndStat	Status in program at end of report cycle	<p>The student's status in the program as of the end of the report cycle, as known by the postsecondary institution.</p> <p>If the student completed the program during the report cycle by meeting the minimum academic requirements to receive credit for the whole program, and the graduation date is <u>more than one (1) month after</u> the end of the report cycle, assign code "02 - Successfully completed" and report the program end date in element SP5090 ProgEnd.</p> <p>If the graduation date is before or <u>within one (1) month of</u> the end of the report cycle, assign code "04 - Graduated from program" and report the program end date in element SP5090 ProgEnd as well as graduation date in element SP5120 GradDate.</p> <p>If the student's status was under review or dependent on the completion or grading of courses which would normally have ended by the end of the report cycle, assign 99. Note: A student with "99 - Status Unknown" is to be included in the next report cycle with an updated program end status.</p> <p>If the student enrolls in the next phase of program (e.g. at the end of report cycle, the student is registered to return next fall), assign code "01 - Eligible to enrol in next phase of program". Note: For students completing a prerequisite program (e.g., common first year), assign code 01.</p> <p>If the student is enrolled in a program and the current year registration continues through the end of the report cycle, assign code "03 - Still enrolled in program".</p> <p>If the student has not completed the program and will probably not be continuing in or returning to the program, assign code 05, 06, 07 or 08. For students who have transferred to another program within the same faculty or to another faculty, assign code "06 - Withdrew from program" and report the transfer date in SP5090 ProgEnd. Students under suspension as of the end of the report cycle should be coded "07 - Not eligible to enrol at same institution" even if the suspension is likely to be lifted later.</p> <p>If a student is enrolled in a non-program, assign code '98 - Not-applicable".</p>	<p>01 - Eligible to enrol in next phase of program</p> <p>02 - Successfully completed course-work requirements for whole program but had not officially graduated as of date PSIS files were produced</p> <p>03 - Still enrolled in program (registration continued through end date of report cycle)</p> <p>04 - Graduated from program (officially received qualification at the end of the report cycle)</p> <p>05 - Not eligible to enrol in same program</p> <p>06 - Withdrew from program (e.g., discontinued studies in program) or transferred to another program within the same faculty or not, at the same institution</p> <p>07 - Not eligible to enrol at same institution or under suspension</p> <p>08 - Student deceased</p> <p>96 - Other</p> <p>98 - Not applicable (non-program)</p> <p>99 - Status unknown (under review or not yet determined when the PSIS files were produced)</p>		Text	258-259	2
SP	5120	GradDate	Convocation or graduation date	<p>The date the student received the degree, diploma or certificate for completing the program. The graduation date reported must be within the reporting cycle or <u>within one (1) month of</u> the end of the report cycle. Students coded "04 - Graduated from program" in the previous element (SP5100 ProgEndStat) must have a graduation date reported.</p> <p>Leave blank if the student is not in a program that leads to a credential.</p>	YYYYMMDD (YearMonthDay)		Text	260-267	8
SP	5140	Excel	Indicator of academic excellence	<p>Indicates whether the academic performance attained by the student in this program as of the end of the report cycle is at a level that is classified by the postsecondary institution to be above the norm (academic excellence). Academic excellence would typically be acknowledged by honours such as installation on the President's list, Dean's list, etc. If there is no such designation for this program, or if the designation applies only to the end of the program and the student has not completed the program, assign "8 - Not applicable". Do not automatically assign "1 - Yes" for students in Honours programs.</p> <p>For students in non-programs, report code "8 - Not applicable"</p>	<p>1 - Yes, student attained academic excellence</p> <p>2 - No, student did not attain academic excellence</p> <p>8 - Not applicable (no such designation available for this program)</p> <p>9 - Unknown</p>	<p>Y - Student attained academic excellence</p> <p>N - Student did not attain academic excellence</p> <p>W - Not applicable (no such designation available for this program)</p> <p>U - Unknown</p>	Text	268	1
SP	5150	ManPaid	Completed mandatory paid OJT	<p>Indicates whether the student has completed the mandatory paid on-the-job training (OJT) requirements for the full program. See element IP2300 on the Institution Program (IP) file for details and examples.</p> <p>For students in non-programs, report code "8 - Not applicable"</p>	<p>1 - Yes, student has completed this OJT category</p> <p>2 - No, student has not completed this OJT category</p> <p>8 - Not applicable (non-program or this category of OJT does not apply to the program)</p> <p>9 - Unknown</p>	<p>Y - Yes, student has completed</p> <p>N - No, student has not completed</p> <p>W - Not applicable</p> <p>U - Unknown</p>	Text	269	1

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SP	5160	OpPaid	Completed optional paid OJT	Indicates whether the student has completed the optional paid on-the-job training (OJT) requirements for the full program. See element IP2300 on the Institution Program (IP) file for details and examples.  For students in non-programs, report code "8 - Not applicable"	See element SP5150	See element SP5150	Text	270	1
SP	5170	ManUnpaid	Completed mandatory unpaid OJT	Indicates whether the student has completed the mandatory unpaid on-the-job training (OJT) requirements for the full program. See element IP2300 on the Institution Program (IP) file for details and examples.  For students in non-programs, report code "8 - Not applicable"	See element SP5150	See element SP5150	Text	271	1
SP	5180	OpUnpaid	Completed optional unpaid OJT	Indicates whether the student has completed the optional unpaid on-the-job training (OJT) requirements for the full program. See element IP2300 on the Institution Program (IP) file for details and examples.  For students in non-programs, report code "8 - Not applicable"	See element SP5150	See element SP5150	Text	272	1
SP	5190	ProgTuit	Tuition fees billed for program	Tuition fees, including lab fees and excluding living fees, billed to the student for attendance in this program during the report cycle. If the student is billed for the entire program at the beginning of the program, report the full amount when it is billed and leave blank in subsequent report cycles.  If there are no fees for this program, or if the student pays fees course by course, for example, students in non-programs, leave this element blank.	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$2435 as 2435.00		Numeric	273-281	9
SP	5195	ProgOtherFee	Other compulsory fees billed for program	Total of other compulsory fees, excluding tuition and living fees, billed to the student specifically for this program during the report cycle. If the student is billed for other fees for the entire program at the beginning of the program, report the full amount when it is billed and leave blank in subsequent report cycles.  If there are no fees for this program, or if the student pays fees course by course, for example, students in non-programs, leave this element blank.	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$128 as 128.00		Numeric	282-290	9
SP	5200	ProgCostRec	Student took program on cost recovery	Indicates whether the student took the program on a cost recovery basis. If the student and/or the student's sponsor paid full cost recovery fees for half or more of the student's courses in the program, assign code "1 - Yes". If the student paid full cost recovery fees for fewer than half the courses, assign code "2 - No". Full cost recovery fees are fees paid by the student and/or the student's sponsor that are equal to or greater than the combined costs of instructor salary and benefits plus classroom supplies and course materials.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	291	1
SP	5210	Scholarship	Scholarship or bursary amount	The total amount of scholarships and bursaries awarded to the student by the postsecondary institution during the report cycle. Report all awards known by the postsecondary institution's departments where the award decisions were made.	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$935 as 935.00		Numeric	292-299	8
SP	5220	TotTranCred	Total transfer credits	The cumulative number of credits or units of academic achievement granted by this postsecondary institution toward this program for education taken at other postsecondary institutions, including prior learning assessment (PLA). Report the total number granted from the time the student first enrolled in the program until the end of the report cycle. Use the same units of measure as reported in elements IP2080 or IP2081 on the IP file (credits needed to graduate). Leave blank for students not in a program or in non-credit programs or programs with no set credit or course requirements.	Blank, or numeric value with decimal point and two (2) decimal places.		Numeric	300-307	8
SP	5230	TotCred	Cumulative credits for program	The cumulative number of credits granted to the student for this program as of the end of the report cycle. Report the total number granted from the time the student first enrolled in the program until the end of the current report cycle. Include credits earned at this postsecondary institution and transfer credits reported in the previous element (SP5220). Use the same units of measure as reported in element IP2080 or IP2081 on the Institution Program (IP) file (credits needed to graduate). Leave blank for students not in a program or in non-credit programs or programs with no set credit or course requirements.	Blank, or numeric value with decimal point and two (2) decimal places.		Numeric	308-315	8
SP	5300	ProvSP	Provincial SP elements	Provincial ministries wanting to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry		Text	316-395	80



## **Postsecondary Student Information System (PSIS)**

### **Student Course (SC) File**

#### **Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC**

**Record Key: Year of Start of Report Cycle (SC1000) plus Institution Code (SC1025) plus Institution's Student Identifier (SC4000) plus Student's Course Code (SC3000) plus Date Student Started Course (SC6020) plus Number or Code of Student's Course Section (SC6070)**

#### **Files and Data Element Descriptions, and Record Layout**

The Student Course (SC) file contains one (1) record for each course in which the student was enrolled during the reporting cycle. Also include a course record for students that are registered either in a CO-OP work term, writing a thesis, or performing any other academic activities related to their program but not structured as a course. The student course record includes the date(s) which the student started/ended the course (SC6020, SC6021), status in course at end of report cycle (SC6030), the credits student would receive for course (SC6060), tuition fees billed for course (SC6040) and other characteristics of the student's course as recorded by the postsecondary institution.

Report one (1) SC record for each course in which the student is registered at any time during the report cycle after the final day for course additions and deletions (as defined by your postsecondary institution: usually about two (2) weeks after classes begin). Exclude courses for which the student is wait listed. Also exclude courses for which the student was not registered and did not actually attend, even if the student received credit for the course by means of a challenge or by some other administrative method.

There is a logical link between this file and the Institution Course (IC) file. Each course code reported on the SC file must be present on the IC file.

Include courses taken under a formal brokering agreement (see element SC6080) only if the course is present in your postsecondary institution's inventory of courses and reported on your IC file. Exclude courses taken at another postsecondary institution for which you do not have a course record on your IC file.

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SC	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the same first four (4) digits of the start date of the report cycle (element ID1005 on the ID file).	YYYY (Year)		Text	1-4	4
SC	5005			The Continuing education indicator is no longer required. Please leave blank.				5	1
SC	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.	PSIS Postsecondary Institution Codes		Text	6-13	8
SC	4000	StudID	Institution's Student Identifier	The postsecondary institution's permanent identifier for the student while in this postsecondary institution. Use the same number for this student from year to year. There must be a record on the Student Description (SD) file for this student.			Text	14-27	14
SC	3000	CourCode	Student's course code	The unique code for the course as it is stored in the postsecondary institution's administrative files. All course codes on this file must also be present in element IC3000 on the IC file. <b>Include a course record for students that are registered either in a CO-OP work term, writing a thesis, or performing any other academic activities related to their program but not structured as a course.</b> Also include non-credit courses. See element IC3000 on the IC file for more details.  Report each course the student was enrolled in after the final day for course additions and deletions (as defined by the postsecondary institution: usually about two (2) weeks after classes begin). Exclude courses for which the student is wait listed. Also exclude courses for which the student was not registered and did not actually attend, even if the student received credit for the course by means of a challenge or by some other administrative method.  Include courses taken under a formal brokering agreement (see element SC6080) only if the course is present in your postsecondary institution's inventory of courses as given on the IC file. Exclude courses taken at another postsecondary institution for which you do not have a course record on your IC file.			Text	28-47	20
SC	1035	CourPer	Period in which course was delivered to student	The period (session, term or other interval) that describes when the course was delivered to the student. Use your code or name as defined in element ID1035 of the ID record. This element combined with the next one (ID1036) must be present on the ID file.	The postsecondary institution's code or name of the period as reported in element ID1035 of the ID file		Text	48-53	6
SC	1036	CourSubPer	Sub-period in which course was delivered to student	The sub-period that best describes when the course was delivered to the student. Use your code or name as defined in element ID1036 of the ID record. This element combined with the previous one (ID1035) must be present on the ID file.	The postsecondary institution's code or name of the period as reported in element ID1036 of the ID file		Text	54-59	6
SC	6020	CourStart	Date student started course	The date the student started the course. This date may be before the start of the report cycle. Do not leave this element blank. If the actual date the student started the course is not recorded in the postsecondary institution's student record, use the start date of the course as it appears in the postsecondary institution's timetable.	YYYYMMDD (YearMonthDay)		Text	60-67	8
SC	6021	CourEnd	Date student ended course	The date the student withdrew from or will complete the course. If the course extends beyond the end of the report cycle, report the date the course will end.  If the actual date the student completed or will complete the course is not recorded in the postsecondary institution's student record, use the end date of the course as it appears in your timetable or calendar, or estimate when the course would end for a full-time student taking the course by traditional course delivery. Leave this element blank only if the student has not yet completed the course <b>and</b> the end date cannot be predicted because the course has no set duration, such as a thesis or a course in which the student continues until achieving a certain mastery level.	YYYYMMDD (YearMonthDay)		Text	68-75	8

Postsecondary Student Information System (PSIS)  
 Student Course (SC) File – Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SC	6030	CourEndStat	Status in course at end of report cycle	The student's status in the course at the end of the report cycle. A student who completes a course and has met the minimum academic requirements to receive credit for the course should be assigned code "01 - Successfully completed". If the course extends beyond the end of the report cycle, assign code "02 - Still enrolled". If the student is repeating the course to improve his grade, report the end status as if the student were taking the course for normal credit. Assign code "98 - Not applicable" only for non-credit courses.	01 - Successfully completed 02 - Still enrolled 03 - Withdrew without academic penalty 04 - Did not successfully complete (failed course or withdrew with academic penalty) 05 - Not applicable (student audited course) 07 - Student deceased 96 - Other 98 - Not applicable (non-credit course) 99 - Status unknown (incomplete or under review or not yet determined)		Text	76-77	2
SC	6040	CourTuit	Tuition fees billed for course	Tuition fees, including lab fees and excluding living fees, billed to the student for this course during the report cycle. This element is required only for the Full-year report. If there are no fees for this course, or if the student pays fees at the program level, leave this element blank.	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$935 as 935.00		Numeric	78-86	9
SC	6045	CourOtherFee	Other compulsory fees billed for course	Total other compulsory fees, excluding tuition and living fees, billed to the student specifically for this course during the report cycle. This element is required only for the Full-year report. If there are no fees for this course, or if the student pays fees at the program level, leave this element blank.	Blank, or numeric value including decimal point and two (2) decimal places; e.g., report \$128 as 128.00		Numeric	87-95	9
SC	6050	CourCostRec	Student took course on cost recovery	Indicates whether the student took the course on a cost recovery basis. Full cost recovery fees are fees paid by the student and/or the student's sponsor that are equal to or greater than the combined costs of instructor salary and benefits plus classroom supplies and course materials.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U -Unknown	Text	96	1
SC	6060	StudCourCred	Credits student would receive for course	The number units of academic achievement the student <b>would</b> receive for successfully completing this course. Even if the student withdraws or fails or is audited for the course, report the number of credits he would have received for successful completion. Similarly, if the student is repeating the course to improve the grade, report the normal credit value of the course, not zero. For students in non-programs, report the credit value of the course. Leave blank only for non-credit courses or for courses having no credit or value assigned in element IC3090 on the Institution Course (IC) file, such as practicum courses that must be completed but have no credit value.  Use the same units of measure as reported for the course in element IC3091 on the Institution Course (IC) file.  Normally, this element will have the same value as element IC3090 on the Institution Course (IC) file, but sometimes the credit value will vary with the student's program; e.g., a science course may have a standard credit value for science students and a different credit value for non-science students.	Blank or numeric value including decimal point and two (2) decimal places. e.g., 1.00 = 1 unit 16.50 = 16.5 units		Numeric	97-104	8
SC	6070	CourSec	Student's course section	The postsecondary institution's section number or code of the course section in which the student is enrolled. Leave blank only if the course is not organized into sections. If the student has two section numbers for a course, as may be the case for a course having a lecture section and a lab section, report the lecture section number here.			Text	105-116	12
SC	6080	CourBroker	Brokered course indicator	Indicates whether the student is taking the course under a brokering agreement (or "study agreement"). A brokered course is a course that is owned by one (1) postsecondary institution and delivered either in whole or in part by another postsecondary institution.	1 - Yes, and the reporting postsecondary institution is the sponsor 2 - Yes, and the reporting postsecondary institution is the host 3 - No 9 - Unknown		Text	117	1
SC	6100	DistEd	Student's course considered to be "distance education"	Indicates whether the student's course section or class is considered by the postsecondary institution to be a "distance education" course. Distance education usually means the geographic separation of instructor and student and the use of non-traditional mean of communication. For example: the Internet, television, correspondence, etc., to overcome constraints due to geographic separation.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U -Unknown	Text	118	1

Postsecondary Student Information System (PSIS)  
 Student Course (SC) File – Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SC	6110	Classroom	Course delivered to student by classroom instruction	Indicates whether the student received instruction in this course in whole or in part by classroom instruction (including labs), in which the instructor is physically located in the same room or lecture hall as the student.	See element SC6100	See element SC6100	Text	119	1
SC	6120	Corresp	Course delivered to student by correspondence	Indicates whether the student received instruction in this course in whole or in part by postal correspondence, including tapes, compact discs, etc., sent by mail.	See element SC6100	See element SC6100	Text	120	1
SC	6130	Internet	Course delivered to student by Internet	Indicates whether the student received instruction in this course in whole or in part by the Internet, including e-mail and Internet conferencing.	See element SC6100	See element SC6100	Text	121	1
SC	6140	VideoConf	Course delivered to student by video conferencing	Indicates whether the student received instruction in this course in whole or in part by video conferencing, excluding conferencing on the Internet.	See element SC6100	See element SC6100	Text	122	1
SC	6145	AudioConf	Course delivered to student audio conferencing	Indicates whether the student received instruction in this course in whole or in part by audio conferencing.	See element SC6100	See element SC6100	Text	123	1
SC	6150	TV	Course delivered to student by television	Indicates whether the student received instruction in this course in whole or in part by television.	See element SC6100	See element SC6100	Text	124	1
SC	6160	Radio	Course delivered to student by radio	Indicates whether the student received instruction in this course in whole or in part by radio.	See element SC6100	See element SC6100	Text	125	1
SC	6180	DelOther	Course delivered to student by some other method	Indicates whether the student received instruction in this course in whole or in part by some other method of instruction not listed above.	See element SC6100	See element SC6100	Text	126	1
SC	6190	CourCanInst	PSIS Canadian institution where student received course instruction	The Canadian postsecondary institution where the student received instruction in this course. In most cases, this will be the reporting postsecondary institution. If so, assign your PSIS postsecondary institution code. If the instruction was given at another postsecondary institution in Canada, report the PSIS postsecondary institution code provided by Statistics Canada of the other postsecondary institution. If the other postsecondary institution is not found on the code list or is outside Canada, leave this element blank and give the postsecondary institution's name in the next element (SC6195). If the course is delivered by your institution by Distance Education, report your PSIS postsecondary institution code.	PSIS Postsecondary Institution Codes		Text	127-134	8
SC	6195	CourInstText	Institution (text) where student received course instruction	The name of the postsecondary institution where the student received instruction in this course. If you reported a postsecondary institution code in the previous element (SC6190), leave this element blank. If the postsecondary institution is outside Canada, or if the postsecondary institution is not found on the coding list provided by Statistics Canada for the previous element, report the name of the postsecondary institution in this element.			Text	135-174	40
SC	6210	CourCampus	Instruction on-campus	This element and the next three (3) elements indicate the location(s) at which the student received instruction for this course. "Received instruction" includes receiving materials or information by distance education. A student may have received instruction for a single course in multiple locations.  In each of these four (4) elements, report code "1 - Yes" for the locations where the student was intended or scheduled to receive the instruction, and report code "2 - No" for the locations where the student would not have received the instruction if the student took the course at the place it was intended to be delivered to the student.  For this element, "on-campus" means any physical site owned by this or another postsecondary institution, at which instruction is normally given. Excludes temporary space such as High Schools or church basements.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U -Unknown	Text	175	1
SC	6220	CourStudRes	Instruction at student's home	Indicates whether the student received instruction for this course at their home. See element SC6210 for more details.	See element SC6210	See element SC6210	Text	176	1
SC	6260	CourWork	Instruction at workplace	Indicates whether the student received instruction for this course at his workplace. See element SC6210 for more details.	See element SC6210	See element SC6210	Text	177	1
SC	6270	CourOther	Instruction at another location	Indicates whether the student received instruction for this course at a location not in element SC6210 - SC6260. See element SC6210 for more details.	See element SC6210	See element SC6210	Text	178	1

Postsecondary Student Information System (PSIS)

Student Course (SC) File – Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC

October 2010

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Position	Size
SC	6300	ProvSC	Provincial SC elements	Provincial ministries wanting to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry		Text	179-258	80



## **Postsecondary Student Information System**

### **Student Transfer (ST) File**

#### **Modified Version to be Used by the Postsecondary Institutions under the Mandate of the MPHEC**

**Record Key: Year of Start of Report Cycle (ST1000), plus Institution Code (ST1025), plus Institution's Student Identifier (ST4000), plus Course or Program Code Credit was granted toward at receiving institution (ST7000), plus Sending Institution Code (ST7070), plus Name of Sending Institution (ST7080) and Sending Institution's Course or Program Code (ST7090)**

#### **Files and Data Element Descriptions, and Record Layout**

The Student Transfer (ST) File contains one record for each course credit the student was granted for courses taken and/or experiences outside the current postsecondary institution. To the extent that this information is stored in the administrative system of the postsecondary institution, the transfer course record contains the number of transfer credits granted (ST7050), the sending institution code or name (ST7070, ST7080) and the date the transfer credits were granted (ST7020).

Include all transfer credits granted to the student since the student first registered at your postsecondary institution, not just for the current program.

Courses taken at another postsecondary institution under a formal brokering agreement should be excluded if you have reported the course as one (1) of your student's SC records.



File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Pos	Size
ST	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the first four (4) digits of the start date of your report cycle as defined in element ID1005 on the ID file.	YYYY		Text	1-4	4
ST	1010			Element deleted. Leave blank.			Text	5	1
ST	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.	PSIS Postsecondary Institution Codes		Text	6-13	8
ST	4000	StudID	Institution's Student Identifier	The postsecondary institution's permanent identifier for the student while in this postsecondary institution.  Use the same number for this student from year to year.  There must be a record on the SD file for this student.			Text	14-27	14
ST	7000	RecCode	Course or program code credit was granted toward at receiving institution	The receiving postsecondary institution's course or program code to which the transfer credit is applied. Report the code as stored in the postsecondary institution's administrative files.  Include all transfer credits granted to the student since the student first registered at your postsecondary institution, not just for the current program			Text	28-47	20
ST	7010	RecCodeTyp	Type of code reported for receiving institution	The postsecondary institution that recognizes the credits (the receiving postsecondary institution) should indicate in what format the transfer credits were received. Postsecondary institutions receive transfer credits for either individual courses, blocks of courses, or entire programs.	03 - Receiving postsecondary institution's course code 04 - Receiving postsecondary institution's program code 05 - Block transfer code 08 - Non-standard target course 09 - Non-standard target program 10 - Unspecified block transfer between postsecondary institutions 96 - Other type of code		Text	48-49	2
ST	7020	RecDate	Date transfer credit granted	The date that the student received credit for the course, program or block at the receiving postsecondary institution.	YYYYMMDD (YearMonthDay)		Text	50-57	8
ST	7040	TranPLA	Credit granted via Prior Learning Assessment	Identifies if credits were granted via Prior Learning Assessment. Prior Learning Assessment refers to the identification and measurement of skills and task-based abilities for the purpose of entry into an educational postsecondary institution or a trade/profession, or for the awarding of credit based on prior educational training, work, and other life experience.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	58	1
ST	7050	TranCred	Transfer credits granted	The number of credits granted by the receiving postsecondary institution for this course or program taken at the sending postsecondary institution. Must be greater than zero.	Numeric value with decimal point and two (2) decimal places.		Numeric	59-66	8
ST	7060	TranCredTyp	Type of transfer credit	This element indicates the type of transfer credit granted to the student.	01 - Credit for course(s) taken at another postsecondary institution prior to admission at the receiving postsecondary institution, and not as part of an exchange program 02 - Credit for course(s) taken at another postsecondary institution with permission 10 - Credit for course(s) taken in a domestic (in Canada) exchange program 11 - Credit for course(s) taken in a foreign exchange program 20 - PLA or skill rating assessment at receiving postsecondary institution 80 - More than one of the above types 96 - Other 99 - Type of transfer credit unknown		Text	67-68	2
ST	7065	SendCnryTxt	Country where course taken (text)	The country (text) where the course was taken. Leave this element blank if the country code is reported in the next element (ST7066).			Text	69-98	30

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Pos	Size
ST	7066	SendCntry	Country where course taken	The country where the course was taken.	PSIS Country Codes	EDI Country Codes	Text	99-103	5
ST	7070	SendInst	Sending institution code	The postsecondary institution code of the postsecondary institution where the student took the course, block of courses, or program which has been transferred.  If the postsecondary institution is not on the code list, leave this element blank and report the name in the next element (ST7080).	PSIS Postsecondary Institution Codes		Text	104-116	13
ST	7080	SendInstName	Name of sending institution	The name of the postsecondary institution where the student took the course, block of courses, or program which has been transferred.  If the postsecondary institution is on the code list, leave this element blank and report the code in the previous element (ST7070).			Text	117-156	40
ST	7090	SendCode	Sending institution's course or program code	The postsecondary institution's course or program code as registered at the postsecondary institution where the student took the course, blocks of courses, or program which has been transferred.  Program codes should be used in cases of formally arranged block transfers between postsecondary institutions.			Text	157-176	20
ST	7100	SendCodeTyp	Type of code reported by sending institution	The type of program or course code reported in the previous element (ST7090). Should indicate in what format the transfer credits were given to the receiving postsecondary institution from the postsecondary institution where the student took the course, block of courses, or program (the sending postsecondary institution). Postsecondary institutions receive transfer credits for either individual courses, blocks of courses, or entire programs.	01 - Sending postsecondary institution's course code 02 - Sending postsecondary institution's program code 05 - Block transfer code 06 - Unspecified course credit transfer (sending postsecondary institution's course code is not known) 07 - Unspecified program credit transfer (sending postsecondary institution's program code is not known) 10 - Unspecified block transfer 96 - Other type of code		Text	177-178	2
ST	7110	SendDate	Date completed course or program at sending institution	The date the student completed the course, block of courses or program at the postsecondary institution where the course, block of courses or program was taken.  If the exact day is unknown, report the year and month followed by two (2) blanks. If the date and month are unknown, report the year followed by four (4) blanks.	YYYYMMDD (YearMonthDay)		Text	179-186	8
ST	7200	ProvST	Provincial ST elements	Provincial ministries to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry		Text	187-266	80