



The 2008 National Postsecondary Student Aid Study (NPSAS:08)

GUIDANCE FOR PREPARING THE LIST OF STUDENTS ENROLLED

Background

The *list of students enrolled* that you provide will be used to randomly select a nationally representative sample of students in postsecondary institutions across the nation. To ensure a scientifically valid sample, it is extremely important that you follow the instructions provided in this document when preparing your institution's list. Because postsecondary institutions vary widely in their organizational structures, we realize that some of the criteria presented below may not apply to your institution. Please interpret the instructions and terms according to your institution's usage.

Should you have any questions about these instructions, or whether students should or should not be included on the list, we urge you to contact the NPSAS Help Desk at:

- Phone: 1-888-NPSAS411 (1-888-677-2741)
- E-mail: NPSASschool@rti.org

Eligibility Requirements

Include all students enrolled at your institution at any time between July 1, 2007, and April 30, 2008, who satisfy **all** of the following requirements:

- The student was enrolled during these dates in at least one term or course of instruction that is one of the following (i.e., student considered to be eligible for Title IV aid):
 - i. an academic program;
 - ii. at least one course for credit that could be applied toward fulfilling the requirements for an academic degree; *or*
 - iii. an occupational or vocational program that requires at least 3 months or 300 clock hours of instruction to receive a degree, certificate, or other formal award.
- The student was not enrolled concurrently in high school and your institution during this *entire* period. (Note: A student enrolled in courses at your institution while also enrolled in high school is not eligible. However, if that student completes high school and then enrolls in a course of instruction at your institution at some time during the above dates, the student is eligible.)
- The student was not enrolled in your institution during this *entire* period solely for the purpose of earning a general equivalency diploma (GED) or finishing another high school completion program. (Note: If the student completes such a program at your institution and then enrolls in another course of instruction there at any time during the above dates, the student is eligible.)



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- The student was not enrolled in your institution during these dates only for vocational purposes, not receiving credit.
- The student did not drop out of your institution early enough to receive a full refund of their tuition.
- The student did not pay tuition during these dates solely to a different institution.

Data Elements Required

For each eligible student on the list we will need the information listed in the accompanying *Contact Information and File Layout* document. If you use other codes or another layout, please provide us with a detailed description of the codes and layout of your list.

File Types

As detailed on the *Contact Information and File Layout* document, you may choose to submit your *list of students enrolled* as an ASCII fixed-field file, a comma-delimited file, or an Excel spreadsheet. If you choose to use a different file type, please be sure to indicate its type and layout.



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**CONTACT INFORMATION AND FILE LAYOUT FOR
CREATING THE LIST OF STUDENTS ENROLLED**

This document is in two sections. In the first section (pages 1–3) we ask you to provide the information requested for all individuals responsible for preparing your student list. Please include this information when you provide the list. This information will be used only when we need to contact these individuals with questions regarding your list. The second section (page 4) provides details of our suggested file layout for creating your list.

You can transmit this document to us via one of the following two modes:

- Select the option *Upload Student List* after logging in to the website; you will need to have completed your *Institution Registration Page* for this option to be available. Please call the Help Desk at 1-888-NPSAS411 if you encounter any difficulties.
- Provide the information in an e-mail message with the student list encrypted and attached.

Should you have any questions, please call the NPSAS Help Desk at: 1–888-NPSAS411 (1-888-677-2741).

1. Institution Identification: Please provide the following information about your institution:

Institution Name: _____

Institution IPEDS UNITID:¹ _____

2. Date: Please specify the date your student list was prepared (mm/dd/yy): ____/____/____

3. Contact Information: Please provide the following information for all individuals responsible for preparing your *list of students enrolled*.

Name	Department	E-mail address	Telephone number

¹ Note that your institution name and Integrated Postsecondary Education Data System (IPEDS) UNITID is printed on the letter that you received.



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4. **Counts of Eligible Students:** Between July 1, 2007, and April 30, 2008, how many students have been enrolled in your institution that satisfy **all** the following requirements?

- The student was enrolled during these dates in at least one term or course of instruction that is one of the following (i.e., student considered to be eligible for Title IV aid):
 - i. an academic program;
 - ii. at least one course for credit that could be applied toward fulfilling the requirements for an academic degree; *or*
 - iii. an occupational or vocational program that requires at least 3 months or 300 clock hours of instruction to receive a degree, certificate, or other formal award.

- The student was not enrolled concurrently in high school and your institution during this *entire* period. (Note: A student enrolled in courses at your institution while also enrolled in high school is not eligible. However, if that student completes high school and then enrolls in a course of instruction at your institution at some time during the above dates, the student is eligible.)

- The student was not enrolled in your institution during this *entire* period solely for the purpose of earning a general equivalency diploma (GED) or finishing another high school completion program. (Note: If the student completes such a program at your institution and then enrolls in another course of instruction there at any time during the above dates, the student is eligible.)

- The student was not enrolled in your institution during these dates only for vocational purposes, not receiving credit.

- The student did not drop out of your institution early enough to receive a full refund of their tuition.

- The student did not pay tuition during these dates to a different institution.

Please provide the total number of eligible students: _____

5. **Electronic File Type and Layout:** Using the file layout specifications below, please mark which of the following file types you will use to provide your list. If you choose to use a type or layout other than what is suggested, please be sure to specify its type and complete layout.

ASCII Fixed-field: Please use the suggested file layout provided below.

Comma-delimited: Please use a blank space for any missing data elements and use the data order and codes in the suggested file layout provided below.

Excel spreadsheets: Please properly label all columns and use the order and codes in the suggested file layout provided below.



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Other: Please specify type and layout of your list (use additional pages if necessary):

- 6. Special Comments:** In the space provided below, please tell us about any of the requested data items that you cannot provide. Also, please provide any additional details that would clarify the layout of the student list you are submitting, as well as any information necessary to correctly interpret the information provided (e.g., educational level, class level, baccalaureate recipient indicator, abbreviations, codes, etc.).



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Student List File Specifications			
Student data element	Code	Starting column	Ending column
1. First name		1	25
2. Middle initial		26	26
3. Last name		27	51
4. Name suffix (e.g., Jr., Sr., III, etc.)		52	54
5. Student ID		55	66
6. Date of Birth (month, date and year written numerically, i.e. 05/12/1986)		67	76
6a. Flag: If date of birth is unavailable, indicate if student is over or under 18 as of March 3, 2008: Y=student is over 18 as of March 3, 2008 N=student is under 18 as of March 3, 2008 X=age unknown		77	77
7. Social Security number		78	86
8. Educational level	U = Undergraduate student M = Master's student D = Doctoral student G = Other graduate student P = First-professional student ¹	87	87
9. Class level of undergraduates	1 = first year 2 = second year 3 = third year 4 = fourth year 5 = fifth year	88	88
10. Received or expected to receive baccalaureate degree between July 1, 2007 and June 30, 2008	Y = Student has received or is expected to receive a baccalaureate degree between July 1, 2007 and June 30, 2008 N = Student has not received and is not expected to receive a baccalaureate degree between July 1, 2007 and June 30, 2008 X = Don't know if student has received or is expected to receive a baccalaureate degree between July 1, 2007 and June 30, 2008	89	89
11. Student's major for baccalaureate degree ²		90	119
12. Student's Classification of Instructional Program (CIP) for baccalaureate degree		120	126
13. Local address 1		127	176

14. Local address 2		177	226
15. Local city		227	276
16. Local state		277	278
17. Local ZIP code		279	288
18. Local telephone number		289	298
19. Campus e-mail		299	348
20. Permanent address 1		349	398
21. Permanent address 2		399	448
22. Permanent city		449	498
23. Permanent state		499	500
24. Permanent country (if not U.S.)		501	550
25. Permanent ZIP code ³		551	560
26. Permanent telephone number ³		561	585
27. Permanent e-mail		586	635

¹ A *first-professional* student is a student enrolled in any of the following degree programs: chiropractic (D.C. or D.C.M.); osteopathic medicine (D.O.); dentistry (D.D.S. or D.M.D.); pharmacy (Pharm.D.); law (L.L.B. or J.D.); podiatry (D.P.M., D.P., or Pod.D.); medicine (M.D.); theology (M.Div., M.H.L., B.D., or Ordination); optometry (O.D.); or veterinary medicine (D.V.M.).

²Please provide an explanation of any abbreviations or codes used for major.

³The field length for permanent ZIP code and telephone number allows for international ZIP codes and telephone numbers, respectively.



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TRANSMITTAL OPTIONS FOR THE LIST OF STUDENTS ENROLLED

**Please submit your list
within 2 weeks following
the beginning of the last term at your institution
that includes the date April 30, 2008.**

This document specifies the different file delivery options you can use to submit the requested *list of students enrolled* for your institution. **We strongly encourage you to upload your list to our website.** However, if you are unable to upload your list, we will accept lists via e-mail, but the file must be encrypted. Please note that information regarding the eligibility definitions and the needed data items can be found in the documents: *Guidance for Preparing the List of Students Enrolled*, *Contact Information and File Layout for Creating the List of Students Enrolled*, and *Frequently Asked Questions (FAQs)*.

Please select one of the following two transmittal options that is most appropriate for your institution. Regardless of the option you select, please also transmit the items from the *Contact Information and File Layout for Creating the List of Students Enrolled* document to provide information about the list(s) you will submit. Should you use a different file layout other than what we have suggested, please provide details of your file layout.

I. Upload to the NPSAS Web Site

You may upload your files directly to the web site for NPSAS, located at <https://surveys.nces.ed.gov/NPSASschool>. After login, simply click on "Upload List of Students Enrolled" and follow the instructions on the screen. You will be instructed to provide the following information:

- Institution name and IPEDS UNITID;
- Contact information for the person who prepares the list; and
- File layout.

II. Electronic Mail (e-mail to npsaslist@rti.org)

You may choose to send your student list as an attachment via electronic mail, however, for confidentiality reasons, the file must be encrypted. To ensure that we can read the file, we prefer that WinZip10 be used for encryption. An evaluation version of WinZip 10 can be downloaded from www.winzip.com. Use the password that is included in your letter. Please send your e-mail with encrypted list attached to RTI at npsaslist@rti.org. Please be sure to supply the information from the *Contact Information and File Layout* document in the e-mail message for the list that you will be submitting. (See the *Contact Information and File Layout* document for modes to transmit that document.) **Please do not send questions to this e-mail address.**

If neither of these options are feasible or if you need assistance, please call the NPSAS Help Desk at: 1-888-NPSAS411 (1-888-677-2741).