General Rules for the Maintenance of Standard Code Access Tables (SCAT), SIS Utility Tables and PHR Rule Tables

Background

SCAT tables are used to maintain codes and their corresponding short and long descriptions for use with software applications. They contain all valid codes for a particular data element (e.g. degree type, employment category). Application transactions store the appropriate code for a data element and application screens/reports pull descriptions of the codes from a SCAT table to display them on an application screen or on user reports for user readability and understanding. For example, looking at the data element racial identity, code “3” is meaningless by itself, but it’s description “Asian/Pacific Islander” provides meaningful information.

Utility and Rule tables are “expanded” versions of SCATs. They are unique code sets and used rather than a SCAT. They are individual database tables with records of codes and descriptions which also have additional attributes attached to each code. For example, SIS-UOI is a utility table rather than a SCAT. This means that SIS-UOI has attribute fields in addition to the code, short, and long descriptions. This allows for expanded informational data to be kept along with the normal SCAT information. Utility tables exist under the Student Information System (SIS). Rule tables, the counterpart of Utility table in Oracle, exist under the Payroll and Human Resource system (PHR). Although there are many SCAT, Utility, and Rule tables that have similar data, there should never be cases where the same set of codes exists in two tables on the same platform. Additionally, Utility, Rule and SCAT tables are not used to maintain indicators for subsets of codes to be used by particular applications. In the future, there will be a standardization of utility and rules tables.

Each enterprise core application uses SCATs, Utility, or Rule tables. Ideally, there should only be one table per data element. However, due to software applications that run on different platforms (Datacom and Oracle) but need the same code set, it is necessary to duplicate SCATs in both environments (e.g. Citizenship/Visa SCAT). The Office of Data Administration has responsibility for SCAT maintenance when tables are needed cross platform.

This document includes the rules for the maintenance of SCAT/Utility and Rule tables in general and the rules for specific SCAT/Utility and Rule tables.

Process for Maintaining SCATs:

- The Office of Data Administration (ODA) has oversight responsibility for all SCATs used in both Datacom and Oracle. In some cases (i.e. country codes) ODA has primary responsibility for particular SCATs.
- When changes are made to existing SCATs that are maintained by ODA, ODA will inform application developers.
- When SIS makes a change to an existing SIS SCAT that has been CLONED into a PHR (or other system’s SCAT), if ODA is aware of the changes, ODA will
inform the individual who is in charge of updating SCATs for a system. In the case of PHR, this would be Carrie Bredenkamp.

- Semi-annually, June and January, ODA will perform a comparison of CLONED SCATs checking for inconsistencies and corrections.
- All requests for the creation of new SCATs will be submitted to ODA for review prior to the creation of the SCAT. ODA will determine if there is an existing SCAT that can be used.
- Generally, SCATs that cross platforms (Datacom and Oracle) and are used by multiple systems will be identical (e.g. Citizenship/Visa is used by the Student Information System and PHR). Because of limitations in field sizes for Datacom SCATs, description fields may be lengthened in Oracle to provide expanded descriptions.
- If there is a justified need for an application not to use all values in SCAT, two options are available to applications: (1) work with the AEA DBAs to develop a view of the original SCAT that contains a subset of the desired codes, or (2) develop a subroutine within the application to exclude the identified codes. If a subset SCAT is developed, the code values and descriptions must match those in the existing full SCAT.
- Rarely should a code in a scat/utility or rule table be deleted. Generally, a code is made invalid if a code becomes obsolete, but it remains in a table so applications can reference it for historical data. A code is only deleted if it was entered in error. (Note: Before deleting a code that was entered into a SCAT in error, person records in systems that use the SCAT must be scanned to determine if person records are assigned to it. If records are found, they must be corrected before deleting the code from the table.)
- If the description of a code is changed in a SCAT the description for all records (past and future) will reflect the updated descriptions. SCAT records are not time dependent. When the description is changed, the description also will change for past as well as future records. Some Utility and Rule tables can reflect the term or time that a change to the record is made, but this varies from table to table. In this case the changes to the descriptions would not effect past records.

Special Requirements for All SCATs/Utility/Rule:
- Apostrophes may not be used in the long or short description.
- In general, a numeric code in a varchar2 column (code/value) should be stored with the same number of digits (padded with zeroes on the left with no leading or trailing spaces).
- SCAT values that are alphabetic characters should be entered as UPPER CASE ONLY (no mixed or lower case values).
- Rules for some abbreviations in SCAT (Specifically the Department Scat 942, but in general as well)
  * If Program or Programs is completely spelled out its OK to leave it as is.
  * If "Program" is abbreviated it should be "Prog".
  * If "Programs" is abbreviated it should be "Progs".
  * If Service or Services was completely spelled out its OK to leave it as is.
  * If "Service" is abbreviated it should be "Svc".
* If "Services" is abbreviated it should be "Svcs".

**Accessing SCAT:**
Several methods are available to locate SCATS and their corresponding codes and descriptions:

- **SCAT Lookups**
  - Datacom SCATS can be accessed on-line MVS lookup:
    - Login to MVS
    - Select MU-UL Utility Table Lookup Menu
    - Select SCATL
    - A line that looks like the following will appear on the screen.
      - Start at Campus: __ Table: _____
        - Keyword(title): ______________________
    - Enter “01” for the UMCP campus
    - Enter the Scat table id, i.e. SR0008 or PHR245; or NA2070 etc. in the Table element.
    - Ignore the Keyword.
    - Hit Return
      - Start at Campus: __ Table: _____
        - Keyword(title): ______________________
  - Production PHR using Brio – Logon to the production region
    - Run a Brio Query accessing the following tables in order to produce a report of the SCATs found in and used by the production PHR system.
      - PUB.SCAT_TTL - 1 entry for each scat table num Primary Key: SCAT_TBL_NUM
      - PUB.SCAT_CD - 1 entry for each scat code. The scat table num must be in SCAT_TTL (parent table) Primary Key: SCAT_TBL_NUM, SCAT_CD.
      - PUB.SCAT_USE - Optional table to store the table & column that use a specific scat table num. Primary Key: OWNER, TABLE_NAME, COLUMN_NAME
      - PUB.SCAT_TBL a view that links SCAT_USE to SCAT_CD i.e you can look up a code without knowing the SCAT table number.
      - The Production SCAT_Cd record layout follows. There is a field, Sort_Num, in this layout. It is used only by application programmers in order to have the records from a SCAT appear in a specific order in an application drop down box. It is not necessary for ODA or the AEA DBAs to provide this number. The fact that the production SCATS have this field in no way interferes with the issue of “cloning” PHR and SIS scats.

**SCAT Cd layout:**
  
  Scat Tbl Num
Scat Cd
Scat Abrev
Scat Desc
Sort Num
Insrt Eff Trm
Insrt Last Trm
Mod Eff Trm
Mod Last Trm
Insrt Eff Dt
Insrt Last Dt
Mod Eff Dt
Mod Last Dt
Cd Valid Flag
Insrt Dt
Insrt Uid
Mod Dt
Mod Uid

- Data Warehouse
  - Run a Brio Query using the Lookup_Sis_Codes or Lookup_PHR_Codes table and Limiting on the Value element. This enables the user to create a report for any scat (PHR, SIS, NA, and the utility tables) that have been loaded.

**DETAILS For Individual Table Maintenance:**

**Address Types:**
**NA2000 and 979 (clone)**

**ARS College/Unit Code bridges to PHR:**
**ARS042, ARS043, and ARS044** – Maintenance of these SCATs performed by ARS support staff

ARS042 is used to translate the two character college codes that the ARS APTU, IAPU, and H1U processors still use. When campus migrated to PHR, ARS042 replaced ARS007.

ARS043 is used by the data warehouse programs to provide a college translation using the first three characters of the department code. If you prefix the codes in ARS042 with '1', the codes of the two tables are ALMOST the same.

The difference: ARS042 has the college code '9X', which is used by IAPU and H1U for outside units. ARS043 has the actual translations for 'colleges' of those outside units (look at the codes at the end of ARS043 that don't begin with '1'). These translations of outside unit 'colleges' are put in various RAA and ARS data warehouse fields.
When PHR was implemented ODA/ARS decided it was too painful to replace the two-character college field with a three-character one in the production database. It also just seemed easier to continue to use '9X' as the college code for all outside units in the transactional system.

ARS044 is the SCAT table for the outside units used by IAPU and H1U.

Campus Codes:
**DA0014, Sis-UUM, Oracle 1009 (clone), Oracle 282, Oracle 938**

- **Purpose:** Campus Code SCATs are used to represent institutions. They generally represent institutions within the University System of Maryland, but in some cases also contain institutions within the tri-state area with which we have reciprocal agreements. Campus codes should not be confused with Institution codes, there is a difference. Campus codes used in SIS are used as part of the database key when recording UM student course work. They are two character codes. In SIS, the Institution codes contain specific 6 character codes which represent every institution of higher education in the world. They are used for recording an institution where a student received a degree or for recording transfer credit (See “Institution Code SCATs” within this document for additional information on institution codes).

- **Source:** Campus Code SCATs across UM application systems are NOT the same. Although some codes do have the same descriptions across SCAT, others do not. The Student Information System contains one set of codes to represent campus and PHR/Payroll uses a different set of codes. SIS campus codes have been used since the inception of SIS and over 20 years of historic records contain these codes. Payroll codes have been used for many years in PHR, the payroll system, FRS and budget and many years of historic records contain these codes. Note: These codes are not sent to the Central Payroll Bureau in Annapolis.

- **SIS-UUM (Datacom) is used by the SIS IBM Records and Registration system.** Campus is a key to the database records.

- **DA0014 (Datacom) is used by the DW to translate SIS campus codes in SIS-UUM for use with the Lookup and Show Values features of Brio. These codes are primarily used by the Records and Registration DW tables.**

- **The translations for USM institutions in DA0014 and UUM were obtained from the University System of Maryland website.**

- **PAY019 (Datacom) is used by the Payroll System. It contains codes for UMCP, UMB, UMBI, UMES, UMBC, UMUC, UMCES, USMO, CES and AES.**

- **Oracle 1009 was created as a clone of DA0014. One exception is that the long description is set to 40 characters and not 30 as it is in DA0014 to enable more meaningful descriptions. Shady Grove and the common web-based admissions application use this SCAT.**

- **Oracle 282 is used by the PHR source application. It contains codes for UMCP, UMB, UMBI, UMES, UMBC, UMUC, UMCES, and USMO. It is the same as PAY019 except it does not contain codes for CES and AES.**
• Oracle 938 is a subset of Oracle 282 and was created by Bob Vaught to use in the PHR Rules area. It only contains 3A institutions – UMCP, UMB, UMBI, UMCES and UMES.

Check Distribution Codes:
**PHRCHK for the DW**
**Phr_Rule_Check_Seq_Cd for production**
- **Purpose:** Used to indicate where pay checks are distributed, i.e., where employees can pick them up.
- **Source:** Same codes that were used under FAS. These are the FAS department codes, with a “1” tacked onto the front, making the code 5 digits.
- **Rarely added to. Probably will go away once Gross Pay is implemented.**

Citizenship/Visa Codes:
**SR0607 and PHR517 (Clone)**
**SR0627 (PHR959), derives visa codes to designate “Foreign” status**
- **Purpose:** Citizenship/Visa codes should be used to assign US citizenship or track immigration status as assigned by the Office of International Education Services (IES). The IES codes should not be used for payroll taxation purposes. The two sources below are compared before codes are placed into the “SR” and “PHR” SCATs.
- **Source 1:** International Education Services (IES)
- **Source 2:** Comptroller’s Office uses similar information to maintain a payroll SCAT PAY022.
  - The Comptroller’s office uses a chart from an Immigration and Tax book that is obtained from a seminar on Non-Resident Alien.
  - The document is a matrix with: Visa category (A-1, E-1, F-1 etc.); Purpose; Employment Authorization information; related Authorization Documents; Relevant Tax Issues.
- **PHR is currently using 517 for two purposes – value and long description are used for citizenship/visa status. The abbreviation field contains a different set of values used for payroll mapping purposes. Per Louie Kavakos, we can clone 517 to match SR0607 and overwrite the short description field.**
- **SR0627 converts all visa code descriptions to “Foreign” except for:** Refugees (AS, PA, PI, RF, 03), Permanent Residents (CR, PP,PR,PT,02), and Citizens (CB,01). This is used by SIS applications for grouping visa codes.

Country Codes: (And U.S. state; MD and VA counties; Geographic Origins)

Citizenship Country Codes:
**SR0008 and PHR977 (keep balanced with SR0010 and with all mailing country scats) (clone)**
- **Purpose:** Citizenship country codes should be used for country of citizenship and country of birth. PHR has a field called Birth_Cntry, but is not using this field.
• Source: For citizenship codes it is the Immigration Agency under the Home Land Security Department. IES receives a hard copy from SEVIS of these codes. They can be referenced on the website http://www.ice.gov/graphics/sevis/schools/batch.htm (Go to SEVIS Batch Look-up Tables). SEVIS uses this table for both citizenship and mailing country purposes (note: mailing country is kept in a separate IES Home Country Address field (SIS INAMU)).

• Citizenship country descriptions must be in mixed case only.

• If a country exists in both the citizenship scat (SR0008) and the mailing country scat (NA2070) then country will be identified with the same code.

• SR0008 contains codes that begin with “U” – U1 = Czechoslovakia, U2 = Neutral Zone, U3 = Stateless, U4 = USSR, U5 = Unknown. These are for “special” cases like the USSR, which is no longer a country, but SEVIS wants to be able to code people as USSR (grandfathering etc.). Only “U1” and “U4” will be the mailing country SCAT (NA2070) because there are institutions in SIS-UOI from those former countries and UOI used NA2070 to get the country for the institutions. “U2”, “U3”, “U4”, “U5” will not be in NA2070 because you cannot mail to a country that does not exist. Terry Island, in IES, and SEVIS use the “U” codes for country of birth for “grand fathering” reasons. “U3” for "Stateless" does cover people who currently have no citizenship - refugees for example. These codes must remain in SR0008 as valid. (3-20-2003).

• As of 04/03, the valid flag has been set to “N” for codes U3 and U5 in Oracle 977 (PHR does not use these codes for citizenship). On 5/5/03, the PHR team members were informed that they need to work with the DBAs to develop a methodology for displaying only the desired codes of the full set of valid codes in the Oracle SCAT. On 7/28/03, ODA changed U3 and U5 back to valid in Oracle 977.

• There were countries in SR0008 that are not on the SEVIS roster of countries. These were made invalid (for now) as of March 5, 2003. If in the future SEVIS uses one of these country codes we will have to change any student records which were under that code to something else in order to keep SR0008 in sync with SEVIS.

• SR0008 cannot contain apostrophes. The following special characters are allowed: commas, ( ), - &, etc. There are SAS programs that use SR0008 and error off if they encounter an apostrophe. Per Eloy, March 2003. This seems to be the only scat that causes this problem due to the programming techniques that were used to read this table by Eloy’s office.

• Citizenship country codes are a smaller subset of mailing country codes. For example, you can mail to Scotland and England, but the people of these countries are citizens of the United Kingdom (UK).

• Country of Permanent Residence and Country of Citizenship are NOT the same. Permanent residence means the place where the person is living at the time of application to UM. It is primarily used in relation to Geographic origin coding. (See notes on Geographic origin in mailing section below.)
• When changing a code for a country from A to B, remember that there may be data records (student or personnel) that will also need to be updated to reflect the new country code.
  o Use the DW to select the student or personnel data records that will need changing. For employee data do this for UMCP and Non_UMCP data records. For students we do not worry about going back to change archived data or anyone who is not currently registered. When a student returns to the campus after a break in enrollment they have to submit a new application and any data inaccuracies will be fixed at that time.
  o For UG and Graduate students, for citizenship country codes, for non-US citizens (and non-permanent residents), IES (Terry Island) makes these changes.
  o For UG students, for citizenship country codes, for US citizens and permanent residents, UGA (Debbie Hixon) makes these changes.
  o For Graduate Students, for citizenship country codes, for US citizens and permanent residents contact Graduate Admissions.
  o For personnel, for citizenship country codes send entire roster to Personnel Data Services (Sally Rennie), copy IES (Terry Island so she can review the non-US citizenship personnel).
  o Queries can be found in the Dadmin/All/Scat-Utility-Rule Maintenance directory. Under this directory are folders identified by Scat Id Number.
  o For Citizenship country for students query the Sis_Student_Summary table.
  o For Citizenship country for employees query the Phr_Dv_Employee table.

Mailing/Address Country/State/County Codes:
- NA2070 and Oracle (PHR)542 are the main tables containing mailing country codes (clone).
- NA2071, NA2072 map mailing country codes to the two alphabetic characters that begin an institution code. This is used to verify the country of an institution (SIS-UOI).
- Keep NA2070,NA2071,NA2072 and PHR542 balanced with SR0010, SR0008, and PHR977.
- NA2050 and PHR561 contain state postal codes (semi-clone).

:PHR561 contains FR for Foreign, NS for None Selected, US for USA, and UG for USA Govt. These are not contained in NA2050
  -8/25/2003: PHR removed US and UG and began editing FR and NS in their PHR application.
  -9/8/2003: PR for Puerto Rico made invalid. It’s a country not a state.
:NA2050 contains CZ for canal zone and GU for Guam, these are not contained in PHR561
  -9/8/2003: Canal Zone, Guam, and Puerto Rico made invalid. According to SEVIS these are countries. Student address data records were fixed by removing these state codes and putting them Guam and Puerto Rico in as country codes.
Both NA2050 and PHR561 contain codes for the Armed Forces AA,AE,AP. These are required for mailing to military personnel.

There are also scats 693 and 692 used for CPB to UM data transfer. Neither needs to be maintained by ODA.

- **NA2080 and PHR948 contain MD and VA county codes (semi-clone).**
  :PHR948 contains NA for Not applicable. It is not contained in NA2080.
  :There also exists 682 and 694 used for CPB to AM and PHR data transfer. None of these need to be maintained by ODA.

- **SR0313 and SR0314 map state codes with SIS-UOI, Institution, region codes.**
  These are used by the Transfer Credit Institution application to make the retrieval of institutions easier.

- **NA2060 and PHR1001 contain Canadian provinces (Clone).**

- **SIS-UOI, Institution Utility table, contains the country for each institution.**
  The data in the country code field in SIS-UOI comes from NA2070, mailing country codes. The foreign Institution codes themselves start with two alphabetic characters. NA2071 and NA2072 crosswalk between the two institution alpha characters and the country codes in NA2070

- **Purpose:** Mailing country codes should be used for addresses only. They are stored in a student’s or employee’s data record and are used to retrieve the actual country name. The codes are never printed on an address label. Only the full country name is used on an address label. They should not be used to assign a citizenship country or a tax country.

- **Source:** Foreign mailing (mailing) codes can be found on p. 275 of USPS Guide to the Manifest Mailing System (Exhibit 51) – [http://www.usps.com/cpim/ftp/pubs/pub401.pdf](http://www.usps.com/cpim/ftp/pubs/pub401.pdf). Although an official source is available, neither SIS nor PHR use this table as the source. Foreign Mailing Codes, where possible, match the codes used for citizenship country otherwise they are made up by the Office of Data Administration. ODA will use the USPS reference as the source for adding new countries or changes to country names but will use the same codes used in the citizenship table where possible for consistency.

- Mailing country descriptions must be in upper case only.

- For actual mailing purposes (letters or mailing labels), foreign country codes (value) cannot be used, per USPS regulations. The full country description must be used in a mailing address.

- Citizenship country codes are a smaller subset of mailing country codes. For example, you can mail to Scotland and England, but the people of these countries are citizens of the United Kingdom (UK).

- If a country exists in SR0008 (Citizenship country), the same code will be used in NA2070 (mailing country). Citizenship country codes will be the driver. Using the USPS listing of countries, however, there are many countries on the USPS list that are not citizenship countries. These will be added to NA2070 and codes will have to be made up.

- In all mailing country Scats, leave “UK” valid as United Kingdom. “UK” is a valid citizenship country code and IES uses it for mailing purposes as well. To be
consistent we have retained “UK” in the mailing country Scats. We also added “ED” for England. We prefer that people, outside of IES, use Wales, England, Scotland, and Northern Ireland for mailing addresses when possible.

- SR0008 contains codes that begin with “U”. These are for “special” cases like the USSR, which is no longer a country, but SEVIS wants to be able to code people as USSR (grandfathering etc.). The “U1” and “U4” will also be in the mailing country scat (NA2070), not for mailings, but in order to provide former institutions in USSR and Czechoslovakia with country names.

- Any time a country code changes (or a country is added or made invalid) send an email to Jacob Lee in AES-SAS so he can change the country in the Institution Utility table (SIS-UOI). The mailing country codes are also stored in this table. 
  -9/8/2003: Contacted Jacob regarding Puerto Rico and Guam not being states, but rather being countries so he could change the country code in SIS-UOI.

- NA2050 maintains state codes for mailing purposes. SR0313 and SR0314 are crosswalks tables between the state codes and the institution codes. They are used by an application that is used by UGA and RCD to add transfer credit institution data. These two “SR” tables match states to regions by using the first two characters of the institution codes. These two “SR” tables help to “cluster” the institution codes. In March of 2003 it was revealed that these “SR” tables were missing AA, AE, and AP state codes. These “A” state codes denote U.S. military codes. It was decided that these three codes would not be added to SR0313 or SR0315 because institutions cannot belong to these military “state” codes.

- When changing a code for a country from A to B, remember that there may be data records (student or personnel) that will also need to be updated to reflect the new country code.
  - Use the DW to select the student or personnel data records that will need changing. For employee data do this for UMCP and Non_UMCP data records. For students we do not worry about going back to change archived data or anyone who is not currently registered. When a student returns to the campus after a break in enrollment they have to submit a new application and any data inaccuracies will be fixed at that time.
  - Queries can be found in the Dadmin/All/Scat-Utility-Rule Maintenance directory. Under this directory are folders identified by Scat Id Number.
  - For students, for mailing country codes send roster to the Registrar (MaryAnn Granger/Jackie Vander Velden).
  - DW query for this selection uses the Addresses_Student table.
  - For personnel, for mailing country codes send roster to Personnel Data Services (Sally Rennie). Sally prefers to get these changes in a spreadsheet. See the Word spreadsheet documents stored in under the PHR542 folder for a template.
  - DW query for this selection uses the Phr_UPS_Address table.

**Tax Country codes: PHR527**

- Purpose: Tax country codes should only be used for tax purposes. They should not be used for citizenship country or addresses.

- Source: IRS
• Payroll maintains a separate table (SCAT 527) for the Tax Country/Country of Residence.
• This table is maintained using IRS information and will continue to be maintained by Payroll Services on a regular basis.
• Data in this table will not need to be merged to or update any other country table.
• Dennis Kozlowski will pursue the question of how Payroll gets the country code to CPB and how Payroll might be certain that the W-4 country code matches the Country Code in PHR.

Country Codes & Geographic Origin Bridge:
SR0010 (*Must be balanced with all other SCATS)
• Purpose: SR0010 maintains the bridge between mailing country code, geographic codes, and citizenship country. This bridge was established to create relationships amongst the three different codes that are used to identify countries (mailing, citizenship, and geographic origin).
• Source: NA2070, SR0008, SR0009
• If any country, state, county or geographic origin SCAT is modified, or added to, make sure the corresponding change takes place in SR0010.

Geographic Origins: SR0009
• Purpose: Geographic Origin is used to assign the place of residence to undergraduate or graduate students in SIS upon their initial application to UMCP. Country of Permanent Residence and Country of Citizenship are NOT the same. Permanent residence means the place where the person is living at the time of application to UM.
• Source: The codes in this table were developed by UMCP and did not originate from an outside source. ODA and OIRP work together on the assignment of these codes.
• Geographic origins are entered for students, by either the Undergraduate Admissions office or the Graduate School’s Admissions office.
• Refer to the Meta Data for the definition of this item.
• Rules associated with the assignment of geographic origin codes, as obtained from OIRP. All US states have codes between 000 and 099. All MD counties have codes between 100 and 199. All foreign countries have codes between 200 and 999. Geographic origins are grouped by continent and region, when possible. OIRP uses this convention in mapping the SIS geographic origin codes to the MHEC designated ones. As long as the above is maintained OIRP does not have any particular preference as to which code should be assigned to a new country. MHEC and the USM are only interested in the MD students, but OIRP also report number of students by state in one of the IPED reports. OIRP also never reports foreign students by country, they are all combined under a single code.
• In table SR0009, the geographic origin is the Value and the Mailing Country code is the Short Description. In SR0010, the value is the mailing country code, the short is the geographic origin, and the citizenship country is the long description.
• OIRP requested that a value of “199” be entered in Feb. 2003 for “Maryland, County Unknown”. The reason is: “During the data verification process OIRP found that for a number of students geographic origin code information was not consistent with the other information (residency, high school, citizenship, address). For example, they found students who graduated from a high school in MD, were coded as instate residents, were U.S. citizens, but had a geographic origin code of a foreign country. This variable is reported to the state and is used in data analysis at USM and MHEC.” To correct these errors OIRP met with UGA and GRAD and this new code was agreed upon.

• The definition for Geographic Origin is the place of residence (where the student lives) at the time of INITIAL undergraduate and graduate admission application. There is a one-to-one correspondence between the Mailing Country codes in NA2070 and the Geographic Origin in SR0009 for foreign countries. In addition to the countries, the geographic origin also exists for states within the United States and counties within Maryland. The official definition from OIRP for geographic origin is:
  Geographic origin is derived from the permanent address (where you live) of the student as reported in the application.
  - For all students who live in Maryland at the time of application - county code should be used as the geographic origin code
  - For all students not residing in Maryland at the time of application - state code should be used as geographic origin code
  - For all students residing outside US: If they are US Citizens and permanent residents- code ‘099’ (‘U.S. Citizens Abroad’) should be used as geographic origin code
  - For Foreign students- permanent residence should be used as geographic origin.

Miscellaneous:

• HRS (now retired) country codes were built from NA2070. Changes to NA2070 were given to Louie Kavakos to maintain the HRS tables.
• OIRP only reports foreign students/employees with the same “Foreign” status that is identified from their visa status. They do not report country codes as of 02/2003 and are not concerned about mailing and birth country codes.

Degree Codes:
SIS-UDE and PHR781 (clone)
• Purpose: Degree codes should be used to assign what degrees were awarded to faculty, staff or students. They include degrees awarded by the University of Maryland.
• SIS-UDE also includes codes for Certificates. These are denoted by 4 alphabetic characters, for example “AAS” is “Asian American Studies Certificate”. Certificate data is tracked by the Registrar during current registration activity by storing the student’s certificate code in the Other-Major-Type code field and the
translations are in SR0210. They are converted to the student’s degree record at the time the student applies for graduation.

- Source: The Office of the Registrar, receives from the Provost Office, Victor Korenman, notification of new degrees offered by UMCP.
- New or changes in degrees is to be communicated to ODA and ODA notifies the PHR Administrator to add or edit the corresponding degree code in PHR781.
- As of April 22, 2003 SIS-UDE and 781 were in sync.
- OIRP requested that degree code “99” be added for “Degree Unknown”. This is to enable them to track degrees that are not included in the logic for deriving highest degree from degree codes.
- ODA also notifies OIT-AEA-DBA (Irina) so the logic for the Highest Degree code and Highest Education Level in PHR can be updated with a new degree or certificate. Notify Richard Davis, in OIT-SAS, so the identical fields in ARS can be updated also. Keep metadata supplementary and Word documentation updated as well.
- 1-18-2005, ODA and SAS agreed that certificate codes would be left in SIS-UDE and duplicated into SIS-UMP at &XXXX. At such time that SIS is “reinvented” this practice of course will be changed. For now this method allows PHR to remain unaffected by the need in OIRP that certificates be tracked with CIP and HEGIS codes.
- SIS uses degree code “00” for “No Degree Earned”. This is used because of incoming transfer credit institutional summary information. Most transfer students have not earned a degree, but we have to track their attendance at other institutions.
- Citations and Notations – Appear on a student’s transcript. Citation and notation refer to distinct groupings of courses for which students receive credit, but which constitute fewer courses than and have different definitions or expectations than either majors or certificates. Most citations are to be converted to Minors by Fall 2004. Refer to the Academic Minors Details.pdf for indepth details. (On the IBM Citations and Notations are stored in SIS-DTC, maintained using RCD360M1(P1).

Ethnic and Gender:
SR0051 and 504 (Ethnic) (Clone)
SR0004 and 978 (Gender) (Clone)

Institution Codes (transfer institutions):
SIS-UOI (SIS-UOX) and PHR895 (Semi-clone)

Refer to the document “Rules for Maintaining the SIS Institution Table – SIS-UOI” for a full discussion of the institution code maintenance process.

- Purpose: Institution codes are used to assign where faculty, staff and students received their degrees. These codes are also used to indicate which institution a student previously attended prior to attending UM College Park. For student
purposes these codes are recorded both in the student records system and are reflected on student transcripts for transfer credit.

- Source: Home grown. When creating a new code follow the format using the appropriate two alphabetic characters (designates country) to begin a foreign institution code or the two digits (designates U.S. state) to begin a United States institution code.

- The maintenance of foreign institution codes are coordinated with International Education Services (IES) by the Transfer Credit Center (TCC). The TCC enters them into SIS-UOI in Datacom.

- Changes to SIS-UOI are communicated by TCC to ODA in order to balance the PHR institution table 895.

- Mailing Country code is stored in SIS-UOI. It needs to be updated whenever NA2070 is updated.

- May 2003 – Code 00**** was deleted because it was thought to be erroneous. Then it was learned that the Office of Undergraduate Admissions uses it to mean “Admissions Unknown” when a valid institution code cannot be found and they do not want to wait for the TCC to insert a new one for them. ODA put this code back into SIS-UOI for now to accommodate the current process, but ODA would like to see the current process changed, because all “00****” institution data has to be changed at some point by TCC to be under a valid institution code. This creates additional work.

SR0012 and 992 (Clone) -
Maryland Public Univ. Colleges and Community Colleges

SR0350 and 1010 (Clone)
Institution Level of Attendance codes (clones). Used by Shady Grove applications and Graduate School applications.

OIRP Workload Category Codes:
IR0001 (DA0019) and 991 (Clone)

- IR0001 is maintained by OIRP. DA0019 was a duplicate created by ODA. It was deleted November 10, 2003.

Shady Grove:
Shady Grove uses existing SCATs of SIS and PHR. In addition, they create some of their own SCATs. The following is a list of the known SCATs used by Shady Grove. “C”= clone; “Q”= semi-clone.

<table>
<thead>
<tr>
<th>Oracle</th>
<th>SIS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>504(Q)</td>
<td>SR0051</td>
<td>Racial identity</td>
</tr>
<tr>
<td></td>
<td>SR0004</td>
<td>Gender</td>
</tr>
<tr>
<td></td>
<td>NA2000</td>
<td>Address Type</td>
</tr>
</tbody>
</table>

Dataadmin/all/SCAT-Utility-Rule-Maintenance/
SCAT_Utility_Rule_Maintenance_General_Rules.doc
542(C) NA2070 Foreign country mailing codes
561(Q) NA2050 State Codes
927 Name Prefixes
948(Q) NA2080 County codes
954(C) SR0200 Grading Method
977(C) SR0008 Citizenship country
981 Admit_Dec.Admit_Stat
982 Contact_Email.Type/Contact_Url.Type
983 Contact_Phone.Type
984 Pr_Student.Ref_By_Cd
985 Security/Admin_Cd
986 Student_Sumry.Cls_Cd
987 Sg.Cmps_Maj.Status_Cd/Class, Course, Section, and Term Status Codes
988 Sg.Student Summary Status Codes
989 SG Application Fee Codes
990 Soc.Crs_Desc.Desc_Type/Soc.Sec_Desc.Desc_Typ
992(C) SR0012 Md. Public Univ. Colleges and Community Coll.

Tests:
SR0044 and 1007 (Clone) Standard Test Score types

Utility Tables:
SR0001 and 1008 (Clone) SIS-UMP Special Types
- 12/2004, The codes 06 (minor) and 07 (certificate) UMP-Special-Type indicators were added. The intent is to code the minor and certificate codes with the respective special-type indicator in SIS-UMP. In addition, student records will use the existent 02 (minor) Other-Maj-Type indicator (plus a new indicator that would be developed for certificates).

SIS-UMP Undergraduate Majors, Graduate Programs, Minors
- 12/2004, Minor codes were added to SIS-UMP. The minor codes begin with “#”. The agreement to add minors to SIS-UMP is a methodology that is being used only under the current SIS. When SIS is migrated, whether re-written in-house or with a package, this methodology will not be used. Instead, UG majors, graduate programs, minors, and certificates code sets will reside in separate utility(SCAT) type tables. The data should be normalized under a new SIS.

12/2004, adding Certificates, codes beginning with “&”