

DATA DICTIONARY: INSTITUTIONAL SITE FILE

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SUMMARY

The Institutional Site file contains information on campus site locations where institutional credit and noncredit courses are offered.

In addition to identifying main and branch campuses, colleges may identify other instructional delivery sites e.g. extension centers, high schools, community centers, corporate training centers, off campus training at business and industry locations etc.

Identification/grouping of sites beyond the main and branch campus (s) is the prerogative of each institution. In defining site groupings for HEIRS II, campuses should consider how they would like to analyze their data using the site dimension. For example, you may want to look at enrollment by main campus, distinct branches, extension centers (aggregated or individualized), high schools (aggregation of all high schools vs. individual), off campus business/industry site (aggregation of all various business sites into one generic site category).

If a course section is regularly scheduled to meet at more than one location, ***only one*** site code should be applied to the unique course section. For those courses in which the lecture is a distinct section number and the related lab is also a unique section number, each section should be given a distinct site code, e.g. lecture section at main campus; lab section at an extension site.

LIST OF INSTITUTIONAL SITE DATA ELEMENTS**SIT001 College ID**

An institutional identification code, as assigned by the BHE.

SIT002 Site Code

The two-digit code identifying the campus site (main or branch campus) where the course is offered.

SIT003 Site Type

Distinguishes between the main campus site and other site locations

SIT004 Site Name 1

First line of the official name of the campus or site.

SIT005 Site Name 2

Second line of the official name of the campus or site, if required.

SIT006 Site Address

Street address of the campus or site.

SIT007 Site City

City or Town in which the campus or site is located.

SIT008 Site State

Two character state code for the campus location.

SIT009 Site Zipcode

ZIP Code of the campus or site.

SIT010 Site Status

Status of the Site location.

SIT001 College ID

An institutional identification code, as assigned by the BHE.

Data Type: Numeric	Length Minimum 3 Maximum 3	Format Example: 000
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Code Descriptions

See Appendix A

Definition

Code used to identify each college or university in the Commonwealth of Massachusetts.

Instructions

Business Rules	Dependency
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Mandatory entry

SIT002 Site Code

The unique two-digit code identifying the campus site (main or branch campus) where the course is offered

Data Type: Alphanumeric

Length Minimum 2
 Maximum 2

Format Example: 0A,

Code Descriptions

Use a unique two digit code for each site. Either numeric (e.g., "01", "02") or alphanumeric codes (e.g., "1A", "B2", "CW") may be used.

Definition

A unique two digit code indicating the appropriate site (main or branch campus or other site) within the institution.

Instructions

Business Rules	Dependency
Mandatory entry	

SIT003 Site Type

Distinguishes site type either main campus, branch campus or other site location.

Data Type: Alphanumeric**Length** Minimum 1
Maximum 1**Format Example:** 0

Code Descriptions

- 1 Main Campus**
 - 2 Branch Campus**
 - 3 Other Site**
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Definition

Site types include the following:

Main Campus - The organizational unit often called the principal or parent campus. This may be the only campus, or it may have one or more associated branch campuses or other sites. The primary, most comprehensive set of programs is offered and the central administration is located at this campus.

Branch Campus - A relatively permanent organizational unit containing separate program administration and offering programs, but not the location of the central administration or the most comprehensive set of program offerings

Other Site - Any location, other than a main or branch campus, at which all (or a significant proportion) of any course is offered.

Instructions

Business Rules	Dependency
Mandatory entry	

SIT004 Site Name 1

First line of the official name of the campus or site.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 50 **Format Example:** ABC High School

Code Descriptions

Definition

Instructions

Business Rules	Dependency
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Mandatory entry

SIT005 Site Name 2

Second line of the official name of the campus or site.

Data Type: Alphanumeric **Length** ^{Minimum 1}
School **Format Example:** QRS High
Maximum 50

Code Descriptions

Instructions

Business Rules	Dependency
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SIT006 Site Address

Street address of the campus or site.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 50 **Format Example:** 22 Main Street

Code Descriptions

Definition

Instructions

Business Rules**Dependency**

SIT008 Site State

Two character state code for the campus location.

Data Type: Alphanumeric**Length** Minimum 2
Maximum 2**Format Example:** AL

Code Descriptions

Definition

Instructions

Business Rules**Dependency**

SIT009 Zip code

ZIP Code of the campus or site.

Data Type: Alphanumeric	Length	Minimum 5 Maximum 9	Format Example:	00000
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Code Descriptions

Missing or Unknown Zip Codes	<i>ZZZZZ</i>
Foreign Zip Codes	<i>XXXXX</i>

Definition

Use five-digit Zip Code, including any leading zeros

Instructions

Business Rules	Dependency
Mandatory	
Null values default to <i>ZZZZZ</i>	
Must be a valid Zipcode	

SIT010 Site Status

The campus site status.

Data Type: Numeric

Length: Minimum 1
Maximum 1

Format Example: 0

Code Descriptions

- 1 Active
- 2 Discontinued

Definition

Active: Location is active and courses are being offered at this site.

Discontinued: Courses are longer being offered at this site.

Instructions

Business Rules		Dependency	
Mandatory			