

UNIVERSITY STUDENT INFORMATION SYSTEM

USIS Enrolment Input Manual

April, 1995

EDUCATION, CULTURE AND TOURISM DIVISION

STATISTICS CANADA

(Disponible en français)

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THE UNIVERSITY STUDENT INFORMATION SYSTEM

The University Student Information System (USIS) is a data base that provides a Canada-wide system of university enrolment statistics. Files are available back to the 1972-73 academic year. The data elements include items of educational and academic interest and a wide range of vital characteristics of individual students. The cross-tabulations of vital and educational characteristics of students provide the basis for a meaningful approach to educational and social planning.

COVERAGE

Report all students registered (and active) for courses which are eligible for academic credit in a degree, diploma or certificate program of a degree-granting institution, university or college, public or private or their university-level affiliated or otherwise related colleges. Also report graduate students who have completed course requirements and are engaged in thesis writing or research only.

Also report students registered for diplomas or certificates awarded by a professional body if such programmes form part of the regular offerings of the degree-granting institution.

The reporting period should reflect all students enrolled in your institution as of the **1st of December** (1st of November for Ontario universities reporting through the ministry).

Note:The above definition includes students who are not seeking an academic degree, diploma or certificate if they are taking courses eligible for credit, e.g. qualifying, preliminary, special students, auditors. It excludes students at diploma schools for nurses affiliated with university teaching hospitals.

REPORTING OPTIONS

The reporting options are as follows:

1. Individual student records on magnetic tape
2. Individual student records on cartridge
3. Individual student records on floppy disk

Further information on any of the reporting options, definitions, etc., and what they imply for the reporting institution may be obtained from Postsecondary Education Section, Education, Culture, and Tourism Division, Statistics Canada, Ottawa, Ontario, (613) 951-8285.

TECHNICAL INFORMATION ON FILE FORMAT

Submitted files, must correspond to the record layouts on the following pages.

Submitted files must be in sequence.

Sort fields for magnetic tape or cartridge files (major to minor) are:

1. pos. 3-8 (INSTIT)
2. pos. 13-14 (REPYR)
3. pos. 17-25 (STUDID)

Tape files for submission must use 1/2 inch wide magnetic tape on standard open reels. Tape recording formats to be used are as follows, in order of preference:

- 9 track, 6250BPI, ODD PARITY EBCDIC
- 9 track, 1600BPI, ODD PARITY EBCDIC
- 9 track, 800BPI, ODD PARITY EBCDIC

If tape files are labelled, the header label(s) should be followed by a single tape mark and the trailer label(s) should be preceded by a single tape mark and followed by two tape marks. Interblock gaps should be approximately .6 inches for 9 track tapes. Record marks, banner characters, and count fields should not be used.

Data submitted on floppy disks, must be IBM compatible and submitted in ASCII format..

NOTE: Please include with the file submission sufficient information about the format adopted to allow us to read it.

Further technical information relating to submission file formats can be obtained from Jim Donnelly or Ginette Labrecque, Postsecondary Education Section, Education, Culture and Tourism Division, (613)951-8285

EDIT INPUT TAPE

RECORD LAYOUT

Page _1_ of _2

Field	Size	Position	Type	Title	
010	1	1	N	INSTYP	
020	1	2	N	DATYPE	
030	6	3-8	N	INSTIT	
040	6	9-14	N	REPDAY	DA/MO/YR
050	2	15-16	N	SESHUN	
060	9	17-25	AN	STUDID	
070	9	26-34	N	SIN	
080	1	35	N	GENDER	
090	6	36-41	N	BIRTHD	DA/MO/YR
100	1	42	N	MARIST	
110	1	43	N	TONGUE	
120	1	44	N	IMSTAT	
130	5	45-49	N	CUNCIT	
140	4	50-53	N	ENTRYD	MO/YR
150	5	54-58	N	CUNRES	
155	2	59-60	N	PRORES	
160	2	61-62	N	COURES	
170	1	63	N	CURSTAT	
	1	64	AN	SPACE	
175	1	65	N	LEVSTAT	
171	2	66-67	N	EDUCACT	
	4	68-71	AN	SPACES	
190	2	72-73	N	REGIST	
	3	74-76	AN	SPACES	
210	2	77-78	N	QUALIF	
220	1	79	N	AWABOD	
	17	80-96	N	SPACES	
235	3	97-99	N	QUAJOI	
240	3	100-102	N	QUACOD	
250	1	103	N	HONIND	
260	5	104-108	N	SPEMAJ	
270	5	109-113	N	SPEJOI	
280	2	114-115	N	SESTYP	
290	2	116-117	N	SESTOT	
300	2	118-119	N	SESLEV	
310	4	120-123	N	NORMCR	
320	4	124-127	N	CCRREG	
330	4	128-131	N	COMPCR	
340	2	132-133	N	EXYG	
	59	134-192	AN	SPACES	

ONTARIO UNIVERSITIES EDIT INPUT TAPE (pos. 3-4 = 35)

RECORD LAYOUT

Page _2_ of _2

Field	Size	Position	Type	Title
	1	144	AN	DUPSTD
700	1	145	N	FEECAT
705	3	146-148	N	FORPOS
710	4	149-152	N	FTE
	14	153-166	AN	OUACID
715	3	167-169	N	START
720	2	170-171	AN	PSERV
725	3	172-174	AN	OFORPOS

EDIT OUTPUT TAPE

RECORD LAYOUT

Page _1_of _3

Field	Size	Position	Type	Title
010	1	1	N	INSTYP`1`
020	1	2	N	DATYPE`1`
030	6	3-8	N	INSTIT`PPUCC`
		3-4		INSPRIV`PP`
		5-8		INSUNV`UCC`
040	6	9-14	N	REPDAY DA/MO/YR
050	2	15-16	N	SESHUN
060	9	17-25	AN	STUDID
070	9	26-34	N	SIN
080	1	35	N	GENDER
090	6	36-41	N	BIRTHD YR/MO/DA
100	1	42	N	MARIST
110	1	43	N	TONGUE
120	1	44	N	IMSTAT
130	5	45-49	N	CUNCIT
		47-49		CONCIT
140	4	50-53	N	ENTRYD YR/MO
150	5	54-58	N	CUNRES
		54-55		COUNRS
		56-58		CONRES
155	2	59-60	N	PRORES
160	2	61-62	N	COURES
170	1	63	N	CURSTAT
		64	AN	SPACE
175	1	65	N	LEVSTAT
171	2	66-67	N	EDUACT
		68-71	AN	SPACES
190	2	72-73	N	REGIST
200	3	74-76	AN	GROUP
210	2	77-78	N	QUALIF
220	1	79	N	AWABOD
	17	80-96	AN	SPACES
235	3	97-99	N	QUAJOI
240	3	100-102	N	QUACOD
250	1	103	N	HONIND
260	5	104-108	N	SPEMAJ
270	5	109-113	N	SPEJOI

EDIT OUTPUT TAPE

RECORD LAYOUT

Page _2_ of _3

Field	Size	Position	Type	Title
				280
290	2	116-117	N	SESTOT (SESTOT - N)
300	2	118-119	N	SESLEV (SESLEV - N)
310	4	120-123	N	NORMCR (NORMCR - N)
320	4	124-127	N	CCRREG (CCRREG - N)
330	4	128-131	N	COMPCR (COMPCR - N)
340	2	132-133	N	EXYG
	2	134-135	AN	SPACES
295	2	136-137	N	PRGLEN (PRGLEN - N)
335	2	138-139	N	YRLEV (YRLEV - N)
331	5	140-144	N	BEGPC(999 99) (REGPC - A *
(5))				
332	5	145-149	N	CURPC(999 99) (CURPC - A *
(5))				
333	5	150-154	N	ENDPC(999 99) (ENDPC - A *
(5))				
341	2	155-156	N	LEFTYR (LEFTYR - N)
143	2	157-158	N	HEREYR (HEREYR - N)
095	2	159-160	N	AGEYR
214	1	161	N	GRDONO
213	1	162	N	DEGONO
215	1	163	N	LEVEL
	1	164	AN	SPACE
176	1	165	N	CRSTAT1
	2	166-167	AN	SPACES
121	1	168	N	CDNONO
	1	169	AN	SPACE
033	1	170	N	ALTREN
336	4	171-174	N	YRLOAD
334	2	175-176	N	YRLEV2
337	5	177-181	N	LOADPC (999 99)
	2	182-183	An	SPACES
267	3	184-186	N	DISCPL
242	3	187-189	N	DEGREE
302	2	190-191	N	SESLV2
305	2	192-193	N	YRLEV1
	57	194-250	AN	SPACES

ONTARIO UNIVERSITIES EDIT OUTPUT TAPE (pos. 3-4=35)

RECORD LAYOUT

Page _3_of _3

Field	Size	Position	Type	Title	
705	3	214-216	N	FORPOS	700
710	4	217-220	N	FTE	(9 V999)
715	3	93-95	N	START	
720	2	221-222	AN	PSERV	
725	3	223-225	AN	OFORPOS	

USIS**ELEMENT NO. 010**

ELEMENT: Reporting institution type

MNEMONIC &
ALIASES: INSTYP

DESCRIPTION: This element is to distinguish the type of institution to which the data refers.

CODES: 1 - Degree-granting postsecondary institutions.
2 - Non degree-granting postsecondary institutions.

USIS**ELEMENT NO. 020**

ELEMENT: Data type

MNEMONIC &
ALIASES: DATATYPE

DESCRIPTION: This is Statistics Canada housekeeping element. All institutions should code 1.

CODES: 1 - Student enrolment data.

ELEMENT NO. 030

ELEMENT: Institution

MNEMONIC &
ALIASES: INSTIT

DESCRIPTION: A 6 digit code identifying university complexes and their affiliates, associated institutions, etc.

Digits 1-2: province in which institution is located

Digits 3-4: identifies institution complex

Digits 5-6: identifies registration centres and facility centres within the complex. For enrolment data only registration centres need be coded. Facility centre codes, for use in financial statistics, are not all shown here.

CODES: See next pages.

USIS**ELEMENT NO. 030**

UNIVERSITIES AND COLLEGES

USE THESE CODESATLANTIC PROVINCES

	<u>Memorial University of Newfoundland</u>	10 01
10 01 11	Memorial Univ. of Newfoundland	
10 01 12	Sir Wilfred Grenfell College	
10 01 14	Memorial Off-Campus Centres	
11 01 11	<u>University of Prince Edward Island</u>	11 01
	<u>Acadia University</u>	12 01
12 01 11	Acadia University	
12 01 12	Acadia Divinity College	
12 02 11	<u>Atlantic School of Theology</u>	12 02
12 03 11	<u>Université Ste-Anne</u>	12 03
12 04 11	<u>Dalhousie University</u>	12 04
12 05 11	<u>Mount St. Vincent University</u>	12 05
12 06 11	<u>Nova Scotia College of Art and Design</u>	12 06
12 07 11	<u>Technical University of Nova Scotia</u>	12 07
	<u>St. Francis Xavier University</u>	12 08
12 08 11	St. Francis Xavier University	
12 08 12	Coady International Institute	
12 09 11	<u>Saint Mary's University</u>	12 09
12 10 11	<u>University of King's College</u>	12 10
12 12 11	<u>University College of Cape Breton</u>	12 12
12 41 11	<u>Nova Scotia Agricultural College</u>	12 41
12 45 11	<u>Nova Scotia Teacher's College</u>	12 45

USIS**ELEMENT NO. 030**USE THESE CODESATLANTIC PROVINCES - Concluded

13 01 11	<u>Mount Allison University</u>	13 01
	<u>University of New Brunswick</u>	13 02
13 02 11	University of New Brunswick	
13 02 12	Fredericton Branch	
13 02 13	St. John Branch	
	<u>Université de Moncton</u>	13 03
13 03 11	Université de Moncton	
13 03 12	Centre universitaire de Moncton	
13 03 13	Centre universitaire de Shippigan	
13 03 14	Centre universitaire St. Louis/Maillet	
13 04 11	<u>St. Thomas University</u>	13 04
13 05 11	<u>Bethany Bible College</u>	13 05

USIS**ELEMENT NO. 030**USE THESE CODESQUÉBEC

24 01 11	<u>Bishop's University</u>	24 01
24 01 12	Bishop's University Thomas More Institute for Adult Education	
24 02 11	<u>McGill University</u>	24 02
24 04 12	<u>Université de Montréal</u>	24 04
24 04 13	Université de Montréal	
24 04 14	École polytechnique École des hautes études commerciales	
24 06 11	<u>Université du Québec</u>	24 06
24 06 12	Université du Québec (All branches)	
24 06 13	Université du Québec à Chicoutimi	
24 06 14	Université du Québec à Montréal	
24 06 15	Université du Québec en Abitibi-Témiscamingue	
24 06 16	Université du Québec à Hull	
24 06 17	École Nationale d'Administration Publique	
24 06 18	Institut National de la Recherche Scientifique	
24 06 19	Centre d'études universitaires de Rimouski	
24 06 20	École de Technologie Supérieure	
24 06 21	Télé-Université	
24 06 22	Institut Armand Frappier	
24 07 11	<u>Université Laval</u>	24 07
24 08 11	<u>Université de Sherbrooke</u>	24 08
24 09 11	<u>Concordia University</u>	24 09
24 10 11	<u>Collège Militaire Royal de St-Jean</u>	24 10

USIS**ELEMENT NO.030**USE THESE CODESONTARIO

	<u>Brock University</u>	35 01
35 01 11	Brock University	
35 01 12	Brock College of Education	
35 01 13	Concordia Lutheran	
35 02 11	<u>Carleton University</u>	35 02
35 03 11	<u>University of Guelph</u>	35 03
35 04 11	<u>Lakehead University</u>	35 04
	<u>Laurentian University</u>	35 05
35 05 11	Laurentian University	
35 05 12	Algoma University College	
35 05 14	Le collège universitaire de Hearst	
	<u>McMaster University</u>	35 06
35 06 11	McMaster University	
35 06 12	McMaster Divinity College	
	<u>Université d'Ottawa</u>	35 07
35 07 11	Université d'Ottawa	
35 07 12	Université Saint-Paul	
	<u>Queen's University</u>	35 08
35 08 11	Queen's University	
35 08 12	Queen's Theological College	
	<u>University of Toronto</u>	35 09
35 09 11	University of Toronto (includes federated Arts Colleges)	
35 09 15	St. Augustine's College	
35 09 20	St. Michael's College (Theology only)	
35 09 30	Trinity College (Theology only)	
35 09 40	Victoria University	
35 09 50	Knox College	
35 09 60	Wycliffe College	
35 09 70	Emmanuel College	
35 09 80	Regis College	
35 09 90	Ontario Institute for Studies in Education	

USIS**ELEMENT NO. 030**USE THESE CODESONTARIO (Concluded)

35 10 11	<u>Trent University</u>	35 10
	<u>University of Waterloo</u>	35 11
35 11 11	University of Waterloo	
35 11 12	University of St. Jerome's College	
35 11 15	Renison College	
	<u>University of Western Ontario</u>	35 12
35 12 11	University of Western Ontario	
35 12 12	Brescia College	
35 12 13	Huron College	
35 12 14	King's College	
35 13 11	<u>University of Windsor</u>	35 13
	<u>York University</u>	35 14
35 14 11	York University	
35 14 12	Atkinson College	
35 14 13	Glendon College	
	<u>Wilfrid Laurier University</u>	35 16
35 16 11	Wilfrid Laurier University	
35 16 13	Waterloo Lutheran Seminary	
35 17 11	<u>Royal Military College</u>	35 17
35 18 11	<u>Coll. Dominicain de Philo. et de Théologie</u>	35 18
35 18 12	Coll. Dominicain-Montréal-Institut de pastoral	
35 19 11	<u>Ontario Bible College</u>	35 19
35 19 12	Ontario Theological Seminary	
35 20 11	<u>Ryerson Polytech University</u>	35 20
35 26 11	<u>Redeemer College</u>	35 26
35 27 11	<u>Nipissing University</u>	35 27

USIS**ELEMENT NO. 030**USE THESE CODESMANITOBA

46 01 11	<u>Brandon University</u>	46 01
46 02 11	<u>Canadian Nazarene College</u>	46 02
46 03 11	<u>University of Manitoba</u>	46 03
46 03 12	University of Manitoba	
46 03 13	Collège de Saint-Boniface	
	St. Andrew's College	
46 04 11	<u>Concord College</u>	46 04
46 05 11	<u>University of Winnipeg</u>	46 05
46 06 11	<u>Canadian Mennonite Bible College</u>	46 06
46 07 11	<u>Catherine Booth Bible College</u>	46 07

USIS**ELEMENT NO. 030**USE THESE CODESSASKATCHEWAN

	<u>University of Saskatchewan</u>	47 01
47 01 11	University of Saskatchewan	
47 01 12	College of Emmanuel and St. Chad	
47 01 13	Lutheran Theological Seminary	
47 01 14	St. Andrew's College	
47 01 15	St. Thomas More College	
47 01 16	St. Joseph's College	
47 01 17	St. Peter's College	
47 01 18	Central Pentecostal College	
	<u>University of Regina</u>	47 02
47 02 11	University of Regina	
47 02 12	Campion College	
47 02 13	Luther College	
47 02 14	Saskatchewan Indian College	
47 05 11	<u>Canadian Bible College</u>	47 05
47 06 11	<u>Canadian Theological College</u>	47 06

USIS**ELEMENT NO. 030**USE THESE CODESALBERTA

48 01 11	<u>University of Alberta</u>	48 01
48 01 16	University of Alberta North American Baptist College	
48 02 11	<u>The University of Calgary</u>	48 02
48 03 11	<u>Canadian Union College</u>	48 03
48 04 11	<u>University of Lethbridge</u>	48 04
48 05 11	<u>Newman Theological College</u>	48 05
48 07 11	<u>Athabasca University</u>	48 07
48 09 11	<u>Augustana University College</u>	48 09
48 10 11	<u>The King's University College</u>	48 10
48 11 11	<u>Concordia College</u>	48 11

USIS**ELEMENT NO. 030**USE THESE CODESBRITISH COLUMBIA

59 01 11	<u>University of British Columbia</u>	59 01
59 01 12	University of British Columbia	
59 01 13	Vancouver School of Theology	
	Regent College	
59 03 11	<u>Royal Roads Military College</u>	59 03
59 04 11	<u>Northwest Baptist Theological College</u>	59 04
59 05 11	<u>Seminary of Christ the King</u>	59 05
59 06 11	<u>Simon Fraser University</u>	59 06
59 07 11	<u>University of Victoria</u>	59 07
	<u>Trinity Western University</u>	59 09
59 09 11	Trinity Western University	
59 09 12	Canadian Baptist Seminary	
59 10 11	<u>University of Northern British Columbia</u>	59 10
59 11 11	<u>Open Learning Institute</u>	59 11

USIS**ELEMENT NO. 040**

ELEMENT: Report date

MNEMONIC &
ALIASES: REPDAY

DESCRIPTION: Actual date as of which reported data are valid, in form DDMMYY.

e.g. for December 1, 1994, this will be 011294.

CODES: DDMMYY

USIS**ELEMENT NO. 050**ELEMENT: SessionMNEMONIC &
ALIASES: SESHUN

DESCRIPTION: The registration period of the year being currently reported for this student.
 Registration period `1` for semester and trimester programmes should always be considered the session commencing immediately after the summer break.
 Semester 1, trimester 1 and academic year 1 will always be the fall session.
 For December 1 reports, only codes, 11, 21, 31, 41 and 81 are valid.

CODES:

11 - Academic year	registration period 1
21 - Semester 1 registration period 1	
22 - Semester 2 registration period 2	
31 - Trimester 1 registration period 1	
32 - Trimester 2 registration period 2	
33 - Trimester 3 registration period 3	
41 - Calendar year	registration period 1
68 - Summer school	intersession only 2
78 - Summer school	summer school 2
81 - Other	registration period 1
82 - Other	registration period 2
83 - Other	registration period 3

USIS**ELEMENT NO. 060**

ELEMENT: Institution's own identification of student.

MNEMONIC &
ALIASES: STUDID

DESCRIPTION: To be determined by reporting institution (may be alphabetic and/or numeric). To be used only to check information with the reporting institution.

This field must be included, and must be a permanent identifier for this student while in this institution.

9 positions: alpha and/or numeric. Left justified.

USIS**ELEMENT NO. 070**

ELEMENT: Social Insurance Number

MNEMONIC &
ALIASES: SIN

DESCRIPTION: Student social insurance number.

Do not report dummy S.I.N.

Social insurance numbers should be checked for validity. The pre-edit programme supplied by Statistics Canada includes a S.I.N. number check.

Code 999999998 may be used by universities who have students who do not possess a social insurance number.

CODES: 999999999 - not reported
999999998 - student does not possess a S.I.N. (Use of this code is optional).

USIS**ELEMENT NO. 080**

ELEMENT: Gender

MNEMONIC &
ALIASES: GENDER

DESCRIPTION: Please note, a "not reported" code is not acceptable in this field. The only valid codes are `1` or `2`.

CODES: 1 - Male
2 - Female

USIS

ELEMENT NO. 090

ELEMENT: Date of birth.

MNEMONIC &
ALIASES: BIRTHD

DESCRIPTION: Student's date of birth. Day/Month/Year

CODES: DDMMYY
999999 - Not reported

USIS**ELEMENT NO. 100**

ELEMENT: Marital status

MNEMONIC &
ALIASES: MARIST

DESCRIPTION: Current marital status. (Please provide **up-to-date status at time of registration this fall.**)

CODES:

- 1 - Single, divorced, widowed
- 2 - Presently married or separated
- 9 - Not reported

NOTE:

The information **must be updated** if a student's marital status has changed **since last reported**. Please insure that this information reflects status at **time of registration** this fall. Report code 9 for "returning/on-going" students if this element is not updated annually.

USIS**ELEMENT NO. 110**

ELEMENT: Mother tongue

MNEMONIC &
ALIASES: TONGUE

DESCRIPTION: Language first spoken and still understood.

CODES:

- 1 - English
- 2 - French
- 3 - Other
- 9 - Not reported.

USIS**ELEMENT NO. 120**

ELEMENT: Immigration or legal status in Canada

MNEMONIC &
ALIASES: IMSTAT

DESCRIPTION: This determines whether a student is currently a Canadian citizen. If not, it is to determine his/her immigration status in Canada. (Please provide **up-to-date status at time of registration this fall.**)

CODES:

- 0 - Canadian citizen (including Inuit, North American Indian and Metis)
- 1 - Permanent resident (Landed Immigrant)

Foreign Students

- 2 - Student authorization (Student Visa): a permit obtained by a student to enter
- 3 - Other visa (including students who are in Canada on diplomatic, trade or other missions).
- 4 - Foreign Student immigration status undetermined (including refugees)

NOTE:

The information should be updated if a student's immigration or legal status in Canada has changed since last reported. Please insure that this information reflects status at time of registration this fall.
--

USIS**ELEMENT NO. 130**RevisedELEMENT: Country of current citizenshipMNEMONIC &
ALIASES: CUNCIT

DESCRIPTION: Code country of current citizenship. For permanent resident (formerly landed immigrant) code the country of which the student is currently a citizen, not Canada. In those cases when a student is from a colony or a dependency, code the colony or dependency and not the parent country. For example, code St. Pierre et Miquelon as the country of citizenship for students from that dependency even though France is the country from which they hold citizenship.

Country Codes are constructed in the following way:

First 3 digits:	Unique identifier for each country.
Fourth digit:	Identifies continent in which country is located.
Fourth and fifth digit:	Identify continent and region within continent in which country is located.

CODES: See next pages. 5 digits indicating country and region.

ELEMENT NO. 130ALPHABETICAL LISTING OF COUNTRIES

Afghanistan	00742	Chile	13031
Albania	01353	China, People's Republic	13644
Algeria	01611		
American Samoa	01962	China, Republic of (See Taiwan)	
Andorra	02253	Christmas Island	13762
Angola	02512	Cocos Islands (Keeling)	13962
Anguilla	02623	Colombia	14231
Antigua and Barbuda	02823	Comoros	14512
Argentina	03131	Congo	14812
Armenia	03253	Cook Islands	15462
Aruba	02923	Costa Rica	15722
Australia	03461	Côte d'Ivoire	31312
Austria	03752	Croatia	15853
Azerbaijan	03953	Cuba	16023
Azores	03853	Cyprus	16341
		Czech Republic	16552
Bahamas	04023		
Bahrain	04341	Denmark	17251
Bangladesh	04542	Djibouti	21412
Barbados	04623	Dominica	17523
Belarus	05052	Dominican Republic	17823
Belgium	05551		
Belize	07322	East Timor	49943
Benin	16912	Ecuador	18131
Bermuda	05821	Egypt	65211
Bhutan	06142	El Salvador	18422
Bolivia	06431	England	65851
Bosnia - Hercegovina	06653	Equatorial Guinea	18512
Botswana	06512	Estonia	18651
Brazil	06731	Ethiopia	18712
British Virgin Islands	68523		
British West Indies	08223	Falkland Island	19331
Brunei Darussalam	08543	Faroe Islands	19051
Bulgaria	08853	Fiji	19662
Burkina Faso	67012	Finland	19951
Burundi	09412	France	20251
		French Guyana	20831
Cameroon	10312	French Polynesia	21162
Canada	80021		
Canal Zone (Panama)	10922	Gabon	22012
Canary Islands	10011	Gambia	22312
Cape Verde Islands	11212	Georgia	22553
Cayman Islands	11523	Germany	22652
Central African Republic	11812	Ghana	23812
Ceuta	12111	Gibraltar	24153
Chad	12712	Greece	24753
Channel Islands	12851	Greenland	25021
Guernsey		Grenada	25323
Jersey		Guadeloupe	25623

ELEMENT NO. 130 (continued)

Guam	25962	Martinique	37623
Guatemala	26222	Mauritania	37912
Guinea	26512	Mauritius	38212
Guinea-Bissau	49312	Mayotte	38312
Guyana	26631	Mellila	38511
Haiti	26823	Mexico	38822
Honduras	27722	Moldova	39052
Hong Kong	28044		
Hungary	28352	Monaco	39151
		Mongolia	39444
Iceland	28651	Montserrat	39723
India	29242	Morocco	40011
Indonesia	29543	Mozambique	41212
Iran	29841	Myanmar (Burma)	09143
Iraq	30141		
Ireland\Eire	30451	Namibia	58612
Isle of Man	30651	Nauru	41862
Israel	30741	Nepal	42142
Italy	31053	Netherlands	42451
		Netherlands Antilles	42723
Jamaica	31623	Neutral Zone (Bonaire, Curacao, Saba, St. Eustatius and Southern St. Martin)	44041
Japan	31944		
Jordan	32241	New Caledonia	43062
		New Zealand	43961
Kampuchea, Democratic	09743	Nicaragua	44222
Kazakhstan	32342	Niger	44512
Kenya	32512	Nigeria	44812
Kirabiti	32662	Niue	45162
Korea, Democratic	33144	Norfolk Island	45462
People's Republic of (North)		Northern Ireland	66151
Korea, Republic of (South)	32844	Norway	46051
Kuwait	33441		
Kyrgyzstan	33542	Oman	41541
Laos	33743	Pacific Island Trust Terr. (Micronesia, Northern Mariana Island, Palau & Marshall Island)	46362
Latvia	33851		
Lebanon	34041	Pakistan	46642
Leeward Island	34323	Palestine	46741
Lesotho	34412	Panama	46922
Liberia	34612	Papua New Guinea	43362
Libya	34911	Paraguay	47531
Liechtenstein	35252	Peru	47831
Lithuania	35351	Philippines	48143
Luxembourg	35551	Pitcairn Islands	48462
		Poland	48752
Macau	35844	Portugal	49053
Madagascar	36112	Puerto Rico	50223
Malawi	36212		
Malaysia	36443	Qatar	50541
Maldiv Islands	36742		
Mali	37012		
Malta	37353		

ELEMENT NO. 130 (concluded)

Réunion	50812	Romania	52653
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Russia		64971		
Rwanda		52912		
Ryukyu Island		53244		
San Marino		55053		
Sao Tome & Principe		55312		
Saudi Arabia		55941		
Scotland		66451		
Senegal		56212		
Seychelles		56512		
Sierra Leone		56812		
Singapore		57443		
Slovak Republic	56952			
Slovenia		57053		
Solomon Islands		07662		
Somalia		57712		
South Africa		58312		
Bophuthatswana				
Ciskei				
Transkei				
Venda				
Spain		58953		
Spanish Sahara	59511			
Sri Lanka		12442		
St. Helena		53512		
St. Kitts and Nevis		53823		
St. Lucia		54123		
St. Pierre and Miquelon		54421		
St. Vincent and the Grenadines		54723		
Sudan		59812		
Suriname		60131		
Svalbard and Jan Mayen Islands		60251		
Swaziland		60412		
Sweden	60751			
Switzerland		61052		
Syria		61341		
Taiwan, Republic of China		61544		
Tajikistan		61442		
Tanzania, United Rep. of		61612		
Thailand		61943		
Togo		62212		
Tokelau		62562		
Tonga		62862		
Trinidad and Tobago		63123		
Tunisia		63711		
Turkey		64041		
Turkmenistan		64441		
Turks and Caicos Islands		64323		
Tuvalu		24462		
Uganda	64612			
Ukraine	64752			
United Arab Emirates		63441		
United Kingdom	65551			
United States		66721		
Uruguay		67331		
Uzbekistan		65642		
Vanuatu			43662	
Vatican City State			67553	
Venezuela			67631	
Viet Nam			68243	
Virgin Island (U.S.)			68823	
Wake and Midway Islands			69162	
Wales			66551	
Wallis and Fortuna Island			69262	
Western Sahara			69311	
Western Samoa			69462	
Windward Island			69723	
Yemen			70041	
Yemen, South Democratic			58741	
Zaire			15112	
Zambia			70512	
Zimbabwe			51112	
Stateless			99988	
Country not reported			99999	

USIS**ELEMENT NO. 140**ELEMENT: Date of entry to CanadaMNEMONIC &
ALIASES: ENTRYDDESCRIPTION: For all students not currently citizens of Canada report date (month and year) of entry into Canada. Excludes visits of a temporary nature.

When did student enter Canada (month and year) to take up residence and/or study at a Canadian educational institution?

If element 130 = `80021` code element 140 = `9998`
(If Country of Citizenship= Canada, Code Date of entry to Canada=9998).CODES: MMY Year (01 to 12) Year (2 positions)
9998 - Not applicable/only citizens of Canada
9999 - Not reported/only citizens of countries other than Canadaexample: December 1979 = 1279
May 1986 = 0586

USIS

ELEMENT NO. 150

ELEMENT: Geographic source of student/country

MNEMONIC &
ALIASES: CUNRES

DESCRIPTION: If the student has moved from another country for purposes of studying in Canada, give the country from which he/she came. If a student resides in another country but travels daily to a Canadian university (ex. Detroit resident attending the University of Windsor) indicate the country of residence.

Report 80021 for all residents of Canada.

CODES: 5 positions

For country list see element number 130.

USIS**ELEMENT NO. 155**

ELEMENT: Geographic source of student/province

MNEMONIC &
ALIASES: PRORES

DESCRIPTION: For Canadian citizens and permanent residents, report the permanent home province in Canada. For Canadian citizens living abroad, report code 97. All foreign students (visa, student authorization, refugee status, etc.) should be reported as code 98 = "student is not a Canadian citizen or a permanent resident of Canada". (Please use the following guidelines to determine the home province of Canadian citizens and permanent residents).

- a. For those students entering your university immediately after high school completion (i.e. within the last 12 months), report the province of last high school attended
- b. For all other students (i.e. not coming immediately after high school completion), report the province of permanent home address on the date of application for admission.

CODES: Provincial Codes listed in the following pages

97- Canadian citizen living abroad
 98- Student is not a Canadian citizen or a permanent resident
 99- Not known

NOTE: The information in this element should not be updated for students who were enrolled at your institution within the last 12 months (returning/on-going students), but should be updated for students who were not enrolled at your institution within the last 12 months but had attended your institution some time in the past (re-entering students)

UPDATING PROCEDURE

Returning/on-going student: not to be updated Re-entering student: to be updated

ELEMENT NO. 155Provinces

10	Newfoundland
11	Prince Edward Island
12	Nova Scotia
13	New Brunswick
24	Québec
35	Ontario
46	Manitoba
47	Saskatchewan
48	Alberta
59	British Columbia
60	Yukon Territory
61	Northwest Territories

USIS**ELEMENT NO. 160**Revised

ELEMENT: Geographic source of student/county

MNEMONIC &
ALIASES: COURES

DESCRIPTION: For each student enrolled at your institution give the county he/she normally resides in if the county is in the same province as the institution he/she is attending.

It is understood that universities in the provinces of Nova Scotia, New Brunswick and Prince Edward Island will use the codes for all three provinces. Only if a student in universities in those provinces resides in a province or county other than N.S., N.B. or P.E.I. are they to be coded `98`.

CODES: See following pages.

98 - Not applicable: Used only if the student resides outside Canada or outside

99 - Not reported: Valid only for residents of this province or when neither

ELEMENT NO. 160NEWFOUNDLAND (CENSUS DIVISION)

<u>DIVISIONS</u>	<u>CODES</u>
Division 1	01
Division 2	02
Division 3	03
Division 4	04
Division 5	05
Division 6	06
Division 7	07
Division 8	08
Division 9	09
Division 10	10

ELEMENT NO. 160MARITIMES/NOVA SCOTIA COUNTIES

<u>COUNTIES</u>	<u>CODES</u>
Annapolis	20
Antigonish	21
Cape Breton	22
Colchester	23
Cumberland	24
Digby	25
Guysborough	26
Hants	27
Inverness	28
Kings	29
Lunenburg	30
Pictou	31
Queens	32
Richmond	33
Shelburne	34
Victoria	35
Yarmouth	36
Halifax	37
Dartmouth	38
Halifax County	39
Nova Scotia (county not reported)	49

ELEMENT NO. 160MARITIMES/NEW BRUNSWICK COUNTIES

<u>COUNTIES</u>	<u>CODES</u>
Albert	01
Carleton	02
Charlotte	03
Gloucester	04
Kent	05
Kings	06
Madawaska	07
Northumberland	08
Queens	09
Restigouche	10
St. John	11
Sunbury	12
Victoria	13
Westmorland	14
York	15
New Brunswick (county not reported)	19

MARITIMES/PRINCE EDWARD ISLAND COUNTIES

<u>COUNTIES</u>	<u>CODES</u>
Prince	51
Queens	52
Kings	53
Prince Edward Island (county not reported)	59

LISTING OF QUEBEC COUNTIES

<u>COUNTIES</u>	<u>CODES</u>
Abitibi	87
Acton	48
Antoine-Labelle	79
Argenteuil	76
Arthabaska	39
Asbestos	40
Avignon	06
Beauce-Sartigan	29
Beauharnois-Salaberry	70
Bécancour	38
Bellechasse	19
Bonaventure	05
Brome-Missisquoi	46
Champlain	58
Charlevoix	15
Coaticook	44
Communauté urbaine de l'Outaouais	81
Communauté urbaine de Montréal	66
Communauté urbaine de Québec	23
D'Au-tray	52
Denis-Riverain	04
Desjardins	24
Deux-Montagnes	72
Drummond	49
Francheville	37
Joliette	61
Kamouraska	14
L'Amiante	31
L'Assomption	60
L'Érable	32
L'Île-d'Orléans	20
L'Islet	17
La Côte-de-Beaupré	21
La Côte-de-Gaspé	03
La Haute-Côte-Nord	95
La Haute-Yamaska	47
La Jacques-Cartier	22
La Matapédia	07
La Mitis	09
La Nouvelle-Beauce	26
La Rivière-du-Nord	75
La Vallée-de-la-Gatineau	83
La Vallée-du-Richelieu	57
Lac Saint-Jean-Est	93
Lajemmerais	59

LISTING OF QUEBEC COUNTIES (continued)

<u>COUNTIES</u>	<u>CODES</u>
Laval	65
Le Bas-Richelieu	53
Le Centre-de-la-Mauricie	36
Le Domaine-du-Roy	91
Le Fjord-du-Saguenay	94
Le Granit	30
Le Haut-Richelieu	56
Le Haut-Saint-François	41
Le Haut-Saint-Laurent	69
Le Haut-Saint-Maurice	90
Le Val-Saint-François	42
Les Basques	11
Les Chutes-de-la-Chaudière	25
Les Collines-de-l'Outaouais	82
Les Etchemins	28
Les Îles-de-la-Madeleine	01
Les Jardins-de-Napierville	68
Les Laurentides	78
Les Maskoutains	54
Les Moulins	64
Les Pays-d'en-Haut	77
Lotbinière	33
Manicouagan	96
Maria-Chapdelaine	92
Maskinongé	51
Matane	08
Matawinie	62
Mékinac	35
Memphrémagog	45
Minganie-Côte-Nord-du-Golfe-du-Saint-Laurent	88
Mirabel	74
Montcalm	63
Montmagny	18
Nicolet-Yamaska	50
Pabok	02
Papineau	80
Pontiac	84
Portneuf	34
Rimouski-Neigette	10
Rivière-du-Loup	12
Robert-Cliche	27
Roussillon	67
Rouville	55
Rouyn-Noranda	86
Sept-Rivières-Caniapiscau	97

ELEMENT NO. 160

RevisedLISTING OF QUEBEC COUNTIES (concluded)

<u>COUNTIES</u>	<u>CODES</u>
Sherbrooke	43
Témiscamingue	85
Témiscouata	13
Territoire nordique	16
Thérèse-De Blainville	73
Vallée-de-l'Or	89
Vaudreuil-Soulanges	71

ELEMENT NO. 160LISTING OF ONTARIO COUNTIES, DISTRICTS, and MUNICIPALITIES

<u>COUNTIES</u>	<u>CODES</u>
County of BRANT	
" BRUCE	52
" DUFFERIN	71
" ELGIN	41
" ESSEX	42
" FRONTENAC	91
" GREY	53
Provisional County of HALIBURTON	81
" HASTINGS	92
" HURON	43
" KENT	44
" LAMBTON	45
" LANARK	01
United Counties of LEEDS AND GRENVILLE	93
Counties of LENNOX AND ADDINGTON	94
" MIDDLESEX	46
County of NORTHUMBERLAND	90
" OXFORD	55
" PERTH	56
" PETERBOROUGH	96
United Counties of PRESCOTT AND RUSSELL	03
County of PRINCE EDWARD ISLAND	97
" RENFREW	04
" SIMCOE	74
United Counties of STORMONT, DUNDAS AND GLENGARRY	05
County of VICTORIA	83
" WELLINGTON	58
 <u>DISTRICTS</u>	
District of ALGOMA	21
" COCHRANE	31
" KENORA	11
" MANITOULIN	22
" NIPISSING	33
" PARRY SOUND	34
" RAINY RIVER	12
" SUDBURY	27
" THUNDER BAY	13
" TEMISCAMINGUE	35

ELEMENT NO. 160LISTING OF ONTARIO COUNTIES, DISTRICTS, and MUNICIPALITIES (concluded)

<u>MUNICIPALITIES</u>	<u>CODES</u>
The Regional Municipality of DURHAM	85
The Regional Municipality of HALDIMAND - NORFOLK	65
The Regional Municipality of HALTON	72
The Regional Municipality of HAMILTON - WENTWORTH	66
The District Municipality of MUSKOKA	32
The Regional Municipality of NIAGARA	62
The Regional Municipality of OTTAWA - CARLETON	02
The Regional Municipality of PEEL	73
The Regional Municipality of SUDBURY	28
The Municipality of METROPOLITAN TORONTO	76
The Regional Municipality of WATERLOO	57
The Regional Municipality of YORK	84

ELEMENT NO. 160MANITOBA: CENSUS DIVISIONS

<u>DIVISIONS</u>	<u>CODES</u>
Division No. 1	01
Division No. 2	02
Division No. 3	03
Division No. 4	04
Division No. 5	05
Division No. 6	06
Division No. 7	07
Division No. 8	08
Division No. 9	09
Division No. 10	10
Division No. 11	11
Division No. 12	12
Division No. 13	13
Division No. 14	14
Division No. 15	15
Division No. 16	16
Division No. 17	17
Division No. 18	18
Division No. 19	19
Division No. 20	20
Division No. 21	21
Division No. 22	22
Division No. 23	23

ELEMENT NO. 160SASKATCHEWAN: CENSUS DIVISIONS

<u>DIVISIONS</u>	<u>CODES</u>
Division No. 1	01
Division No. 2	02
Division No. 3	03
Division No. 4	04
Division No. 5	05
Division No. 6	06
Division No. 7	07
Division No. 8	08
Division No. 9	09
Division No. 10	10
Division No. 11	11
Division No. 12	12
Division No. 13	13
Division No. 14	14
Division No. 15	15
Division No. 16	16
Division No. 17	17
Division No. 18	18

ELEMENT NO. 160ALBERTA: CENSUS DIVISIONS

<u>DIVISIONS</u>	<u>CODES</u>
Division No. 1	01
Division No. 2	02
Division No. 3	03
Division No. 4	04
Division No. 5	05
Division No. 6	06
Division No. 7	07
Division No. 8	08
Division No. 9	09
Division No. 10	10
Division No. 11	11
Division No. 12	12
Division No. 13	13
Division No. 14	14
Division No. 15	15
Division No. 16	16
Division No. 17	17
Division No. 18	18
Division No. 19	19

ELEMENT NO. 160BRITISH COLUMBIA: SCHOOL DISTRICTS

<u>SCHOOL DISTRICTS</u>	<u>CODES</u>
Abbotsford	34
Agassiz - Harrison	76
Alberni	70
Armstrong-Spallumcheen	21
Arrow Lakes	10
Burnaby	41
Burns Lake	55
Campbell River	72
Cariboo - Chilcotin	27
Castlegar	09
Central Coast	49
Central Okanagan	23
Chilliwack	33
Coquitlam	43
Courtenay	71
Cowichan	65
Cranbrook	02
Creston-Kaslo	86
Delta	37
Fernie	01
Fort Nelson	81
Golden	18
Grand Forks	12
Greater Victoria	61
Gulf Islands	64
Hope	32
Howe Sound	48
Kamloops	24
Keremeos	16
Kettle Valley	13
Kimberley	03
Kitimat	80
Lake Cowichan	66
Langley	35
Lillooet	29
Maple Ridge	42
Merritt	31
Mission	75
Nanaimo	68
Nechako	56
Nelson	07
New Westminster	40
Nisgaha	92
North Thompson	26
North Vancouver	44
Peace River North	60
Peace River South	59
Penticton	15

ELEMENT NO. 160

BRITISH COLUMBIA: SCHOOL DISTRICTS (concluded)

<u>SCHOOL DISTRICTS</u>	<u>CODES</u>
Powell River	47
Prince George	57
Prince Rupert	52
Princeton	17
Qualicum	69
Queen Charlotte	50
Quesnel	28
Revelstoke	19
Richmond	38
Saanich	63
Smithers	54
Sooke	62
South Cariboo	30
Southern Okanagan	14
Stikine	87
Summerland	77
Sunshine Coast	46
Surrey	36
Terrace	88
Shupswap	89
Trail	11
Vancouver	39
Vancouver Island North	85
Vancouver Island West	84
Vernon	22
West Vancouver	45
Windermere	04

USIS**ELEMENT NO. 170**

ELEMENT: Current status of student at the institution

MNEMONIC &
ALIASES: CURSTAT

DESCRIPTION: This element is to determine whether or not the student has previously been registered at your institution.

New student - a student who is registering at your institution for the first time

Returning / on-going student - a student who was enrolled at your institution within the last 12 months

Re-entering student - defined as a student who was not enrolled at your institution within the last 12 months but had attended your institution some time in the past

CODES: 3 - New student

Other students

1 - Returning/on-going student

2 - Re-entering student

4 - Not new student. Cannot determine whether returning/on-going or re-entering

USIS**ELEMENT NO. 171**

ELEMENT: Educational activity of student last year

MNEMONIC &
ALIASES: EDUCACT

DESCRIPTION: This element is to determine for students registering at your institution this year, their educational activity **at the time of your report to Statistics Canada last year.**

CODES: In the fall of last year, the student was:

Enrolled at your institution

- 10 - full-time
- 11 - part-time
- 19 - registration status unknown

Attending another university

- 20 - in the same province
- 21 - in another province/country

Attending a postsecondary non-university institution

- 30 - in the same province
- 31 - in another province/country

Attending a high school

- 40 - in the same province
- 41 - in another province/country

Other students

- 98 - Student was not attending school last year
- 99 - Not known

USIS**ELEMENT NO. 175**

ELEMENT: Level of status

MNEMONIC &
ALIASES: LEVSTAT

DESCRIPTION: This element is to identify the level of study status of students i.e. whether students are entering for the first time or continuing in a level of study. For the purposes of this element levels of study are defined as follows:

preliminary year/pre Bachelor

undergraduate certificate

undergraduate diploma

Bachelor

First professional degree (see element 210 for a complete list)

Master's qualifying year (see element 210 for definition)

Master's

Doctorate qualifying year or probationary

Doctorate

graduate diploma

graduate certificate

(These levels reflect most of the classification of element 210)

CODES:

- 1 - First time registered in a level of study
- 2 - Student continuing in a level of study
- 3 - Student continuing at the Master's or Doctorate level but in a new department or discipline
- 4 - Not applicable
- 9 - Unknown

USIS**ELEMENT NO. 190**

ELEMENT: Registration status of the student.

MNEMONIC &
ALIASES: REGIST

DESCRIPTION: Code all students as 16 or 26 except those specifically designated otherwise.

Note: No `not reported` code is included in this field. All records coded `99` will be rejected in the edit as not in the range of permissible values.

CODES:

- 12 - Full-time Interns post-M.D.
- 13 - Full-time Residents (medical)
- 14 - Full-time Off-campus centres
- 15 - Full-time Co-op (off campus)
- 16 - Full-time Other
- 18 - Full-time Co-op (on campus)
- 24 - Part-time Off-campus centres
- 25 - Part-time Co-op (off campus)
- 26 - Part-time Other
- 27 - Correspondence and/or multi-media
- 28 - Part-time Co-op (on campus)

USIS**ELEMENT NO. 210**

ELEMENT: Qualifications being sought.

MNEMONIC &
ALIASES: QUALIF

DESCRIPTION: Do not confuse persons not seeking a qualification with persons who are. Special students, auditors, students taking courses for credit elsewhere should be included amongst those not seeking a qualification.

A qualification is to be understood here as any formal attestation of successful completion of a programme of study except a mere certificate of attendance.

The qualification may be awarded by the institution or by a professional body including provincial departments of education.

If student is not seeking a degree, diploma or certificate and is not a qualifying year or makeup student, he/she should be classified by the level of the course(s) for which registered.

Qualifying year: A qualifying year student is a person recognized by the School of Graduate Studies as one who has not yet been admitted to a Master's or doctoral programme but will be accepted for such admission on the satisfactory completion of the qualifying training.

First professional degrees: the following are considered to be first professional degrees:

law L.L.B.

medicine M.D.

optometry O.D.

veterinary medicine D.V.M.

dentistry D.D.S., D.M.D.

theology M. Div. or any other degree leading to the ministry

education Note: Include only those students in a 1 year B.Ed. program with a Bachelor degree as an admission requirement).

The Master of Divinity, in those cases where it is a requirement for another Master's degree should be coded with first professional degree.

Note: A `not reported` code is not valid in this field.
Do not code `99`.

USIS**ELEMENT NO. 210**DESCRIPTION -
Continued

Coding of students in formally organized transfer programs.
(This note relates to elements 210, 220, 240, 290 and 300)

If your institution offers programs that are officially recognized for transfer towards a degree offered by another degree-granting institution, do NOT code the degree for which transfer credit may eventually be given by the other institution. The student should be coded as though studying for a degree in Arts or Science of the university in which he/she is registered (except where the institution offers its own diploma or certificate for the portion of the program completed at the institution, such as the diplomas in engineering in certain Maritime Universities).

This rule has implications for coding in several fields. Some examples are shown below. U. of Calgary transfer programs to U. of Alberta.

<u>Transfer Programs</u>	<u>Field 210</u>	<u>Field 220</u>
(1) 1 yr. Agriculture	13	1
(2) 2 yrs. pre-prog. Dentistry	13	1
(3) 1-yr. Forestry	13	1

<u>Field 240</u>	<u>Field 290</u> (in years)	<u>Field 300</u> (in years)
(1) 131	04	01
(2) 131	04	01 or 02
(3) 131	04	01

USIS**ELEMENT NO. 210**

Classification of Degrees, Diplomas, Certificates by Level

QUALIFICATION	CLASSIFICATION	CRITERIA
Bachelor degrees	Undergraduate	All Bachelor degrees whether specialized, professional or general. Thus a B.Ed. not requiring a prior Bachelor degree is included with this group.
First Professional e.g.M.D., D.M.D., D.D.S., D.V.M., M.Div., L.L.B., O.D., as well as B.Ed. requiring a prior Bachelor degree	Undergraduate	All professional degrees which are listed in the first column are counted in this category.
Licences	Some undergraduate some graduate	Those `Licences` which follow a degree in the <u>same field</u> of study are considered equivalent to a Master's degree. All others are included at the undergraduate level.
Master's	Graduate	All Master's, excluding M.Div., are included in this group.
Doctorates (Ph.D., D.Ed., etc.)	Graduate	Only <u>earned</u> Doctorates are included in this group.
Diploma or Certificate	Graduate	All diplomas or certificates following a first degree in the same field of study are classified at the graduate level. Thus a Diploma in Education following a B.Ed. is classified at the graduate level, whereas one following a general B.A. or B.Sc. is classified as undergraduate All diplomas following a Master's are classified as graduate. All diplomas following a first professional degree are also classified as graduate, such as diplomas in medical specializations following an M.D. or an engineering specialization following a B.Eng. or of Applied Science.

USIS**ELEMENT NO. 210**

Classification of Degrees, Diplomas, Certificates by Level - Concluded

QUALIFICATION	CLASSIFICATION	CRITERIA
Diploma or Certificate	Undergraduate	<p>All diplomas and certificates offered by degree-granting institutions if the entry conditions to the course of study are similar to those for degree candidates. Examples: Diploma in Dental Hygiene, Diploma in Physio-therapy, etc. There are few diplomas of a non-university level, such as Lakehead's technology diplomas that are also classified in this group.</p> <p>Diplomas and certificates following a first degree but in a different field of study from the first degree are included at the undergraduate level, e.g. Diploma in Education following a general B.A or B.Sc.</p>
Registered Nurse Diplomas	Excluded	R.N. Diplomas awarded by a degree granting institution through affiliated hospital schools have been excluded
Secondary School Leaving Diploma or Certificate, Matriculation Certificate	Excluded	All secondary level diplomas certificate have been excluded and even if awarded by a degree-granting institution
D.E.C. (Diplômes d'Études collégiales)	Excluded	"D.E.C." awarded to students of affiliated institutions by certain Quebec universities have been excluded

USIS**ELEMENT NO. 210**CODES:**NON-UNIVERSITY**

71	non-university type certificate
81	non-university type diploma
91	none: taking non-university type courses

UNDERGRADUATE

03	preliminary year/pre-Bachelor
13	Bachelor degree
23	continuing/upgrading - post-Bachelor courses, but <u>not</u> for 2nd Bachelor degree or graduate school
33	First Professional degree
43	license undergraduate
53	licentiate
63	testamur
73	undergraduate level certificate
83	undergraduate level diploma
93	none: taking undergraduate level courses

GRADUATE

25	license graduate
35	Master's - qualifying year (see the definition in the element description)
45	Master's degree
55	Ph.D. qualifying year or probationary (see the definition in the element description)
65	Ph.D.
15	equivalent earned Doctorate
75	graduate level certificate
85	graduate level diploma
95	none: taking graduate level courses
05	none: Master's and 1st stage doctoral level courses (for Ontario universities only)
09	none: 2nd stage doctoral level courses (for Ontario universities only)

USIS**ELEMENT NO. 220**

ELEMENT: Body awarding diploma or certificate

MNEMONIC &
ALIASES: AWABOD

DESCRIPTION: This element applies only to the students seeking a diploma or a certificate. All others (seeking a Bachelor, a first professional degree, a Master's, a Ph.D. or not seeking a qualification at all, etc.) should be coded '8', not applicable.

If student is seeking a diploma or certificate code '1', '2' or '3'.

Examples of code 2 are, the Provincial Department of Education, and the Royal College of Physicians and Surgeons.

Note: For coding of students in formally organized transfer programs see instructions in element 210

CODES:

- 1 - The diploma or the certificate is granted by a degree-granting institution.
- 2 - The diploma or the certificate is granted by a Professional body or provincial
- 3 - The diploma and/or the certificate is granted by both a degree-granting
- 8 - Not applicable
- 9 - Not reported.

USIS**ELEMENT NO. 235**

ELEMENT: Coded title of second qualification

MNEMONIC &
ALIASES: QUAJOI

DESCRIPTION: This element is to be used for reporting a second qualification sought, be it in a joint degree program or a qualification sought concurrently with the one reported in element 240.

Just as the qualification reported in element 240 "QUALIF" should correspond to element 260 "SPEMAJ", the qualification reported in this element should correspond to element 270 "SPEJOI".

All students must be reported in this field. Do not leave field blank. Do not code 999. Code students for whom this element is not applicable 900.

CODES: For list of qualifications see element no. 240.

USIS**ELEMENT NO. 240**

ELEMENT: Coded title of qualification

MNEMONIC &
ALIASES: QUACOD

DESCRIPTION: For all students not seeking a qualification, code `900`. All Ph.D.'s and other earned doctorates, code `700`. All diplomas and certificates, code `800`. All Bachelor and Master's Degrees see codes overleaf, from `081` to `607` and `650`.

Check Bachelor and Master's fields carefully. Please make sure you use the correct code for the degree offered by your institution.

All students **MUST BE REPORTED** in this field. **DO NOT LEAVE FIELD BLANK.** **DO NOT CODE `999`.** Any blank records, or records coded `999` will be rejected in the edit.

Note: For coding of students in formally organized transfer programs see instructions in element 210.

CODES: See next pages.

ELEMENT NO. 240

CODES	<u>CODED TITLE OF QUALIFICATION</u>
<u>NO QUALIFICATION</u>	
900	All students <u>not</u> seeking a degree, diploma or certificate (e.g., special, auditors, etc.)
<u>DIPLOMAS AND CERTIFICATES</u>	
800	All diplomas and certificates
<u>AGRICULTURE - 08</u>	
081	B.Sc. Agriculture, B.S.A., B.Sc. Food Science
087	M.S.A. (Master's of Science Agriculture), M.Sc. Agriculture, M.Sc. Food Science
<u>ARCHITECTURE - 09</u>	
091	B. Arch., B.Sc. Arch., B.E.S. (Arch.), B.I.D. (Bachelor of Industrial Design), B.D.I. (Baccalauréat en Dessin Industriel), B. Tech. (Architecture Science), B. Tech. (Construction Management Science)
097	M. Arch., M. Aménagement (Architecture)
098	M.C.P. (Master of City Planning)
<u>ARTS OR SCIENCE - 11</u>	
111	ONLY students in a Faculty of Arts <u>AND</u> Science where precise degree is <u>NOT YET</u> determined
<u>ARTS: Humanities and Social Sciences - 12</u>	
121	B.A., B. es Arts, Licence es lettres, B. of Arts and Science
122	B. Soc. Sc., B.A. (Soc.Sc.), Bachelor of Child Studies
123	B. Translation, B. Traduction, Bachelor of Science in Language, Baccalauréat en science du langage
124	B. Psychologie
125	B. Philosophie
126	M.Sc.Soc.
127	M.A., Maîtrise es Arts
128	M.A.Psy., M.Ps.
129	Maîtrise en philosophie (<u>NOT</u> the M.Phil. following a Master's Degree)
<u>SCIENCE - 13</u>	
131	B.Sc., B. es Sciences, B.A. (Science), Licence es Sciences
132	B. Mathematics, Baccalauréat es sciences de l'actuariat
133	B. Computer Science, B.Sc.C.S.
137	M.Sc., Maîtrise es sciences
138	M.Mathematics
139	M.Sc.C.S.

ELEMENT NO. 240

COMMERCE, MANAGEMENT AND BUSINESS ADMINISTRATION - 14

(Health Administration and Other Administration, see 40 and 41)

- 141 B.Comm., B.B.A., B.A.A., B.A. (Bus.Ec.), B.A. (Bus. Admin.), B.Sc.Comm.,
L.Sc.Comm., L.Sc.Comp., L.Sc.Admin., B.Admin., B.Tech. (Management), B.Sc.
Gestion, B.Man.Sc. (Bachelor of Management Sciences)
- 142 B.Secretarial Arts, B.Sec.Studies, B.Sec.Admin., B.Sc.Sec. Studies, B.A.A.
(Secretarial Science)
- 143 B. Comm. (Hotel and Food Administration), B.A.A. (Hotel and Tourism
Management)
- 144 Bachelor of Public Relations
- 147 M.B.A., M.Admin., M.Comm., M.M.S. (Master's of Management Sciences), M.Sc.
Commerce

DENTISTRY - 15

- 151 D.D.S., D.M.D.
- 152 B.Sc. Dentistry
- 153 B.H.D. Baccalauréat en hygiène dentaire, B.D.H.
- 157 M.Sc. Dentistry, M.Sc. Orthodontics, M. Clinical Dentistry

EDUCATION - 16

- 161 B.Ed., B.A.Ed., B.Sc.Elem.Ed., B.Teaching, B.Sc. (orthopédagogie), B.Sc. (Ed.),
Lic.Ens.Elem., Lic.Ens.Sec., B.Ped., B.Ens.El., Lic.Ped., Lic.Enfance Inadaptée,
B.Ped. (inad.), B.Ped.Préscolaire, B.Ed. (Home Economics), B. Pédagogie
Familiare, B.Ed.Comm., B.Ed. (Commerce), B.Ed.(Industrial Arts) B.Ens.
Métiers, B.Ed.Music, B.F.A./Ed., B.A. (Art Ed.), Des. (Env. Design and Ed.), B.A.A.
(Early Children Education), B.A.A. (Home Economics)
- 162 Licence Orientation Scolaire
- 163 Bachelor degree and certificate of education concurrently
- 167 M.Ed., M.A.(Ed.), M.Teaching Mathematics, M.A.Teaching, M.Ed. Sanitaire,
M.Enseignement, M.Psycho-education, M.Sc.Home Economics Ed., Master's of
Continuing Education,
M.Sc.(Education)
- 168 M.A.Guidance, M.Orientation, M.Counselling

PHYSICAL AND HEALTH EDUCATION AND RECREATION - 17

- 171 B.P.E., B.E.P., B.Sc.Phys.Ed. and Rec., B.Sc.Phys.Ed., B.Ed. (P.E.), B.A./B.P.E.,
B.P.H.E., B.E.P.H., B.A.(P.H.E.), B.Sc.Kinesiology, B.Sc. (Kinanthropology),
L.Ens. Éd.Phys.), B.Ped. (Éd.Phys.), Licence Éducation Physique, B.Sc.Edu.A.D.,
B.Phy.Ed., B.Sc. (Human Kinetics)
- 172 B.A. (Recreation Admin.), B.Recreation Ed., B.Ed. (Loisirs), B.Sc. (Rec.)
- 177 M.P.E., M.E.P., M.P.H.E., M.Sc.Kinesiology, M.Sc. Kinanthropology, M.Sc.
(Physical Education, Éducation physique)

RELIGIOUS EDUCATION - 18

- 181 B.R.E., B.Christian Education, Licence Catéchèse, B.Cat.,
Lic.Cat.Scolaire, B.A./B.R.E.
- 187 M.R.E.

ELEMENT NO. 240ENGINEERING AND APPLIED SCIENCE - 19

191	B.Eng., B.Sc.Eng., B.A.Sc., B.Eng.Sc., B.Sc.Eng.Physics, B. es Sc.App., B.Sc.
192	Forest Engineering, B.Technology (Engineering), B.Sc. Agricultural Engineering
197	B.Sc. in Engineering Management M.Eng., M.A.Sc., M.Eng.Sc., M.Sc.Eng., M.Ing. (Maîtrise en ingénierie), M.Sc.A., M.Sc. Agricultural Engineering - Eng Management

ENVIRONMENTAL STUDIES - 20

201	B.E.S. (Bachelor of Environmental Studies), Bachelor of Environmental Design, B.A.A.(Urban Planning), B.A.A.(Geography)
207	M.Arch. (Community Planning), M.Planning, M.Sc.Planning, Maîtrise Urbanisme, M.Nat. Resource Management, M.A. Regional Planning, M. Environment Study, M.E.Design, M.U.P. Master's of Urban Planning)

FINE AND APPLIED ARTS - 21

211	B.F.A., B.A. (Fine Arts), B.A. (History of Arts, Histoire de l'art)
212	B.I.D. (Bachelor of Interior Design), B.A.A. (Interior Design)
213	B.Design
214	B.Arts visuels, B.Tech., Graphic Arts Management
215	B.Tech. Photographic Arts, B.A.A. Photographic Arts
217	M.F.A., M.V.A. (Master's of Visual Arts)

FORESTRY - 22

221	B. Forestry, B.Sc.For., B. es Sc.App. (foresterie)
227	M. Forestry, M.Sc.For.

HOUSEHOLD SCIENCE AND RELATED - 23

231	B.Sc.Home Economics, Bacc. en économie familiale, B.H.Sc., B.H.Ec., Bacc.Sc.Dom., B.A.A. (Home Economics), B.A. (Home Economics)
232	B.Sc. (Dietetics), B.Sc. (Food Science), B.Nutrition and Dietetics, B.Sc. de la Santé(diététique), B.Sc. (nutrition), B.Sc. (Home Economics), B.A.A. (Home Economics)
237	M.Household Science
238	M.Sc.Dietetics, M.Sc. (Nutrition)

JOURNALISM AND MASS MEDIA - 24

241	B.J., B.es Arts (journalisme et information), B.A.A. (Journalism)
242	B.A.A. (Radio and Television Arts)
247	M.A. Journalism

LABORATORY SCIENCE, TECHNOLOGY AND RELATED - 25

251	B.Laboratory Science, B.Medical Lab.Sc.
252	B.Lab.Technology, B.Medical Lab.Technology, B.Sc. Radiologic Technology
256	Master's of Laboratory Science

ELEMENT NO. 240

LANDSCAPE ARCHITECTURE - 26

261	B.L.A. (Bachelor Landscape Architecture), B.A.P. (Bacc. Arch. paysagiste)
267	M.L.A.

LAW - 27

271 LI.B., B.Civil Law, I.L.L. Licence en Droit, B.A./LI.B.
277 LI.M., M.Civil Law

LIBRARY AND RECORDS SCIENCE AND SIMILAR - 28

281 B.L.S., B. Medical Record science, B. Bibliothéconomie
287 M.L.S., M.Bibliothéconomie
288 M. Museology

MEDICINE - 29

291 M.D., M.D., C.M.
292 B.Sc.Medicine, B.Sc. de la Santé (médecine), B.Med.Sc.
296 Master's of Health Sciences
297 M.Sc.Med., M.Clinical Sciences
298 M.Surgery

MUSIC - 30

301 B.Music, B.Applied Music, B.Sacred Music, B.A. (Music),
B.Church Music, B.Musical Arts
307 M.Music, Licence en Musique (après B.Mus. seulement), M.A. (Master's of Arts in
Musicology), M.M.A. (Master's of Musical Arts)

NURSING - 31

311 B.N., B.Sc. (Nursing), B.Sc.Inf., B.Sc. de la Santé (Basic course)
312 B.N., B.Sc. (Nursing), B.Sc.Inf., B.Sc. de la Santé (post basic for R.N.)
317 M.Sc. Nursing, M.Nursing, M.Sc.Inf., M.Nursing (Teaching)

OPTOMETRY - 32

321 O.D., (Doctor of Optometry) Licence en Optométrie, L.Sc.O.
327 M.Sc.Opt., M.Sc. Physiological Optics

PHARMACY - 33

331 B.Sc. (Pharm.), B.Pharmacy
337 M.Sc.Pharm., M.Pharm., M.H.P. (Master's of Hospital Pharmacy)

PUBLIC HEALTH - 34

341 B.Sc.Public Health
347 M.Sc.Hygiène
348 Master's of Health Sciences in Health Care Design

ELEMENT NO. 240REHABILITATION MEDICINE - 35

351 B.Sc. Rehabilitation, B.Sc.Med.Rehab., (include combined
courses in occupational and physical therapy)
352 B.O.T., B.Sc. (Occ.Ther.), B.Sc.M.R.(O.T.), B.Sc. ergothérapie
353 B.P.T., B.Sc. (Phys.Ther.), B.Sc.M.R. (P.T.), B.Sc. physiothérapie
354 B.Sc. (Audiology and Speech Pathology), B.Sc.M.R.(Communica-
tions Disorders), B.Sc. (orthophonie audiologie)

357 M.Sc.audiology and speech pathology, Maîtrise en orthophonie
audiologie, M.Sc.(applied) Human Communication Disorders,
Masters of Physical Therapy

RELIGION AND THEOLOGY - 36

361 B.Th., B.Div., B.Th.Past., B.S.T., B.Ministry, B.A./B.Th.,
S.T.B., M.Div. (if prerequisite for another Master's degree)
362 B.Sacred Literature, B.Sacred Letters, B.Th. (Culture Religieuse)
363 B.Sc.Rel., B.Th.(Sc.Rel.)
364 B.C.L. (Bachelor of Canon Law), B.D.C. (Bacc.Droit canonique) J.C.B. (Bachelor
of Canon Law, Baccalaureat en Droit canonique)
367 M.Th., M.Div., M.S.T., M.A.Th., M.Th.Past, L.Th.
368 M.Sc.Rel.
369 M.C.L. (Master's of Canon Law), M.D.C. (Maîtrise en Droit canonique)

SOCIAL WORK - 37

371 B.S.W., B.A./B.S.W., Bacc. Service Social, B.A.A. (Social Services)
377 M.S.W., M.A.Service Social, Maîtrise Service Social

VETERINARY MEDICINE - 38

381 D.V.M., D.M.V.
387 M.Sc.Vet.

HEALTH ADMINISTRATION - 40

407 M.H.A. Master's of Hospital Administration
408 M.A.S. Maîtrise en administration de la santé,
M.H.S.A. Master's of Health Services Administration,
M.G.S.S. (Maîtrise en gestion des services de santé)
409 M.N.S.A. Master's of Nursing Services Administration

OTHER ADMINISTRATION, n.e.s. - 41

411 B.A. (Public Administration, Administration publique)
417 M.C.A. Master's of Correctional Administration, M.A.C.
418 M.P.A. Master's of Public Administration, M.A.P. (Maîtrise en administration
publique), M.A. (Public Administration)

ELEMENT NO. 240OTHER DEGREES (Bachelor and Masters) - 60

601	Bachelor Integrated Studies, Bachelor General Studies
602	Other undergraduate degrees
	Note: Not to be used instead of code 111 or as a "not classified" code. Only for degrees other than those specifically listed.
607	Other Master's degrees (except M.Phil. see below)
650	All M.Phil. (following another Master's degree)
700	All Ph.D's and other EARNED doctorated e.g. D.S.W., D.Ed.

USIS**ELEMENT NO. 250**

ELEMENT: Honours programme indicator

MNEMONIC &
ALIASES: HONIND

DESCRIPTION: For all diplomas and certificates code `8`. All degrees other than Bachelor should also be coded `8`. For Bachelor degrees, code one of the appropriate codes `1`, `2`, `3` or `4`.

CODE

- 1 - Single honours.
- 2 - Double, combined or joint honours.
- 3 - Bachelor degree programme in which distinction between honours and other
- 4 - No distinction made in this institution for this Bachelor degree programme
- 8 - Student is not in a Bachelor degree programme.

USIS**ELEMENT NO. 260**

ELEMENT: Specialization or major field of study

MNEMONIC &
ALIASES: SPEMAJ

DESCRIPTION: Report the field of study in which the student is majoring or specializing. If the undergraduate student has not or is not required to declare a major, code either General Arts (0.00.02), General Science (0.00.08) or General Arts and Science (0.00.00).

For fields of study in which a very precise description of the program is required, use the `other` code (i.e. the one ending in `99`) if the exact type of program is not known. For example, there is no code for biology alone but rather three separate categories of biology, each with its own code: genetics (5.09.10), microbiology (5.09.12) and other biology (5.09.99). The latter should be used for coding if the exact area of biology a student is studying is unknown.

This field should be reported for all students.

The code `99998` is not valid in this field except for some students not seeking a degree, diploma or certificate.

If the student has two fields of study and is seeking one qualification, enter in element 260 the field of study most closely related to the qualification he/she is seeking. For example, if a student is seeking a B. Engineering and is specializing in civil engineering and physics, enter civil engineering in element 260 and physics in element 270. If the fields of study are equally related to the qualification being sought, the sequence of fields of study in elements 260 and 270 is irrelevant. For example, if a student is seeking a B.A. with a double major in French and English, either of the two specializations may be coded in 260 and the other in 270.

For those students seeking two qualifications concurrently, the field of study for the qualification coded in element 240 should be given in 260 and the field of study for the qualification coded in element 235 in 270. (See description for element 270).

The edit makes some consistency checks between degree sought and specialization listed for some of the more specific degrees. For example, a student seeking an engineering degree should have a specialization in engineering or engineering science. See the Edit Program Specification Manual for further instructions.

FIELD OF STUDY CLASSIFICATIONS

0.00.00	General Arts and Science
0.00.01	Interdisciplinary Studies
0.00.02	General Arts
0.00.08	General Science
1.XX.XX	Education, Physical Education, Recreation and Leisure
2.XX.XX	Fine and Applied Arts
3.XX.XX	Humanities and Related
4.XX.XX	Social Sciences and Related
5.XX.XX	Agriculture and Biological Sciences (excluding Health Professions)
6.XX.XX	Engineering and Applied Sciences
7.XX.XX	Health Professions and Occupations
8.XX.XX	Mathematics and Physical Sciences
9.99.98	Not applicable/none
9.99.99	Not reported

EDUCATION, PHYSICAL EDUCATION, RECREATION AND LEISURE

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
1.18.00	ELEMENTARY/SECONDARY TEACHER TRAINING	<u>Include:</u> <ul style="list-style-type: none"> - art education - commercial education - business education - special education (teaching the blind/deaf and/or mute, emotionally and socially maladjusted, gifted, intercultural education, physically handicapped, remedial reading, occupational education) home economics education industrial arts (technical, vocational education) - music education - family, sex life education
		-teaching or hygiene
		<ul style="list-style-type: none"> - intermediate education - religious education - adult, continuing, extension education - other teaching fields
1.23.00	HIGHER EDUCATION, POSTSECONDARY TEACHER TRAINING	
1.36.00	KINDERGARTEN, PRE-SCHOOL TEACHER TRAINING	
	<u>NON-TEACHING FIELDS</u>	
1.38.01	school librarianship	
1.38.02	education administration	
1.38.03	education psychology	
1.38.05	guidance and counselling	
1.38.06	curriculum specialization	
1.38.07	measurements and evaluation	
1.38.08	education foundations	
1.38.99	other non-teaching fields	<u>Include:</u> <ul style="list-style-type: none"> - comparative education - educational sociology - other

EDUCATION, PHYSICAL EDUCATION, RECREATION AND LEISURE - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
1.39.00	PHYSICAL EDUCATION	
1.40.00	KINESIOLOGY, HUMAN KINETICS AND KINANTHROPOLOGY	
1.41.00	RECREATION	<u>Include:</u> - leisure, recreology, and administration

FINE AND APPLIED ARTS

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
2.03.00	FINE ART	<u>Include:</u> <ul style="list-style-type: none"> - general art studies - fine art appreciation - aesthetics - fine art - printing - sculpture
2.05.00	MUSIC	<u>Do not include:</u> <ul style="list-style-type: none"> - music education, it should be included with education
2.08.00	OTHER PERFORMING ARTS	<u>Include:</u> <ul style="list-style-type: none"> - dance, drama, theatre
	<u>APPLIED ARTS</u>	
2.14.01	industrial design	
2.14.99	other applied arts	<u>Include:</u> <ul style="list-style-type: none"> - graphic arts - drawing - graphic design - engraving - photography - lithography - printing - ceramics - jewellery design - fashion design - interior design <u>Do not include:</u> <ul style="list-style-type: none"> - creative writing, it should be included with English language and/or literature or French language and/or literature.

HUMANITIES AND RELATED

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
3.03.00	CLASSICS, CLASSICAL AND DEAD LANGUAGES	<u>Include:</u> - classics - Greek - Hebrew - Latin - Sanskrit - Pali - Akkadian - Aramaic - other
3.05.00	ENGLISH LANGUAGE AND/OR LITERATURE	<u>Include:</u> - creative writing
3.06.00	FRENCH LANGUAGE AND/OR LITERATURE	<u>Include:</u> - creative writing
3.09.00	HISTORY	<u>Include:</u> - specific area or period history - ancient history - medieval history - modern history - other history
3.10.00	JOURNALISM	
	<u>LANGUAGES AND/OR LITERATURES, OTHER</u>	<u>Include:</u> - only programmes with a concentration in the humanities i.e. languages, philosophy and history.
3.11.01	comparative literature	
3.11.02	medieval languages	Programmes with a concentration in the social sciences i.e. languages, political science and economics should be included under other area studies
3.11.03	Asian languages and literatures	
3.11.04	Slavic languages and literatures	
3.11.99	other languages and literatures	

HUMANITIES AND RELATED - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
3.12.00	LIBRARY SCIENCE	
3.13.00	OTHER RECORDS SCIENCE	<u>Include:</u> - medical records science - archive maintenance - museology - art gallery administration - museum curatorship - other records science
3.14.00	LINGUISTICS	
3.17.00	OTHER MASS COMMUNICATION STUDIES	<u>Include:</u> - cinematography - film - radio broadcasting/television - public relations - other media
3.21.00	PHILOSOPHY	<u>Include:</u> - ancient, medieval, modern, other philosophy - epistemology - ethics - history of philosophy - logic - history and philosophy of science and technology
3.24.00	RELIGIOUS STUDIES	<u>Include:</u> - comparative religion - canon law <u>Do not include:</u> - religious education
3.25.00	THEOLOGICAL STUDIES (professional programme, preparation for the ministry)	<u>Include:</u> - pastoral theology - practical theology - systematic theology, etc.
3.27.00	TRANSLATION AND INTERPRETATION	

SOCIAL SCIENCES AND RELATED

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
4.03.00	ANTHROPOLOGY	<u>Include:</u> - anthropological linguistics - anthropometry - cultural, social anthropology - ethnography - ethnology - other
4.06.00	ARCHAEOLOGY	<u>Include:</u> - archaeological field techniques - archaeological prehistory - laboratory techniques in archaeology - stratigraphy of archaeological sites - other
4.08.00	CANADIAN STUDIES	<u>Include:</u> - native Canadian studies - Inuit and Eskimo studies - American Indian studies
	<u>AREA STUDIES, OTHER</u>	Multidisciplinary approach to the study of a particular region or period. Do not include programmes primarily concerned with the languages and/or literatures of an area.
4.09.10	Medieval studies	
4.09.20	Asian studies	
4.09.40	Slavic studies	
4.09.99	other area studies	
4.12.00	COMMERCE, MANAGEMENT, BUSINESS ADMINISTRATION, ADMINISTRATIVE STUDIES/ SCIENCES	<u>Include:</u> - accounting - finance - industrial relations - labour relations - marketing - retailing - personnel management - other

SOCIAL SCIENCES AND RELATED - Continued

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
4.13.00	CRIMINOLOGY	<u>Include:</u> - penology and related - correctional administration
	<u>SPECIALIZED ADMINISTRATION STUDIES</u>	
4.14.01	public administration	
4.14.02	health administration	
4.14.03	hotel and food administration	
4.14.99	other specialized administration studies	
4.15.00	DEMOGRAPHY	
4.27.00	ECONOMICS	<u>Include:</u> - agricultural economics
4.30.00	GEOGRAPHY	<u>Do not include:</u> - earth sciences elsewhere specified
4.33.00	LAW AND JURISPRUDENCE	
	<u>MAN/ENVIRONMENT STUDIES</u>	<u>Do not include:</u>
-	architecture	
4.40.08	regional, rural, urban, city planning and community development	- landscape architecture - pre-professional programmes in architecture
4.40.10	resource management, environmental studies	
4.43.00	POLITICAL SCIENCE	<u>Include:</u> - comparative politics - government - international relations - political history - political thought - urban politics, etc. <u>Do not include:</u> - public administration

SOCIAL SCIENCES AND RELATED - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
4.46.00	PSYCHOLOGY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - abnormal psychology - pathological psychology - behavioural psychology - child and adolescent psychology - child study - cognitive development - comparative psychology - history of psychology - learning theory - physiological psychology - psychometrics, psychology statistics - social psychology - vocational counselling - clinical psychology - other
		<p style="text-align: right;"><u>Do not</u></p>
<u>include:</u>		<ul style="list-style-type: none"> - educational psychology. It should be included with education
4.47.00	SECRETARIAL STUDIES	
4.49.00	SOCIAL WORK AND SOCIAL WELFARE	
4.52.00	SOCIOLOGY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - folklore - sociology of the family - sociology of industry and work - sociology of the professions - sociology of religion - social theory and social structure - women studies - other
4.55.00	MILITARY STUDIES	<p><u>Include:</u></p> <ul style="list-style-type: none"> - naval/airforce/army studies - strategy and tactics - war, military history - other
4.57.00	OTHER SOCIAL SERVICES	<p><u>Include:</u></p> <ul style="list-style-type: none"> - day care workers programmes - vocational and family counselling <p><u>Do not include:</u></p> <ul style="list-style-type: none"> - programmes leading to teaching, nursing and medical certification

AGRICULTURAL AND BIOLOGICAL SCIENCES

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
	<u>AGRICULTURE</u>	
5.03.10	animal science	<u>Include:</u> - animal husbandry - poultry science
5.03.22	plant science	<u>Include:</u> - crop science - horticulture - plant protection - weed science
5.03.26	soil science	<u>Include:</u> - soil physics - soil chemistry - soil genesis, etc.
5.03.99	other agriculture	<u>Include:</u> - agricultural entomology - agricultural genetics - agricultural microbiology - agricultural parasitology and virology - agricultural science - apiculture - dairy science - food science - other <u>Do not include:</u> - agricultural economics - agricultural engineering - landscape architecture - environmental horticulture
5.06.00	BIOCHEMISTRY	<u>Include:</u> - molecular biology. Bio-chemistry students in medicine should be reported under basic medical sciences.
	<u>BIOLOGY</u>	
5.09.10	genetics	
5.09.12	microbiology	
5.09.99	other biology	<u>Do not include:</u> - programmes, majors or specializations in botany, zoology, bio-chemistry, biophysics - veterinary sciences

AGRICULTURAL AND BIOLOGICAL SCIENCES - Continued

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
5.12.00	BIOPHYSICS	<u>Do not include:</u> - medical biophysics
5.15.00	BOTANY	<u>Include:</u> - bryology - mycology - phycology - plant biochemistry - plant breeding - plant ecology - plant environment - plant evolution - plant genetics - plant morphology - plant nutrition - plant pathology - plant taxonomy - plant physiology - other <u>Do not include:</u> - palaeobotany. It should be included in geology and related.
5.16.00	 FISHERIES AND WILDLIFE MANAGEMENT <u>HOUSEHOLD SCIENCE AND RELATED</u>	
5.18.08	food science and nutrition	
5.18.99	other household science and related	<u>Include:</u> - clothing and textiles - consumer studies - family studies
<u>include:</u>		<u>Do not</u> - interior design
5.21.00	VETERINARY MEDICINE 	<u>Include:</u> - only students enrolled in a faculty of veterinary medicine in the professional programme

AGRICULTURAL AND BIOLOGICAL SCIENCES - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
5.22.00	VETERINARY SCIENCES	<p><u>Include:</u></p> <ul style="list-style-type: none"> - veterinary anatomy - veterinary bacteriology - veterinary biochemistry - veterinary embryology - veterinary genetics - veterinary histology - veterinary immunology - veterinary microbiology - veterinary mycology - veterinary obstetrics - veterinary parasitology - veterinary pathology - veterinary pharmacology - veterinary serology - virology - other
5.23.00	VETERINARY MEDICINE SPECIALITIES	<p><u>Include:</u></p> <ul style="list-style-type: none"> - veterinary surgery
5.24.00	ZOOLOGY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - animal anatomy - animal ecology - animal histology - entomology - ichthyology - invertebrate zoology - mammalogy - marine biology - ornithology - protozoology - vertebrate zoology - other <p><u>Do not include:</u></p> <ul style="list-style-type: none"> - palaeontology; it should be included with geology
5.25.00	TOXICOLOGY	<p><u>Do not include:</u></p> <ul style="list-style-type: none"> - medical toxicology

ENGINEERING AND APPLIED SCIENCES

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
6.03.00	ARCHITECTURE	<u>Do not include:</u> <ul style="list-style-type: none"> - regional planning - urban and city planning
6.05.00	AERONAUTICAL AND AEROSPACE ENGINEERING	
6.06.00	CHEMICAL ENGINEERING	
6.07.00	CIVIL ENGINEERING	
6.08.00	DESIGN, SYSTEMS ENGINEERING	
6.09.00	ELECTRICAL ENGINEERING	<u>Include:</u> - electronics
6.10.00	INDUSTRIAL ENGINEERING	
6.11.00	MINING ENGINEERING	
6.12.00	MECHANICAL ENGINEERING	
6.13.00	METALLURGICAL ENGINEERING	<u>Include:</u> - ceramics engineering
6.14.00	OTHER ENGINEERING	<u>Include:</u> - biomedical engineering - computer engineering - environmental engineering - geological engineering - geophysical engineering - ocean engineering - petroleum engineering - agricultural engineering - surveying engineering - other
6.15.00	ENGINEERING SCIENCE	<u>Include:</u> - engineering physics - engineering chemistry
6.16.00	ENGINEERING GENERAL	To be used only for undergraduate students who have not yet opted for specialization

ENGINEERING AND APPLIED SCIENCES - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
6.20.00	FORESTRY	<u>Include:</u> <ul style="list-style-type: none"> - dendrology - forest ecology - forest harvesting - logging - forest management - forest protection - forest wildlife management - silviculture - wood science and technology - forestry engineering
6.22.00	LANDSCAPE ARCHITECTURE	<u>Include:</u> <ul style="list-style-type: none"> - garden design - landscape design and construction - landscape materials - landscape planning

HEALTH PROFESSIONS AND OCCUPATIONS

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
7.03.00	DENTISTRY (professional programme)	To be used only for those students registered in the faculty of dentistry in the professional programme.
7.04.00	DENTAL SPECIALTIES	<u>Include:</u> - oral biology - oral surgery - orthodontics - periodontics - other
7.05.00	MEDICINE (professional programme)	To be used only for those students registered in the faculty of medicine in the professional programmes
	<u>BASIC MEDICAL SCIENCES</u>	To be used only for those students registered in the faculty of medicine
7.06.04	anatomy	
7.06.06	biochemistry	
7.06.08	biophysics	
7.06.10	embryology	
7.06.12	endocrinology	
7.06.14	genetics	
7.06.16	histology	
7.06.22	neurophysiology	
7.06.26	pharmacology	
7.06.28	physiology	
7.06.99	other basic sciences	<u>Include:</u> - medical toxicology

HEALTH PROFESSIONS AND OCCUPATIONS - Continued

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
7.08.00	MEDICAL SPECIALTIES	<u>Include:</u> - allergology - anaesthesiology - cancer - cardiology - dermatology - family, general practice - gastroenterology - haematology - infectious diseases - internal diseases - internal medicine - investigative and experimental medicine - nephrology - neurology - paediatrics - psychiatry - radiology - respirology - rheumatology - tropical medicine - other
	<u>PARACLINICAL SCIENCES</u>	
7.10.06	immunology	
7.10.10	microbiology	<u>Include:</u> - bacteriology - parasitology
7.10.14	pathology	
7.10.99	other paraclinical sciences	
7.12.00	SURGICAL SPECIALTIES	<u>Include:</u> - brain surgery - heart surgery - cardiovascular and cardiothoracic - neurosurgery - obstetrics and gynaecology - ophthalmology - orthopaedic surgery - otorhinolaryngology - plastic surgery - restorative surgery - urology - other

HEALTH PROFESSIONS AND OCCUPATIONS - Continued

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
7.15.00	NURSING	<u>Include:</u> <ul style="list-style-type: none"> - disabled persons - geriatric nursing - medical surgery - hospital nursing - obstetric nursing - outpost nursing - paediatric nursing - psychiatric nursing and mental health care - public health and community nursing
7.18.00	OPTOMETRY	
7.21.00	PHARMACY	<u>Include:</u> <ul style="list-style-type: none"> - medicinal pharmacy - pharmaceuticals - pharmaceutical chemistry - therapeutics - pharmacognosy - physical pharmacy - radiopharmacy, bio-nucleonics - pharmaceutical applications of nuclear medicine - clinical pharmacy, hospital pharmacy - other <u>Do not include:</u> <ul style="list-style-type: none"> - pharmacology, it should be included with basic medical sciences
7.24.00	EPIDEMIOLOGY AND PUBLIC HEALTH	<p>Science of promotion, protection and restoration of health restoration of health by organized community action</p> <u>Include:</u> <ul style="list-style-type: none"> - community medicine and hygiene - environmental health and hygiene - medical public health - preventive medicine - public health inspection - social medicine - other

HEALTH PROFESSIONS AND OCCUPATIONS - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
	<u>REHABILITATION MEDICINE</u>	
7.27.02	aural and oral rehabilitation	<u>Include:</u> - audiology and speech pathology - human communication disorders - rehabilitation of children with hearing and speech impediment
7.27.04	occupational therapy	
7.27.06	physical therapy	
7.27.99	other rehabilitation	
7.36.00	MEDICAL TECHNOLOGY	<u>Include:</u> - medical laboratory and science - radiologic technology - other
7.99.00	OTHER HEALTH PROFESSIONS AND OCCUPATIONS	<u>Include:</u> - art as applied to medicine - dental hygiene - other

MATHEMATICS AND PHYSICAL SCIENCES

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
8.06.00	COMPUTER SCIENCE	
8.12.00	MATHEMATICS	<u>Include:</u> - actuarial science - statistics
8.15.00	CHEMISTRY	<u>Do not include:</u> - geochemistry - biochemistry
8.18.00	GEOLOGY AND RELATED	<u>Include:</u> - crystallography - geochemistry - geophysics - palaeontology - other
8.21.00	METALLURGY, MATERIALS SCIENCE	<u>Do not include:</u> - metallurgical engineering
	<u>METEOROLOGY</u>	
8.24.04	climatology	
8.24.99	other meteorology	
8.27.00	OCEANOGRAPHY AND WATER STUDIES	<u>Include:</u> - ocean biology - ocean chemistry - ocean geology and geophysics - physical oceanography - other <u>Do not include:</u> - subjects given under geography

MATHEMATICS AND PHYSICAL SCIENCES - Concluded

CODE	DISCIPLINE DESCRIPTION	INCLUSIONS AND EXCLUSIONS
	<u>PHYSICS</u>	
8.30.01	astronomy	
8.30.02	aerospace sciences	
8.30.99	other physics	<p data-bbox="816 548 906 575"><u>Include:</u></p> <ul data-bbox="938 548 1482 1079" style="list-style-type: none"> - atomic physics - chemical physics - electricity, magnetism - mathematical physics - mechanics - molecular physics - nuclear physics - optics - physical acoustics - physics of fluids - quantitative physics - quantum mechanics - solid state physics - theoretical physics - thermal physics - thermodynamics and statistical mechanics - wave theory - other <p data-bbox="816 1121 992 1148"><u>Do not include:</u></p> <ul data-bbox="938 1148 1117 1205" style="list-style-type: none"> - geophysics - biophysics

USIS**ELEMENT NO. 270**ELEMENT: Joint specializationMNEMONIC &
ALIASES: SPEJOI

DESCRIPTION: Only if student is "majoring" or specializing in two different fields of study (seeking either one or two degrees) should an entry other than `99998` be given in this element. Most students should be coded `99998`, not applicable.

If the student has two fields of study and is seeking one qualification, enter in element 260 the field of study most closely related to the qualification he/she is seeking. For example, if a student is seeking a B. Engineering and is specializing in civil engineering and physics, enter civil engineering in element 260 and physics in element 270. If the fields of study are equally related to the qualification being sought, the sequence of fields of study in elements 260 and 270 is irrelevant. For example, if a student is seeking a B.A. with a double major in French and English, either of the two specializations may be coded in 260 and the other in 270.

If a student has two major fields of study because two qualifications are being sought concurrently, the field of study for the degree coded in 235 must be given in element 270. Conversely, the field of study for the degree shown in 240 must be given in element 260. Example: If a student enrolled in a joint MBA/LLB program codes the MBA in 235 and the LLB in 240, business administration should be coded in element 270 and law in element 260 or the record will fail to pass the edit.

The edit makes some consistency checks between degree sought in element 235 and specialization in element 270 for some of the more specific degrees. See the Edit Program Specification Manual for further instructions.

The only valid repetition between fields 260 and 270 is `99998` if it has been validly coded in field 260.

CODES: See element no. 260 (SPEMAJ) for list and 99998 - if student has one major field of study, or is not seeking a qualification.

USIS**ELEMENT NO. 280**

ELEMENT: Type of session

MNEMONIC &
ALIASES: SESTYP

DESCRIPTION: Indicate the normal types of sessions into which the year is organized for the programme in which the student is registered. This item refers to the programme for which the student is registered - not to the student.

Summer session `44` is not a valid code for December 1 reports. It is to be used for programmes only given in the summer session. Fields 280 and 290 together determine programme duration.

CODES:

- 01 - Calendar year
- 03 - Calendar months
- 11 - Academic year
- 22 - Semester
- 32 - Trimester
- 44 - Summer session
- 80 - Other

USIS**ELEMENT NO. 290**

ELEMENT: Total number of sessions (as reported in element 280) normally required to complete this programme. Note: normal completion MUST refer to duration of study for a full-time student progressing at the prescribed pace. This question refers to the programme and NOT the student.

MNEMONIC & ALIASES: SESTOT

DESCRIPTION: If not applicable code `95` (student not in programme leading to a qualification), otherwise code the nearest number of sessions. Example, a 4-yr. B.A. programme would be coded `04` if academic year is reported in field 280, `08` if semester is reported in field 280.

If `80` is coded in field 280, report SESTOT in years. For example, if a 4-yr. B. Nursing programme is organized on an academic year basis for 3-yrs. and then the 4th year requires 11 months attendance, code `80` in 280 and `04` in 290.

For undergraduate students who have not yet decided whether to take an honours degree or any other programme involving a longer duration than the minimum for a general degree, assume that they are in the programme of shortest duration for fields 290, 310 and 340.

For graduate students, report duration if the programme has a fixed duration. If not, code `96`.

Note: For coding of students in formally organized transfer programs see instructions in element 210.

2 digits - actual number

01 - 1

02 - 2

.

.

.

14 - 14

etc.

95 - student not seeking a qualification/not applicable

96 - graduate student in a programme with no fixed duration

USIS**ELEMENT NO. 300**

ELEMENT: In what stage of study (year, semester or trimester, etc.) is the undergraduate student currently registered? Report in terms of session type given in element 280.

MNEMONIC & ALIASES: SESLEV

DESCRIPTION: ALL FULL-TIME UNDERGRADUATES SEEKING A DEGREE, DIPLOMA OR CERTIFICATE SHOULD HAVE A VALUE OTHER THAN `98` AND `99`.

If duration of programme is reported in academic years, report this field in academic years, if in semesters, in semesters, etc. Example, if `08` is reported in field 290, then `01` to `08` are valid codes in this field.

For part-time undergraduate students, if an equivalence in terms of full-time attendance cannot be computed, code `99`. Note if `99` is used for part-time undergraduates, fields 310, 320 and 330 must be filled and codes `9997` and `9999` in those fields MAY NOT be used.

A code is provided for undergraduate programmes that are organized on a unit/credit/course basis only, i.e. they are subject matter promotion programmes, for which progress is not measured by years. The code is `97`. If `97` is used fields 310, 320 and 330 must be filled and codes `9997` and `9999` in those fields MAY NOT be used.

If student is not seeking a qualification or is a graduate student code `98` in this field. `98` may not be used for undergraduate students seeking a qualification. Any records thus coded will be rejected in the edit.

Note: For coding of students in formally organized transfer programs see instruction in element 210.

CODES: Continued

2 digits actual number

01 - 1

02 - 2

etc.

.

.

10 - 10

12 - 12

.

.

97 - this student is in an undergraduate programme organized on the basis of units/credits/courses ONLY. Progress cannot be measured in years, trimesters, etc.

98 - Student is not seeking a qualification or is a graduate student/not applicable

99 - not reported (VALID FOR PART-TIME UNDERGRADUATES ONLY).

ELEMENT NO. 310

ELEMENT: Normal credit/course/unit/requirements.

MNEMONIC &
ALIASES: NORMCR

DESCRIPTION: This item of information should refer to the entire programme of study i.e. to title (including whether or not student in honours prog.) and specialization, so that if some specializations require longer than others this should be reflected in the coding.

`9997` should be used when undergraduate programme cannot be converted into units, courses, credits or equivalents e.g. an M.D. programme in which all requirements as specified must be completed satisfactorily. This code is not valid if `97` has been coded in 300.

For graduate students, only report requirements for programmes with fixed requirements. Otherwise code `9996`.

All part-time undergraduate students coded `99` in 300 must be reported in this field. For these students `9995`, `9997` and `9996` are NOT valid codes.

If reporting in courses, use 4th position to report half courses if any. This must be reported consistently in fields 310, 320 and 330. Example: a student, who is registered for a program of study of 20 courses, who is currently registered for 4.5 courses in present session and who has completed 4 courses prior to this registration period, should be coded as follows in fields 310, 320 and 330:

<u>Field</u>	<u>Code</u>
310	0200
320	0045
330	0040

4 digits actual number

0001 - 1 unit or course or credit required

. " "

. " "

. " "

1016 - 1016 units or courses or credits required

. " "

. " "

. " "

9995 - student not seeking a degree, diploma or certificate.

9996 - graduate programme not requiring fixed number of units/credits/courses.

9997 - undergraduate programme not organized on a unit or credit or course system.

9999 - not reported: Valid only if Field 300 contains values OTHER than `97` or `99`.

USIS**ELEMENT NO. 320**

ELEMENT: Number of courses/credits/units for which student is currently registered towards the qualification being sought.

MNEMONIC & ALIASES: CCRREG

DESCRIPTION: Actual number of courses/credits/units currently registered for in present session. All part-time undergraduates coded `99` in field 300, must be reported in this field.

Report actual number for all students, except those coded `9995`, `9996` and `9997` in field 310. For these three groups, code `9998`.

If reporting in courses, use 4th position to report half courses if any. This must be reported consistently in fields 310, 320 and 330. See example in field 310.

As far as possible, exclude any courses/credits/units that will not count towards the qualification being sought.

CODES: 4 digits actual number.

0000 - None
 0015 - 15 units or credits or courses
 0020 - 20 "
 0030 - 30 "
 0040 - 40 "
 0045 - 45 "
 1015 - 1015 "
 . "
 . "
 . "
 2030 - "
 9998 - If field 310 coded `9995`, or `9996` or `9997`.
 9999 - Not reported. (Valid only if field 300 is coded other than 97 or 99)

USIS**ELEMENT NO. 330**

ELEMENT: Number of credits/courses/units completed prior to this registration period.

MNEMONIC &
ALIASES: COMPCR

DESCRIPTION: Number of credits/courses/units successfully completed and accumulated towards the given qualifications prior to this registration period. Do not include credits/courses/units for which currently registered.

If field 310 = `9995`, or `9996` or `9997`, code `9998`.

Include transferred credits/courses.

If reporting in courses, use 4th position to report half courses if any. This must be reported consistently in fields 310, 320 and 330. See example in field 310.

CODES: 4 Digits actual number

0000 - 0 none (no units/credits/courses completed prior to this registration period)

0125 - 125 completed prior to this registration period etc.

9998 - If field 310 = 9995 or 9996 or 9997

9999 - Not reported. (Valid only if field 300 is coded other than 97 or 99)

USIS**ELEMENT NO. 340**

ELEMENT: Expected year of graduation

MNEMONIC &
ALIASES: EXYG

DESCRIPTION: For all students preparing degrees, diplomas, or certificates, give probable year of graduation.

An attempt should be made to report all full-time students seeking qualifications by the probable year of completion and all part-time students for whom a reasonable estimate can be made.

CODES: 2 digits
example
90 - 1990
91 - 1991
98 - 1998
99 - 1999
01 - 2001
etc.

NA - not applicable/not seeking degree, diploma or certificate
NR - not reported

USISONTARIO ELEMENTS**ELEMENT NO. 700**

ELEMENT: Fee category

MNEMONIC &
ALIASES: FEECAT

DESCRIPTION: This element denotes eligibility and the fee category into which the student falls, as defined in the Ontario Ministry of Colleges and Universities Operating Formula Manual used by Enrolment Reporting Officers in Ontario.

No `not reported` category is allowed. Eligible students must be separated into their specific fee category with respect to the foreign student fee charge.

CODES: One digit as show below:

- 1 - Ineligible student
- 2 - Eligible non-exempt (must be assessed higher formula fee)
- 3 - Eligible exempt, Canadian citizen or permanent resident
- 4 - Eligible exempt, sessional basis (CIDA, diplomatic, etc.)
- 6 - Graduate international differential fee waived

* Note: The "grandfather clause" (by which a foreign student who had registered before January 1, 1977 was exempt from foreign fee) expired May 1, 1980. 5 is therefore no longer a valid FEECAT code.

USISONTARIO ELEMENTS**ELEMENT NO. 705**

ELEMENT: Formula program of study

MNEMONIC &
ALIASES: FORPOS

DESCRIPTION: This element classifies all students within one of the formula programs of study as defined for the Ontario Formula Operating Grants. Each and every student should be classified into a program, whether or not the student is eligible to generate formula funding. Special codes are used for certain programs specific to one institution. No other institution should use these codes, which are clearly labelled with the institution name(s) for which they are applicable. No `not reported` code is available. A student taking a selection of courses, various of which might be classified under different formula programs of study, should be classified in the formula program in which the majority of his courses fall.

CODES: Three digit code as specified on following pages.

USISONTARIO ELEMENTS**ELEMENT NO. 705**UNDERGRADUATE LEVEL PROGRAMS

Code

101 Agriculture
 102 Architecture
 103 Arts, General & 1st yr. Honours
 104 Arts, Upper Years Honours
 105 Commerce & Business Admin.
 106 Dentistry
 107 Engineering
 108 Fine and Applied Arts
 109 Forestry
 110 Household & Food Science
 111 Journalism
 112 Landscape Architecture
 113 Law
 114 Library Science
 115 Medicine
 116 Pre-medicine
 117 Music
 118 Nursing
 119 Pharmacy
 120 Physical and Health Education
 121 Physio and Occupational Therapy
 122 Secretarial Science

Code

123 Science General and 1st yr. Hons.
 124 Science, Upper Yrs. Honours
 125 Social Work - 1st yr.
 126 Veterinary Medicine
 127 Environmental Studies
 129 Theology
 130 Dental Hygiene
 131 Dip. Public Health Nursing
 132 Technology courses
 133 Preliminary Year
 134 Medical Interns and Residents
 135 Nursing Technology
 137 Optometry
 138 Engineering and Management
 139 Education - Consecutive Degree
 140 (not in current use)
 141 Education - 4 yr. concurrent
 142 Education - Consecutive Diploma
 143 Education - Make-up
 144 Engineering Technology
 145 Social Work-Upper Years

INSTITUTION SPECIFIC:

Code

128 Arts and Science - Toronto
 136 Arts and Science 1st yr. - Trent
 146 Industrial Design - Carleton
 147 Unspecified undergraduate - York
 148 Forestry Technology - Lakehead
 149 Physical Education - Lakehead
 150 Administration - Lakehead
 151 Conversion program in Engineering
 (2yr. degree portion) - Lakehead
 152 Engineering and Management Yrs.
 1, 3 and 5 - McMaster
 153 Engineering and Management Yrs.
 2 and 4 - McMaster
 154 Medicine Year 1 - McMaster
 155 Medicine Year 2 and 3 - McMaster
 156 Hotel and Food Admin. - Guelph

Code

157 Guelph Unclassified
 158 Law - MBA combined program - York/
 Western
 159 OCA - Arts
 160 Brock - M. Education Yr. 5
 161 Translators and Interpreters 1st yr.
 - Laurentian
 162 Translators and Interpreters Upper
 yrs. - Laurentian
 163 Physical Education Honours - Lakehead
 164 General Studies - Guelph
 165 Public Admin - Laurentian
 166 Combined Arts & Science Yrs.2, 3 & 4 -
 McMaster
 167 Engineering Management Yrs 4 & 5 -
 Ottawa

USISONTARIO ELEMENTS**ELEMENT NO. 705**CODES (Concluded)GRADUATE LEVEL PROGRAMS

Code		Code	
241	Agriculture	263	Physical and Biol. Sciences
242	Architecture	264	Physical and Occupational Ther.
243	Child Study	265	Psychology
244	Commerce and Business Admin.	266	Public Administration
245	Dentistry	267	Social Work
246	Engineering	268	Social Sciences - other
247	Fine and Applied Arts	269	Veterinary Medicine
248	Forestry	270	Criminology
249	Geography	271	Environmental Studies
250	Hospital Administration	272	Theology
251	Household and Food Science	273	Education
252	Humanities	274	Clinical Behavioural Studies
253	Hygiene and Public Health	275	Physiological Optics
254	Journalism	276	Art Conservation - Queen's
255	Law	277	Speech Pathology & Audiology - Western
256	Library Science	278	Child Development - Laurentian
257	Mathematics	279	Urban & Regional Planning - Guelph
258	Medicine	280	Industrial Relations - Queen's
259	Music	281	Oral Pathology & Oral Surgery- residency year
260	Nursing	282	Physical Therapy
261	Pharmacy	283	Pastoral Studies
262	Physical and Health Education		

INSTITUTION SPECIFIC: - RYERSON PROGRAMS

Code		Code	
301	Diploma in Arts	314	Secretarial Science
302	Applied Geography	315	Early Childhood
303	Fashion	316	Home Economics
304	Graphic Arts	317	Nursing
305	Interior Design	318	Public Health Inspection
306	Journalism	319	Social Services
307	Library Arts	320	Urban Planning
308	Photographic Arts	321	Architecture
309	Radio and T.V. Arts	322	Chemical Technology
310	Theatre Arts	323	Civil Technology
311	Business Administration	324	Electrical Technology
312	Computer Application Tech.	325	Mechanical Technology
313	Hotel Administration	326	Physics Technology
		327	Public Administration
399	Special - unclassified	328	Child & Youth Care

USISONTARIO ELEMENTS

ELEMENT NO. 710

ELEMENT: The number of fiscal Full-time Equivalents (undergraduate) or Full-time Equivalents (graduate) counted for the student in constituent and affiliated institutions for the particular term being reported.

MNEMONIC &
ALIASES: FTE

DESCRIPTION: Against each student indicate the number, for the particular term being reported only, of fiscal full-time equivalents/ full-time equivalents (as described in the Ontario Operating Formula Manual).

CODES: Four digit code

Please code the actual number of FFTES/FTES counted. A decimal is implied after the first digit in the field, e.g., 1.2 FFTE would be coded as 1200.
No `not reported` code exists.

USISONTARIO ELEMENTS**ELEMENT NO. 715**

ELEMENT: Start date at institution

MNEMONIC &
ALIASES: START

DESCRIPTION: The required coding will consist of the year (two digits) and session (one digit), at the time of first entry. A "not applicable" code will be valid for all students continuing on from 1986-87 and earlier years. Once coded into a student's record, the entry code should remain constant on all other reports submitted for that student throughout his or her career at your institution.

For the very first report submitted for a student entering an undergraduate level direct entry program, in first year, the required START code will duplicate the last two digits of the REPDAY element and the last digit of the SESHUN element. Thereafter, the START element will show the initial entry year and term, while the current reporting day and session will be updated for each term.

CODES: YY - last two digit of REPDAY
S - last digit of SESHUN
999 - not applicable (student not new to institution)

USISONTARIO ELEMENTS**ELEMENT NO. 720**

ELEMENT: Pre-service teacher education code

MNEMONIC &
ALIASES: PSERV

DESCRIPTION: For student who is registered in a pre-service teacher education program, report either CS or CC.

For all other student, report the not applicable code ZZ.

CODES:

- CS - Consecutive Program
- CC - Concurrent Program
- ES - Teaching English as Second Language
- IS - In-Service
- WA - Waterloo Students
- ZZ - not applicable

USISONTARIO ELEMENTS**ELEMENT NO. 725**

ELEMENT: Old formula program of study

MNEMONIC &
ALIASES: OFORPOS

DESCRIPTION: This element classifies the students in the arts and general programs using the old honours/general differentiation criteria.

For students not in the arts and science programs, report the FORPOS value.

CODES: Refer to element 705 FORPOS for a list of codes.