

**August  
2010**

**APPLICATION SUBMISSION INITIATIVE  
(ASI) MANUAL for Application  
and Registration Data**

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**Government of Alberta** ■ [Advanced Education and Technology](#)

Business Operations and Reporting Branch

The current version of this document is available on the Alberta Advanced Education & Technology's website <http://AET.Alberta.ca/software> and on the Campus Alberta Planning System (CAPS) website (<https://portal.aet.gov.ab.ca/apps/caps>). It will be updated as necessary and institutions' Applicant Submission Initiative (ASI) contacts will be advised when a new version has been posted to the site.

If you are a new user to CAPS, a new account can be created through SIAMS by clicking the 'Are you a new user?' link.

Alternatively, specific instructions on downloading the manual, including the location of the department's FTP site, are provided to each institution's ASI contact.

### **Reporting Software**

This manual is to be used in conjunction with the ASI reporting software. For the fall 2010 data collection cycle, all institutions must be using **ASI Version 1.0.0.18**

### **Printing History**

The development of ASI and the implementation of data reporting processes involved all sectors of the post-secondary system.

#### **ASI Manuals**

#### **User Guide**

#### **Reporting Manual**

#### **Prepared for**

*Comprehensive Academic & Research Institutions*

*Specialized Arts & Culture Institutions*

*Baccalaureate and Applied Studies Institutions*

*Polytechnical Institutions*

*Comprehensive Community Institutions,*

*Independent Academic Institutions*

and

Alberta Advanced Education and Technology

Post-Secondary Excellence Division

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## I. Introduction

In the fall of each academic year, Alberta Advanced Education and Technology (AET) request from institutions information on student applications and registration status of applicants, continuing and returning students' information to:

- Assess the number of applicants to the post-secondary system by programs and/or institutions to the fall session.
- Assess the level that qualified students have been accommodated by the post-secondary system.
- Appraise institutions of how many students apply to more than one institution.
- Demonstrate an approximate level of program demand by students at the institutional and system level.

The electronic data files from the fall application submissions are made available to institutions to assist them in their planning and enrolment management. AET will produce an Outcomes report to provide needed information on demand for programs and facilities.

The enhancements to the Application Submission Initiative provide better analytical tools to the institutions so that they can analyze and submit more accurate and complete information (free from errors). It also enables the department to review submissions more efficiently and effectively.

It should be noted that in future years, submissions may be required for the other sessions. Any decisions on this would be made in the future.

## Purpose of the Manual

- To assist Institutions with compiling and submitting student application and registration information for Alberta Student Number (ASN) Matching, Application and registration data analysis for the fall ASI Submission on or before October 2<sup>nd</sup> of each year.
- To set forth policy guidelines, describe file layouts and field definitions for reporting application and registration data.

## II. Submission Information

The current submissions are only for the fall intake (for programs starting from August 1<sup>st</sup> to September 30<sup>th</sup>). This includes all applications for identified programs at an institution (see page 5 for more information), multiple applications by the same student, and all students that were registered in a program.

### Note:

*Starting with the fall 2010 ASI submission, records relating to apprentice programs are to be excluded from the ASI records submitted by institutions. Due to the nature of apprenticeship program reporting, institutions are advised not to include records relating to apprenticeship program applications and applicants in their ASI file. Apprenticeship programs are on a different scope compared to all other programs. For consistency, apprenticeship records in past submissions have been removed to ensure comparability of records/data.*

### III. Scope of Reporting

#### 1. Required Report Information

Post-secondary institutions submit information on applicants applying for admission to the institution for the fall, and on students registered and attending a program in the fall. The data reported will include records of applicants and students, full time and part time, and the programs:

- Approved by the Minister, or by the Lieutenant Governor in Council
- Listed in the Program Registry System (PRS)
- Enrolments reported through the Learner Enrolment Reporting System (LERS).
- Exclude records relating to Apprenticeship programs.

**Include a record for:**

- Each application received.
- Multiple applications from the same applicant to different programs/program specializations.
- Students registered in a program/program specialization after the add/drop date.
- Students who also applied for admission into different programs. (This includes applicants and students for open studies and applicants and students who are visiting and/or exchange students.)

This will provide information on the programs individuals are applying for versus the programs individuals are actually registered in. It also shows that even though general letters of acceptance may not have been received, the individual was still accommodated by the post-secondary system. This refers to internal transfers who may not have been successful in acquiring admission to a new program but is likely to continue with studies in their current program.

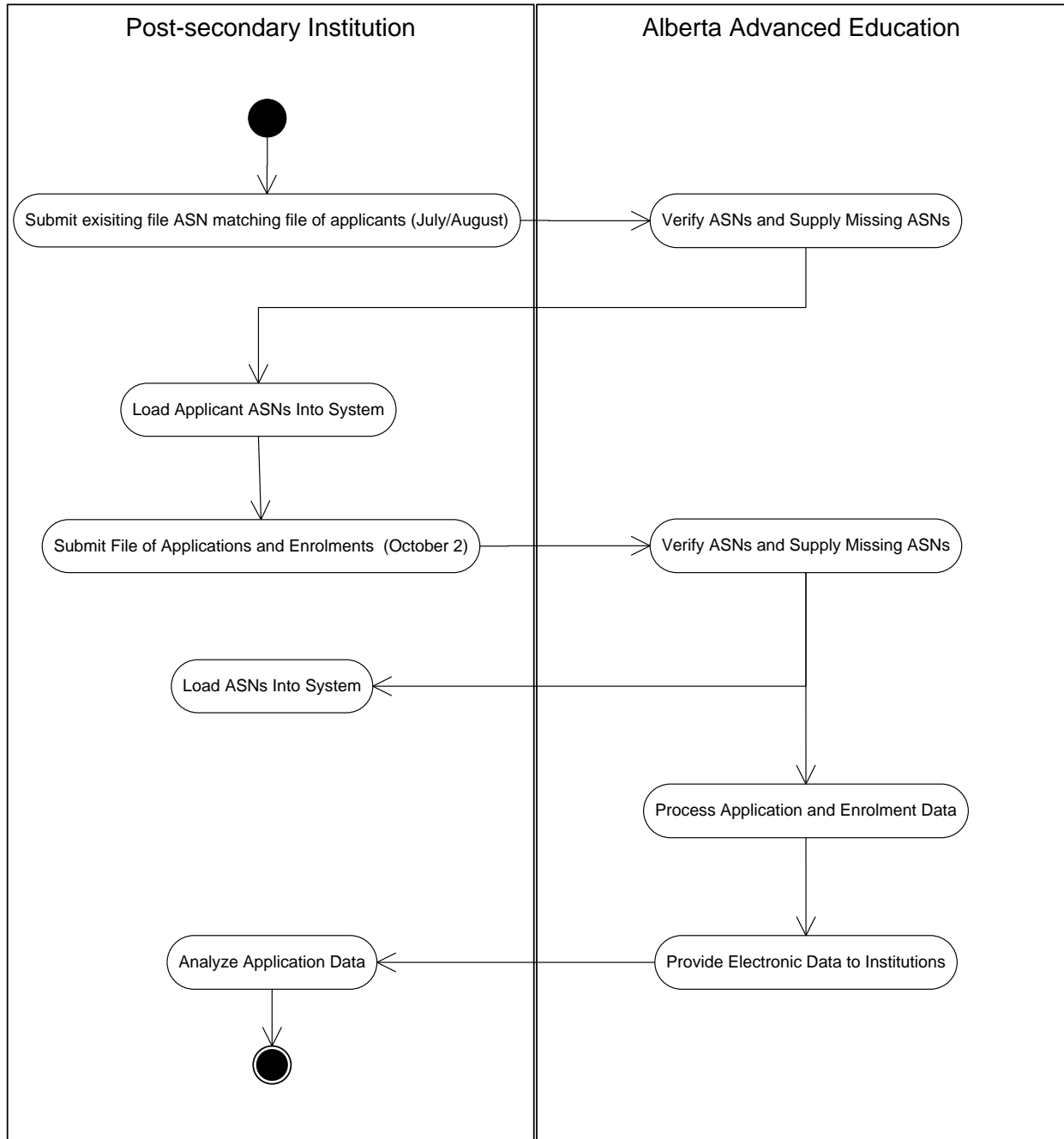
For the fall ASI submission, analyses are based on the applicants applying for the fall term (programs starting from August 1st to September 30th). This is determined by the existing Term Start Date and Term End Date fields in the ASN Matching file.

#### 2. Information Tracking

- Implement tracking of applications that are qualified
- Track internal applications
- Track valid postal codes

## IV. Submitting Application and Registration Data

### Application Data Submission



**Note:**

1. The fall ASI submission should include a record for each application and a record for each registration in the fall (programs starting from August 1st to September 30th). This can be more than one record for a person if they were registered in one program; however, applied for a different program. Application data analysis will be based on this file.

## V. File Layout

Modified ASN Matching File for Application and Registration Data Submission.

| Data Descriptions Item # | Added Fields | Position | Content                     | Format |    |
|--------------------------|--------------|----------|-----------------------------|--------|----|
| 1                        |              | 1-2      | Provider Code               | A      | 2  |
| 2                        |              | 3-17     | Institution Student ID      | A      | 15 |
| 3                        |              | 18-26    | Alberta Student Number      | A      | 9  |
| 4                        |              | 27-51    | Current Surname             | A      | 25 |
| 5                        |              | 52-76    | Current Given Names         | A      | 25 |
| 6                        |              | 77-84    | Date of Birth               | A      | 8  |
| 7                        |              | 85       | Gender                      | A      | 1  |
| 8                        |              | 86-110   | Former Surname              | A      | 25 |
| 9                        |              | 111-135  | Also Known As Given Names   | A      | 25 |
| 10                       |              | 136-143  | Current Term Start Date     | A      | 8  |
| 11                       |              | 144-151  | Current Term End Date       | A      | 8  |
| 12                       |              | 152-157  | Source - Postal Code        | A      | 6  |
| 13                       |              | 158      | Last Institution Type       | A      | 1  |
| 14                       |              | 159      | Aboriginal Indicator        | A      | 1  |
| 15                       |              | 160      | ASN Verified Flag           | A      | 1  |
| 16                       |              | 161-169  | Program ID                  | A      | 9  |
| 17                       |              | 170-179  | Program Specialization Code | A      | 10 |
| 18                       |              | 180      | Qualified Flag              | A      | 1  |
| 19                       |              | 181      | Offered Admission Flag      | A      | 1  |
| 20                       |              | 182      | Attending Flag              | A      | 1  |
| 21                       |              | 183      | Record Type                 | A      | 1  |

**Note:**

- Electronic data files should be in ASCII technical format files with a fixed record length. Files must contain no delimiters other than a carriage return and line feed between the records in the file. Data must be left justified and blank filled. All date fields are to be provided in CCYYMMDD format.
- Files will be sent to the department using the EDULINK file transfer tool.

Specifications for the Confirmation File returned to the institution should remain unchanged.

| Position | Content                | Format |    |
|----------|------------------------|--------|----|
| 1-2      | Provider Code          | A      | 2  |
| 3-17     | Institution Student ID | A      | 15 |
| 18-26    | Alberta Student Number | A      | 9  |

## VI. Applicant and Student Data Fields

All data fields that are to be submitted as part of the fall ASI application and registration data submission are described in detail in this section.

### *Data Field Descriptions*

The data fields to be reported on the application and attendance data submission are described in a standard format that includes the following details for each field:

- Item Number
- Short Title
- Column Numbers
- Format and Mandatory or Optional
- Description

And the following details where applicable:

- Codes
- Notes

These definitions and values are the same ones that are used in the Learner Enrolment Reporting System (LERS) and the Program Registry (PRS) where applicable.

The following are the data to be collected:

- Applicant and Student Data - Alberta Student Number, Current Given Names, Current Surname, Also Known As Given Names, Former Surname, Source - Postal Code, Date of Birth, Gender, Last Institution Type, Institution Student ID, Aboriginal Indicator
- Application and Registration Data - ASN Verified Flag, Current Term Start Date, Current Term End Date, Qualified Flag, Offered Admission Flag, Attending Flag, Record Type

- Provider and Program Registry Data - Provider Code, Program ID, Program Specialization Code

The following data fields are in the file layout order.

Column: 1 - 2

Format: Alphanumeric 2  
Mandatory

## 1 Provider Code

Description: **Provider Code**

A 2 character code for the overall institution complex, assigned by Alberta Advanced Education & Technology. For example, 'KC' refers to Keyano College. This field may also be referred to as 'Institution'.

The Provider field is used to identify the institution where the applicant applied or the student is registered.

This field is the same as the Provider field in the Program Registry System (PRS).

Codes: The following list shows the code for each provider.

| Code | Provider                                   | Code | Provider                          |
|------|--|------|-----------------------------------|
| AU   | Athabasca University                       | LC   | Lethbridge College                |
| UA   | University of Alberta                      | MH   | Medicine Hat College              |
| UC   | University of Calgary                      | VE   | NorQuest College                  |
| UL   | University of Lethbridge, The              | VS   | Northern Lakes College            |
|      |  | OC   | Olds College                      |
| GU   | Grant MacEwan University (2010/11 forward) | VB   | Portage College                   |
| MU   | Mount Royal University (2010/11 forward)   | RD   | Red Deer College                  |
|      |  |      |                                   |
| NA   | Northern Alberta Institute of Technology   | CA   | Ambrose University College        |
| SA   | Southern Alberta Institute of Technology   | CU   | Canadian University College       |
|      |  | CC   | Concordia University College of   |
| VC   | Bow Valley College                         | KK   | King's University College, The    |
| GP   | Grande Prairie Regional College            | SM   | St. Mary's University College     |
| KC   | Keyano College                             |      |                                   |
| LL   | Lakeland College                           | AA   | Alberta College of Art and Design |
|      |  |      |                                   |

Columns: 3 - 17

Format: Alphanumeric 15

Mandatory

## 2 Institution Student ID

Description: **Institution Student Identification**

A 15 character alphanumeric field that uniquely identifies an applicant or student at your institution. This is a permanent identifier assigned by your institution. It can include letters and numbers and can be less than 15 characters.

The Institution Student ID is returned in a file along with the ASN and is used to load ASNs back into the institution's systems.

Codes: This field must be left justified.

This field must be supplied in upper case.

Notes: This data field must be included and must be a permanent identifier for each applicant or student in your institution.

Columns: 18 - 26

Format: Numeric 9

Optional \*

## 3 Alberta Student Number

Description: **Alberta Student Number**

A 9 character numeric field containing the Alberta Advanced Education & Technology Student Number (ASN).

The Alberta Student Number is used to identify unique and duplicate applicants and students.

Notes: An **Error** will be generated if the ASN is not numeric.

This field does not change during the student's stay at your institution.

The Alberta Student Number facilitates the analysis of student transitions from K-12 to post-secondary education and/or to work and. In addition research on rates of graduation, retention, and transfer among post-secondary institutions and the level of access to education.

\*Although the completion of the ASN field is optional, to prevent the rejection of the submission all applicants and students require an ASN to be reported. Alberta Advanced Education & Technology is responsible for assigning ASNs to post-secondary students who have not reported an ASN. Procedures for verifying/assigning ASNs are in place.

Columns: 27 - 51

Format: Alphanumeric 25  
Mandatory

## 4 Current Surname

Description: **Current Surname**

A 25 character alphanumeric field representing the surname currently used at the post-secondary institution.

The Current Surname is used in ASN matching and verification.

Notes:

This information must be provided in mixed case. If the names are provided in upper case a validation routine will convert the names to mixed case. For names with only one letter the name must be in uppercase. For names with more than one letter at least one uppercase letter and one lowercase letter must exist.

Names cannot contain one or more of the following characters:

!, @, #, \$, %, ^, &, \*, (), ( ), <, >, ?, ~, {, }, |, \, ], [, =, numbers or any other keyboard symbols. Replace all occurrences of double spaces with single spaces.

Columns: 52 - 76

Format: Alphanumeric 25  
Mandatory

## 5 Current Given Names

Description: **Current Given Names**

A 25 character alphanumeric field representing the given name(s) currently used. Provide complete first and middle name(s).

The Current Given Names are used in ASN matching and verification.

Notes:

This information must be provided in mixed case. If the names are provided in upper case a validation routine will convert the names to mixed case. For names with only one letter the name must be in uppercase. For names with more than one letter at least one uppercase letter and one lowercase letter must exist.

Names cannot contain one or more of the following characters:

!, @, #, \$, %, ^, &, \*, (), ( ), <, >, ?, ~, {, }, |, \, ], [, =, numbers or any other keyboard symbols. Replace all occurrences of double spaces with single spaces.

Columns: 77 - 84

Format: Alphanumeric 8  
Optional

## 6 Date of Birth

---

|              |   |
|--------------|---|
| Description: | <b>Date of Birth</b><br><br>An eight-digit numeric field showing birth date of an applicant or a student in the order Year/Month/Day.<br><br>The Date of Birth is used for ASN matching and verification. |
| Codes:       | CCYMMDD = Year/Month/Day<br><br>Blanks = Not Reported/Unknown   |
| Notes:       | This field typically does not change during the student's stay at your institution.   |

---

Columns: 85

Format: Alphanumeric 1  
Mandatory

## 7 Gender

---

|              |   |
|--------------|---|
| Description: | <b>Gender of the Student</b><br><br>A 1 character field identifying whether an applicant or student is female or male.<br><br>The Gender is used for ASN matching and verification. |
| Codes:       | F = Female<br><br>M = Male<br><br>U = Not Reported  |
| Notes:       | This field typically does not change during the student's stay at your institution.   |

---

Columns: 86 - 110

Format: Alphanumeric 25

Optional

## 8 Former Surname

**Description:** **Former Surname**

A 25 character alphanumeric field representing the surname which may have been used in the past. This may be a maiden name or a former surname.

The Former Surname used in high school is necessary for locating an existing Alberta Student Number.

**Notes:** This information must be provided in mixed case. If the names are provided in upper case a validation routine will convert the names to mixed case. For names with only one letter the name must be in uppercase. For names with more than one letter at least one uppercase letter and one lowercase letter must exist.

Names cannot contain one or more of the following characters:  
 !, @, #, \$, %, ^, &, \*, (, ), <, >, ?, ~, {, }, |, \, ], [, =, numbers or any other keyboard symbols. Replace all occurrences of double spaces with single spaces.

Columns: 111 - 135

Format: Alphanumeric 25

Optional

## 9 Also Known As Given Names

**Description:** **Also Known As Given Names**

A 25 character alphanumeric field representing the abbreviated form of the current given name(s) or a nickname.

The Also Known As Given Names are used in ASN matching and verification.

**Notes:** This information must be provided in mixed case. If the names are provided in upper case a validation routine will convert the names to mixed case. For names with only one letter the name must be in uppercase. For names with more than one letter at least one uppercase letter and one lowercase letter must exist.

Names cannot contain one or more of the following characters:  
 !, @, #, \$, %, ^, &, \*, (, ), <, >, ?, ~, {, }, |, \, ], [, =, numbers or any other keyboard symbols. Replace all occurrences of double spaces with single spaces.

Columns: 136 - 143

Format: Alphanumeric 8  
Mandatory

## 10 Current Term Start Date

---

Description: **Current Term Start Date**

The first day of the session that the applicant applied for or the student is registered in.

The Current Term Start Date is used in ASN matching to record the registration and will be used in analyzing the application data for the fall. (In the future, this date could be used for analysis of other intake dates.)

Code: CCYMMDD = Year/Month/Day

Notes: As an example, the Current Term Start Date would be for the fall Term.

---

Columns: 144 - 151

Format: Alphanumeric 8  
Mandatory

## 11 Current Term End Date

---

Description: **Current Term End Date**

The last day of the session that the applicant applied for or the student is registered in.

The Current Term End Date is used in ASN matching to record the registration and will be used in analyzing the application data for the fall. (In the future, this date could be used for analysis of other intake dates.)

Code: CCYMMDD = Year/Month/Day

Notes: An as example, the Current Term End Date is the last day of exams matching the session of the Current Term Start Date (fall) if known, if not known then use the last day of classes.

---

Columns: 152 - 157

Format: Alphanumeric 6  
Mandatory

## 12 Source - Postal Code

- Description:** **Geographic Source of Student – Postal Code**
- A 6 character alphanumeric field identifying the Postal Code of home or permanent residence prior to enrolling for the first time at your institution or upon returning after an absence of at least one full academic year.
- The Postal Code is used to identify foreign students and to perform analysis by location.
- Codes:**
- Postal Code = Format (ANANAN) For students who lived in Canada
  - Zip Code (USA) = Format ('NNNNN ' or ' NNNNN') where there is a space at the beginning or end of the 5 digit Zip Code
  - 888888 = For students who lived outside Canada or the United States before enrolling at your institution.
  - 999999 = Not Reported/unknown
- Notes:**
- This field has been **changed** to accept American Zip Codes
  - This field typically does not change during the student's stay at your institution.
  - This field shows location of residence not citizenship.

Columns: 158

Format: Alphanumeric 1  
Mandatory

## 13 Last Institution – Type

- Description:** **Last Institution Type**
- A 1 character alphanumeric field identifying the type of educational institution last attended prior to enrolling in your institution.
- The Last Institution Type is used to perform analysis on transition from high school to post-secondary institutions and movement between post-secondary institutions.
- Codes:**
- 0 - 9 represent the same data field and codes as reported in LERS.
  - 0 = Elementary School
  - 1 = High School
  - 2 = Public College

- 3 = Private Vocational School
- 4 = Technical Institute
- 5 = Vocational College
- 6 = University
- 7 = Private University College and Private College
- 8 = Other (such as hospital school of nursing)
- 9 = Not reported/unknown [Default]
- P = Post-secondary

The code "P" is to permit those institutions who do not record the specific type of post-secondary institution the applicant / student last attended to report in this field.

Notes: This field typically does not change during the student's stay at your institution. This represents the last institution attended not the highest level of education achieved.

---

Columns: 159

Format: Alphanumeric 1  
Optional

## 14 Aboriginal Indicator

---

Description: **Aboriginal Indicator**

A 1 character numeric field which is a voluntary response to the Aboriginal ancestry question that appears on all post-secondary student applications.

Codes:

- 1 = Status Indian / First Nations
- 2 = Non-Status Indian / First Nations
- 3 = Métis
- 4 = Inuit
- Blank = Not reported

These are the same codes used in LERS.

---

Columns: 160

Format: Alphanumeric 1  
Optional

## 15 ASN Verified Flag

---

Description: **ASN Verified Flag**

A 1 character field which is used by the institutions to identify whether the applicant's or student's ASN has previously been verified by the department.

The ASN Verified Flag field is used to help speed up processing as the department does not need to verify the ASN again.

Codes: Y = The applicant's or student's ASN has been verified by the department and recorded on the institution system as being verified.

N = The applicant's or student's ASN has not previously been verified by the department.

Blank = Unknown or Not Applicable

This information must be provided in upper case.

---

Columns: 161 - 169

Format: Alphanumeric 9  
Mandatory

## 16 Program ID

---

Description: **Program Identifier**

A 9 character alphanumeric field commonly referred to as ProgID, identifying the name of the applicants or student's program or course of study. This is a unique identifier which will be assigned by your institution. It can include letters and numbers and must be left justified.

This field is identical to the element Program ID in the Program Registry System (PRS).

This field must be a permanent identifier for the program at your institution.

Codes: Up to 9 positions, alpha numeric, left justified. This information must be provided in upper case.

---

170 - 179

Columns:

Format: Alphanumeric 10

Optional

## 17 Program Specialization Code

---

Description: **Program Specialization Code**

A 10 character alphanumeric field identifying the specialization of the applicant's or student's program or course of study.

This field is identical to the element Program Specialization Code in the Program Registry System (PRS).

Codes: Up to 10 positions, alpha numeric, left justified. This data must be provided in upper case.

Notes: An **error** will be generated if the specialization code is blank.

---

Columns: 180

Format: Alphanumeric 1

Optional

## 18 Qualified Flag

---

Description: **Qualified Flag**

A 1 character field identifying whether an applicant meets or exceeds the normal minimum academic criteria for admission to the program on this record. These academic criteria are the minimum published standards which are in place over a number of years and NOT those which represent elevated cut-offs when application demand exceeds institutional or program capacity.

The Qualified Flag field will be used in the analysis of application data to determine whether the applicants were qualified for the program they applied for.

Codes: Y(y) = Yes, the applicant meets or exceeds the minimum academic criteria for admission to the program on this record.

N (n) = No, the applicant does not meet or exceed the minimum academic criteria for admission to the program on this record.

**B(b) = For continuing and returning students**

**I(i) = Incomplete or Non-processed applications**

This information can be provided in upper case or lower case.

**Blank will Not be accepted in this field**

- Notes: A warning will generate if application records have 'N', 'B', 'I' or blank for the Qualified Flag. (see messaging below)
- If this field is not recorded on your system, make assumptions based on your processes or letters sent to the applicants, if possible.
- For open admissions (as an example Athabasca University) mark this field as a Y for qualified.
- For enrolment records mark this field with a "B" for continuing and returning students.
- Messaging: If a user inputs anything other than "Y" in this field, they will receive the message like below:
- 'N' or 'B' or 'I' found for the Qualified Flag Record Count = <some Record count>**  
 (The previous message was: 'N' for the Qualified Flag Record Count = <some Record count>)
- Blanks will NOT be accepted.** If the field is left blank an error message will come up:
- Record <some Record Number>; ID <some Student ID>: The Qualified Flag contains an invalid value '<some erroneous character>'.**

## 19 Offered Admission Flag

Columns: 181  
 Format: Alphanumeric 1  
 Optional

- Description: **Offered Admission Flag**
- A 1 character field identifying whether an applicant was offered admission for the program identified in the record.
- The Offered Admission Flag field is used in analysis of the application data to determine if qualified applicants were offered admission at an institution.
- Codes: Y = Yes, the applicant was offered admission to the program identified in the record.
- N = No, the applicant was not offered admission to the program identified in the record.
- Blank = For continuing and returning students
- This information must be provided in upper case.
- Notes: A **warning** will come up if all application records have blank or 'N' for the Offered Admission Flag.

For open admissions mark this field as a Y for offered admission.

For enrolment records mark this field as a blank for Not applicable.

---

Columns: 182

Format: Alphanumeric 1

Mandatory

---

## 20 Attending Flag

---

Description: **Attending Flag**

A 1 character field identifying whether the applicant or student is registered in one or more courses for the program identified in this record for the current term.

The Attending Flag field is used in analyzing application data to determine which institution and program the student is registered in versus the institutions and programs where they were offered admission.

Codes: Y = Yes, the applicant or student is registered in one or more courses for the program identified.

N = No, the applicant or student is not registered in one or more courses for the program identified.

This information must be provided in upper case.

Notes: A **warning** will come up if all application records have 'N' for the attending Flag.

This flag should reflect that status of the student after the add/drop date

---

Columns: 183

Format: Alphanumeric 1  
Mandatory

## 21 Record Type

---

**Description:**

**Record Type**

A 1 character field identifying whether an applicant or student submitted an application for the current term and program being reported or is continuing from a previous year and is not an applicant this year.

The Record Type will allow analysis to be conducted on applications versus the continuing students. By knowing a learner applied to a program and wasn't accepted, yet is a continuing student in another program, we know that the student has a post-secondary placement.

**Codes:**

A = An application was submitted for this term and program.

E = The student is a continuing student in the same program.

R = Returning after one full year or more.

This field must be provided in upper case.

**Notes:**

Report a Record Type of A for every application you receive.

Report a Record Type of E or R for every continuing or returning student even if that student has submitted one or more program applications. (See 22, Appendix: Section 2 for details)

---

## Appendix

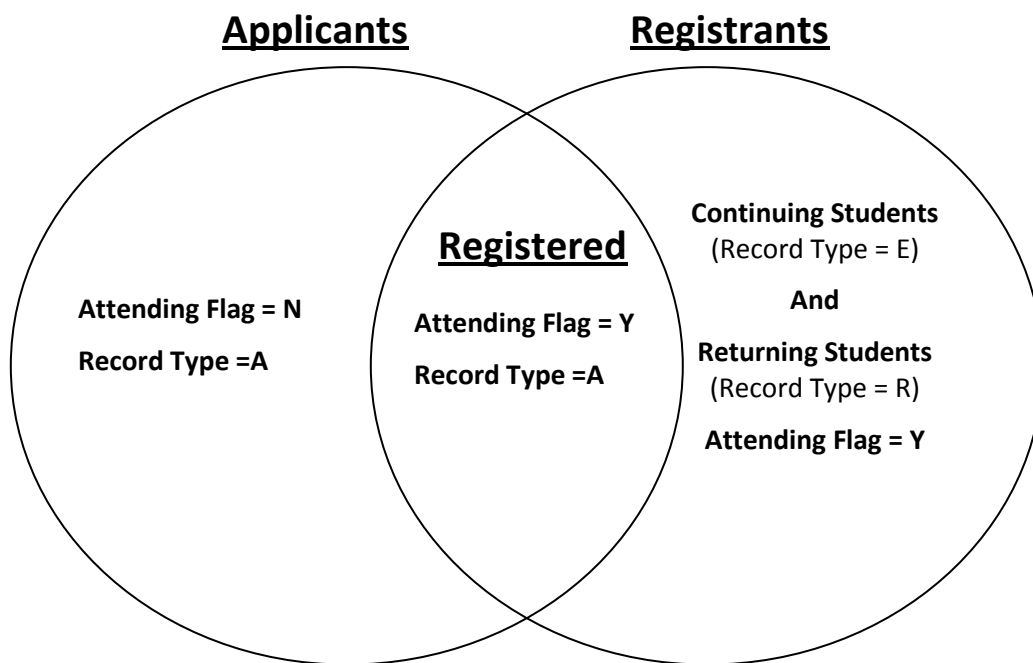
### 1. What's New for 2010

#### Apprenticeship Program Records:

Records relating to apprenticeship programs are to be excluded from the ASI records submitted by institutions. For consistency, apprenticeship records in past submissions have been removed to ensure comparability of records/data.

### 2. Clarification on Record Type Reporting

This diagram illustrates the value for the record type per student that should be included in the submission (Field 21, Record Type).



This implies that there may be **multiple** records for an individual depending on how many program applications were received and what the registration status of the individual is.

**Example Scenarios Chart**

The following chart outlines the number and type of records to be submitted for each individual based on a number of potential scenarios. All of the remaining information listed in the file layout section Page 7 must be included in each record of the submission file. There may be other scenarios possible, if you require assistance please contact Alberta [Advanced Education & Technology](#).

| Scenario  | Qualified Flag | Offered Admission Flag | Attending Flag  | Record Type | Number of Records                                 |
|---|----------------|------------------------|-----------------|-------------|---|
| 1. A new student applies to a program, gets accepted and is registered  | Y              | Y                      | Y               | A           | One A Record<br>No E Record<br>No R Record        |
| 2. Student applies to multiple programs and attends only 1 program  | Y or N         | Y or N                 | Y for 1 program | A           | Multiple A Records<br>No E Record<br>No R Record  |
| 3. Student applies to a program, does not attend the program and continues in their previous program                            | Y or N         | Y or N                 | N               | A and E     | One A Record<br>One E Record<br>No R Record       |
| 4. Student applies to a program, does not attend the program and returns to their previous program after 1 year                 | Y or N         | Y or N                 | N               | A and R     | One A Record<br>No E Record<br>One R Record       |
| 5. Student applies to multiple programs, does not attend any of the programs and continues in their previous program            | Y or N         | Y or N                 | N               | A and E     | Multiple A Records<br>One E Record<br>No R Record |
| 6. Student applies to multiple programs, does not attend any of the programs and returns to their previous program after 1 year | Y or N         | Y or N                 | N               | A and R     | Multiple A Records<br>No E Record<br>One R Record |

**NOTE:** See Data Element Descriptions for Correct Code Information.

### 3. Rules for Data Validation

The following table identifies the errors for each record in the file. If these errors appear on a file, the file would be sent back to the institution for correction.

| Data Item | Content                   | Format |    | Required |   |
|-----------|---------------------------|--------|----|----------|---|
| 1         | Provider Code             | A      | 2  | Y        | Must be valid Provider Code in PRS.   |
| 2         | Institution Student ID    | A      | 15 | Y        | Must be present.  |
| 4         | Current Surname           | A      | 25 | Y        | Names cannot contain one or more of the following characters :!@#\$\$%^&*()><?~{} \ / [ = numbers or any other keyboard symbols.                              |
| 5         | Current Given Names       | A      | 25 | Y        | Names cannot contain one or more of the following characters :!@#\$\$%^&*()><?~{} \ / [ = numbers or any other keyboard symbols.                              |
| 6         | Date of Birth             | A      | 8  | N        | Must be valid date in the format CCYYMMDD or blank.   |
| 7         | Gender                    | A      | 1  | Y        | Must be an F, M or U.   |
| 8         | Former Surname            | A      | 25 | N        | Can be blank but if reported Names cannot contain one or more of the following characters :!@#\$\$%^&*()><?~{} \ / [ = numbers or any other keyboard symbols. |
| 9         | Also Known As Given Names | A      | 25 | N        | Can be blank but if reported Names cannot contain one or more of the following characters :!@#\$\$%^&*()><?~{} \ / [ = numbers or any other keyboard symbols. |
| 10        | Current Term              | A      | 8  | Y        | Must be valid date in the format  |

|    |                             |   |    |   |   |
|----|-----------------------------|---|----|---|---|
|    | Start Date                  |   |    |   | CCYYMMDD or blank.  |
| 11 | Current Term End Date       | A | 8  | Y | Must be valid date in the format CCYYMMDD or blank.                 |
| 12 | Source – Postal Code        | A | 6  | Y | Must be in the format of ANANAN or 888888 or 999999.                |
| 13 | Last Institution Type       | A | 1  | Y | Must contain a 0 to 9 or a P.                                       |
| 14 | Aboriginal indicator        | A | 1  | N | Must contain a 1 to 4 or a blank.                                   |
| 15 | ASN Verified Flag           | A | 1  | N | Must contain a Y, N or blank.                                       |
| 16 | Program ID                  | A | 9  | Y | Must be present and must exist in PRS for the Provider.             |
| 17 | Program specialization code | A | 10 | O | Must be present and must exist in PRS for the Provider and Program. |
| 18 | Qualified Flag              | A | 1  | N | Must contain a Y, N B or I.   |
| 19 | Offered Admission Flag      | A | 1  | N | Must contain a Y, N or blank.                                       |
| 20 | Attending Flag              | A | 1  | Y | Musty contain a Y or N.   |
| 21 | Record Type                 | A | 1  | Y | Must contain a A, E or R.   |