

Information Systems Council - Data Governance Subcommittee
Data Dictionary (Last Revised: September 2024)

Keyword	Definition	SQL Table(s)	Data Specs	Banner Screen(s)	Data Steward/ Owner	Notes
Abandoned Registration ("Abandoned Cart Student")	Student was registered for a given term but has un-registered by census date.	SFRSTCA	Records in the table occurring prior to census and whose latest entries are not 'RE' or 'RW'; SOURCE_CODE = BASE	SFASTCA	Michelle/ Maria	Term-specific. A major black hole in enrollment management --- students register for courses and then disappear.
Account Balance	Student's overall account balance	TBRACCD	sum(tbraccd_balance) where tbraccd_vpdi_code = 'DCC'	TSAAREV	Amy	
Admitted Student	Complete application with Decision.	SARADAP	APST_CODE = 'D'	SAAADMS	Michelle	Term-specific
Applied Student	Student has completed application and application has been transmitted to Banner.	SARAPPD	Record in SARAPPD	SAADCRV	Michelle	Term-specific
Attempted Registration	Student attempted to register but encountered a barrier that prevented registering.	SFRSTCA	RSTS_CODE in ('RE', 'RW') with TEMP instead of BASE, with no BASE records	SFASTCA	Maria	Student can be prevented from registering in a course because of pre-requisite/test score missing; or already in too many credit hours; probation status; student needs to reapply/be admitted again; time conflict/schedule, etc. Per Maria, it can usually be seen in the Banner data why the registration was prevented.
Completers (BOR)	Student who has received a Board of Regents approved award (inclusive of exit points).	SHRDGMR	shrdgmr_degs_code in ('AW', 'AA', 'AT', 'CE', 'EA', 'RT')	SHADEGR	Maria	BOR completions are more restrictive than LCTCS. At this time BOR does not regard IBC's as completions.
Completers (LCTCS)	Student who has received a Board of Regents approved award (above), or an IBC (see note at right).	SHRDGMR	for credit awards: shrdgmr_degs_code in ('AW', 'AA', 'AT', 'CE', 'EA', 'RT'); for IBC's: lctcs_freeze_az_ibc_outcome (LCTCS frozen table) and vpdi_code = 'DC'	SHADEGR	Maria	Currently, the "Our Promise" initiative of LCTCS counts IBC earners as completers. But IBC's are not counted as completions by Board of Regents or the U.S. Dept of Education.
Course Dropped	Student deleted a course from their schedule prior to census date	SFRSTCA	SFRSTCA_RSTS_CODE in ('DR') and SFRSTCA_SOURCE_CODE = 'BASE'	SFASTCA	Maria	
Course Reinstated	Student was on census and withdrawn afterward, then put back on roster by Registrar	SFRSTCA	Student initially has SFRSTCA_RSTS_CODE in ('RE', 'RW'), then after census date SFRSTCA_RSTS_CODE like 'W%', with a subsequent change of SFRSTCA_RSTS_CODE to 'W%' SFRSTCA_SOURCE_CODE = 'BASE'	SFASTCA	Maria	Differs from a student being re-added to a course when they drop prior to census and are not shown on census
Course Section Type	Indicates delivery mode for the course (Face-to-Face; Online; Hybrid; Virtual)	SSBSECT	https://www.dcc.edu/student-services/registrar/registration-information/codes.aspx	SSASECT	Maria	"Online" courses are always 100% online. In other words, no courses listed as online are not 100% online.
Course Withdrawn	Student withdrew from a course after census date and will receive a 'W' for the course on their transcript	SFRSTCR	SFRSTCR_RSTS_CODE in ('WW') and SFRSTCR_GRDE_CODE = 'W'	SFAREGS	Maria	
Current Due Balance	Balance a student must pay in order to enroll in given/current term	TBRACCD	sum(tbraccd_balance) where tbraccd_term_code <= TERM_CODE and tbraccd_vpdi_code = 'DCC'	TSAAREV	Amy	
Do Not Contact	Student has indicated they do not wish to be solicited by the College	SPRCMNT	sprcmnt_cmtt_code = 'DNC' and sprcmnt_orig_code like 'P%'	SPACMNT	Maria	
Email (for Employee)	Employee's dcc.edu email address, unless request is for preferred/personal	GOREMAL	See APPENDIX 1 below	SPAIDEN	Various	
Email (Student, Campus)	Student's dcc.edu email address	GOREMAL	See APPENDIX 1 below	SPAIDEN	Maria	Practices in flux for assigning DCC email to new students
Email (Student, Preferred)	Email Address indicated by student as their preferred	GOREMAL	See APPENDIX 1 below	SPAIDEN	Maria	Widely understood that Preferred Address is better for communications
Enrolled Student (credit)	Student who <u>is</u> or <u>was</u> registered in 1+ credit-earning courses. Subject to further specification:	***Multiple Ways to Classify, Depending on Time Window and Context***				Term-specific. Makes no special distinction for workforce development/adult ed students.
	Student is <u>currently</u> registered in at least one ongoing for-credit course (active enrollment). Excludes withdrawn and dropped students.	SFRSTCR / SCBCRSE	RSTS_CODE in ('RE', 'RW', 'AU'); SUBJ_CODE not like 'Y%'	SFAREGS / SCACRSE	Maria	Queries and communications regarding <u>current</u> students typically fall into this category.
	Student was enrolled in 1+ course through census date, and was or will be given a transcript mark. Includes withdrawn students.	SFRSTCR	RSTS_CODE in ('RE', 'RW', 'AU', 'AW', 'W1', 'W2', 'W3', 'W4', 'WA', 'WD', 'WI', 'WM', 'WN', 'WP', 'WS', 'WT', 'WW'); SUBJ_CODE not like 'Y%'	SFAREGS	Maria	Ordinarily, a student set extracted for a <u>past</u> semester belongs to this category. Board of Regents regards enrollment according to this definition.
First-Generation Student	Student identifies as First-Generation in admission application, OR student indicates in application that neither parent graduated from college.	SARQUAN	sarquan_vpdi_code = 'DCC' and ((sarquan_question = 'Did either of your parents attend college?' and sarquan_answer = 'No') or (sarquan_question = 'Are you a first generation student?' and sarquan_answer = 'Yes') or (sarquan_question = 'What is the highest level of education completed by any parent/guardian?' and sarquan_answer in ('High School Certification of Completion', 'GED/HiSet', 'High School Diploma', 'Some College', 'Some High School', 'No High School'))	SAAADMS	Michelle	As of 2024, some institutional effort to improve this measure is in progress.
Graduate	Student who has completed a Board of Regents-approved award and left the College.	SHRDGMR	shrdgmr_degs_code in ('AW', 'AA', 'AT', 'CE', 'EA', 'RT')	SHADEGR	Maria	Depending on context (but not often), "graduates" are sometimes further specified as completers of a terminal award (associate, technical diploma, post-associate certificate, and some certificates). <i>Every graduate is a completer, but not all completers are considered graduates. It is likely best to avoid using this term because of the ambiguity.</i>
Incomplete Application	Student applies in LCTCS system (third party app) either without finishing and signing; or a hold is encountered; application does not get transmitted to Banner.	(LCTCS)	-	-	-	The application portal is not a Banner product and is managed by LCTCS. Only completed applications go to Banner.
Prior Balance	Computed value. Student's account balance for semesters preceding given term	TBRACCD	sum(tbraccd_balance) where tbraccd_term_code < TERM_CODE and tbraccd_vpdi_code = 'DCC'	TSAAREV	Amy	
Prospect	In general, anyone expressing interest in DCC who has not applied; or who was lost in a previous enrollment cycle.	***Multiple Individually Satisfying Conditions***				Michelle has exhaustive documentation of where and how the data sources are stored. Often term-specific, but this is becoming less common.
	Anyone expressing interest in DCC during last 2 years.	(Recruit)	1. Record in Recruit	-	Michelle	Recruit is the primary database, but with some exceptions (below).
	Student who applies and doesn't enroll (for a past semester).	SARAPPD / SFRSTCR	2. Record in SARAPPD but lacking entries in SFRSTCR for the term	SAADCRV / SFAREGS	Michelle	Student converts from applicant to prospect after enrollment window passes.
	Non-persisted (stopped out) students after they fail to re-enroll for a definite time.	SFRSTCR / SHRDGMR	3. Record(s) in SFRSTCR for past terms, but no entries in SHRDGMR	SFAREGS / SHADEGR	Michelle	

Keyword	Definition	SQL Table(s)	Data Specs	Banner Screen(s)	Data Steward/ Owner	Notes
Secured Student	Student is safe from Purge for the given term		***Multiple Individually Satisfying Conditions***			Term-specific. Reflects most recent update as of 1/19/2024.
	Hold codes protecting the account	SPRHOLD	1. HLDD_CODE in ('BP', 'EP', 'FP', 'PP', 'AP', 'TP'); ORIG_CODE like 'F%'; TO_DATE >= sysdate	SOAHOLD	Amy	UPDATED 1/26/2024 PER AMY. EP= FTF Deferment; FP = Financial Aid Protection; BP = Bursar Protection; SP = Special Protection (TP = "protection").
	Payment(s) in authorized status but not yet applied to student's account.	TBRMEMO	2. sum(TBRMEMO_AMOUNT) > 0	TSADETL / TSACCIT	Amy	Occurs in context of third-party payments or waivers (see next line). CONT/EXMPT.
	Student has an approved third-party billing arrangement or tuition waiver	TBRACCD	3. TBRACCD_SRCE_CODE in ('C', 'E', 'F')	TSAAREV	Amy	C = Contract; E = Exempt; F = Financial Aid Award
	Authorized aid of \$300 or more Account balance less than \$300	RPRATRM TBRACCD	4. sum(AUTHORIZE_AMT) >= 300 5. sum(TBRACCD_BALANCE) <= 300	RPIATRM TSAAREV	Amy Amy	Student is not disqualified from enrolling because of small account balance
Single Mother Student	Student self-identifies as single mother and/or female with dependents		***Two Individually Satisfying Either/Or Conditions***			The College does not have a single method for capturing this information
	FAFSA information indicates student is female, unmarried, and has household members/dependents in addition to self	RCRAPPL	rccappl_title = '2' and rccappl_mtrl_status in ('1','3','4') and rccappl_fam_memb > 1	ROARMAN	Various Student Affairs Staff	Inferred data point based on multiple conditions
	Student self-reports as single parent in supplemental question on application for admission	SPRIDEN_ADD	sin_parent_1 = 'Y'	SPAIDEN	Admissions / Michelle	Not captured for every student; answering is optional
Student Has High School Diploma or Equivalency	College has received confirmation of student's high school completion or equivalency	SORHSCH	SORHSCH_ADMR_CODE IS NOT NULL; SORHSCH_GRADUATION_DATE IS NOT NULL; SORHSCH_TRANS_RECVY_DATE IS NOT NULL	SOAHSCH	Michelle	Not exhaustive; only for students whose transcript has been received/verified
Student Received Aid	Student received financial aid award in the given Aid Year	RPRAWRD	PAID_AMT > 0	RPAAWRD	Nichole	Specific to Aid Year (AIDY_CODE); FUND_CODE field indicates award type; term-specific awards are listed in RPRATRM.
Student with Holds (Preventing Registration)	Student has one or more holds that need to be removed before they can register	SPRHOLD	SPRHOLD_HLDD_CODE in ('AR', 'CI', 'CL', 'FH', 'RH', 'DH', 'SS') and sprhold_to_date > sysdate	SOAHOLD	Various	
Telephone Number (for texting)	Computed value, derived from ranked preference among the individual's active cell/mobile numbers	SPRTELE	See APPENDIX 2 below	SPAIDEN	Maria	Refers to TELE_CODE's 'PC', 'CEL'
Telephone Number (preferred number for calls)	Computed value, derived from ranked preference among the individual's active numbers (inclusive of land lines)	SPRTELE	See APPENDIX 2 below	SPAIDEN	Maria	Refers to TELE_CODE's 'HM', 'PR', 'MA', 'PC', 'CEL'
Term Balance	Computed value. Student's account balance for a specific semester	TBRACCD	sum(tbraccd_balance) where tbraccd_term_code = :TERM_CODE and tbraccd_vpdi_code = 'DCC'	TSAAREV	Amy	
Veteran Student	(Refer to notes at right)				Traci Trimble / Peter Brandt	At this time we DO NOT have official, agreed upon data specs for <u>veterans</u> . We do have the ability to identify students receiving VA benefits, but this does not cover <u>all</u> veterans.
Withdrawn Student (from the College)	Student has completely withdrawn from the College	SFAREGS	ESTS_CODE in ('WB', 'WA', 'NS', 'UW')	SFBETRM	Maria	WB = dropped before census; WA = dropped after census; NS = dropped for non-attendance as of census; UW = unofficial withdraw. Please note: this is a different data point than student who withdraws from a single course with a 'W' grade.
Workforce Development Student Type	Student type classification indicates student is primarily enrolled in Workforce Development programming	SGSBSTDN	sgbstdn_styp_code = 'W' and sgbstdn_lvl_code = 'NC'	SGSASTDN	Workforce	Depends on student type code last selected/confirmed
Workforce Development Student Served	Student enrolled and of record in 1+ Workforce Development course	SFRSTCR; SSBSECT	sfrstcr_rsts_code in ('RE', 'RW', 'AU'); sfrstcr_lvl_code = 'NC'; sfrstcr_ptrm_code like 'FW%'; sbssect_subj_code like 'Y%'; sbssect_vpdi_code = 'DCC'	SFAREGS; SSASECT	Workforce	Does not preclude a credit-earning student enrolling in Workforce Courses. <u>Census is not currently frozen on an institutionally-defined schedule. Effectively, any term code is always active, with the records in it subject to change. As of 2024, Workforce has been advised to use 05 term codes where possible.</u>

APPENDIX 1: Data Specs for Email Addresses

Reporting logic depends on the need. The College does not have standardized definitions for this data item, and there are not stipulations for which email type should be used when. The code samples below are common ways email is retrieved.

STUDENT EMAIL

Preferred (PREF) email first; if this is not available, then get @dcc.edu campus (CAMP) email.

```
Case When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF')  
¶When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'CAMP') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'CAMP') End Email
```

Preferred (PREF) email first if; if this is not available, then get campus (CAMP) email (@dcc.edu email); if neither of this is available, use personal (PERS) email.

```
Case When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF')  
¶When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'CAMP') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'CAMP') ¶  
¶lse lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PERS') End Email
```

EMPLOYEE EMAIL

Preferred (PREF) email first; if this is not available, then get @dcc.edu college (BUS) email.

```
Case When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF')  
¶When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'CAMP') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'BUS') End Email
```

Preferred (PREF) email first; if this is not available, then get work (BUS) (@dcc.edu) email; if neither of these is available, then use personal PERS email.

```
Case When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF')  
¶When lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'BUS') is not null Then  
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'BUS')  
¶lse lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PERS') End Email
```

Pre-Coded Functions for Retrieving Email

Preferred Email Address

```
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PREF') Pref_Email
```

Campus @dcc.edu Email Address

```
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'CAMP') CAMP_EMAIL
```

Personal Email Address

```
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'PERS') PERS_EMAIL
```

Employee @dcc.edu BUS Email Address

```
lctcs_freeze.f_get_email_by_type('DCC', 'xx', spriden_pidm, 'BUS') Emp_Email
```

APPENDIX 2: Telephone Number

Reporting logic depends on the need. The College does not have standardized definitions for this data item. The following are methods often used for retrieving telephone number.

FOR TEXTING

Retrieves the primary telephone number among phone types CEL, PC, and referring to the one most recently added. If no primary telephone indicator then retrieve in the order of CEL, PC.

Select

```
CASE WHEN DerTelePrime.SPRTELE_PHONE_NUMBER is not null THEN DertelePrime.Sprtele_Phone_Area || DerTelePrime.SPRTELE_PHONE_NUMBER
else derteleactv.sprtele_phone_area || derteleactv.sprtele_phone_number end as PHONE,
```

from .. spriden

LEFT JOIN

(Select * From

```
(SELECT SPRTELE_PIDM,SPRTELE_TELE_CODE,SPRTELE_PHONE_AREA,SPRTELE_PHONE_NUMBER,
row_number() Over (Partition BY SPRTELE_PIDM Order By DECODE(SPRTELE_TELE_CODE,'PC', 1, 'CEL', 2)
|| SPRTELE_ADDR_SEQNO DESC) TeleRankPrime
```

FROM SPRTELE

Where (SPRTELE_TELE_CODE IN ('PC', 'CEL'))

and (SPRTELE_STATUS_IND is null)

and (SPRTELE_PRIMARY_IND = 'Y'))

Where TeleRankPrime = 1) DerTelePrime ON spriden_pidm = DerTelePrime.SPRTELE_PIDM

LEFT JOIN

(Select * From

```
(SELECT SPRTELE_PIDM,SPRTELE_TELE_CODE,SPRTELE_PHONE_AREA,SPRTELE_PHONE_NUMBER,
row_number() Over (Partition BY SPRTELE_PIDM Order By DECODE(SPRTELE_TELE_CODE, 'PC', 1, 'CEL', 2)
|| SPRTELE_ADDR_SEQNO DESC) TeleRankActv
```

FROM SPRTELE Where (SPRTELE_TELE_CODE IN ('PC', 'CEL'))

and (SPRTELE_STATUS_IND is null)) Where TeleRankActv = 1) DerTeleActv ON spriden_pidm = DerTeleActv.SPRTELE_PIDM

ALL PHONE NUMBERS

Retrieves the primary telephone indicator among phone types CEL, PC, HM, PR, MA , and referring to the one most recently added. If no primary telephone indicator exists, then retrieve in the order of phone type: CEL, PC, HM, PR, MA.

Select

```
CASE WHEN DerTelePrime.SPRTELE_PHONE_NUMBER is not null THEN DertelePrime.Sprtele_Phone_Area || DerTelePrime.SPRTELE_PHONE_NUMBER
else derteleactv.sprtele_phone_area || derteleactv.sprtele_phone_number end as PHONE,
```

from .. spriden

LEFT JOIN

(Select * From

```
(SELECT SPRTELE_PIDM,SPRTELE_TELE_CODE,SPRTELE_PHONE_AREA,SPRTELE_PHONE_NUMBER,
row_number() Over (Partition BY SPRTELE_PIDM Order By DECODE(SPRTELE_TELE_CODE,'MA', 1, 'PR', 2, 'HM', 3, 'PC', 4, 'CEL', 5)
|| SPRTELE_ADDR_SEQNO DESC) TeleRankPrime
```

FROM SPRTELE

Where (SPRTELE_TELE_CODE IN ('HM','PR','MA','PC', 'CEL'))

and (SPRTELE_STATUS_IND is null)

and (SPRTELE_PRIMARY_IND = 'Y'))

Where TeleRankPrime = 1) DerTelePrime ON spriden_pidm = DerTelePrime.SPRTELE_PIDM

LEFT JOIN

(Select * From

```
(SELECT SPRTELE_PIDM,SPRTELE_TELE_CODE,SPRTELE_PHONE_AREA,SPRTELE_PHONE_NUMBER,
row_number() Over (Partition BY SPRTELE_PIDM Order By DECODE(SPRTELE_TELE_CODE, 'MA', 1, 'PR', 2, 'HM', 3, 'PC', 4, 'CEL', 5)
|| SPRTELE_ADDR_SEQNO DESC) TeleRankActv
```

FROM SPRTELE

Where (SPRTELE_TELE_CODE IN ('HM','PR','MA','PC', 'CEL'))

and (SPRTELE_STATUS_IND is null))

Where TeleRankActv = 1) DerTeleActv ON spriden_pidm = DerTeleActv.SPRTELE_PIDM