# Frequently Asked Questions
# SB 70 Institutional Data Reporting

## General Questions

1. **What file type is required for the upload?**

   The import specifications must be a fixed field length text file and shall not exceed 25 MB.

2. **Can we submit either the aggregate or the unitary data? Do we have to submit both?**

   You only need to submit aggregate data (which includes the Enrollment, Persistence, and Graduation files) **OR** you can submit one unitary file.

3. **If we add one of our IT staff members to WebGrants with SB 70 access only, does that person still need to complete the yearly security training?**

   Yes.

4. **How can we correct data from last year's report?**

   If you need to resubmit data for the 2014-15 academic year, you may do so informing Institutional Support and utilizing the Secure File Upload screen in WebGrants.

## Enrollment File Questions

5. **Which students are included in the enrollment file? (What is the cohort definition for the 2015-16 enrollment report? For high school? For ESL? Visiting students?)**

   The enrollment cohort is made up of any students who were new to your institution during the academic year being reported (July 1, 2015 – June 30, 2016). High school students who were concurrently taking college courses for credit will not be counted in your enrollment file. Students who were visiting, taking basic skills, remedial or ESL classes are also excluded from the report.

6. **Will the enrollment file include all students attending my institution?**

   No. The SB 70 enrollment file only captures students who were newly enrolled in your institution during the academic year.

7. **With respect to reporting race/ethnicity, is it sufficient to report using the IPEDS category (1-9) or are institutions required to report on the specific Asian and Pacific Islander groups?**

   If you do not collect the detail of race/ethnicity, you may utilize categories 1-9. The Commission is encouraging institutions to consider collecting this level of detail moving forward.

8. **Full-Time/Part-Time is based on units completed, not units attempted?**

   Yes. Full-Time/Part-Time is based on units completed. A student who enrolls in 24 semester units, but only completes 21 semester units would be considered part-time for SB 70 reporting purposes.

## Persistence File Questions

9. **How does my institution report persistence data?**

   The persistence file will represent any students reported from the 2011-12, 2012-13, 2013-14, or 2014-15 enrollment cohort who returned to your campus and completed at least one course during the 2015-16 academic year.

10. **Will we be able to adjust the original cohort for persistence due to military leave, death, etc.?**

    Currently, no.

## Graduation File Questions

11. **Which students do I include on the graduation file?**

    The graduation file will only include students who were captured on the 2011-12, 2012-13, 2013-14, 2014-15, or 2015-16 enrollment cohort who graduated during the 2015-16 academic year.

12. **If a student enrolls in multiple programs, but graduates from them in separate academic years, would they show up in the graduation data for both academic years, or would they just count in the first one?**

    The student would be reported in both academic years.

13. **If we don't have any students who graduated in 2015-16 cohort, do we report a graduation file at all?**

    No. If you have no data to report, you would not need to submit a file.

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## Unitary File Questions

**14. When reporting unitary data, when must the institution report the "award level" and "CIP Code"? Is this only reported if they are graduating?**

Yes, that is correct. Award level and CIP Code are only reported for students who have graduated. Please reference the File Import Specifications for the "null" value to indicate these areas do not apply to the student.

**15. Is the unitary data only students new to the institution?**

For unitary data, you will need to include all undergraduate students. Based on the data submitted, the Commission will be able to aggregate and produce the appropriate files for you.

**16. Is the student's high school graduation date required?**

Yes, the high school graduation date field is required. All students reported on the unitary file need to have his or her high school graduation date reported. If you do not have the data available, you may use 07/01/2000.

## Job Placement Rate and Salary/Wage Questions

**17. How can institutions submit job placement rate and salary/wage information?**

Institutions have 2 methods to submit job placement rate and salary/wage information.
1. Provide Performance Fact Sheets
2. Use the College Wage Tracker Methodology

**18. Where can I find more information on calculating a "Performance Fact Sheet"?**

More information my be found at: http://www.bppe.ca.gov/schols/pfs/shtml