

**FULL-TIME/PART-TIME ENROLMENTS AND GRADUATES  
IN POSTSECONDARY PROGRAMS OF COMMUNITY COLLEGES**

**INDIVIDUAL STUDENT INFORMATION SYSTEM CCSIS -  
DATA ELEMENT REQUIREMENTS**

**COMMUNITY COLLEGE STUDENT INFORMATION SYSTEM**

**Culture, Tourism and the Centre for Education Statistics**

**January 1997**

**C.C.S.I.S. Input Manual**

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Community College Student Information System

The Community College Student Information System (CCSIS) is a data base that provides a Canada-wide system of enrolment and graduate statistics of community colleges and other institutions offering similar training. Files are available on the full-time postsecondary enrolment of these institutions from the 1976-77 academic year. Aggregates of data can be generated on the full-time enrolment and the graduates of these institutions by program of study, year of study and sex.

The system is designed to store individual student records, and as more data become available in that format, cross-tabulations of selected characteristics will be possible.

Coverage

Report all students registered for program which are eligible for academic credit in a diploma or certificate program or in a university transfer program. Also include students registered in co-op programs who are on a work assignment at the time of survey.

Report students registered for diplomas or certificates awarded by a professional body if such programs form part of the regular offerings of the institution.

Institutions will be asked to submit 2 reports per year, on September 1 and December 1.

For the September 1 report, institutions are asked to report all students who graduated from their institution between August 1 of the previous year and July 31 of the current year. The easiest way to prepare this report would be to flag graduates on the December 1 enrolment report from the previous year.

For the December 1 report, institutions are asked to report all students enrolled at their institution as of October 31 of this academic year.

Reporting Options

The reporting options are as follows:

1. Individual student records on cartridge.
2. Individual student records on diskette (IBM compatible).

Note: For those institutions reporting on cartridge, Statistics Canada will make available blank cartridges.

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, Culture, Tourism and the Centre for Education Statistics, Statistics Canada, (613) 951-3186, FAX (613) 951-6765.

Technical Information on File Format

Submitted files, must correspond to the record layouts on the following page. The following pages describe the data elements requested for the Community College Student Information System (CCSIS) survey.



For further information on any of the reporting options or obtaining blank cartridges, please contact the Postsecondary Education Section, Culture, Tourism and the Centre for Education Statistics, (613) 951-3186, Fax (613) 951-6765.

CCSIS.IND ENR DATA - Dec 1 Report

Field - Zone	Size - Longueur	Position - Poste	Type	Title-Titre
010	1	1	N	INSTYPE
020	6	2-7	N	INSTIT
030	2	8-9	N	REPYR
-	4	10-13	A/N	FILLER
040	9	14-22	A/N	STUDID
050	1	23	N	SEX
060	6	24-29	N	BIRTHD
070	1	30	N	MARIST
080	1	31	N	TONGUE
090	1	32	N	IMSTAT
100	5	33-37	N	CUNCIT
110	4	38-41	N	ENTRYD
120	5	42-46	N	CUNRES
130	2	47-48	N	PRORES
140	1	49	N	CURSTAT
150	3	50-52	N	PREVACT
160	1	53	N	PREVED
170	1	54	N	REGSTAT
180	1	55	N	PGMTYPE
190	5	56-60	N	PROGRAM
200	1	61	N	DURATION
210	1	62	N	YRSTUD
220	1	63	N	GRADIND (blank)
230	2	64-65	N	SPONSOR
240	1	66	N	INPTYP
	14	67-80	A/N	FILLER

## RECORD LAYOUT - CLICHÉ D'ARTICLE

Page\_\_1\_\_de\_\_1\_\_

## CCSIS.IND GRAD DATA - Sept 1 Report

Field - Zone	Size - Longueur	Position - Poste	Type	Title-Titre
010	1	1	N	INSTYPE
020	6	2-7	N	INSTIT
030	2	8-9	N	REPYR
-	4	10-13	A/N	FILLER
040	9	14-22	A/N	STUDID
050	1	23	N	SEX
060	6	24-29	N	BIRTHD
070	1	30	N	MARIST
080	1	31	N	TONGUE
090	1	32	N	IMSTAT
100	5	33-37	N	CUNCIT
110	4	38-41	N	ENTRYD
120	5	42-46	N	CUNRES
130	2	47-48	N	PRORES
140	1	49	N	CURSTAT
150	3	50-52	N	PREVACT
160	1	53	N	PREVED
170	1	54	N	REGSTAT
180	1	55	N	PGMTYPE
190	5	56-60	N	PROGRAM
200	1	61	N	DURATION
210	1	62	N	YRSTUD
220	1	63	N	GRADIND = 1
230	2	64-65	N	SPONSOR
240	1	66	N	INPTYP
	14	67-80	A/N	FILLER

Element: Institution Type

Mnemonic &  
Aliases:

INSTYPE

Description: Institutions included in the classification community colleges are postsecondary, non-degree granting institutions such as the colleges of applied arts and technology (CAAT) in Ontario, the general and vocational colleges in Québec and other establishments providing training in the technologies and in specialized fields such as agriculture, nursing and arts and crafts. For the purpose of this survey code - 2.

Codes: 2. Community Colleges and Trade/Vocational Institutions

Element No.: 020

Element: Institution

Mnemonic &  
Aliases: INSTIT

Description: A 6 digit numeric code identifying community colleges and related institutions and their campuses, centres, etc.

Digits 1-2: province in which institution is located.  
Digits 3-4: identifies institution complex.  
Digits 5-6: identifies campuses and other centres associated with the institution. For enrolment data only registration centres need be coded.

Codes: List will be provided upon request

Element: Report Year

Mnemonic &  
Aliases: REPYR

Description: Academic year for which reported data are valid, in the form YY (numeric).

Examples:

For the December 1, 1983 enrolment report, code 83 (indicating that the enrolment data is for the 83/84 academic year); For the September 1, 1983 graduate report, code 82 (indicating that the graduate data is for the 82/83 academic year).

Codes: YY (numeric)

Element No.: 040

Element: Institution's Own Identification of Student.

Mnemonic &  
Aliases: STUDID

Description: To be determined by the reporting institution. It may be alphabetic and/or numeric (i.e. SIN). 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.

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

Element No.: 050

Element: Sex

Mnemonic &  
Aliases: SEX

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



Element No.: 060

Element: Date of Birth

Mnemonic &  
Aliases: BIRTHD

Description: A 6 digit numeric code.

Codes: DDMMYY = student's date of birth, Day/Month/Year (numeric).  
999999 = not reported.

Element No.: 070

Element: Marital Status

Mnemonic &  
Aliases: MARIST

Description: Current marital status

Codes: 1 = single, divorced, widowed, separated  
2 = presently married, co-vivant  
9 = not reported

Element No.: 080

Element: Mother Tongue

Mnemonic &  
Aliases: TONGUE

Description: Language first spoken and still understood.

Codes: 1 = English  
2 = French  
3 = Other  
9 = Not reported

Element No.: 090

Element: Immigration or Legal Status in Canada

Mnemonic &  
Aliases: IMSTAT

Description: This determines whether a student is currently a Canadian citizen. If not, it determines his immigration status.

Codes:

- 0 = Canadian citizen/Native Canadian (Indigenous peoples)
- 1 = Permanent resident (formerly Landed Immigrant)
- 2 = Student visa
- 3 = Special visa
- 4 = Other visa
- 5 = Not Canadian citizen, immigration status unknown
- 9 = Not reported

Element: Country of Current Citizenship

Mnemonic &  
Aliases: CUNCIT

Description: Code country of current citizenship. For a permanent resident (formerly landed immigrant) code the country of which the student is currently a citizen, not Canada. 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.

Note: Country codes are constructed as follows:

Digits 1-3: Unique identifier for each country

Digits 4: Identifies continent in which country is located

Digits 4-5: Identify continent and region within continent in which country is located.

Codes: See next page. 5 digits indicating country and region.

ALPHABETICAL LISTING OF COUNTRIES

Afghanistan	00742	Comoros	14512
Albania	01353	Congo	14812
Algeria	01611	Cook Islands	15462
American Samoa	01962	Costa Rica	15722
Andorra	02253	Côte d'Ivoire	31312
Angola	02512	Croatia	15853
Anguilla	02623	Cuba	16023
Antigua and Barbuda	02823	Cyprus	16341
Argentina	03131	Czech Republic	16552
Armenia	03253		
Aruba	02923	Denmark	17251
Australia	03461	Djibouti	21412
Austria	03752	Dominica	17523
Azerbaijan	03953	Dominican Republic	17823
Azores	03853		
		East Timor	49943
Bahamas	04023	Ecuador	18131
Bahrain	04341	Egypt	65211
Bangladesh	04542	El Salvador	18422
Barbados	04623	England	65851
Belarus	05052	Equatorial Guinea	18512
Belgium	05551	Estonia	18651
Belize	07322	Ethiopia	18712
Benin	16912		
Bermuda	05821	Falkland Island	19331
Bhutan	06142	Faroe Islands	19051
Bolivia	06431	Fiji	19662
Bosnia - Hercegovina	06653	Finland	19951
Botswana	06512	France	20251
Brazil	06731	French Guyana	20831
British Virgin Islands	68523	French Polynesia	21162
British West Indies	08223		
Brunei Darussalam	08543	Gabon	22012
Bulgaria	08853	Gambia	22312
Burkina Faso	67012	Georgia	22553
Burundi	09412	Germany	22652
		Ghana	23812
Cameroon	10312	Gibraltar	24153
Canada	80021	Greece	24753
Canal Zone (Panama)	10922	Greenland	25021
Canary Islands	10011	Grenada	25323
Cape Verde Islands	11212	Guadeloupe	25623
Cayman Islands	11523	Guam	25962
Central African Republic	11812	Guatemala	26222
Ceuta	12111	Guinea	26512
Chad	12712	Guinea-Bissau	49312
Channel Islands	12851	Guyana	26631
Guernsey			
Jersey		Haiti	26823
Chile	13031	Honduras	27722
China, People's Republic	13644	Hong Kong	28044
China, Republic of (See Taiwan)			
Christmas Island	13762		
Cocos Islands (Keeling)	13962		
Colombia	14231		

Hungary	28352	Namibia	58612
Iceland	28651	Nauru	41862
India	29242	Nepal	42142
Indonesia	29543	Netherlands	42451
Iran	29841	Netherlands Antilles	42723
Iraq	30141	Neutral Zone (Bonaire, Curacao, Saba, St. Eustatius and Southern St. Martin)	44041
Ireland\Eire	30451	New Caledonia	43062
Isle of Man	30651	New Zealand	43961
Israel	30741	Nicaragua	44222
Italy	31053	Niger	44512
Jamaica	31623	Nigeria	44812
Japan	31944	Niue	45162
Jordan	32241	Norfolk Island	45462
Kampuchea, Democratic	09743	Northern Ireland	66151
Kazakhstan	32342	Norway	46051
Kenya	32512	Oman	41541
Kirabiti	32662	Pacific Island Trust Terr. (Micronesia, Northern Mariana Island, Palau & Marshall Island)	46362
Korea, Democratic People's Republic of (North)	33144	Pakistan	46642
Korea, Republic of (South)	32844	Palestine	46741
Kuwait	33441	Panama	46922
Kyrgyzstan	33542	Papua New Guinea	43362
Laos	33743	Paraguay	47531
Latvia	33851	Peru	47831
Lebanon	34041	Philippines	48143
Leeward Island	34323	Pitcairn Islands	48462
Lesotho	34412	Poland	48752
Liberia	34612	Portugal	49053
Libya	34911	Puerto Rico	50223
Liechtenstein	35252	Qatar	50541
Lithuania	35351	Réunion	50812
Luxembourg	35551	Romania	52653
Macau	35844	Russia	64971
Madagascar	36112	Rwanda	52912
Malawi	36212	Ryukyu Island	53244
Malaysia	36443	San Marino	55053
Maldives Islands	36742	Sao Tome & Principe	55312
Mali	37012	Saudi Arabia	55941
Malta	37353	Scotland	66451
Martinique	37623	Senegal	56212
Mauritania	37912	Seychelles	56512
Mauritius	38212	Sierra Leone	56812
Mayotte	38312	Singapore	57443
Mellila	38511		
Mexico	38822		
Moldova	39052		
Monaco	39151		
Mongolia	39444		
Montserrat	39723		
Morocco	40011		
Mozambique	41212		
Myanmar (Burma)	09143		

Element No.: 100 (continued)

Slovak Republic	56952	Wallis and Fortuna Island	69262
Slovenia	57053	Western Sahara	69311
Solomon Islands	07662	Western Samoa	69462
Somalia	57712	Windward Island	69723
South Africa	58312		
Bophuthatswana		Yemen	70041
Ciskei		Yemen, South Democratic	58741
Transkei		Yugoslavia	70353
Venda			
Spain	58953	Zaire	15112
Spanish Sahara	59511	Zambia	70512
Sri Lanka	12442	Zimbabwe	51112
St. Helena	53512		
St. Kitts and Nevis	53823	Stateless	99988
St. Lucia	54123		
St. Pierre and Miquelon	54421	Country not reported	99999
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		



Element: Date of Entry to Canada

Mnemonic &  
Aliases: ENTRYD

Description: For all students not currently citizens of Canada, report date (month and year) of entry into Canada. Exclude 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 no. 100 = 80021, code element no 110. = 9998.

Codes: MMY (numeric) = Month/Year  
9998 = Not applicable - only citizens of Canada  
9999 = Not reported - only citizens of countries other than Canada

Element No.: 120

Element: Geographic Source of Student - Country

Mnemonic &  
Aliases: CUNRES

Description: If a student has moved from another country for the purpose 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 institution (ex. Detroit resident attending St. Clair College, Windsor), indicate the country of residence.

Report 80021 for all residents of Canada.

Codes: 5 positions (numeric)  
For country list see element no. 100.

Element: Geographic Source of Student - Providence

Mnemonic &  
Aliases: PRORES

Description: If a student has moved from another Canadian province for purposes of studying at your institution, give the province from which he/she came. If a student resides in another province but travels daily to your institution (ex. Saskatchewan residents attending Lakeland College), indicate the province of residence.

Codes: 10 - Newfoundland  
11 - Prince Edward Island  
12 - Nova Scotia  
13 - New Brunswick  
24 - Quebec  
35 - Ontario  
46 - Manitoba  
47 - Saskatchewan  
48 - Alberta  
59 - British Columbia  
60 - Yukon Territory  
61 - Northwest Territories  
98 - Student is not a resident of Canada (not applicable) (CUNRES)  
99 - Not reported

Revised June 4, 1992

Element No.: 140

Element: Current Status of Student at the Institution

Mnemonic &  
Aliases: CURSTAT

Description: This element is to determine whether a student is new to your institution, or whether he/she is continuing studies begun at an earlier date.

- Codes:
- 1 - Continuing student - one who was enrolled at your institution during the previous October, i.e., those students in postsecondary courses of more than one year's duration who are now in their second or third year of study.
  - 2 - Returning student - one who was registered at your institution prior to but not during the previous October.
  - 3 - New student - one who was never previously enrolled at your institution. (i.e., not enrolled during or prior to the previous October report). If the student was enrolled at your institution any time after previous report date he/she should be considered as a new student.
  - 9 - Unknown - not reported.

Element No.: 150

Element: Main Activity and Residence the Previous October of Full-time Career and University Transfer Programs.

Mnemonic &  
Aliases: PREVACT

Description: This element is to identify the main activity and residence of students during the previous October prior to their current year's enrolment and applies to full-time students enrolled in career and university transfer programs.

Digit 1 - Main activity, i.e., student, labour force, other, not reported.

Digit 2 - Further definition of activity. Applies to activity as student only, i.e., secondary school, university, other educational institution.

Digit 3 - Location, i.e., same province, another province, outside Canada, unknown.

Codes: 111 Full-time student, attending this institution and enrolled in same program  
121 Full-time student, attending this institution and enrolled in different program.

**Full-time student, attending another college of institute enrolled in a Career or University Transfer Program:**

131 - in the same province

132 - in another province

133 - outside Canada

139 - location unknown

**Full-time student, attending elementary/secondary school:**

141 - in the same province

142 - in another province

143 - outside Canada

149 - location unknown

**Full-time student, attending university:**

- 151 - in the same province
- 152 - in another province
- 153 - outside Canada
- 159 - location unknown

**Full-time student, attending educational institution other than above:**

- 161 - in the same province
- 162 - in another province
- 163 - outside Canada
- 169 - location unknown

**In the labour force (employed or unemployed and seeking work):**

- 201 - in the same province
- 202 - in another province
- 203 - outside Canada
- 209 - location unknown

**Other:**

- 301 - in the same province
- 302 - in another province
- 303 - outside Canada
- 309 - location unknown

- 999 - activity unknown

Element: Previous Educational Experience

Mnemonic &  
Aliases: PREVED

Description: This element is to describe educational experience prior to enrolment in present program. Refers to enrolment in or completion of credit courses only, not general interest courses.

Codes:

- 1 -Never previously enrolled in a trades program, a postsecondary program of a community college or related institution, or in a university program.
- 2 - Previously enrolled in a trades program but did not complete.
- 3 - Completed trades program.
- 4 - Previously enrolled in a postsecondary program of a community college or related institution, but did not complete.
- 5 - Completed a postsecondary program of a community college or related institution.
- 6 - Previously enrolled in a university program but did not complete.
- 7 - Completed a university degree, diploma or certificate program.
- 8 - Completed a trades program and a postsecondary program of a community college or related institution and/or a university degree, diploma or certificate.
- 9 - Not reported.

Element No.: 170

Element: Registration Status of the Student

Mnemonic &  
Aliases: REGSTAT

Description: This element defines a student's registration status as full-time or part-time, as defined by the respondent institution.

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

This element refers to type of attendance rather than length of course. Students enrolled in short-term courses, who are considered full-time students while at the institution, should be coded '1'. Similarly, students in co-op programs should be coded according to their type of attendance as defined by the reporting institution.

Codes: 1 - Full-time  
2 - Part-time



Element No.: 180

Element: Type of Program Student is Enrolled In.

Mnemonic &  
Aliases: PGMTYPE

Description: If a student is taking courses in more than one type of program, please classify according to the type of program into which the majority of his/her courses fall. For example, if a student is taking 5 courses, 3 of which are career and 2 transfer, classify the student as career.

Codes: 1 - University Transfer  
2 - Career

Element: Program of Study

Mnemonic &  
Aliases: PROGRAM

Description: A 5-digit numeric code identifying the name of the program of study.

Report the program name such as Biochemical Technology or Secretarial Science, not component subjects such as Chemical Calculations or Business English.

Codes: See next pages for list of program codes.

Note: If new programs are introduced for which there is no Statistics Canada code, please contact the Postsecondary Education Section, Statistics Canada (613) 951-8285.

**C.C.S.I.S. Course Codes**

**10000 Arts and Sciences - General Studies**

Code 10000 for programs of study such as academic upgrading, university transfer or pre-technology where the course load is some combination of the following categories.

**20000 Arts**

20100 Fine & Applied Arts N.R. (Art Colleges only)

21000 Fine Arts

21100	Performing Arts/Theatre Arts
21110	Dance
21120	Music
21130	Drama
21140	Performing Arts - Other
21200	Sculpture and Painting
21300	Handicrafts
21400	Other Fine Arts

22000 Commercial and Promotional Arts

22100	Advertising
22200	Modelling
22300	Commercial Arts
22400	Other Commercial and Promotional Arts

23000 Graphic and Audio-Visual Arts

23100	Photography
23200	Recorded Music Production
23400	Printing and Publishing
23500	Other Graphic and Audio-Visual Arts

24000 Creative and Design Arts

24100	Jewellery Design
24400	Fashion Arts
24500	Interior Decorating
24600	Other Creative and Design Arts

25000 Personal Arts

25100	Barbering/Hairdressing
25200	Other Personal Arts

26000 Mass Communications  
26100 Cinematography/Film Production/Animation  
26200 Radio and T.V. Broadcasting  
26300 Other Mass Communications Studies

29000 Other Applied Arts  
29200 Repair and Renovation  
29210 Furniture/Upholstery  
29220 Jewellery Repair  
29230 Musical Instruments  
29240 Clocks and Timepieces  
29300 Other Applied Arts N.E.C.

**30000 Humanities and Related**

31000 Journalism  
32000 Library Science  
32100 Library/Documentation Sciences  
32200 Archival Sciences  
33000 Religion/Theology  
34000 Languages  
34100 English - Literature, Grammar, Composition  
34200 English as a Second Language  
34300 French - Literature, Grammar, Composition  
34400 French as a Second Language  
34500 Other Language Studies  
35000 History  
36000 Philosophy  
37000 Other Humanities N.E.C.

**40000 Health Sciences and Related**

41000 Nursing  
41100 Diploma Nursing  
41200 Nursing Aide/Orderly  
41300 Nursing Refresher  
41400 Psychiatric or Mental Health Nursing  
41500 Public Health Nursing  
41600 Dental Nursing  
41700 Other Specialized Nursing

42000	Diagnostic and Treatment Medical Technologies
42100	Emergency Para-medical Technologies
42200	Chiropractic Technologies
42300	Medical Laboratory Technologies
42400	X-Ray/Radiology/Radiotherapy/Nuclear Medicine Technologies
42500	Combined Lab. and X-ray Technology
42600	Physiotherapy
42700	Dental Hygiene/Assistant Technologies
42800	Pharmacy Technologies
42900	Other Diagnostic and Treatment Medical Technologies
43000	Medical Equipment and Prosthetics
43100	Dental Appliances
43200	Optical Prosthetics/Lenses
43300	Orthopaedic Prosthetics
43400	Auditory Prosthetics
43500	Other Medical Equipment Technologies
44000	Other Health Related Technologies
44100	Dietetics/Dietary Technologies
44200	Mental Health Technologies
44300	Speech Therapy
44400	Health-care Support Technologies
44500	Biological Sciences/Technologies
44600	Public/Environmental Health
44700	Health Education
44800	Other Health-care Technologies
<b>50000</b>	<b>Engineering and Applied Sciences</b>
51000	Chemical Technologies
51100	Chemical Engineering Technologies
51200	Biochemical Technologies
51300	Metallurgical Chemical Technologies
51400	Industrial Chemical Technologies
51410	Textiles
51420	Plastics and Fibreglass
51430	Chemical Processing
51440	Other Industrial Chemical
51500	Photographic Chemical Technology
51600	Chemistry
51700	Other Chemical Technologies N.E.C.
52000	Electrical/Electronic Technologies
52100	Electrical/Electronic Engineering Technologies
52110	Electrical
52120	Electronics
52130	Other Electrical/Electronic Tech. N.E.C.

52200	Avionics Technologies
52300	Marine Electronics Technologies
52400	Electro-Mechanical Technologies
52410	Electric Motors
52420	Microwave
52500	Telecommunications Technologies
52510	Radio and T.V. (Broadcasting Electronics)
52520	Telephone, telegraph, telex
52530	Radar
52540	Other Telecommunications Electronics
53000	Mathematics and Computer Science
53100	Mathematics
53200	Computer Science
53210	Computer Programming
53220	Computer Science - systems design and analysis
53230	Computer Technology
53240	Data Processing
54000	Transportation Technologies
54100	Air Transportation
54110	Aviation and Flight Technologies
54120	Air Transport Ground Support
54130	Flight Attendants
54140	Air Transportation - Other
54200	Motor Transportation
54210	Public Transportation
54220	Commercial Vehicle Transportation
54230	Driver Training/Education
54300	Rail Transportation
54310	Rail Transportation Operation/Maintenance
54320	Rail Transportation - Passenger Services
54400	Marine Transportation
54410	Nautical Science/Navigation Technologies
54420	Seamanship
54500	Other Transportation Technologies N.E.C.
55000	Engineering Technologies
55100	Engineering - General
55110	Civil Technologies
55111	Road Construction
55112	Piping Technologies
55113	Bridge Construction
55120	Surveying
55130	Drafting
55131	Engineering Design or Drafting
55132	Cartography
55133	Mechanical Drafting
55140	Instrumentation
55150	Repair and Services
55160	Meteorology

55170	Physics
55180	Other Engineering Technologies N.E.C.
55200	Engineering - Mechanical
55210	Agricultural Equipment Mechanics
55220	Aircraft Mechanics
55230	Auto Technology
55231	Auto Mechanics
55232	Auto Body Repair
55240	Marine Mechanics
55250	Heavy Equipment Mechanics
55260	Small Engine Mechanics
55270	Other Mechanical Engineering Technologies
55280	Hydraulics
55300	Engineering - Architectural and Construction
55310	Architectural Design/Drafting Technology
55320	Construction
55321	Masonry - Brick, Stone, Concrete
55322	Drywall, Plastering, Lathing
55323	Heat, Insulation
55324	Plumbing
55325	Construction Electrician
55326	Interior Finishing
55327	Woodworking and Carpentry
55328	Metal Working
55329	Other Construction or Building Technologies
55330	Historical Structures Renovation
55340	Naval Architecture/Construction Technologies
55350	Welding Technologies
55360	Other Architectural and Construction Technologies
55400	Engineering - Aeronautical
55410	Aeronautical Engineering Technologies
55420	Aerospace Engineering Technologies
55500	Engineering - Industrial
55510	Industrial Design/Operations Technologies
55520	Manufacturing Technologies
55521	Automobile/Mechanical and Related
55522	Electrical/Electronic Equipment and Related
55523	Metal
55524	Wood and Paper Products
55525	Aircraft
55526	Clothing/Other Fabric Products
55527	Rubber, Glass & Plastics
55528	Chemicals
55529	Other Manufacturing
55530	Quality Control
55540	Materials Science or Management
55550	Machinist
55560	Other Industrial Engineering Technologies

**60000 Natural Sciences and Primary Industries**

61000 Natural Sciences

61100	Agriculture
61200	Agricultural Technology/Science/Engineering
61300	Agricultural Business
61400	Biology
61500	Plant Sciences
61510	Botany
61520	Crops and Horticulture
61530	Landscaping
61540	Soils, Pesticides, Fertilizer
61550	Irrigation/Water Management
61560	Other Plant Sciences
61600	Animal Sciences
61610	Zoology
61620	Veterinary Technologies/Animal Health
61630	Cattle Technologies (Beef and Dairy)
61640	Poultry and Eggs Technologies
61650	Swine Technologies
61660	Equine Studies/Horse Husbandry
61670	Other Animal Sciences
61700	Other Agricultural Technologies N.E.C.

63000 Primary Industries (excluding Agriculture)

63100	Forestry Technologies
63200	Mining Technologies
63210	Geology and Prospecting
63220	Drilling and Extractive Technologies
63300	Fishing Technologies
63310	Fish Farming
63320	Fishing
63400	Hunting and Trapping
63500	Petroleum Resources Technology
63600	Other Primary Industries N.E.C.

65000 Resource Processing Technologies

65100	Forest Products Processing
65110	Pulp and Paper Technology
65120	Wood Products Processing
65200	Metal Processing
65210	Iron and Steel
65220	Processing of Other Metals
65300	Petroleum Refining Technologies
65400	Food Processing Technologies
65410	Marine Products Processing
65420	Meat Processing
65430	Poultry & Egg Processing
65440	Dairy Products Processing
65450	Fruit and Vegetables Processing
65460	Other Food Processing
65500	Other Resource Processing



67000	Environmental and Conservation Technologies
67100	Environmental Control/Protection Technologies
67200	Land Resources Technologies
67300	Wildlife and Forest Conservation Technologies
67400	Water Science Technologies
67500	Air Purification Technologies
67600	Other Environmental and Conservation Technologies N.E.C.

**70000 Social Sciences and Services**

71000	Protection and Correction Services
71100	Correctional Technologies
71200	Para-legal Technologies/Legal Studies/Legal Asst.
71300	Police Technologies/Criminology
71400	Protection Technologies
71410	Fire
71420	Security
71430	Safety
71500	Other Protection and Correction Technologies

72000	Social Services
72100	Child Care Services
72200	Youth services
72300	Gerontology
72400	Care of the Disabled
72600	Social Services/Welfare Technologies
72700	Domestic Science and Related
72800	Community Planning/Urban Design
72900	Other Social Services

73000	Recreation and Sport
73100	Recreation Leadership/Leisure Services
73200	Physical Education Instruction
73300	Travel and Tourism
73310	Guiding
73320	Travel Counsellor/Agent
73330	Ticket Agents
73340	Parks/Forest/Wildlife Recreation
73400	Other Recreation and Sport Technologies

74000	Educational and Counselling Services
74100	Counselling Services Technologies
74110	Counsellor - Addiction
74120	Counsellor - Handicapped
74130	Counsellor - Marriage/Family
74140	Counsellor - Financial
74150	Counsellor - Labour
74160	Counsellor - Education/Career/Vocational

74170	Other Counselling Services
74200	Educational Services
74210	Education - Early Childhood
74220	Education - Handicapped
74230	Teachers Aide/Educational Support
74240	Industrial Arts Education
74250	Adult Education
74260	Teacher Training
74270	Supervisory Training for on-the-job instruction
74300	Other Educational and Counselling Services
75000	Personal Development
75100	Orientation Courses
75200	Communications Skills Development
75300	Life Skills
75400	Occupational Skills Development
75500	Other Personal Development Courses
76000	Social Sciences
76100	Anthropology
76200	Archaeology
76300	Economics
76400	Geography
76500	Political Science
76600	Psychology
76700	Sociology
76900	Other Social Sciences
<b>80000</b>	<b>Business and Commerce</b>
81000	Secretarial Science
81100	Secretary - General
81200	Secretary - Legal
81210	Legal Secretary/Law Clerk
81220	Court Reporting
81300	Secretary - Medical
81310	Health Records Technology
81320	Medical Secretary
81400	Business Machine Operations
81410	Word Processing
81420	Other Business Machine Operation
81500	Secretary - Accounting, Bookkeeping
81600	Switchboard Operator/Receptionist
81700	Bank Teller
81800	Other Secretarial/Clerical
82000	Management and Administration
82100	Management and Administration - Business and Commerce

82200	Financial Management
82210	Accounting
82220	Investment Management
82230	Assessment/Appraisal
82240	Property Management
82250	Banking
82260	Other Financial Management
82300	Industrial Management
82400	Institution Management
82410	Health-care Facilities Management
82420	Hotel/Restaurant/Resort Management
82430	Other Institutional Management
82500	Public Administration
82600	Personnel Administration
82700	Manufacturing Management/Administration
82800	Transportation Management
82900	Other Management and Administration N.E.C.

83000 Merchandising and Sales

83100	Marketing
83200	Insurance/Securities Sales
83300	Real Estate
83400	Retail Sales
83500	Other Management and Sales

84000 Service Industry Technologies

84100	Food Services
84110	Food Preparation
84111	Baking
84112	Cooking
84113	Food Preparation - Other
84120	Food Serving
84200	Home Economics
84300	Laundry and Dry Cleaning
84400	Hospitality and Tourism Services
84500	Building Custodian
84900	Other Service Industries

**90000 Other**

91000 Other N.E.C.

92000 Not Reported

Element No.: 200

Element: Duration of Program of Study

Mnemonic &  
Aliases: DURATION

Description: Code the time normally required to complete the program of study. This element refers to the program not the student.

Codes: 1 - one year  
2 - two years  
3 - three years  
4 - four years  
5 - five years

Element: Year of Study

Mnemonic &  
Aliases: YRSTUD

Description: This element is to determine which year of a course of study a student is enrolled in. It refers to the year of the course of study, not to the student. For example, if a student is enrolled for a third year to finish subjects of a two year course of study which he/she has not completed, code second year of study. For part-time students, code the year of study the student would be in according to the proportion of the course of study completed to date. For Example, if a two year course of study requires completion of 10 subjects and a part-time student has completed 2 subjects and is enrolled in 2 more, code first year of study. If a part-time in a 10 subject course is registered for his/her fifth and sixth subjects, code according to the classification given by the institution.

Codes: 1 - first year  
2 - second year  
3 - third year  
4 - fourth year  
5 - fifth year

Element No.: 220

Element: Graduate Indicator

Mnemonic &  
Aliases: GRADIND

Description: This element is to specify whether or not the student has successfully completed the program requirements. For these students who have successfully completed, code 1. For all others, leave blank.

Do not use code 1 for those students who complete a year of study as partial requirement for a two, three, or four year program.

Codes: 1 - Student has successfully completed program requirements  
Blank - all others

Note: All students reported in the Sept. 1 report as graduates are to be coded 1.  
All students reported in the Dec. 1 report are to be left blank.

Element: Sponsorship

Mnemonic &  
Aliases: SPONSOR

Description: The means by which a student is financed in his training or receives tuition.

Codes: 11 - Paying full tuition  
12 - Extra tuition - "out of region" student  
21 - Canada Manpower referral  
31 - Sponsored under provincial Act or program  
32 - Vocational Rehabilitation for Disabled Persons Act  
33 - Other referral federal sponsorship  
34 - Other  
99 - Not reported

Element: Input Type  
Mnemonic & Aliases: INPTYP  
Description: For individual student input record format code 1.  
Code: 1 - individual  
2 - aggregated