Q& A Summary – PSDC Webinars

1. Our institution is closing the Downtown Campus, so all programs will be at the Main Campus after it closes. It's difficult to separate out the Main Campus and Downtown Campus programs in our data system. May we treat this all as one site?

   Yes – please report all campus values as associated with the Main Campus. OFM will remove the valid value for the Downtown Campus.

2. Not all of the minors and concentrations in our system have a matching CIP code. In cases where you're asking for CIP codes, what should we do?

   Report CIP codes only when you have them available. You currently do not need to assign CIP codes to minors and concentrations that don't already have them assigned.

3. What is the file format to be submitted? Is there an automated ingestion system?

   Please submit files that can be read by Excel. We prefer tab-delimited files. We do not have an automated ingestion system – we use Managed File Transfer (MFT) protocol to send and receive files. Please contact psdc@ofm.wa.gov to review your MFT users, and/or request new users.

4. How many files are we expecting from each PSDC institution?

   We are expecting a total of 24 files, if your institution is submitting annual-level files – 12 for 2023-24 and 12 for 2024-25. If your institution is submitting term-level files, the number of files will vary depending on the type of term system. If your institution does not collect CIP codes for any completed minors, please let OFM staff know. We will not expect the Minor Completion file from your institution if that is the case.

5. We do not have something like Field of Study IDs in our data system. What should we do?

Please contact PSDC staff at psdc@ofm.wa.gov so we can set a meeting with you and discuss a solution.

6. Does there need to be a logical match between PSD-0960 Course Section Instruction Delivery Site and PSD-0200 Student Primary Enrollment Site?

   No. These fields measure at different levels. PSD-0200 is at the student level and PSD-0960 is at the course section level. Students can be primarily enrolled at a physical site and take online classes, which would cause these fields to be mismatched.

7. How should internship courses be coded on the Course file?
   For PSD-0930 Course Section Instructional Type, please use code '20' for 'Individualized Instruction: Directed/Independent Study/Research'.

   For PSD-0950 Course Section Instruction Delivery Type, please use code '400' for 'Unknown.'

   For PSD-0960 Course Section Instruction Delivery Site, please use code '3000' for 'No site.'

8. On the Admission file, what information should be entered into the Student High School Information columns if they were home schooled?

   The recommendation in our published materials is to use code '999999' as the CEEB code for 'Unknown' for PSD-0470. We may be addressing this in the Fall, after reviewing data. If you record home schooled students using the existing CEEB code '970000,' you may continue to use that here. If we propose this formal change in the Fall, you will have the opportunity to review and provide feedback on it before it becomes final.

   If you do not collect CEEB codes for high schools, and are submitting location information via the text fields, please use 'Unknown' for everything but PSD-0500 Student High School State. Please use code '99' ('Unknown') for PSD-0500.

9. If we are submitting an annual-level Admissions file, how many rows do you expect to see per student?

   Please submit one record (row) per student per term enrolled. A student enrolled in both Fall and Spring terms at an institution using the semester system would have two records in the Admissions file, with different values for term.

10. If a student has attended multiple institutions, what should we report for the Student Previous Institution fields?
    Please report on the most recent previous institution if there are records from multiple.

11. Are we expecting everyone in the completion file to have an admission file record?
    Not necessarily. Enrolled students need to have records in the admission file. Students who are taking leaves of absence, or are not registered, should not be in the admission file.