

University of Wisconsin

System Administration

M/D Precollege Program

**Student** Data Element Dictionary

M/D Precollege  
**Student** Data Element Dictionary

v06112009

Table of Contents

<u>Variable Name</u>	<u>Page</u>
program_code.....	3
campus_student_id.....	3
fname.....	4
mi.....	4
lname.....	5
student_ssn.....	5
birthdate.....	6
gender.....	6
grade.....	7
dpi_school_code.....	7
dpi_student_id.....	8
cum_gpa.....	8
ethnicity.....	9
race1.....	9
race2.....	10
race3.....	10
primary_contact_fname.....	11
primary_contact_lname.....	11
primary_contact_relationship.....	12
street.....	12
city.....	13
state.....	13
zip.....	14
home_phone.....	14
cell_phone.....	15
work_phone.....	15
email.....	16
female_hoh_degree.....	16
male_hoh_degree.....	17
free_lunch.....	17
state_federal_support.....	18
dpi-scholarship.....	18
gear_up.....	19
area1.....	19
area2.....	20
area3.....	20
unit.....	21
semester.....	21
year.....	22
division.....	22

M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	program_code
Column	A
Essential field?	Yes
Definition	Uniquely identify each precollege program on your campus.
Minimum Length:	2
Maximum Length:	20
Specifications:	Program codes <b>MUST</b> used consistently so that the same code <b>ALWAYS</b> identifies the same program on your campus. Data element must exactly match the program code used for the "program_code" data element in the program data file.
	If a program is new, create a unique code to identify the program in the data. For future use, note new program names and corresponding program codes.

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Name	campus_student_id
Column	B
Essential Field?	Yes
Definition	Campus issued identification number that has been uniquely assigned by the campus, in the same manner as enrolled student campus IDs.
Minimum Length:	
Maximum Length:	16
Specifications:	Only <b>OFFICIALLY ISSUED</b> student identification numbers should be recorded.

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

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Name	fname
Column	C
Essential Field?	No
Definition	First name of precollege program participant.
Minimum Length:	2
Maximum Length:	30
Specifications:	Caution: Use same spelling as previous data, if possible.

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Name	mi
Column	D
Essential Field?	No
Definition	Middle initial of precollege program participant
Minimum Length:	1
Maximum Length:	1
Specifications:	

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	Iname
Column	E
Essential Field?	No
Definition	Last name of precollege program participant
Minimum Length:	2
Maximum Length:	30
Specifications:	Caution: Use same spelling as previous data, if possible.

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Name	student_ssn
Column	F
Essential Field?	Yes
Definition	Social security number
Minimum Length:	9
Maximum Length:	9
Specifications:	Please record ONLY AUTHENTIC SSNs of participants. Enter as 9-digits, no hyphens 333-22-4444 = 333224444

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	birthdate
Column	G
Essential Field?	Yes
Definition	Date of birth of precollege program participant
Minimum Length:	8
Maximum Length:	8
Specifications:	No hyphens. Format is MMDDYYYY. October, 31 1980 will be entered as 10311980.

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Name	gender
Column	H
Essential Field?	Yes
Definition	Gender of precollege program participant
Minimum Length:	1
Maximum Length:	1
Specifications:	M = male F = female.

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	grade
Column	I
Essential Field?	No
Definition	Current school grade level. For summer program participation, record the grade the students will be entering.
Minimum Length:	2
Maximum Length:	2
Specifications:	K = Pre-K & Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 through 12 = Grade 12 13 = post high school

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Name	dpi_school_code
Column	J
Essential Field?	No
Definition	DPI issued school identification code
Minimum Length:	8
Maximum Length:	8
Specifications:	To look up the dpi_school_code for: Public schools go to <a href="http://dpi.wi.gov/lbstat/pubdata2.html">http://dpi.wi.gov/lbstat/pubdata2.html</a> Private Schools go to <a href="http://dpi.wi.gov/lbstat/privdata.html">http://dpi.wi.gov/lbstat/privdata.html</a>  Open the most recent public (or private) "Enrollment Master" file. The dpi_school_code is the district number (Dist No.) plus the school code (Sch Code).  For example, the Monroe Hi dpi_school_code is the Dist No. 3682 combined with school number 0120, resulting in dpi_school_code=36820120

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	dpi_student_id
Column	K
Essential Field?	No
Definition	DPI assigned student identification number.
Minimum Length:	16
Maximum Length:	16
Specifications:	DPI is working to have a unique identifying number for each student. Currently, only some students are assigned numbers.

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Name	cum_gpa
Column	L
Essential Field?	No
Definition	Cumulative grade point average
Minimum Length:	4
Maximum Length:	4
Specifications:	Format: 1.23 Cumulative grade point average should: 1) only be collected if the students' school transcript is available, 2) include only academic courses, and 3) be on a 4-point scale. If not on a 4-point scale, please call precollege database manager for assistance.

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

Name	ethnicity
Column	M
Essential Field?	Yes
Definition	Is student of Hispanic/Latino heritage?
Minimum Length:	1
Maximum Length:	3
Specifications:	blank = Not Hispanic/Latino 101 = Yes, Cuban 102 = Yes, Mexican American or Chicano/a 103 = Yes, Puerto Rican 150 = Yes, other Hispanic/Latino heritage

Name	race1	
Column	N	
Essential Field?	Yes	
Definition	Race of precollege program participant	
Minimum Length:	1	
Maximum Length:	3	
Specifications:	201 = Black or African American  301 = American Indian / Alaska Native  400 series = Asian or Pacific Islander 401 = Chinese 402 = Guamanian or Chamorro 403 = Filipino 404 = Japanese 405 = Korean 406 = Samoan 407 = Asian Indian 408 = Native Hawaiian 450 = Other Asian	500 series = Southeast Asian 501 = Cambodian 502 = Hmong 503 = Laotian 504 = Vietnamese 550 = Other Southeast Asian  601 = White  701 = Other race

M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	race2
Column	O
Essential Field?	Yes, if precollege participant indicates more than one race on registration form.
Definition	Race of precollege program participant
Minimum Length:	1
Maximum Length:	3
Specifications:	See race1 for specifications.

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Name	race3
Column	P
Essential Field?	Yes, if precollege participant indicates more than one race on registration form.
Definition	Race of precollege program participant
Minimum Length:	1
Maximum Length:	3
Specifications:	See race1 for specifications.

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	primary_contact_fname
Column	Q
Essential Field?	No
Definition	First name of primary contact person for precollege participant.
Minimum Length:	2
Maximum Length:	30
Specifications:	

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Name	primary_contact_lname
Column	R
Essential Field?	No
Definition	Last name of primary contact person for precollege participant.
Minimum Length:	2
Maximum Length:	35
Specifications:	

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	primary_contact_relationship	
Column	S	
Essential Field?	No	
Definition	Describes relationship of primary contact person to the precollege participant.	
Minimum Length:	2	
Maximum Length:	2	
Specifications:	01 = Mother	11 = Father
	02 = Stepmother	12 = Stepfather
	03 = Female Guardian	13 = Male Guardian
	04 = Grandmother	14 = Grandfather
	05 = Aunt	15 = Uncle
	06 = Female Other	16 = Male Other

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Name	street
Column	T
Essential Field?	No
Definition	House number and street name of residence for primary contact
Minimum Length:	2
Maximum Length:	50
Specifications:	Format as written for the purpose of mail; e.g. 123 W Main Street, etc.

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	city
Column	U
Essential Field?	No
Definition	City of residence for primary contact
Minimum Length:	2
Maximum Length:	35
Specifications:	Elm Grove

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Name	state
Column	V
Essential Field?	No
Definition	State of residence for primary contact.
Minimum Length:	2
Maximum Length:	2
Specifications:	Use 2-character US Postal Service abbreviation. Wisconsin = WI   Illinois = IL   Iowa = IA   Minnesota = MN   Michigan = MI

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	zip
Column	W
Essential Field?	No
Definition	5-digit postal zip code of residence for primary contact
Minimum Length:	5
Maximum Length:	5
Specifications:	examples; 53703, 59672, 54208

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Name	home_phone
Column	X
Essential Field?	No
Definition	Home telephone number for primary contact
Minimum Length:	10
Maximum Length:	10
Specifications:	Enter without hyphens. "(608) 555-1212" would be entered as "6085551212"

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	cell_phone
Column	Y
Essential Field?	No
Definition	Cellular telephone number for primary contact
Minimum Length:	10
Maximum Length:	10
Specifications:	Enter without hyphens. "(608) 555-1212" would be entered as "6085551212"

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Name	work_phone
Column	Z
Essential Field?	No
Definition	Work telephone number for primary contact
Minimum Length:	10
Maximum Length:	10
Specifications:	Enter without hyphens. "(608) 555-1212" would be entered as "6085551212"

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	email
Column	AA
Essential Field?	No
Definition	Email address for primary contact
Minimum Length:	
Maximum Length:	35
Specifications:	Format = username@hostname Examples; someone@here.edu    someone@here.com someone@here.net    someone@here.org

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Name	female_hoh_degree
Column	AB
Essential Field?	No
Definition	Indicates whether or not the female head of the household (if present) has earned a bachelors degree from a 4-year college or university.
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes    0, or blank = No

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

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Name	male_hoh_degree
Column	AC
Essential Field?	No
Definition	Indicates whether or not the male head of the household (if present) has earned a bachelors degree from a 4-year college or university.
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes    0, or blank = No

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Name	free_lunch
Column	AD
Essential Field?	No
Definition	Indicates if precollege participant qualifies to receive Free or Reduced lunches
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes    0, or blank = No

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	state_federal_support
Column	AE
Essential Field?	No
Definition	Indicates if precollege participant (and family) receives additional forms of state or federal support, such as TANF or food stamps.
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes    0, or blank = No

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Name	dpi_scholarship
Column	AF
Essential Field?	No
Definition	Indicates if precollege participant HAS BEEN a DPI Precollege scholarship recipient.
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes    0, or blank = No

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

Name gear\_up  
 Column AG  
 Essential Field? No  
 Definition Indicates if participant fees for this student were paid using GEAR-UP dollars.  
 Minimum Length: 1  
 Maximum Length: 1  
 Specifications: 1 = Yes    0, or blank = No

Name area1  
 Column AH  
 Essential Field? No  
 Definition Specifies one area of interest indicated by precollege participant.  
 Minimum Length: 3  
 Maximum Length: 3  
 Specifications: 100 = agriculture                      300 = English/literature                      500 = music  
                     125 = architecture                      325 = environment                      525 = natural science  
                     150 = arts/humanities                      350 = healthcare                      550 = nursing  
                     175 = athletics                      375 = history                      575 = politics  
                     200 = business                      400 = languages                      600 = study skills  
                     225 = computers                      425 = law                      625 = social science/  
                     250 = education                      450 = math                      culture  
                     275 = engineering                      475 = medicine

M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	area2
Column	AI
Essential Field?	No
Definition	Specifies one area of interest indicated by precollege participant.
Minimum Length:	3
Maximum Length:	3
Specifications:	see "area1" specifications

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Name	area3
Column	AJ
Essential Field?	No
Definition	Specifies one area of interest indicated by precollege participant.
Minimum Length:	3
Maximum Length:	3
Specifications:	see "area1" specifications

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	unit		
Column	AK		
Essential field?	Yes		
Definition	Identifies your campus		
Minimum Length:	1		
Maximum Length:	1		
Specifications:	A = Madison	F = Oshkosh	L = Stout
	B = Milwaukee	G = Parkside	M = Superior
	C = Eau Claire	H = Platteville	N = Whitewater
	D = Green Bay	J = River Falls	R = UW Colleges
	E = La Crosse	K = Stevens Point	S = UW-Extension

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Name	semester		
Column	AL		
Essential Field?	Yes		
Definition	Defines semester or term in which the program participation occurred.		
Minimum Length:	1		
Maximum Length:	1		
Specifications:	1 = Fall	2 = Spring	S = Summer

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M/D Precollege  
**Student** Data Element Dictionary

v06112009

---

Name	year
Column	AM
Essential Field?	Yes
Definition	Six digit academic year of program participation.
Minimum Length:	6
Maximum Length:	6
Specifications:	6-digit academic year of program participation, no hyphens. 200506 includes Summer 2005, Fall 2005, and Spring 2006. 200405 includes Summer 2004, Fall 2004, and Spring 2005. 200304 includes Summer 2003, Fall 2003, and Spring 2004.

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Name	division
Column	AN
Essential Field?	Yes
Definition	UW COLLEGES USE ONLY - campus identifier.
Minimum Length:	2
Maximum Length:	2
Specifications:	␣␣ = blank for UW Institutions other than UW Colleges 15 = Baraboo/Sauk County 18 = Barron County 20 = Fond Du Lac 22 = Fox Valley 24 = Manitowoc 28 = Marathon County 30 = Marinette 32 = Marshfield/Wood County 34 = Richland 35 = Rock County 37 = Sheboygan 38 = Washington 39 = Waukesha

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University of Wisconsin

System Administration

M/D Precollege

**Program** Data Element Dictionary

Table of Contents

<u>Variable Name</u>	<u>Page</u>
division .....	25
unit.....	25
extension_flag .....	25
semester .....	26
year .....	26
program_code .....	27
program_name.....	27
program_type1 .....	28
program_type2 through program_type 10 .....	28
md_targeted.....	29
gear_up .....	29
trio .....	30
state_fund .....	30
federal_fund .....	31
corporate_fund .....	31
univ_fund.....	32
reg_fees_fund .....	32
other_fund .....	33
days.....	33
contact_hrs_instruct.....	34
contact_hrs_field .....	34
contact_hrs_advising .....	35
contact_hrs_structured.....	35
award.....	36
award_year .....	36
award_description .....	37
scholarship .....	37
commuter_residential.....	38
youngest_grade .....	38
eldest_grade .....	38



M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	semester
Column	D
Essential Field?	Yes
Definition	Defines semester or term in which the program occurred.
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Fall    2 = Spring    S = Summer

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Name	year
Column	E
Essential Field?	Yes
Definition	Six digit academic year of program participation.
Minimum Length:	6
Maximum Length:	6
Specifications:	6-digit academic year of program participation, no hyphens. 200506 includes Summer 2005, Fall 2005, and Spring 2006. 200405 includes Summer 2004, Fall 2004, and Spring 2005. 200304 includes Summer 2003, Fall 2003, and Spring 2004.

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	program_code
Column	F
Essential Field?	Yes
Definition	Uniquely identify each precollege program on your campus.
Minimum Length:	2
Maximum Length:	20
Specifications:	Program codes <b>MUST</b> be used consistently so that the same code <b>ALWAYS</b> identifies the same program on your campus. Data element must exactly match the program code used for the "program_code" data element in the program data file.
	 If a program is new, create a unique code to identify the program in the data. Note new program names and corresponding program codes for future use.

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Name	program_name
Column	G
Essential Field?	Yes
Definition	Name of program identified by "program_code"
Minimum Length:	4
Maximum Length:	40
Specifications:	One program_code should always identify one program_name.

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	program_type1	
Column	H	
Essential Field?	Yes	
Definition	Enter one 2-digit "program_type" code (defined below) per column for each code description that describes this program.	
Minimum Length:	2	
Maximum Length:	2	
Specifications:	10 =Orientation 21 =Academic Enrichment – Science 22 =Academic Enrichment – Math 23 =Academic Enrichment – Reading 24 =Academic Enrichment – Combination of Math, Science, and Reading 25 =Academic Enrichment – Other 31 =Academic Skill Building – Science 32 =Academic Skill Building – Math	33 =Academic Skill Building – Reading 34 =Academic Skill Building – Combination of Math, Science, and Reading 35 =Academic Skill Building – Other 40 =Arts and Music 50 =Sports 60 =Other 00 =Not Applicable

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Name	program_type2 through program_type10	
Column	I through Q	
Essential Field?	Yes	
Definition	See program_type1 above.	
Minimum Length:	2	
Maximum Length:	2	
Specifications:	See program_type1 above.	

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	md_targeted
Column	R
Essential Field?	Yes
Definition	Is the program targeted to multicultural and disadvantaged students?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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Name	gear_up
Column	S
Essential Field?	Yes
Definition	Indicates if this entire program is a GEAR-UP program.  If this entire program is NOT a GEAR-UP program then this data element should be "0"  If this entire program IS a GEAR-UP program then this data element should be "1"
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	trio
Column	T
Essential Field?	Yes
Definition	Indicates if this <u>entire program</u> is a TRIO program.  If this <u>entire program</u> is NOT a TRIO program then this data element should be "0"  If this <u>entire program</u> IS a TRIO program then this data element should be "1"
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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Name	state_fund
Column	U
Essential Field?	Yes
Definition	Indicates if the State of WI is a funding source for this program
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	federal_fund
Column	V
Essential Field?	Yes
Definition	Is this a federally funded program?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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Name	corporate_fund
Column	W
Essential Field?	Yes
Definition	Does this program receive corporate funding?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	univ_fund
Column	X
Essential Field?	Yes
Definition	Is the program funded by the University of Wisconsin?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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Name	reg_fees_fund
Column	Y
Essential Field?	Yes
Definition	Do program registration fees fund this program?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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M/D Precollege  
Program Data Element Dictionary

v06112009

---

Name	other_fund
Column	Z
Essential Field?	Yes
Definition	Does this program receive funding from a source other than those previously listed here?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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Name	days
Column	AA
Essential Field?	Yes
Definition	Total number of days of program.
Minimum Length:	3
Maximum Length:	3
Specifications:	A 2-week commuter camp that only meets on weekdays, would exclude weekend days, therefore it would meet for 10 days. 10 days = 010. 5 days = 005. 41 days = 041. 100 days = 100

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	contact_hrs_instruct
Column	BB
Essential Field?	Yes
Definition	Total number of instructional hours for the program.
Minimum Length:	3
Maximum Length:	3
Specifications:	For program time that was shared between field activities and other activities, please determine what portion of the hours were devoted to instruction and enter the number of hours.
	 For example; a 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. In this case, the total instructional hrs would be: 5 hrs + 1.5 hrs = 6.5 hrs X 10 weekdays + 3 hrs X 4 weekend days = 77 hours (077).

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Name	contact_hrs_field
Column	CC
Essential Field?	Yes
Definition	Total number of field activity hours
Minimum Length:	3
Maximum Length:	3
Specifications:	For program time that was shared between field activities & other activities, please determine what portion of the hours were part of the field activities and enter the number of hours.
	 Example: A 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. In this case, the total field hrs would be: 1.5 hrs X 10 weekdays + 3 hrs X 4 weekend days = 27 hrs (027).

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	contact_hrs_advising
Column	AD
Essential Field?	Yes
Definition	Total number of advising hours
Minimum Length:	3
Maximum Length:	3
Specifications:	For program time that was shared between advising and other activities, please determine what portion of the hours were devoted to advising and enter the number of hours.
	 Example: A 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. Perhaps for 2 hrs on 4 different days students were advised (individually or in a group). In this case, the total advising hrs would be: 2 hrs X 4 days = 8 hrs (008).

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Name	contact_hrs_structured
Column	AE
Essential Field?	Yes
Definition	Total # of structured hrs that are not direct instruction or field activities.
Minimum Length:	3
Maximum Length:	3
Specifications:	These would include any structured events, including recreational events (e.g., a dance, a movie hr, a banquet, etc.).
	 Example: A 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. Perhaps for 2 hrs on 4 different days students are advised (individually or in a group). Students may also participate in planned activities in the evenings. Perhaps the program includes 4 hrs of structured time on all days except advising days. In this case, the total structured hrs would be: 4 hrs X 6 weekdays + 4 hrs X 4 weekend days = 40 hrs (040).

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	award
Column	AF
Essential Field?	Yes
Definition	Has the program won an award or official recognition?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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Name	award_year
Column	AG
Essential Field?	Yes
Definition	6-digit academic year of award.
Minimum Length:	6
Maximum Length:	6
Specifications:	200203 includes Summer 2002, Fall 2002, and Spring 2003 200304 includes Summer 2003, Fall 2003, and Spring 2004 200405 includes Summer 2004, Fall 2004, and Spring 2005 200506 includes Summer 2005, Fall 2005, and Spring 2006 200607 includes Summer 2006, Fall 2006, and Spring 2007

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	award_description
Column	AH
Essential Field?	No
Definition	Please provide a brief description of award or recognition.
Minimum Length:	
Maximum Length:	50
Specifications:	

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Name	scholarship
Column	AI
Essential Field?	Yes
Definition	Does this program have a scholarship component?
Minimum Length:	1
Maximum Length:	1
Specifications:	1 = Yes 0, or blank = No

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M/D Precollege  
**Program** Data Element Dictionary

v06112009

---

Name	commuter_residential
Column	AJ
Essential Field?	Yes
Definition	Is this program a commuter or residential program?
Minimum Length:	1
Maximum Length:	1
Specifications:	R = residential when program includes accommodating participants overnight on the UW Campus for the duration of the program  C = commuter when program <u>does not</u> include accommodating participants overnight on the UW Campus for the duration of the program

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Name	youngest_grade
Column	AK
Essential Field?	Yes
Definition	Enter 2-digit code indicating the lowest grade level served by this program.
Minimum Length:	2
Maximum Length:	2
Specifications:	Enter 2-digit code indicating the lowest grade level served by this program: K=Pre-K & Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 through 12=Grade 12 13 = post high school

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Name	eldest_grade
Column	AL
Essential Field?	Yes
Definition	Enter 2-digit code indicating the highest grade level served by this program.
Minimum Length:	2
Maximum Length:	2
Specifications:	Enter 2-digit code indicating the highest grade level served by this program: K=Pre-K & Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 through 12=Grade 12 13 = post high school

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