

# Using the SMS Extracts

This documentation is for college staff who are responsible for scheduling the SMS extract jobs. These jobs extract and print selected student records on various SMS reports.

The SMS extract jobs are included in job groups that typically have the following components:

- The specific SMS extract job, which selects the student records according to user-specified criteria and places the records in a temporary work file.
- One or more jobs that collect and organize appropriate data for the selected records and print a report using this data.
- A job that erases the temporary work file.

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## Admissions Generalized Extract (SD5212J)

### How the processes work

The **Admissions Generalized Extract (SD5212J)** job allows you to select records for specific students for a report or download file by designating Admissions Module information as selection criteria. SD5212J selects all students meeting admissions selection criteria that you specify. The following are examples of groups of students whom you can select:

- Students with a specified Admissions Progress code
- Students with a specified Student Interest code
- Students with a specified entry date and Contact Origin code
- All students who plan to start in a specified year/quarter and a specified application received date

You define the selection criteria for extracting records by identifying values for specific parameters on the Job Group Scheduling Screen. In addition to selection-criteria parameters, a job group may also have parameters that define other variables, such as a sort option (for report records) or a template name for a download file.

### Understanding the selection criteria components

Using the Job Scheduling Screen, you enter selection criteria for SD5212J on the parameter lines labeled SD5212-LINE01 through SD5212-LINE12. Each selection criterion consists of a three-part equation:

<data element> <operator> <value>

The parts of a selection criterion equation are defined as follows:

- **Data element:** The name of the data element used for selection. [See the data element list for SD5212J](#) below.
- **Operator:** The operator compares the value of the specified data element to one or more constant values. See the [list of valid operators](#).
- **Value:** The constant value or values to which the value of the data element is compared.

### Data Elements Available for SD5212J

When scheduling the Admissions Generalized extract (SD5212J) you can select any of the data elements listed in the following table. Type the data element name exactly as it is spelled, including hyphens and the appropriate operators, for the parameters SD5212-LINE01 through SD5212-LINE12.

Data Element Name	Data Set	Format
ADM-NUM Admission Number	ADM-STU-D	

ADM-PROGRESS-CD Admissions Progress Code	ADM-STU-D	
ADM-PROGRESS-GRP Admissions Progress Group	ADM-STU-GRP-D	
ADV-ID Advisor ID	ADM-STU-D	
APP-RCPT-DATE Application Receipt Date	ADM-STU-D	mm/dd/yy
BA-GRAD BA Graduate	ADM-STU-D	
BAD-ADDR-CD Bad Address Code	ADM-STU-D	
BIRTH-DATE Birth Date	ADM-STU-D	mm/dd/yy
BRANCH Branch	ADM-STU-D	
CENSUS-HISP-CD Census Hispanic Code	ADM-STU-D	
CENSUS-RACE-CD Census Race Code	ADM-STU-D	
CITZ-STAT Citizenship Status	ADM-STU-D	
CONTACT-ORIG-CD Contact Origin Codes	ADM-CONTACT-D	
ENTR-DATE Student Entry Date	ADM-STU-D	yymmdd (no slashes)
ETH-ORIG Ethnic Origin	ADM-STU-D	
FEE-PAY-STAT Fee Paying Status	ADM-STU-D	
HEALTH-LIM Health Limitations	ADM-STU-D	
HI-SCHL High School	ADM-STU-D	
HI-SCHL-GRAD High School Graduation Indicator	ADM-STU-D	
HI-SCHL-LAST-YR High School Last Year Attended	ADM-STU-D	

HI-SCHL-TRAN High School Transcript Received	ADM-STU-D	
OPT-ADM-CD1 Optional Admissions Code 1	ADM-STU-D	
OPT-ADM-CD2 Optional Admissions Code 2	ADM-STU-D	
OPT-ADM-CD3 Optional Admissions Code 3	ADM-STU-D	
PREV-COL-1 Previous College 1	ADM-STU-D	
PREV-COL-2 Previous College 2	ADM-STU-D	
PREV-COL-GRAD-1 Previous College Graduate 1	ADM-STU-D	
PREV-COL-GRAD-2 Previous College Graduate 2	ADM-STU-D	
PREV-COL-TRAN-1 Previous College Transcript Received 1	ADM-STU-D	
PREV-COL-TRAN-2 Previous College Transcript Received 2	ADM-STU-D	
PREV-COL-YR-1 Previous College Last Year Attended 1	ADM-STU-D	
PREV-COL-YR-2 Previous College Last Year Attended 2	ADM-STU-D	
REC-FEE-IND Records Fee Indicator	ADM-STU-D	
REG-DEPOSIT-IND Registration Deposit Indicator	ADM-STU-D	
RES-STAT Resident Status	ADM-STU-D	
RVSN-DATE Revision Date	ADM-STU-D	mm/dd/yy
SEX Sex	ADM-STU-D	
SID Student Identification Number	ADM-STU-D	
STU-CITY Student City	ADM-STU-D	
STU-ENR-STAT Student Enrollment Status	ADM-STU-D	
STU-INTEREST-CD	ADM-INTEREST-D	

Student Interest Codes		
STU-NAME-FIRST Student First Name	ADM-STU-D	
STU-NAME-LAST Student Last Name	ADM-STU-D	
STU-NAME-MID Student Middle Initial	ADM-STU-D	
STU-PRG-APPL Student Program Applied	ADM-STU-D	
STU-ST Student State	ADM-STU-D	
STU-TYP Student Type	ADM-STU-D	
STU-ZIP Student Zip Code	ADM-STU-D	
TEMP-SID Temporary Student ID	ADM-XREF-ID-D	
TIME-PREF Time Preference	ADM-STU-D	
TRNSFR-COL-CR Transferred-in College Credits	ADM-STU-D	
VET-BENE Veteran's Benefit	ADM-STU-D	
YRQ Year/Quarter	ADM-STU-D	
YRQ-PLAN-STRT Year/Quarter Student Plans to Start	ADM-STU-D	

## Entering the selection criteria

On the Job Scheduling Screen, you are prompted to type selection criteria for the twelve parameter fields that are labeled SD5212-LINE01 through SD5212-LINE12. For each selection criterion you enter, observe the rules that follow.

**Note:** For all of these rules, you must type the data element exactly as it is spelled, including any hyphens.

- For a data element belonging to one data set, type:

The data element, a space, the operator, a space, and the constant value

Example: **STU-ZIP EQ 98008**

This criterion selects student records with a zip code of 98008.

- Type each combination of data element, operator, and value on a separate line, or separate different combinations with semicolons. Do not partially enter an equation on one line and continue it on the next line.

Example: **STU-TYP EQ A; HI-SCHL EQ 289**

These selection criteria select student records with a student type of A **and** a high school code of 289.

- Separate multiple possible values for the same data element with an "OR."

Example: **ADM-PROGRESS-CD EQ AA OR IQ OR P**

This criterion selects student records with an admissions progress code of "AA", "IQ", or "P".

- Specify blank values by enclosing one blank in quotes; type only one blank space even if the field is longer than one space.

Example: **STU-CITY EQ " "**

This criterion selects student records with blank values in the STU-CITY field.

- Enclose the constant value in quotes if the value has embedded blanks.

Example: **STU-CITY EQ "MOSES LAKE"**

This criterion selects student records with "Moses Lake" in the STU-CITY field.

- If a data element is shown as having a format, use that format for the constant value.

Example: **APP-RCPT-DATE GT 07/14/98**

This criterion selects student records with an application receipt date later than 7/14/98.

## Avoiding errors

Use caution when scheduling extracts. Entries on the Job Scheduling Screen are not edited for any of the following:

- correct spelling of data elements or data sets
- appropriate values
- correct format of values
- logical ranges

If you make an error on the Job Scheduling Screen, either the extract jobs will not run, or they will fail to find any records that match the criteria. To avoid errors, consider the following factors when entering selection criteria for SD5215J.

### *Using the OR Condition for Repeated Criteria*

Repeated criteria are treated as an OR condition. For example, ADM-PROGRESS-CD EQ AA; ADM-PROGRESS-CD EQ IQ will select the same students as ADM-PROGRESS-CD EQ AA OR IQ.

To select students more efficiently, link values with OR operators or use ranges.

**Note:** The use of repeated criteria with other operators may not select the desired students.

### *Using the NOT EQUAL Operator*

The use of negative criteria often produces inconsistent results. Any equation using an operator of NE (not equal) or NI (not in) may not select the targeted students.

If a student has only one record in a data set (as in ADM-STU-D), the process will look at a specific field in that record and give the correct result.

Example: SEX NE M will select all records that have either F (female) or no entry in the SEX field.

However, if a student has more than one record in a data set (as in ADM-INTEREST-D), the process may incorrectly select students who have records that do not match the designated value.

Example: A student has three interest codes: CAT, FAID, and APPL. The selection criterion is STU-INTEREST-CD NE APPL. As a result, the student will be selected because "CAT" and "FAID" do not equal "APPL".

If a student has no records at all in the specified data set (as in ADM-CONTACT-D), the process will not select the student.

Example: A student has no record in data set ADM-CONTACT-D, and the selection criterion is CONTACT-ORIG-CD NE FAIR. As a result, the student will not be selected. Because the student has no record in data set ADM-CONTACT-D, there is no record that is not equal to the selection criterion.

For more information, see the job scheduling instructions for the Admissions Generalized Extract (SD5212J) at <http://apps.sbctc.edu/jobdoc/SD5212J.HTM> .



## Class Schedule Extract (IS1201J)

### How the process works

The Class Schedule Extract (IS1201J) job extracts class records for a report by applying selection criteria that you define. The extracted records are printed on the report by a second job belonging to the same job group as IS1201J.

You define the selection criteria for extracting records by identifying values for specific parameters on the Job Scheduling Screen. In addition to selection criteria parameters, a job group may also have parameters that define other variables, such as the sort sequence (for report records) (see the [SMS Sort Codes](#)), calculation criteria, and summary level options.

### Using the IS1201J parameters

Each selection criteria parameter used by IS1201J identifies a different subset of class records to be extracted. You are required to enter a value on the Job Scheduling Screen for only a few of these parameters and can bypass the other optional parameters by pressing the Enter key. The required parameters are:

Parameter	Instructions
EXCLUDE-STAT-1	Include classes with a "Z" or an "X" in the first position of Section Status on the class record.
IS1201-OPT	Designate the file from which records will be selected.
YRQ-LINE	Designate the desired year/quarter; most job groups that contain IS1201J allow only one year/quarter.  If more than one year/quarter is entered, IS1201J extracts records for only the first year/quarter specified in the parameter. Job groups that allow entry of more than one year/quarter are noted in the job scheduling documentation.

The optional parameters are:

ADMIN-UNIT-LINE	Administrative Line
EMPL-STAT-LINE	Employment Status
FND-SRC-LINE	Funding Source
ITM-NUM-LINE1, 2, and 3	Item Number
TIME-LOC-LINE	Time Location

### Handling errors

The following errors may result when the Class Schedule Extract (IS1201J) job is run:

Error	Cause
No report is produced	The file selection parameter IS1201-Opt may have been incorrect. The year/quarter may have been archived from the Class Schedule or purged from Schedule Construction.
Records on the report do not appear to be up to date	Records may have been selected from Schedule Construction; however, the specific year/quarter may have been moved to Class Schedule and subsequent updates done in that file.

For more information, see the job scheduling instructions for the Class Schedule Extract (IS1201) job at <http://apps.sbctc.edu/jobdoc/IS1201J.HTM> .

## Enrollment Reporting Extract (SM5203J)

### How the process works

The Enrollment Reporting Extract (SM5203J) job extracts quarterly enrollment records for selected students by applying selection criteria that you define. Often called the "Year/Quarter Enrollment Extract," SM5203J is primarily included in the "A" version of any job group that prints a report using biographic data and enrollment data. For biographic information about students, see [Student Biographic Extract \(SM5201J\)](#) and [Student Generalized Extract \(SM5204J\)](#) job.

You define the selection criteria for extracting records by identifying values for specific parameters on the Job Scheduling Screen. In addition to selection-criteria parameters, a job group may also have parameters that define other variables, such as the sort sequence (for report records) (see [SMS Sort Codes](#)), calculation criteria, and summary level options.

### Assigning selection criteria to the parameters

To select the records that SM5203J will extract, use the following parameters:

Parameter	Option	Instructions
SM5203-CR-TYPE		Specify the type of credit that should appear on the report. <ul style="list-style-type: none"><li>• E (Enrolled Credit): The number of credits for which the student was enrolled in the class.</li><li>• G (Credit): The number of credits the student received for the class when graded.</li></ul>
SM5201-OPT	1	Extracts student enrollment records for the quarter identified by the YRQ parameter. Records for all students and all of their classes are extracted.
	2	Extracts all student enrollment records: <ul style="list-style-type: none"><li>• For the quarter identified by the YRQ parameter</li><li>--and--</li><li>• For a class within an item number range identified by an SM5203-RANGE parameter.</li></ul>
	3	Extracts all enrollment records for each student who has at least one record:

		<ul style="list-style-type: none"> <li>• For the quarter identified by the YRQ parameter--and--</li> <li>• For a class within an item number range identified by an SM5203-RANGE parameter.</li> </ul>
SM5203-RANGE1 SM5203-RANGE2 SM5203-RANGE3		If Option 2 or 3 is selected for the SM5203-OPT parameter, define one or more item number ranges.
YRQ		Identify a year/quarter.  Multiple quarters cannot be identified for the same run. If multiple quarters are identified, records will be selected for only the first year/quarter identified.

## Avoiding errors

The following errors may result when the Enrollment Reporting Extract (SM5203J) job is run:

Error	Cause/Solution
No report is produced	Enrollment records for the specified year/quarter may have been archived.
Wrong records selected	Check the item number range and the option for the SM5203-OPT parameter. If option 3 is selected, all of a student's records are extracted if the student is enrolled in one class within a specified item number range. To print just records within the designated item number ranges, select option 2.

For more information, see the job scheduling instructions for the Enrollment Reporting Extract (SM5203J) at <http://apps.sbctc.edu/jobdoc/SM5203J.HTM>.

## Generalized Enrollment Extract (SM5209J)

### How the process works

The Generalized Enrollment Extract (SM5209J) job allows you to select specific students for inclusion on a specified report by designating biographic information as selection criteria. Often called the "Biographic Enrollment Extract," SM5209J is included in the "B" version of any job group that prints a report using biographic data and enrollment data. For more information about selecting student records that do not contain the student's enrolled classes, see the documentation for the [Student Biographic Extract \(SM5201J\) job](#) and the [Student Generalized Extract \(SM5204J\) job](#).

Applying the biographic selection criteria that you specify, SM5209J extracts all student records to be included in the degree audit process. The following examples are groups of students whom you can select:

- Students in a specified vocational program
- Financial aid recipients
- All students enrolled for more than 8 credits in the previous year/quarter
- All students who plan to start in a specified year/quarter with an admission number in a specified range

You define the selection criteria for extracting records by identifying values for specific parameters on the Job Scheduling Screen. In addition to selection-criteria parameters, a job group may also have parameters that define other variables, such as the [sort sequence](#) (for report records), calculation criteria, and summary level options.

### The parts of a selection criterion

Using the Job Scheduling Screen, you enter selection criteria for SM5209J on the parameter lines labeled SM5204-LINE01 through SM5204-LINE12. Each selection criterion has three parts:

<data element> <operator> <value>

The parts of a selection criterion are defined as follows:

- **Data element:** The name of the data element used for selection.

The data elements that you can use in selection criteria belong to [seven data sets](#). Most of the data elements belong to only one of the data sets. A few of the data elements are duplicates because they belong to two of the data sets: STU-YRQ-M (default) and STU-D.

For more information about data elements, display the following lists:

- [data elements belonging to one data set](#)
- [data elements belonging to two data sets](#)

**Note:** If you use a duplicate data element that belongs to the STU-D (non-default) data set, you must specify the data element in the [selection criterion](#).

- **Operator:** The operator compares the value of the specified data element to one or more constant values.

For more information, see the [list of valid operators](#).

- **Value:** The constant value or values to which the value of the data element is compared.

### *Data elements belonging to one data set*

The data elements in the following table occur in only one of the seven data sets that you can use for SM5204J and SM5209J. When you use one of these data elements, you do not have to specify its data set. The data sets containing these data elements are included in the table only for identification purposes.

Element Name	Long Name	Data Set	Format
ACAD-DIS-IND	Academic Disadvantaged Indicator	STU-D	
ACTN-ENTR-DATE	Action Entry Date	UNUSUAL-ACTN-D	
ACTN-ORIG-ID	Action Origin ID	UNUSUAL-ACTN-D	
ADM-NUM	Admission Number	STU-D	
ADM-STAT	Admission Status	STU-D	
ADV-ID	Advisor ID	STU-D	
APP-RCPT-DATE	Application Receipt Date	STU-D	mm/dd/yy

ARCHV-IND	Archival Indicator	STU-M	
ATTND-NEXT-QTR	Attend Next Quarter	STU-YRQ-M	
BA-GRAD	BA Graduate	STU-D	
BAD-DEBT-AMT	Bad Debt Amount	UNUSUAL-ACTN-D	xxx.xx
BIRTH-DATE	Birth Date	STU-D	mm/dd/yy
BLOC-REG	Block Registration Flag	STU-M	
BRANCH	Branch	STU-D	
CENSUS-HISP-CD	Census Hispanic Code	STU-D	
CENSUS-RACE-CD	Census Race Code	STU-D	
CLVL-CR-EARN	College Level Credits Earned	STU-D	xxx.x
CLVL-GPA	College Level GPA	STU-D	x.xx
CLVL-GPA-CR	College Level GPA Credits	STU-D	xxx.x
CONCURR-ENR	Concurrent Enrollment	STU-YRQ-M	
CORR-ACTN1	Corrective Action 1	STU-INTRV-D	

CORR-ACTN2	Corrective Action 2	STU-INTRV-D	
CUM-CR-EARN	Cumulative Credits Earned	STU-D	xxx.x
CUM-GPA	Cumulative GPA	STU-D	x.xx
CUM-GPA-CR	Cumulative GPA Credits	STU-D	xxx.x
ECON-DISAD-IND	Economic Disadvantaged Indicator	STU-D	
ETH-ORIG	Ethnic Origin	STU-D	
GRADE	Grade	STU-CLASS-D	
HEALTH-LIM	Health Limitations	STU-D	
HI-SCHL	High School	STU-D	
HI-SCHL-GRAD	High School Graduation Indicator	STU-D	
HI-SCHL-LAST-YR	High School Last Year Attended	STU-D	
HI-SCHL-TRAN	High School Transcript Received	STU-D	
HNDCP-STAT	Handicapped Status	STU-D	



INTRV-ACTN1	Intervention Action 1	STU-INTRV-D	
INTRV-ACTN2	Intervention Action 2	STU-INTRV-D	
ITM-NUM	Item Number	STU-CLASS-D	
LAST-YRQ-ATTND	Last Year/Quarter Attended	STU-D	
LIM-ENGL-IND	Limited English Indicator	STU-D	
OPT-1	Option 1	STU-D	
OPT-2	Option 2	STU-D	
OPT-3	Option 3	STU-D	
OPT-4	Option 4	STU-OPT-D	
OPT-5	Option 5	STU-OPT-D	
OPT-6	Option 6	STU-OPT-D	
PLAN-TO-GRAD	Plan to Graduate	STU-D	
PREV-COL-1	Previous College 1	STU-D	
PREV-COL-2	Previous College 2	STU-D	
PREV-COL-GRAD-1	Previous College Graduate 1	STU-D	

PREV-COL-GRAD-2	Previous College Graduate 2	STU-D	
PREV-COL-TRAN-1	Previous College Transcript Received 1	STU-D	
PREV-COL-TRAN-2	Previous College Transcript Received 2	STU-D	
PREV-COL-YR-1	Previous College Last Year Attended 1	STU-D	
PREV-COL-YR-2	Previous College Last Year Attended 2	STU-D	
QTR-CR-EARN	Quarterly Credits Earned	STU-YRQ-M	xx.x
QTR-CR-REG	Quarterly Credits Registered	STU-YRQ-M	xx.x
QTR-GPA	Quarterly GPA	STU-YRQ-M	x.xx
QTR-GPA-CR	Quarterly GPA Credits	STU-YRQ-M	xx.x
REC-FEE-IND	Records Fee Indicator	STU-D	
REG-ACTV-DATE	Registration Activity Date	STU-YRQ-M	mm/dd/yy
REG-DEPOSIT-IND	Registration Deposit Indicator	STU-D	
RUN-NUM	Run Number	STU-INTRV-D	

SEX	Sex	STU-D	
SID	Student Identification Number	STU-D	
STU-CITY	Student City	STU-D	
STU-ENR-STAT	Student Enrollment Status	STU-D	
STU-FAM-STAT	Student Family Status	STU-D	
STU-NAME	Student Name	STU-D	
STU-PLAN-ATTND	Student Plan to Attend	STU-D	
STU-PLAN-WORK	Student Plan to Work	STU-YRQ-M	
STU-PRIOR-EDUC	Student Prior Education	STU-D	
STU-PRG-APPL	Student Program Applied	STU-D	
STU-PURP-ATTND	Student Purpose for Attending	STU-YRQ-M	
STU-WORK-ATTND	Student Work While Attending	STU-D	
STU-ST	Student State	STU-D	
STU-ZIP	Student Zip Code	STU-D	

TIME-PREF	Time Preference	STU-D	
TRAN-TRACK	Transcript Tracking	STU-M	
TRNSFR-COL-CR	Transfer in College Credits	STU-D	
UNUSUAL-ACTN	Unusual Action Code	UNUSUAL-ACTN-D	
YRQ	Year/Quarter	STU-YRQ-M	
YRQ-ACT-STRT	Year/Quarter Actually Started	STU-D	
YRQ-PLAN-STRT	Year/Quarter Student Plans to Start	STU-D	

***Data elements belonging to two data sets***

The data elements in the following table are duplicate data elements. They belong to both the STU-YRQ-M data set and the STU-D data set. The default data set for each of these data elements is STU-YRQ-M.

<b>Element Name</b>	<b>Long Name</b>
CITZ-STAT	Citizenship Status
FEE-PAY-STAT	Fee Paying Status
RES-STAT	Resident Status
STU-INT	Student Intent
STU-PRG-ENR	Student Program Enrolled
STU-TYP	Student Type
VET-BENE	Veteran's Benefits

## Entering the selection criteria

On the Job Scheduling Screen, you are prompted to type selection criteria when a job group that produces an extract is scheduled. The selection criteria are entered in the twelve parameter fields that are labeled SM5204-LINE01 through SM5204-LINE12. For each selection criterion you enter, observe the following rules:

- For a [data element belonging to one data set](#), type the data element, a space, the [operator](#), a space, and the constant value.

**Note:** For all of these rules, you must type the data element exactly as it is spelled, including any hyphens.

Example: STU-ZIP EQ 98008

This criterion selects student records with a zip code of 98008.

- For a [duplicate data element](#) that belongs to the STU-YRQ-M (default) data set, type the data element, a space, the [operator](#), a space, and the constant value.

Example: STU-TYP EQ B

This criterion selects student records in the STU-YRQ-M data set with a student type of "B."

- For a [duplicate data element](#) that belongs to the STU-D (non-default) data set, type STU-D, a period (.), the data element, a space, the [operator](#), a space, and the constant value.

Example: STU-D.STU-TYP EQ B

This criterion selects student records in the STU-D data set with a student type of "B."

- Type each data element/operator/value combination on a separate line, or separate different combinations with semicolons. Do not partially enter an equation on one line and continue it on the the next line.

Example: ADM-STAT EQ 1; HI-SCHL EQ 289

These selection criteria select student records with an admission status of 1 **and** a high school code of 289.

- Separate multiple possible values for the same data element with an "OR."

Example: UNUSUAL-ACTN EQ XX OR YY OR ZZ

This criterion selects student records with an unusual action code of "XX," "YY," or "ZZ."

- Specify blank values by enclosing one blank in quotes; type only one blank space even if the field is longer than one space.

Example: STU-CITY EQ " "

This criterion selects student records with blank values in the STU-CITY field.

- Enclose the constant value in quotes if the value has embedded blanks.

Example: STU-CITY EQ "MOSES LAKE"

This criterion selects student records with "Moses Lake" in the STU-CITY field.

- If a [data element belonging to one data](#) set is shown as having a format, use that format for the constant value.

Example: APP-RECT-DATE GT 07/14/98

This criterion selects student records with an application receipt date later than 7/14/98.

## Possible errors

Use caution when scheduling extracts. Entries on the Job Scheduling Screen are **not** edited for any of the following: correct spelling of data elements or data sets, appropriate values, correct format of values, or logical ranges. If an error is made on the Job Scheduling Screen, either the Generalized Enrollment Extract (SM5209J) job will not run, or it will fail to find any records that match the criteria. To avoid errors, consider the following factors when writing selection criteria for SM5209J:

### *Repeated Criteria*

Repeated criteria are treated as an OR condition. For example, STU-INT-EQ J;STU-INT EQ K will select the same students as STU-INT EQ J OR K.

To select students more efficiently, link values with OR operators or use ranges.

**Note:** The use of repeated criteria with other operators may not select the desired students.

### *Not Equal*

The use of negative criteria often produces inconsistent results. Any equation using an operator of NE (not equal) or NI (not in) may not select the desired students.

If the student has only one record in a data set (as in STU-D), SM5209J will look at a specific field in that record and give the correct result.

Example: SEX NE M will select all records that have either F (female) or no entry in the SEX field.

However, if the student has more than one record in a data set (as in UNUSUAL-ACTN-D), SM5209J may incorrectly select students who have records that do not match the designated value.

Example: A student has three unusual action codes: AA, BB, and CC. The selection criterion is UNUSUAL-ACTN NE BB. As a result, the student will be selected because "AA" and "CC" do not equal "BB".

If a student has no records at all in the specified data set (as in data set STU-OPT-D or UNUSUAL-ACTN-D), SM5204J will not select the student.

Example: A student has no record in data set UNUSUAL-ACTN-D, and the selection criterion is UNUSUAL-ACTN NE BB. As a result, the student will not be selected. Because the student has no record in data set UNUSUAL-ACTN-D, there is no record that is not equal to the selection criterion.

Example: The student has no record in data set STU-OPT-D, and the selection criterion is OPT-4 NI 27 to 40. As a result, the student will not be selected. Because the student has no record in data set STU-OPT-D, there is no record that is not equal to the extract criterion.

### *Year/Quarter*

Any extract that includes selection criteria from the student's quarterly biographic record (STU-YRQ-M) or the student's enrollment record (STU-CLASS-D) must also include selection criteria for year/quarter. The year/quarter must occur twice in the selection criteria:

1. As part of one of the SM5204-LINE01 through SM5204-LINE12 parameters.

You must designate the exact year/quarters for which the comparison is to be done. For example, on SM5204-LINE02, you could type YRQ EQ 9892 OR 9893. This comparison would select all students who were enrolled during the fall or winter quarter of 1998-99.

2. As the YRQ parameter, which appears as the last parameter on most student-related "B" job groups.

The YRQ parameter does not select students; it selects enrollments for reports produced by job groups contain SM5204J. For example, you could assign 9894 to the YRQ parameter and a different year/quarter on SM5204-LINE02 (such as YRQ EQ 9892 OR 9893). As a consequence, some student records selected by the parameters on SM5204-LINE01 through SM5204-LINE12 are not printed on reports. These records are not printed because the students were not enrolled in the year/quarter (9894) that you specified for the YRQ parameter.

For more information, see the job scheduling instructions for the Generalized Enrollment Extract (SM5209J) at <http://apps.sbctc.edu/jobdoc/SM5209J.HTM> .

## Registration Appointment Extract (SM5209J) and Waiting List Extract (SM2201J)

### Registration Appointment Extracts

The Registration Form Extract (SM4208J) job and the Registration Appointment Report Extract (SM4210J) job together select students who have a registration appointment in a designated year/quarter. You can also specify batch numbers to select only those students who have a registration appointment in a specific batch of appointments for a specific year/quarter.

Registration appointment extracts can be used for student PIN assignments and for the degree audit process.

For more information, see the job scheduling instructions for these jobs:

- Registration Form Extract (SM4208J) at <http://apps.sbctc.edu/jobdoc/SM4208J.HTM>
- Registration Appointment Report Extract (SM4210J) at <http://apps.sbctc.edu/jobdoc/SM4210J.HTM>



## Student Biographic Extract (SM5201J)

### How the process works

The Student Biographic Extract (SM5201J) job extracts quarterly student records for a specific report, using selection criteria you define. Often called the "Year/Quarter Extract," SM5201J is primarily included in the "A" version of any job group that prints a report using only biographic data. For information about students and their enrollments, see the documentation for the [Generalized Enrollment Extract \(SM5209J\)](#).

You define the selection criteria for extracting records by identifying values for specific parameters on the Job Scheduling Screen. In addition to selection-criteria parameters, a job group may also have parameters that define other variables, such as the sort sequence (for report records) (see [SMS Sort Codes](#)), calculation criteria, and summary level options.

### Assigning selection criteria to parameters

To select the records that SM5201J will extract, use the following parameters:

Parameter	Option	Instructions
SM5201-OPT	1	Extracts student records that contain registration activity for the quarter identified by the YRQ parameter.
	2	Extracts records for students who are registered for: <ul style="list-style-type: none"><li>• The quarter identified by the YRQ parameter</li><li>--and--</li><li>• At least one class within the item number range identified by an SM5201-RANGE parameter.</li></ul>
	3	Extracts records for students who plan to start in the quarter identified by the YRQ parameter.
SM5201-RANGE1 SM5201-RANGE2 SM5201-RANGE3		If Option 2 is selected for the SM5201-OPT parameter, define one or more item number ranges.
YRQ		Identify a year/quarter.  Multiple quarters cannot be identified for the same run. If multiple quarters are identified, records will be selected for only the first year/quarter identified.

## Avoiding errors

The following errors may result when the Student Biographic Extract (SM5201J) job is run:

Error	Cause/Solution
No report is produced	Enrollment records for the specified year/quarter may have been archived, or the year/quarter the student in which plans to start is not maintained in the student's record.
Wrong records selected	If option 2 is selected for the SM5201-OPT parameter, check the item number range. Students are selected if even one of their classes is included in an item number range.

For more information, see the job scheduling instructions for the Student Biographic Extract (SM5201J) at <http://apps.sbctc.edu/jobdoc/SM5201J.HTM> .

## Student Generalized Extract (SM5204J) and Generalized Enrollment Extract (SM5209J)

### How the processes work

The **Student Generalized Extract (SM5204J)** job allows you to select records for specific students for a report by designating biographic information as selection criteria. Often called the "Biographic Extract," SM5204J is primarily included in the "B" version of any job group that prints a report using only biographic data.

SM5204J selects all students meeting biographic selection criteria that you specify. The following examples are groups of students whom you can select:

- Students in a specified vocational program
- Financial aid recipients
- All students enrolled for more than eight credits in the previous year/quarter
- All students who plan to start in a specified year/quarter with an admission number in a specified range

You define the selection criteria for extracting records by identifying values for specific parameters on the Job Scheduling Screen. In addition to selection-criteria parameters, a job group may also have parameters that define other variables, such as the [sort sequence](#) (for report records), calculation criteria, and summary level options.

The **Generalized Enrollment Extract (SM5209J)** job allows you to select specific students for inclusion on a specified report by designating biographic information as selection criteria. Often called the "Biographic Enrollment Extract," SM5209J is included in the "B" version of any job group that prints a report using biographic data and enrollment data.

Applying the biographic selection criteria that you specify, SM5209J extracts all student records to be included in the degree audit process. The following examples are groups of students whom you can select:

- Students in a specified vocational program
- Financial aid recipients
- All students enrolled for more than eight credits in the previous year/quarter
- All students who plan to start in a specified year/quarter with an admission number in a specified range

For both SM5204J and SM5209J you define the selection criteria for extracting records by identifying values for specific parameters on the Job Scheduling Screen. In addition to selection-criteria parameters, a job group may also have parameters that define other variables, such as the [sort sequence](#) (for report records), calculation criteria, and summary level options.

## Understanding the selection criteria components

Using the Job Scheduling Screen, you enter selection criteria for SM5204J (or SM5209J) on the parameter lines labeled SM520n-LINE01 through SM520n-LINE12. Each selection criterion consists of a three-part equation:

<data element> <operator> <value>

The parts of a selection criterion equation are defined as follows:

- **Data element:** The name of the data element used for selection.

See the [data element list for SM5204J and SM5209J](#).

The data elements that you can use in selection criteria belong to [seven data sets](#). Most of the data elements belong to only one of these data sets. A few of the data elements are duplicates because they belong to two of the data sets: STU-YRQ-M (default) and STU-D.

- **Operator:** The operator compares the value of the specified data element to one or more constant values.

[See the list of valid operators](#).

- **Value:** The constant value or values to which the value of the data element is compared.

## Entering the selection criteria

On the Job Scheduling Screen, you are prompted to type selection criteria for the twelve parameter fields that are labeled SM5204-(or SM5209-)LINE01 through SM5204-(or SM5209-)LINE12. For each selection criterion you enter, observe the rules that follow.

**Note:** For all of these rules, you must type the data element exactly as it is spelled, including any hyphens.

- For a data element belonging to one data set, type:

the data element, a space, the operator, a space, and the constant value

Example: **STU-ZIP EQ 98008**

This criterion selects student records with a zip code of 98008.

- For a data element belonging to both the STU-YRQ-M (default) and STU-D data sets that should be extracted from the default data set, type:

the data element, a space, the operator, a space, and the constant value

Example: **STU-TYP EQ B**

This criterion selects student records in the STU-YRQ-M data set with a student type of "B."

- For a data element belonging to both the STU-YRQ-M (default) and STU-D data sets that should be extracted from the STU-D (non-default) data set, type:

STU-D, a period (.), the data element, a space, the operator, a space, and the constant value

Example: **STU-D.STU-TYP EQ B**

This criterion selects student records in the STU-D data set with a student type of "B."

- Type each combination of data element, operator, and value on a separate line, or separate different combinations with semicolons. Do not partially enter an equation on one line and continue it on the next line.

Example: **ADM-STAT EQ 1; HI-SCHL EQ 289**

These selection criteria select student records with an admission status of 1 **and** a high school code of 289.

- Separate multiple possible values for the same data element with an "OR."

Example: **UNUSUAL-ACTN EQ XX OR YY OR ZZ**

This criterion selects student records with an unusual action code of "XX," "YY," or "ZZ."

- Specify blank values by enclosing one blank in quotes; type only one blank space even if the field is longer than one space.

Example: **STU-CITY EQ " "**

This criterion selects student records with blank values in the STU-CITY field.

- Enclose the constant value in quotes if the value has embedded blanks.

Example: **STU-CITY EQ "MOSES LAKE"**

This criterion selects student records with "Moses Lake" in the STU-CITY field.

- If a data element is shown as having a format, use that format for the constant value.

Example: **APP-RECT-DATE GT 07/14/98**

This criterion selects student records with an application receipt date later than 7/14/98.

## Avoiding errors

Use caution when scheduling extracts. Entries on the Job Scheduling Screen are not edited for any of the following:

- correct spelling of data elements or data sets
- appropriate values
- correct format of values
- logical ranges

If you make an error on the Job Scheduling Screen, either the extract jobs will not run, or they will fail to find any records that match the criteria. To avoid errors, consider the following factors when entering selection criteria for SM5204J and SM5209J.

### *Using the OR Condition for Repeated Criteria*

Repeated criteria are treated as an OR condition. For example, STU-INT-EQ J;STU-INT EQ K will select the same students as STU-INT EQ J OR K.

To select students more efficiently, link values with OR operators or use ranges.

**Note:** The use of repeated criteria with other operators may not select the desired students.

### *Using the NOT EQUAL Operator*

The use of negative criteria often produces inconsistent results. Any equation using an operator of NE (not equal) or NI (not in) may not select the targeted students.

If a student has only one record in a data set (as in STU-D), the process will look at a specific field in that record and give the correct result.

Example: SEX NE M will select all records that have either F (female) or no entry in the SEX field.

However, if a student has more than one record in a data set (as in UNUSUAL-ACTN-D), the process may incorrectly select students who have records that do not match the designated value.

Example: A student has three unusual action codes: AA, BB, and CC. The selection criterion is UNUSUAL-ACTN NE BB. As a result, the student will be selected because "AA" and "CC" do not equal "BB".

If a student has no records at all in the specified data set (as in data set STU-OPT-D or UNUSUAL-ACTN-D), the process will not select the student.

Example: A student has no record in data set UNUSUAL-ACTN-D, and the selection criterion is UNUSUAL-ACTN NE BB. As a result, the student will not be selected. Because the student has no record in data set UNUSUAL-ACTN-D, there is no record that is not equal to the selection criterion.

Example: The student has no record in data set STU-OPT-D, and the selection criterion is OPT-4 NI 27 to 40. As a result, the student will not be selected. Because the student has no record in data set STU-OPT-D, there is no record that is not equal to the extract criterion.

### *Specifying the Year/Quarter (YRQ)*

Any extract that includes selection criteria from the student's quarterly biographic record (STU-YRQ-M) or the student's enrollment record (STU-CLASS-D) must also include selection criteria for year/quarter. The year/quarter must occur twice in the selection criteria:

1. As part of one of the LINE01 through LINE12 parameters.

You must designate the exact year/quarters for which the comparison is to be done. For example, for the LINE02 parameter, you could type YRQ EQ 9892 OR 9893. This comparison would select all students who were enrolled during the fall or winter quarter of 1998-99.

2. As the YRQ parameter, which appears as the last parameter on most student-related "B" job groups.

The YRQ parameter does not select students; it selects enrollments for reports produced by job groups that contain SM5204J. For example, you could assign 9894 to the YRQ parameter and a different year/quarter for the LINE02 parameter (such as YRQ EQ 9892 OR 9893). As a consequence, some student records selected by the parameters on LINE01 through LINE12 are not printed on reports. These records are not printed because the students were not enrolled in the year/quarter (9894) that you specified for the YRQ parameter.

For more information, see the job scheduling instructions for the Student Generalized Extract (SM5204J) at <http://apps.sbctc.edu/jobdoc/SM5204J.HTM> and Generalized Enrollment Extract (SM5209J) at <http://apps.sbctc.edu/jobdoc/SM5209J.HTM> .

## Operators

Operators define how the value of a specific data element is to be compared to a specific constant value. The operators described in the table that follows are used in the Student Generalized Extract (SM5204J) job, the Generalized Enrollment Extract (SM5209J) job, and the Admissions Generalized Extract (SD5212J) job.

Operator	Title	Description
<b>EQ</b>	Equal To	The value of the data element in the student's record is the same as the constant value.
<b>NE</b>	Not Equal To	The value of the data element in the student's record is NOT the same as the constant value.
<b>GT</b>	Greater Than	The value of the data element in the student's record is more than the constant value.
<b>GE</b>	Greater Than or Equal To	The value of the data element in the student's record is more than, or the same as, the constant value.
<b>LT</b>	Less Than	The value of the data element in the student's record is less than the constant value.
<b>LE</b>	Less Than or Equal To	The value of the data element in the student's record is less than, or the same as, the constant value.
<b>IN</b>	In the Range	The value of the data element in the student's record falls within the specified range; the values of the range are included by the job scheduler.
<b>NI</b>	Not In the Range	The value of the data element in the student's record does NOT fall within the specified range; the values of the range are included by the job scheduler.
<b>OR</b>		The extract is to look for any of a set of constant values.



## Data Elements Available for SM5204J and SM5209J

When scheduling the SM5204J or SM5209J extracts, you can select any of the data elements listed in the table that follows. Enter the data elements, along with the appropriate operators, for the parameters SM5204(or SM5209)-LINE01 through SM5204(or SM5209)-LINE12.

- Most of the data elements are located in one data set only. For these data elements, you do **not** need to identify the data sets to which they belong. The data sets containing the data elements are included in the table for identification purposes only.
- The following seven data elements are located in two data sets - STU-YRQ-M and STU-D:

CITZ-STAT	STU-PRG-ENR
FEE-PAY-STAT	STU-TYP
RES-STAT	VET-BENE
STU-INT	

Each of these seven data elements is displayed in **red** in the table. Unless you indicate otherwise for these data elements, the data will be extracted from the STU-YRQ-M data set as the default. If you want the data to be extracted from the STU-D data set, you must indicate that when entering the parameters. Depending on whether you use the STU-YRQ-M data set or the STU-D data set, the extract may produce different results.

Data Element Name	Data Set	Format
ACAD-DIS-IND Academic Disadvantaged Indicator	STU-D	
ACTN-ENTR-DATE Action Entry Date	UNUSUAL-ACTN-D	
ACTN-ORIG-ID Action Origin ID	UNUSUAL-ACTN-D	
ADM-NUM Admission Number	STU-D	
ADM-STAT Admission Status	STU-D	
ADV-ID Advisor ID	STU-D	
APP-RCPT-DATE Application Receipt Date	STU-D	mm/dd/yy
ARCHV-IND Archival Indicator	STU-M	

ATTND-NEXT-QTR Attend Next Quarter	STU-YRQ-M	
BA-GRAD BA Graduate	STU-D	
BAD-DEBT-AMT Bad Debt Amount	UNUSUAL-ACTN-D	xxx.xx
BIRTH-DATE Birth Date	STU-D	mm/dd/yy
BLOC-REG Block Registration Flag	STU-M	
BRANCH Branch	STU-D	
CENSUS-HISP-CD Census Hispanic Code	STU-D	
CENSUS-RACE-CD Census Race Code	STU-D	
<b>CITZ-STAT</b> Citizenship Status	<b>STU-YRQ-M (default)</b> STU-D	
CLASS-ITM-NUM Class Item Number	STU-CLASS-D	
CLVL-CR-EARN College Level Credits Earned	STU-D	xxx.x
CLVL-GPA College Level GPA	STU-D	x.xx
CLVL-GPA-CR College Level GPA Credits	STU-D	xxx.x
CONCURR-ENR Concurrent Enrollment	STU-YRQ-M	
CORR-ACTN1 Corrective Action 1	STU-INTRV-D	
CORR-ACTN2 Corrective Action 2	STU-INTRV-D	
CUM-CR-EARN Cumulative Credits Earned	STU-D	xxx.x
CUM-GPA Cumulative GPA	STU-D	x.xx
CUM-GPA-CR Cumulative GPA Credits	STU-D	xxx.x
ECON-DISAD-IND Economic Disadvantaged Indicator	STU-D	
ETH-ORIG Ethnic Origin	STU-D	

<b>FEE-PAY-STAT</b> Fee Paying Status	<b>STU-YRQ-M (default)</b> STU-D	
<b>GRADE</b> Grade	STU-CLASS-D	
<b>HEALTH-LIM</b> Health Limitations	STU-D	
<b>HI-SCHL</b> High School	STU-D	
<b>HI-SCHL-GRAD</b> High School Graduation Indicator	STU-D	
<b>HI-SCHL-LAST-YR</b> High School Last Year Attended	STU-D	
<b>HI-SCHL-TRAN</b> High School Transcript Received	STU-D	
<b>HNDCP-STAT</b> Handicapped Status	STU-D	
<b>INTRV-ACTN1</b> Intervention Action 1	STU-INTRV-D	
<b>INTRV-ACTN2</b> Intervention Action 2	STU-INTRV-D	
<b>LAST-YRQ-ATTND</b> Last Year/Quarter Attended	STU-D	
<b>LIM-ENGL-IND</b> Limited English Indicator	STU-D	
<b>OPT-1</b> Option 1	STU-D	
<b>OPT-2</b> Option 2	STU-D	
<b>OPT-3</b> Option 3	STU-D	
<b>OPT-4</b> Option 4	STU-OPT-D	
<b>OPT-5</b> Option 5	STU-OPT-D	
<b>OPT-6</b> Option 6	STU-OPT-D	
<b>PLAN-TO-GRAD</b> Plan to Graduate	STU-D	
<b>PREV-COL-1</b> Previous College 1	STU-D	
<b>PREV-COL-2</b> Previous College 2	STU-D	

PREV-COL-GRAD-1 Previous College Graduate 1	STU-D	
PREV-COL-GRAD-2 Previous College Graduate 2	STU-D	
PREV-COL-TRAN-1 Previous College Transcript Received 1	STU-D	
PREV-COL-TRAN-2 Previous College Transcript Received 2	STU-D	
PREV-COL-YR-1 Previous College Last Year Attended 1	STU-D	
PREV-COL-YR-2 Previous College Last Year Attended 2	STU-D	
QTR-CR-EARN Quarterly Credits Earned	STU-YRQ-M	xx.x
QTR-CR-REG Quarterly Credits Registered	STU-YRQ-M	xx.x
QTR-GPA Quarterly GPA	STU-YRQ-M	x.xx
QTR-GPA-CR Quarterly GPA Credits	STU-YRQ-M	xx.x
REC-FEE-IND Records Fee Indicator	STU-D	
REG-ACTV-DATE Registration Activity Date	STU-YRQ-M	mm/dd/yy
REG-DEPOSIT-IND Registration Deposit Indicator	STU-D	
<b>RES-STAT</b> Resident Status	<b>STU-YRQ-M (default)</b> STU-D	
RUN-NUM Run Number	STU-INTRV-D	
SEX Sex	STU-D	
SID Student Identification Number	STU-D	
STU-CITY Student City	STU-D	
STU-ENR-STAT Student Enrollment Status	STU-D	
STU-FAM-STAT Student Family Status	STU-D	
<b>STU-INT</b> Student Intent	<b>STU-YRQ-M (default)</b> STU-D	

STU-NAME Student Name	STU-D	
STU-PLAN-ATTND Student Plan to Attend	STU-D	
STU-PLAN-WORK Student Plan to Work	STU-YRQ-M	
STU-PRIOR-EDUC Student Prior Education	STU-D	
STU-PRG-APPL Student Program Applied	STU-D	
STU-PRG-ENR Student Program Enrolled	STU-YRQ-M (default) STU-D	
STU-PURP-ATTND Student Purpose for Attending	STU-YRQ-M	
STU-WORK-ATTND Student Work While Attending	STU-D	
STU-ST Student State	STU-D	
STU-TYP Student Type	STU-YRQ-M (default) STU-D	
STU-ZIP Student Zip Code	STU-D	
TIME-PREF Time Preference	STU-D	
TRAN-TRACK Transcript Tracking	STU-M	
TRNSFR-COL-CR Transfer in College Credits	STU-D	
UNUSUAL-ACTN Unusual Action Code	UNUSUAL-ACTN-D	
VET-BENE Veteran's Benefit	STU-YRQ-M (default) STU-D	
YRQ Year/Quarter	STU-YRQ-M	
YRQ-ACT-STRT Year/Quarter Actually Started	STU-D	
YRQ-PLAN-STRT Year/Quarter Student Plans to Start	STU-D	

## Data Sets

The data elements available for the Student Generalized Extract (SM5204J) and Generalized Enrollment Extract (SM5209J) are located in the data sets described below.

Data Set	Description
STU-D	The Student Detail data set contains all basic biographic information about the student. Each student must have a STU-D record before any other records can be added to other data sets for that student. Each student can have only one record in STU-D.
STU-YRQ-M	<p>The Student Year/Quarter Master data set (often called the "Quarterly Biographic" file) is an abbreviated biographic record for each year/quarter for which each student enrolled. A student may have more than one record in this data set; however, no student can have more than one record for a year/quarter.</p> <p>The quarterly biographic record contains data elements that can change from one quarter to the next. Some data elements in STU-YRQ-M are also contained in the STU-D data set.</p>
STU-CLASS-D	The Student Class Detail data set (often called the "Enrollment" file) is a record of the classes for which each student enrolled in a specific year/quarter. A student may have more than one record in this data set; however, no student can have more than one record for a class for a year/quarter.
STU-OPT-D	The Student Optional Detail data set contains optional data elements OPT-4, OPT-5, and OPT-6. (Optional data elements OPT-1, OPT-2, and OPT-3 are in STU-D.) No student can have more than one record in this data set; many students will have no records in this data set.
STU-M	The Student Master data set contains data elements that indicate if the student has a biographic record in the history file, an archived transcript, a registration block, or a transcript tracking code. If a student's records have been archived, STU-M may be the only online data set that indicates that the student ever had a computer record.
STU-INTRV-D	The Student Intervention Detail data set contains records for some (or all) of the students enrolled in selected classes for a specific year/quarter. A specific student or class is selected because of a high probability that intervention may be necessary to help the student complete the class. Students needing intervention may be identified by codes designating a specific problem or solution. Some students may have more than one record in this data set; many students will have no records in this data set.

UNUSUAL-ACTN-D

The Student Unusual Action Detail data set contains records of user-defined codes that assign a particular status to specific students. Unusual action codes may identify bad debt categories, or they may identify other groupings. Some students may have more than one record in this data set; many students will have no records in this data set.