



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**Memorandum**

**To:** Presidents **Deadline: March 30, 2000**

**From:** Arthur E. Hohnsbehn, Associate Director  
State-Level Information Services

**Date:** February 24, 2000

**Subject:** 1999-2000 Potential Transfer Student Data

As in years past, we will provide the University of North Carolina General Administration (UNC-GA) a listing of our potential transfer students for the 1999-2000 year. Those to be included in this report are students who are expected to complete graduation requirements within the current school year (as of the end of the spring semester, 2000) in an associate degree program.

UNC-GA will provide these data to their constituent institutions for recruitment purposes. The selection criteria for those students from your college who are potential transfer candidates are determined by your institution. The attached instructions give some examples for establishing selection criteria.

The UNC institutions, in communicating with these students, will not attempt to recruit them as non-graduates from our colleges. In addition, UNC will describe the conditions for transfer. All UNC communications will make it clear that actual transfers will be evaluated on an individual basis.

It is important that you provide the requested data. We need to provide our students with every opportunity for their educational development. By providing UNC-GA with a list of your potential transfers, to include students covered by the Comprehensive Articulation Agreement (CAA), those students will have an opportunity to receive valuable information from a UNC institution that can offer them possible advancement. In addition, this recruitment effort will help the Community College System achieve its goal of increased transfer of students.

To assist the community colleges in our recruitment, the UNC-GA has provided a list of resident North Carolina applicants who were not accepted at UNC institutions. Memo numbered CC00-035 contains instructions on how to retrieve this file.

Please call me at 733-7051, Ext. 365, if you have questions.

Attachments

c: College Registrars  
College Data Coordinators  
Gary Barnes, UNC-GA

CC00-054  
Paper Copy

Attachment A  
Potential Transfer Student Data Collection System  
1999-2000

DUE DATE: March 15, 2000

The Potential Transfer Student data collection system will provide a standard data record for each student selected by the user. The students should meet the following criteria:

1. Currently enrolled in an Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Applied Science as a degree-seeking student.
2. Expected to complete the graduation requirements within the current school year (as of the end of 2000 Spring Semester).

The data collected on each student are shown in detail by data elements described on Attachment B, Data Record Description.

For colleges using the IIPS software, go to CC.RG 4, 7, 3 and answer the following:

1. How to transmit the data. Select F - FTP data to UNC-General Administration.
2. Choose one of the following student selection methods:
  - A. Enter the name of a list of the students ids that you have selected to be sent. SAVEDLIST (OPTIONAL)
  - B. Enter a SELECT statement that will pull the students who may be potential students for the UNC System. For example: `SELECT STUDMAST WITH EVERY PROG.SEM <= "2000*01" AND WITH STUDM.HRS.ERN > 55`

The SAVEDLIST option is recommended for the selection of students because it gives the user the most control over who is reported.

For colleges not using the IIPS software, Attachment C contains instructions on transmitting the file described in Attachment B to UNC-General Administration.

If you have questions about the above procedures, please contact James Bengel at (919) 733-7051, ext. 330.

Attachment B - Data Record Description

**Potential Student Transfer Information System  
Record Layout**

File Name: NCCCS.TRANS.(Higher Education College Code)

Item No.	Data Element	Position	Size	Type	Remarks
1	First Name	1-8	8	A	Left justify
2	Middle Initial	9	1	A	Left justify
3	Last Name	10-21	12	A	Left justify
4	Address	22-39	18	A	Left justify
5	City	40-53	14	A	Left justify
6	State	54-55	2	A	State Abbreviation
7	Filler	56	1	B	Blank
8	Zip Code	57-61	5	N	Right justify zero fill
9	Filler	62-64	3	B	Blank
10	Fiscal Code	65-67	3	N	College's fiscal code
11	Filler	68-73	6	B	Blank
12	Major	74-79	6	A/N	Left justify
13	Filler	80-84	5	B	Blank
14	Ethnic Code	85	1	N	1-White, 2-Black , 3-American Indian, 4-Hispanic, 5-Asian, 6-Other/Unknown

Attachment C - File Reporting Instructions for non-IIPS Software

1. Create the file using the format in Attachment B.
2. Name the file NCCCS.TRAN.(Higher Education College Code). The Higher Education College Code is the same code used in the reporting of space utilization records.
3. FTP the file to ias.ga.unc.edu
4. Send an E-mail with the following information to egasnr@ga.unc.edu
  - College Name
  - Date
  - A**File Transfer of Potential Student Transfer Report@
  - File ID = NCCCS.TRAN.(Higher Education College Code)
  - Total Records Sent: (Total Records in File)