



UCAT COMPLETER SUBMISSION FILE

June 14, 2007

Northstar 2006-2007 Completer Submission File

File Description:

The UCAT Completer Submission file contains records for all degrees, certificates, awards, and licensures earned between July, 1 of the previous calendar year and June 30 of the current calendar year.

Submission Schedule:

The file must be submitted to Utah Board of Regents no later than August 30 of each year.

Capture Date:

The capture date for the Completer Submission file is June 30 of each year. Report all degrees and other formal awards **earned** by your campus between July 1 of the previous calendar year and June 30 of the current calendar year. Awards/degrees earned by not yet conferred should be reported in next year's submission file.

Data Elements:

*See Elements UC-01 through UC-10 for specific format information.

Campus	UC-01
Student ID	UC-02
Student SSN	UC-03
Degree/Award Type	UC-04
Degree/Award Cip Code	UC-05
Required Hours for Degree/Award	UC-06
Actual Hours Completed for Degree/Award	UC-07
Transfer Hours Accepted	UC-08
Degree/Award Completion Date	UC-09
Degree/Award Issued (Earned) Date	UC-10

Submission File Usage:

The UCAT Completer Data Submission File will be used for reporting of Student Headcount, Performance Evaluations, Data Book, Workforce Services Economic Indicators, TRIO program tracking, student tracking, and others as necessary.

Submission File Naming Convention:

The UCAT Completer Data Submission File should be named as follows:
School short name (hyphen), year (2002 for the 2001/2002 academic year).

example: **datccompleter-2002.dat**

for Davis Campus 2001/2002 Submission File.

Additional Explanations:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-01**

ELEMENT NAME: Campus

FIELD NAME: UC_INST

FIELD FORMAT: Number, 2 Characters, Columns 1-2

DEFINITION: The code used to identify the UCAT campus where the student completed their training.

Field Value	Field Attributes and Examples	Effective Date
45	Bridgerland - Logan	July 1, 2002
48	Davis - Kaysville	July 1, 2002
65	Dixie - St. George	July 1, 2002
61	Mountainland - Orem	July 1, 2002
44	Ogden-Weber - Ogden	July 1, 2002
64	Salt Lake-Tooele - Salt Lake City	July 1, 2002
62	Southwest - Cedar City	July 1, 2002
47	Uintah Basin - Roosevelt	July 1, 2002

COMMENTS: Last modified: June 19, 2006

REFERENCE: State Code numbers were generated by Utah State Board of Education.

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-02**

ELEMENT NAME: Student ID

FIELD NAME: UC_ID

FIELD FORMAT: Varchar2, 10 Characters, Columns 3 - 12

DEFINITION: Unique Identifier which is generated by the UCAT campus for each enrolled student. An institutionally defined number is 10 spaces. This "student id" will print on reports. This "student id" will never be the student's social security number.

Field Value	Field Attribute and Example	Effective Date
<Student Specific>	Institutionally Given Number	July 1, 2002

COMMENTS: Last modified: June 24, 2004

REFERENCE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-03**

ELEMENT NAME: Student SSN

FIELD NAME: UC_SSN

FIELD FORMAT: Number, 9 Character, Columns 13 - 21

DEFINITION: Unique Social Security Number of enrolled student. Social Security Number shall be used (to facilitate student tracking) except in the rare case where the student does not have SSN (i.e. International student) where the institutionally defined id number will be used.

Field Value	Field Attributes	Effective Date
<Student Specific>	Social Security Number.	July 1, 2003
<blank>	For International students where SSN is not available	February 1, 2004

COMMENTS: Last modified: May 11, 2006

REFERENCE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-04**

ELEMENT NAME: Degree/Award Type

FIELD NAME: UC_DEG_TYPE

FIELD FORMAT: Varchar2, 10 Character, Columns 22 - 31

DEFINITION: The type of award or degree eligible for the proper credential. *Note: Students who are eligible for financial aid and choosing the longer program need to be advised of their obligation to pay back "overpaid" funds if they exit a program early *and* want the Certificate of Proficiency.

Field Value	Field Attributes and Examples	Effective Date
AAT	UCAT AAT Degree	July 1, 2003
UCET	UCAT Certification of Completion. Regents-approved programs greater than 900 hours.	July 1, 2003
COP150	Certificate of Proficiency: 150: Occupational preparation programs less than 150 hours	March 15, 2005
COP300	Certificate of Proficiency: 300: Occupational preparation programs greater than or equal to 150 hours, but less than 300 hours.	March 15, 2005
COP450	Certificate of Proficiency: 450: Occupational preparation programs greater than or equal to 300 hours, but less than 450 hours.	March 15, 2005
COP600	Certificate of Proficiency: 600: Occupational preparation programs greater than or equal to 450 hours, but less than 600 hours.	March 15, 2005
COP900	Certificate of Proficiency: 900: Occupational programs greater than or equal to 600 hours, but less than 900 hours, which are not financial aid eligible.	March 15, 2005
COPF	Certificate of Proficiency: Financial Aid: Regents-approved financial-aid eligible occupational programs greater than or equal to 600 hours, but less or equal to 900 hours.	March 15, 2005

Field Value	Field Attributes and Examples	Effective Date
COPM	Certificate of Proficiency: More than 900: Campus-level occupational preparation programs greater than or equal to 900 hours operating since before the creation of UCAT.	March 15, 2005
COSC	Certificate of Skill Competency: Certificate that validates individual demonstrated competency(ies) specified for completion of a single course or portion of a training program.	Jan 4, 2006
COMPETENCY	USOE Recognition of Competency: Those specific competency types as designated for specific training (i.e. Welding, auto, diesel, plumbing, electrical, etc.) List was previously maintained the USOE.	July 1, 2004
LICENSE	Licensure From the State of Utah: Students who receive state licensure in the areas of Cosmetology, CDL, Electrical, Plumbing, Registered Nursing, Police Academy, and Licensed Practical Nursing.	July 1, 2004
IC	Industry Certification: Certification received in areas such as: CNE, MSNE, A+ Certification, etc.	July 1, 2004

COMMENTS: Last modified: June 28, 2007

***Note: Each type of award for which a student qualified should be recorded and submitted to account for all awards received. Thus the value of license should be used in an additional record if the student has also qualified for a completion certificate or a competency. The value of competency should be used in an additional record if the student also received a completion certificate or a license. If a student received a competency and/or license in addition to a completion certificate, record each award. All awards received will be needed to report total awards of each type received. Where reports are needed to show other rendering of students awards (such as the unduplicated number of students receiving awards, (as with the Data Book), the Data Warehouse will filter from all the submitted awards on the basis of the highest-level award received, with only one award per student.

REFERENCE:

Board of Regents Policy R-401 (Approval of New Programs, Program Additional or Program Changes).

UCAT Program Development/Approval Procedure – Approved 1/4/06. Effective 1/4/06.

2. Approval Process for Campus Level Certificates

Certificate of Proficiency: Completion of a training program that is up to and including 900 hours (or more, if the program had been approved and functioning at the campus prior to the creation of UCAT), and includes a set of competencies to prepare a student for employment in or upgrade to an identified occupation. The certificate is titled to reflect the name of the occupation

for which the program prepares, such as Automotive Technician, Certified Nurse Assistant, Office Technician, etc., and reads “Certificate of Proficiency as a(n) _____”.

Certificate of Skills Competency: Certificate that validates individual demonstrated competency(ies) specified for completion of a single course or portion of a training program. The certificate is titled to reflect the set of competencies attained, such as Spreadsheets, Automotive Brakes Installation, Multimedia Fundamentals, etc., and reads “Certificate of Skill Competency in _____”. The title does not specify or imply a complete occupation.

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-05**

ELEMENT NAME: Degree/Award CIP Code

FIELD NAME: UC_COMP_CIP

FIELD FORMAT: Varchar2, 6 Characters, Columns 32 - 37

DEFINITION: The unique classification for a specific **major** field of study as listed in the UCAT CIP Matrix. This matrix can be found at the UCAT Website and is a listing of the Current Programs which are offered by the UCAT campus. The CIP Codes are taken from the Classifications of Instructional Program (CIP) codes as published by the National Center for Education Statistics (NCES) 2000.

Field Value	Field Attribute and Examples	Effective Date
010104	Farm/Farm and Ranch Management.	July 1, 2006
010306	Dairy Husbandry and Production	July 1, 2006
010605	Landscaping and Groundskeeping	July 1, 2006
010906	Livestock Management	July 1, 2006
100202	Radio and Television Broadcasting Technology/Technician	July 1, 2006
110101	Computer and Information Sciences, General (degree)	July 1, 2006
110201	Computer Programming/Programmer, General (certificate)	July 1, 2006
110801	Web Page, Digital/Multimedia and Information Resources Design	July 1, 2006
110901	Computer systems Networking and Telecommunications (certificate)	July 1, 2006
120401	Cosmetology/Cosmetologist, General	July 1, 2006
120413	Cosmetology, Barber/Styling, and Nail Instructor	July 1, 2006
120504	Restaurant, Culinary, and Catering Mgmt/Manager	July 1, 2005
120505	Food Preparation/Professional Cooking/Kitchen Assistant	July 1, 2006
120506	Meat Cutting/Meat Cutter	July 1, 2006
131105	Assessment	July 1, 2006
131501	Teacher Assistant/Aide	July 1, 2006
150305	Telecommunications Technology/Technician	July 1, 2006
150401	Clinical Medical Laboratory Science	July 1, 2006
150507	Environmental Engineering Technology/Environmental Technology	July 1, 2006
150508	Hazardous Materials Management and Waste Technology/Technician	July 1, 2006
150703	Industrial Safety Technology/Technician	July 1, 2006
150901	Mining Tech/Technician	July 1, 2006
150903	Petroleum Technology	July 1, 2006

151302	CAD/CADD Drafting and/or Design Technology/Technician	July 1, 2006
161601	American Sign Language (ASL)	July 1, 2006
190709	Child Care Provider/Assistant	July 1, 2006
220301	Legal Administrative Assistant/Secretary	July 1, 2006
220302	Legal Assistant/Paralegal	July 1, 2006
320101	Basic Skills, General	July 1, 2006
320109	Second Language Learning	July 1, 2006
430107	Criminal Justice/Police Science	July 1, 2006
430203	Fire Science/Fire-fighting	July 1, 2006
460101	Mason/Masonry	July 1, 2006
460201	Carpentry/Carpenter	July 1, 2006
460302	Electrician	July 1, 2006
460403	Building/Home/Construction Inspection/Inspector	July 1, 2006
460406	Glazier	July 1, 2006
460408	Painting/Painter and Wall Coverer	July 1, 2006
460503	Plumbing Technology/Plumber	July 1, 2006
470104	Computer Installation and Repair Technology/Technician (certificate)	July 1, 2006
470105	Industrial Electronics Technology/Technician	July 1, 2006
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR, HVAC, HVACR)	July 1, 2006
470303	Industrial Mechanics and Maintenance Technology	July 1, 2006
470603	Autobody/Collision and Repair Technology/Technician	July 1, 2006
470604	Automobile/Automotive Mechanics Technology/Technician	July 1, 2006
470605	Diesel Mechanics Technology/Technician	July 1, 2006
470608	Aircraft Powerplant Technology/Technician	July 1, 2006
470699	Vehicle Maintenance and Repair Technologies, Other	July 1, 2006
480501	Machine Tool Technology/Machinist	July 1, 2006
480506	Sheet Metal Technology/Sheetworking	July 1, 2006
480508	Welding Technology/Welder	July 1, 2006
480703	Cabinetmaking and Millwork/Millwright	July 1, 2006
490101	Aeronautics/Aviation/Aerospace Science and Technology	July 1, 2006
490102	Airline/Commercial/Prof. Pilot & Flight Crew	July 1, 2006
490202	Heavy Equipment Operator	July 1, 2006
490205	Truck and Bus Driver/Commercial Vehicle Operation	July 1, 2006
499999	Transportation and Materials Moving, Other	July 1, 2006
500402	Commercial and Advertising Art	July 1, 2006
500408	Interior Design	July 1, 2006
500713	Metal and Jewelry Arts	July 1, 2006
510000	Health Services/Allied Health/Health Sciences, General	July 1, 2006
510601	Dental Assisting/Assistant	July 1, 2006
510699	Dental Services and Allied Professions, Other	July 1, 2006
510703	Health Unit Coordinator/Ward Clerk	July 1, 2006
510708	Medical Transcription/Transcriptionist	July 1, 2006
510713	Medical Insurance Coding Specialist/Coder	July 1, 2006

510716	Medial Administrative/Executive Assistant and Medical Secretary	July 1, 2006
510801	Medical/Clinical Assistant (degree/certificate)	July 1, 2006
510802	Clinical/Medical Laboratory Assistant	July 1, 2006
510805	Pharmacy Technician/Assistant	July 1, 2006
510806	Physical Therapy Aide	July 1, 2006
510808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant	July 1, 2006
510810	Emergency Care Attendant (EMT Ambulance) (Basic and Intermediate)	July 1, 2006
510902	Electrocardiograph Tech/Technician	July 1, 2006
510904	Emergency Medical Technology/Technician (EMT Paramedic) (Advanced)	July 1, 2006
510907	Medical Radiologic Technology/Science - Radiation Therapist	July 1, 2006
510909	Surgical Technology/Technologist	July 1, 2006
510913	Athletic Training/Trainer	July 1, 2006
510999	Allied Health Diag., Interv., Treatment Prof. Other	July 1, 2006
511009	Phlebotomy/Phlebotomist	July 1, 2006
511099	Clinical/Medical Laboratory Science and Allied Professions, Other	July 1, 2006
511601	Nursing/Registered Nurse (RN, ASN, BSN, MSN)	July 1, 2006
511613	Licensed Practical/Vocational Nurse Training (LPN, LVN, Cert', Dipl., AAS)	July 1, 2006
511614	Nurse/Nursing Assistant/Aide and Patient Care Assistant	July 1, 2006
512602	Home Health Aide/Home Attendant	July 1, 2006
520207	Customer Service Management	July 1, 2006
520208	E-Commerce/Electronic Commerce	July 1, 2006
520302	Accounting Technology/Technician and Bookkeeping	July 1, 2006
520401	Administrative Assistant and Secretarial Science, General	July 1, 2006
520409	Parts, Warehousing, and Inventory Management Oper.	July 1, 2006
520411	Customer Service Support/Call Center/Tele. Oper.	July 1, 2006
521001	Human Resources Management/Personnel Administration, General	July 1, 2006
521401	Marketing/Marketing Mngmt General	July 1, 2006
521501	Real Estate	July 1, 2006
521902	Fashion Merchandising	July 1, 2006

COMMENTS: Last modified: June 19, 2006

REFERENCE: National Center for Education Statistics (NCES):
<http://nces.ed.gov/ipeds/web2000/cip2000.asp>

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-06**

ELEMENT NAME: Hours Required

FIELD NAME: UC_REQ_HRS

FIELD FORMAT: Decimal Number, 8 Characters with 3 after the decimal, Columns 38 - 45

DEFINITION: The total number of hours required for the degree/certificate.

Field Value (Example)	Field Attributes and Examples	Effective Date
1530.000	The required hours for the Dental Assisting Program is 1,530 hours.	July 1, 2003

COMMENTS: Last modified June 24, 2004

REFERENCE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-07**

ELEMENT NAME: Hours Completed

FIELD NAME: UC_HRS_COMP

FIELD FORMAT: Decimal Number, 8 Characters with 3 after the decimal, Columns 46 - 53

DEFINITION: The total number of hours the student actually earned.

Field Value (Example)	Field Attributes and Examples	Effective Date
1530.000	The student completed 1,530 hours for the degree/certificate.	July 1, 2003

COMMENTS: Last modified June 24, 2004

REFERENCE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-08**

ELEMENT NAME: Transfer Hours

FIELD NAME: UC_TRANS_HRS

FIELD FORMAT: Decimal Number, 8 Characters with 3 after the decimal, Columns 54 - 61

DEFINITION: The total number of hours which are being accepted by your institution. (COSC C5 - COSC C6).

Field Value (Example)	Field Attributes and Examples	Effective Date
20.000	20 hours were accepted as transfer hours for this student.	July 1, 2003

COMMENTS: Last modified June 24, 2004

REFERENCE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-09**

ELEMENT NAME: Date Completed

FIELD NAME: UC_COMP_DATE

FIELD FORMAT: Varchar2, 8 Character (Format YYYYMMDD), Columns 62 - 69

DEFINITION: The date the student completed the requirements for the award/degree.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student completed the requirements for the Award/Degree on June 21, 2004	July 1, 2003

COMMENTS: Last modified June 24, 2004

REFERENCE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

UCAT Completer Data -- Version: 06-14-2007

Element: **UC-10**

ELEMENT NAME: Date Certificate Issued

FIELD NAME: UC_ISSUE_DATE

FIELD FORMAT: Date, 8 Character (Format YYYYMMDD), Columns 70 - 77

DEFINITION: The date the certificate is issued (conferred) to the student.

Field Value	Field Attributes and Examples	Effective Date
20040629	The student was issued the certificate on June 29, 2004	July 1, 2003

COMMENTS: Last modified June 24, 2004

REFERENCE: