This is the second progress report on an information storage and retrieval system that will gather data from junior college students while they are enrolled and after they leave college. Problems that have been encountered are discussed, and the general system procedure is documented with program descriptions. The first progress report of this project is document number ED 027 007. (MS)
PROJECT FOLLOW-THROUGH

PROGRESS REPORT II

NOVEMBER, 1969

UNIVERSITY OF CALIF.
LOS ANGELES

JAN 14 1970

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Orange Coast College
COSTA MESA

Golden West College
HUNTINGTON BEACH
ORANGE COAST JUNIOR COLLEGE DISTRICT

PROJECT FOLLOW-THROUGH

Progress Report II

November, 1969

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District Superintendent

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PREFACE

This is a technical report describing the procedures by which Project Follow-Through, a project sponsored in part by the Bureau of Industrial Education of the California Community Colleges, conducts its activities.

Substantive documents reflecting the data gathered and analyzed over the past several months of Project Follow-Through operation are available from the Office of Educational Development, Orange Coast Junior College District. These documents are listed below and have been distributed automatically to the Project Follow-Through mailing list.

"They Answered Twice"
"How They See It"
"Here They Are"
"They Didn’t Come Back"
"Use Of In-Class Questionnaires In The Orange Coast Junior College District"

Once again, we must express our indebtedness and appreciation to those whose help has been invaluable as we have pursued our endeavors. These include John Buller, Associate Dean of Students, Admissions and Records, Golden West College; Kenneth Mowrey, Dean, Admissions and Records, Orange Coast College; Fred Garcia, Associate Dean, Admissions and Records, Orange Coast College; John Owens, District Director, Vocational Education; Jack King, District Director, Data Processing; and, Carl Taylor, Data Processing Supervisor.

No project like the one reported here can hope for success without the full cooperation of the college faculties and administrative officials. The cooperation we have enjoyed while working with these people illustrates how well deserved is their reputation for excellence and for dedication to the improvement of community college education.

Finally, we salute especially Bonnie Borawski, our girl Friday, who, in the last analysis, made it all work.

Richard Brightman
Monty Ruth
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PROJECT FOLLOW-THROUGH

INTRODUCTION

The most critical prerequisite of meeting community college needs for program education deals with the implementation of an information storage and retrieval system. From the broadest perspective, the purposes of Project Follow-Through have been to design just such a system and to design it in a manner that would make it applicable to the needs of most junior colleges with a minimum of pain. The system is not designed specifically to replace data processing systems now used for purposes of class registration, student accounting, and similar purposes. It may, however, serve as a basis upon which standardized systems for such purposes may be developed.

The specific purposes of Project Follow-Through may be divided into several distinct parts.

1. Development of an information storage and retrieval system for the purpose of making data available to those who would use them for purposes of educational program evaluation. The system will gather data from students while the students are enrolled and will continue to gather data after the student leaves college.
2. Development of a data processing system which, using data collection techniques implemented for purposes of #1, above, will produce the various reports used for local, state, and federal reporting of data related to students enrolled in trade and technical education.

3. Conduct studies, using data gathered under #1, above, for students in the Orange Coast Junior College District.

4. Design and implementation of long-term student follow-up studies designed to provide continuing evaluation and improvement of educational programs conducted at Orange Coast and Golden West Colleges.

Implementation of the Project Follow-Through data bank cells upon the use of several basic data files are each described in Section 1 of this report. These files are listed here:

**Instructor File**, containing information about each instructor employed by the District who holds the proper credential to teach vocational and/or trade and technical courses. Instructors with other credentials may easily be added to the file to make it universally useful. This file indicates salary, credential, and other pertinent information for individual instructors.

**Course Record File**, containing information about each course offered in the District of a vocational or trade and technical nature, including units, hours per week, occupational and instructional code numbers, and other such information. As with the instructor file, the course record file can easily be made universal by adding records so that the completed file reflects all courses offered by the District.

**Basic Index File**, providing an index of course numbers for all courses in the Course Record File that are being offered for the current semester.
Class Schedule File, showing, for each course offered in the current semester, the number of sections being taught, the instructor assigned to the section, the times during the week during which the section meets, and other information.

Enrollment File, containing one record for each enrolled student for each class in which he is enrolled. A student enrolled in five classes during the current semester would thus have five records in this file. Records in the file indicate the grade earned by the student in that course, the instructor teaching it, and other information.

Student Master File, containing information about every student enrolled in the District. This file maintains fairly constant information about students such as name, permanent address, test scores, and demographic information.

With some minor additions to the data we now maintain in these files, almost every conceivable data processing application required by a college can be implemented with the exception of business applications such as accounts payable, asset control, and the like. These applications can be added to the system through the expedient of adding one or two files.

In the development and implementation of the Project Follow-Through data bank, certain problems were encountered which were described in the Project Follow-Through Progress Report I, dated January, 1969. We suspect that these problems, most of which relate to the coordination with the established data processing operation and the development of the new Follow-Through operation, will be encountered in one form or another by all who attempt to implement an independent system primarily for the purpose of program evaluation. One additional problem, likely to be encountered by
others, is that of unreliability of student responses to questionnaires. The paper entitled "They Answered Twice" describes a manifestation of this problem. While it is not the purpose of this technical report to draw conclusions from our experiences, it is worth mentioning, we think, that the data maintained in our data bank (or any data bank, for that matter) can be no more reliable than that entered into it. We have evidence that strongly suggests that information gathered from students is not reliable.

The documentation that appears in the pages to follow will suggest other problems that are unique to our data processing installation. First of these is the matter of accessing information from the District data files. These files, as of this writing, are maintained in IBM 1401 form. Inasmuch as the Project Follow-Through file system is designed for use by the System/360 as a System/360 rather than as a 1401, all data drawn from the District files must first be converted into System/360 form, requiring additional processing steps and causing, as one would suspect, additional processing problems.

The problems we have encountered have all been operational rather than conceptual in nature. Of particular concern to us, and we are sure that others will face the same difficulties, are problems concerning coordinating the development of an information system that is to operate more or less in conjunction with an on-going data processing system already serving the institution. Our efforts have concentrated upon making our system as independent as feasibly possible from the system now used to serve the needs of the District. One might expect, then, a minimum of difficulty with respect to interfacing with the established system. If our experience
represents such a minimum-difficulty effort, then those who try to develop systems that work closely and dependently with the established system are in for a rough go of it.

Probably our greatest difficulty arose with respect to using data files which were organized in a fashion most difficult to process for our purposes. File organization, record formats, file updating procedures, and other facets and techniques of the on-going data processing system at Orange Coast Junior College District bear little resemblance, in our eyes, to the ideal sort of system we might devise. Much of our computer programming efforts have been devoted to coping with data files that were most difficult for us to work with and that, as an apparent result of haphazard development, are somewhat bizarre in format.

As we have observed earlier, however, it is neither feasible nor desirable to design a completely independent system for a follow-through project. Such independence invariably involves duplicated effort and redundant files. A point must be found somewhere between a completely symbiotic and a completely ambiotic relationship with the established system and the developing follow-through system which allows the needs of both systems to be served with minimum friction. Once this point is found, then gradually the two systems can be expected to meld together into one information system serving the more mundane administrative chores, the educational program, and college evaluation through student follow-through data.
DETAILED FORMATS OF THE CARD INPUT RECORDS, REPORTS, AND DATA SETS REFERRED TO IN THIS SECTION WILL BE FOUND IN FOLLOWING SECTIONS OF THIS MANUAL.

I. INPUT

INPUT TO THE SYSTEM CONSISTS OF:

1. IBM CARDS
2. MASTER FILE
3. SEMESTER ENROLLMENT FILE
4. INSTRUCTOR FILE
5. COURSE FILE
6. CLASS SCHEDULE

A. CARD INPUT

1. ALL INPUT CARDS ARE PREPARED BY THE DISTRICT'S KEYPUNCH SECTION.

2. THERE ARE THREE FUNCTIONAL TYPES OF INPUT CARDS USED.
   a. SYSTEM CONTROL CARDS WHICH HAVE THE FUNCTION OF PROVIDING SPECIFIC INFORMATION AND/OR SPECIAL REQUIREMENTS FOR A PARTICULAR RUN OF THE SYSTEM OR PART OF THE SYSTEM. THESE ARE:
      (1) C1 - - DATE CARD
      (2) C2 - - RESTART
      (3) C3 - - SELECT
      (4) C4 - - TRANSFER
   b. TRANSACTION CARDS WHICH HAVE THE FUNCTION OF AFFECTING CHANGES IN THE STATUS OF A PARTICULAR ITEM. (SEE CARDS R1 - R15)
   c. RECORD CARDS WHICH HAVE THE FUNCTION OF CHANGING OR INITIATING THE INFORMATION AFFECTING AN ENTIRE FILE OR PART OF A FILE. (SEE CARDS R1 - R15)

B. INSTRUCTOR FILE

1. THE INSTRUCTOR FILE CONTAINS INFORMATION NECESSARY TO SUPPORT PROJECT FOLLOW-THROUGH. THIS FILE IS ORGANIZED IN A 2316 DISK PACK. THE INSTRUCTOR FILE IS CREATED EACH SEMESTER BY OBTAINING A LIST FROM DISTRICT DATA PROCESSING CONTAINING THE INSTRUCTOR'S NAME AND CODE NUMBER. A XEROX COPY IS MADE OF THIS LIST AND USED AS A WORK SHEET. (SEE FIGURE 1.) THE FOLLOWING COLUMNS ARE ENTERED ONTO THE WORK SHEET:
GENERAL SYSTEM PROCEDURE —

DESCRIPTION

(1) INSTRUCTOR CODE
(2) INSTRUCTOR NAME
(3) HOURLY RATE
(4) CREDENTIAL
(5) LIFE
(6) ANNUAL SALARY

THIS LIST CONTAINS THE NAMES AND CODES OF ALL THE INSTRUCTORS EMPLOYED BY ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE. THIS WORK SHEET WILL BE CHECKED AGAINST THE CREDENTIAL FILE FOR THOSE INSTRUCTORS WHO HAVE THE FOLLOWING CREDENTIALS:

(1) STANDARD DESIGNATED
(2) STANDARD DESIGNATED SUBJECT
(3) SPECIAL SUBJECT
(4) CLASS A
(5) CLASS D

INSTRUCTORS WITH ANY OTHER CREDENTIAL ARE ELIMINATED FROM THE WORK SHEET. IF THE INSTRUCTOR'S CREDENTIAL IS VALID FOR LIFE, A CHECK MARK IS ENTERED IN THE COLUMN LABELED LIFE. THE THREE DIGIT CODE ASSIGNED BY DISTRICT DATA PROCESSING IS EXPANDED TO FOUR DIGITS WITH ONE OF THE FOLLOWING NUMBERS:

1 = ORANGE COAST COLLEGE — DAY
2 = GOLDEN WEST COLLEGE — DAY
3 = ORANGE COAST COLLEGE — EVENING
4 = GOLDEN WEST COLLEGE — EVENING

IF AN INSTRUCTOR IS EMPLOYED BOTH DAY AND EVENING, THE DAY NUMBER IS ASSIGNED. THE SALARY SCHEDULE IS CHECKED FOR THOSE INSTRUCTORS WHO HAVE ONE OF THE ABOVE CREDENTIALS AND THEIR HOURLY RATE (EVENING COLLEGE) AND/OR ANNUAL SALARY (DAY INSTRUCTORS) ARE ENTERED IN THE APPROPRIATE COLUMNS. ONCE THIS WORK SHEET IS COMPLETED, IT IS SENT TO THE KEYPUNCH SECTION. AFTER THE DATA IS KEYPUNCHED AND VERIFIED, THE CARDS ARE SORTED TO INSTRUCTOR CODE SEQUENCE AND LOADED TO AN INDEX SEQUENTIAL DISK FILE.

2. FORMAT

a. INDEX SEQUENTIAL
b. BLOCKING FACTOR = 10
c. RECORD LENGTH = 52

3. CONTROL FIELDS

a. INSTRUCTOR CODE (KEY)
b. COLLEGE CODE
4. ALL PROCESSING OF THIS FILE IS DONE IN EITHER THE SEQUENTIAL OR INDEX SEQUENTIAL MODE.

C. SEMESTER ENROLLMENT FILE

1. THE ENROLLMENT FILE IS CREATED EACH SEMESTER BY EXTRACTING INFORMATION FROM THE DISTRICT'S DATA PROCESSING STUDENT MASTER FILE. UPDATES TO THIS FILE INCLUDE THE COURSE NUMBER, IN-CLASS QUESTIONNAIRES, ADDS, DROPS, AND GRADES. VARIOUS REPORTS ARE PRODUCED USING DATA CONTAINED IN THIS FILE. (SEE OUTPUT IN THIS SECTION.)

2. FORMAT

   a. SEQUENTIAL
   b. RECORD LENGTH = 100
   c. BLOCKING FACTOR = 20

3. CONTROL FIELDS

   a. STUDENT I.D. NUMBER
   b. SOCIAL SECURITY NUMBER

4. ALL PROCESSING OF THIS FILE IS DONE IN THE SEQUENTIAL MODE.

D. MASTER FILE

1. THE MASTER FILE IS A PERMANENT FILE INITIALLY CREATED DURING THE FALL SEMESTER OF 1968/1969. THIS FILE IS UPDATED AT THE BEGINNING OF EACH SEMESTER WITH DATA GATHERED FROM ENTERING STUDENTS. ONCE THIS PROCESS IS COMPLETED, AN ADDRESS FILE IS CREATED FOR THOSE STUDENTS WHO HAVE NOT RETURNED TO COLLEGE. USING THIS ADDRESS FILE, LABELS ARE PRODUCED AND FOLLOW-UP QUESTIONNAIRES ARE MAILED TO ALL NON-RETURNING STUDENTS. AFTER THE FOLLOW-UP QUESTIONNAIRES HAVE BEEN RETURNED, THEY ARE FORWARDED TO THE KEYPUNCH SECTION. AS PUNCHED CARD RECORDS, THEY GO DIRECTLY TO THE CONTROL CLERK OF DISTRICT DATA PROCESSING WHERE THEY ARE SCHEDULED FOR COMPUTER PROCESSING. THE MASTER FILE IS THEN UPDATED AND A LISTING OF EVERY FOURTH NON-RETURNING STUDENT WHO HAS NOT RETURNED THE FOLLOW-UP QUESTIONNAIRE IS PRODUCED AND FORWARDED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHO TELEPHONES THESE STUDENTS AND, IF SUCCESSFUL, FILLS OUT A SHORT TELEPHONE FOLLOW-UP FORM. AFTER THE LIST HAS BEEN EXHAUSTED, THESE FORMS ARE SENT TO THE KEYPUNCH SECTION AND FROM THERE ARE TRANSFERRED TO THE CONTROL CLERK OF DISTRICT DATA PROCESSING FOR UPDATING OF THE MASTER FILE. IN ADDITION TO VARIOUS UPDATES, CERTAIN REPORTS ARE PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT FOLLOW-THROUGH. (SEE OUTPUT IN THIS SECTION.)
ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION II
GENERAL SYSTEM PROCEDURE - -
DESCRIPTION

2. FORMAT
   a. SEQUENTIAL OR INDEX SEQUENTIAL
   b. BLOCKING FACTOR = 3
   c. RECORD LENGTH = 479

3. CONTROL FIELDS
   a. STUDENT IDENTIFICATION NUMBER
   b. SOCIAL SECURITY NUMBER

4. THIS FILE IS MOST OFTEN PROCESSED IN THE SEQUENTIAL MODE,
   HOWEVER, THE FOLLOW-UP QUESTIONNAIRES ARE PROCESSED AGAINST THE
   MASTER FILE DIRECTLY USING THE INDEX SEQUENTIAL ACCESS METHOD.

E. CLASS SCHEDULE

1. THIS FILE IS CREATED EACH SEMESTER CONTAINING INFORMATION
   NECESSARY TO PRODUCE REPORTS FOR PROJECT FOLLOW-THROUGH. THE
   FILE IS MAINTAINED ON A 2316 DISK PACK. THE BASIC INDEX RECORD
   (SEE CARD LAYOUT R-1) AND THE CLASS MASTER CARDS (SEE CARD
   LAYOUTS R-4 AND R-5) ARE RANDOMLY LOADED TO A SEQUENTIAL DISK
   FILE, SORTED TO TICKET NUMBER SEQUENCE AND USED TO CREATE A
   CLASS SCHEDULE. ONCE CREATED, THE FILE IS USED TO CALCULATE
   INSTRUCTOR UNIT LOAD. AFTER THE INSTRUCTOR FILE HAS BEEN
   UPDATED WITH THE UNIT LOAD, IT IS PROCESSED AGAINST THE CLASS
   SCHEDULE, SECTION COST IS CALCULATED, AND THE CLASS SCHEDULE IS
   UPDATED WITH THIS COST. A LISTING OF THE CLASS SCHEDULE IS
   PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT FOLLOW-THROUGH.

2. FORMAT
   a. INDEX SEQUENTIAL
   b. PACKED DECIMAL INFORMATION
   c. BLOCKING FACTOR = 4
   d. RECORD LENGTH = 105

3. CONTROL FIELDS
   a. TICKET NUMBER (KEY)
   b. INSTRUCTOR NUMBER
   c. COURSE NUMBER

4. THIS FILE IS PROCESSED IN THE SEQUENTIAL AND INDEX SEQUENTIAL
   MODE.
F. BASIC INDEX RECORD

1. PROVIDES ACCESS TO VIRTUALLY EVERY DATA SET WITHIN THE SYSTEM. THIS INDEX RECORD IS CREATED EACH SEMESTER. THE FOLLOWING PROCEDURE IS USED IN BUILDING THE BASIC INDEX RECORD.

   a. THREE CLASS SCHEDULES ARE USED TO OBTAIN THE FOLLOWING INFORMATION:

      (1) TICKET NUMBER
      (2) COURSE NUMBER
      (3) DAYS OF WEEK CLASS MEETS

   b. THE CLASS SCHEDULES USED ARE:

      (1) ORANGE COAST COLLEGE - DAY SCHEDULE
      (2) GOLDEN WEST COLLEGE - DAY SCHEDULE
      (3) EVENING COLLEGE CLASS SCHEDULE WHICH INCLUDES BOTH COLLEGES

   c. THE COURSE TITLE FROM THE CLASS SCHEDULE IS USED TO LOCATE THE COURSE NUMBER IN THE COURSE FILE. IF THERE IS A MATCHING COURSE TITLE, THE TICKET AND COURSE NUMBERS ARE ENTERED ON A WORK SHEET (SEE FIGURE 2). IF THIS CONDITION DOES NOT EXIST, THE COURSE IS IGNORED. AFTER THE CLASS SCHEDULES HAVE BEEN CHECKED AGAINST THE COURSE FILE, THE DAYS OF THE WEEK CLASS MEETS ARE ENTERED ONTO THE WORK SHEET AND forwarded to THE KEYPUNCH SECTION and RETURNED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH. THE INDEX RECORD IS SENT TO DISTRICT DATA PROCESSING TO:

      (1) SUPPORT THE BUILDING OF PROJECT FOLLOW-THROUGH CLASS SCHEDULE.
      (2) TO UPDATE THE CURRENT ENROLLMENT FILE.

2. FORMAT

   SEE CARD LAYOUT R-1 IN SECTION V OF THIS MANUAL.

G. COURSE FILE

1. THE COURSE FILE IS UPDATED EACH SEMESTER WITH NEW COURSES BEING OFFERED. THIS PROCESS BEGINS WITH THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHO CHECKS THE CURRENT CLASS CATALOG TO DETERMINE THOSE COURSES THAT HAVE NOT BEEN OFFERED IN PREVIOUS SEMesters. ONCE THIS DETERMINATION IS MADE, THE CLERK WILL GATHER THE NECESSARY
INFORMATION FROM THE OFFICE OF THE DIRECTOR OF VOCATIONAL EDUCATION. THIS INFORMATION IS KEYPUNCHED, VERIFIED, AND RETURNED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHO ENTERS THE NEW COURSE RECORDS INTO THE EXISTING COURSE CARD FILE. THIS CARD FILE IS SENT TO THE CONTROL CLERK OF DISTRICT DATA PROCESSING FOR COMPUTER PROCESSING.

2. FORMAT
   a. INDEX SEQUENTIAL
   b. PACKED DECIMAL INFORMATION
   c. BLOCKING FACTOR = 5
   d. RECORD LENGTH = 80

3. CONTROL FIELD
   a. COURSE NUMBER (KEY)
   b. COURSE CODE NUMBER

4. PROCESSING OF THIS FILE IS DONE IN BOTH THE INDEX SEQUENTIAL AND SEQUENTIAL MODE.

II. COMPUTER PROCEDURE

THE GENERAL PROCESSING LOGIC OF THIS SYSTEM IS THAT A MASTER AND ENROLLMENT FILE ARE CREATED AND MAINTAINED EACH SEMESTER THAT CONTAINS ALL THE INFORMATION NECESSARY TO PRODUCE REQUIRED REPORTS. THE MASTER FILE IS THE BASIC LOGICAL UNIT OF THE SYSTEM AND ALL PROCESSING FUNCTIONS ARE RELATIVE TO IT. THE STEP BY STEP GENERAL LOGIC OF THE PROCEDURE IS AS FOLLOWS:

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<tr>
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<th>PROGRAM</th>
<th>DESCRIPTION</th>
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<tr>
<td>IBM 1401</td>
<td>80-005</td>
<td>BUILD ENROLLMENT FILE (TAPE)</td>
</tr>
<tr>
<td>IBM 1401</td>
<td>80-007</td>
<td>BUILD MASTER FILE (TAPE)</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-004</td>
<td>COPY TAPE ENROLLMENT FILE TO 2316 DISK PACK</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-007</td>
<td>SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-008</td>
<td>UPDATE ENROLLMENT FILE WITH COURSE NUMBER</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-005</td>
<td>SORT ENROLLMENT FILE TO THE FOLLOWING SEQUENCE: COLLEGE, INSTRUCTOR, TICKET, STUDENT NAME</td>
</tr>
<tr>
<td>SYSTEM</td>
<td>PROGRAM</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>---------</td>
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<td>--------------------------------------------------</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-006</td>
<td>PRODUCE IN-CLASS QUESTIONNAIRES</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-010</td>
<td>LOAD IN-CLASS QUESTIONNAIRES TO SEQUENTIAL FILE</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-011</td>
<td>SORT IN-CLASS QUESTIONNAIRE FILE TO I.D. NUMBER AND TICKET NUMBER SEQUENCE</td>
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<tr>
<td>IBM 360</td>
<td>P81-012</td>
<td>UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRES</td>
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<td>P81-013</td>
<td>SORT IN-CLASS QUESTIONNAIRE FILE TO COURSE NUMBER</td>
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<td>IBM 360</td>
<td>P81-402</td>
<td>IN-CLASS QUESTIONNAIRE REPORT</td>
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<td>IBM 360</td>
<td>P81-501</td>
<td>UPDATE MASTER FILE</td>
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<td>IBM 360</td>
<td>P81-800</td>
<td>BUILD ADDRESS FILE FOR NON-RETURNING STUDENTS</td>
</tr>
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<td>IBM 360</td>
<td>P81-801</td>
<td>SORT NON-RETURNEE ADDRESS FILE TO ZIP CODE SEQUENCE</td>
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<td>IBM 360</td>
<td>P81-802</td>
<td>PRODUCE THREE-UP LABELS FOR NON-RETURNEEs</td>
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<td>IBM 360</td>
<td>P81-502</td>
<td>LOAD REGISTRATION DATA TO SEQUENTIAL FILE</td>
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<td>IBM 360</td>
<td>P81-503</td>
<td>SORT REGISTRATION DATA TO I.D. NUMBER SEQUENCE</td>
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<td>IBM 360</td>
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<td>UPDATE MASTER FILE WITH REGISTRATION DATA</td>
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<td>IBM 360</td>
<td>P81-510</td>
<td>LOAD FOLLOW-UP QUESTIONNAIRES TO SEQUENTIAL DISK FILE</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-511</td>
<td>SORT FOLLOW-UP FILE TO I.D. NUMBER SEQUENCE</td>
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<tr>
<td>IBM 360</td>
<td>P81-512</td>
<td>UPDATE MASTER FILE WITH FOLLOW-UP DATA</td>
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<tr>
<td>IBM 360</td>
<td>P81-514</td>
<td>BUILD AN INDEX SEQUENTIAL MASTER FILE</td>
</tr>
<tr>
<td>IBM 360</td>
<td>P81-516</td>
<td>RANDOM UPDATE OF MASTER FILE WITH TELEPHONE QUESTIONNAIRE</td>
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<td>IBM 360</td>
<td>P81-102</td>
<td>LOAD CLASS MASTERS AND BASIC INDEX RECORDS TO SEQUENTIAL FILE</td>
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### III. INFORMATION REPORTS

**A. IN-CLASS QUESTIONNAIRE REPORT**

A summary report on courses in terms of career plans and requirements

**B. DESCRIPTIVE REPORT**

A summary report containing the following kinds of information:

1. **ETHNIC BACKGROUND**
   
   a. **AMERICAN INDIAN**
   
   b. **AMERICAN NEGRO**
   
   c. **PHILIPPINO AMERICAN**
d. ORIENTAL AMERICAN  
e. MEXICAN AMERICAN  
f. SPANISH AMERICAN  
g. FOREIGN STUDENT  
h. OTHER  

2. MARITAL STATUS  
   a. MARRIED  
   b. SINGLE  
   c. DIVORCED  
   d. WIDOWED  

3. FAMILY INCOME  
   a. LESS THAN $3,000  
   b. BETWEEN $3,000 AND $6,000  
   c. BETWEEN $6,000 AND $10,000  
   d. BETWEEN $10,000 AND $15,000  
   e. OVER $15,000  

4. REASON FOR CHOOSING A PARTICULAR COMMUNITY COLLEGE  
   a. CLOSE TO HOME  
   b. HIGH SCHOOL PRESENTATION BY COLLEGE  
   c. FRIEND'S ADVICE  
   d. PARENT'S OR GUARDIAN'S ADVICE  
   e. HIGH SCHOOL COUNSELOR'S ADVICE  
   f. COLLEGE COUNSELOR'S ADVICE  
   g. YOUR OWN DETERMINATION  
   h. OTHER  

5. BASIS FOR PICKING MAJOR OR VOCATION  
   a. HIGH SCHOOL PRESENTATION BY COLLEGE  
   b. FRIEND'S ADVICE  
   c. PARENT'S ADVICE  
   d. HIGH SCHOOL COUNSELOR'S ADVICE  
   e. COLLEGE COUNSELOR'S ADVICE  
   f. COLLEGE INSTRUCTOR'S ADVICE  
   g. OWN DETERMINATION  
   h. NOT DECIDED ON MAJOR  
   i. OTHER
6. ENROLLMENT PLAN
   a. TWO-YEAR DEGREE
   b. TRANSFER PROGRAM
   c. COMPLETION CERTIFICATE
   d. APPRENTICE PROGRAM
   e. HIGH SCHOOL DIPLOMA
   f. GENERAL INTEREST

7. TRANSFER PLANS
   a. NON-TRANSFER
   b. CALIFORNIA STATE COLLEGE
   c. CALIFORNIA STATE UNIVERSITY
   d. PRIVATE CALIFORNIA COLLEGE OR UNIVERSITY
   e. OUT-OF-STATE COLLEGE OR UNIVERSITY

8. BASIS FOR PICKING FOUR-YEAR SCHOOL
   a. CLOSE TO HOME
   b. HIGH SCHOOL PRESENTATION BY COLLEGE
   c. FRIEND'S ADVICE
   d. PARENT'S OR GUARDIAN'S ADVICE
   e. HIGH SCHOOL COUNSELOR'S ADVICE
   f. COLLEGE COUNSELOR'S ADVICE
   g. COLLEGE INSTRUCTOR'S ADVICE
   h. OWN DETERMINATION
   i. NOT DECIDED
   j. OTHER

9. NUMBER OF HOURS SPENT WORKING PER WEEK
   a. ZERO
   b. 1-10
   c. 11-20
   d. 21-30
   e. 31-40
   f. MORE THAN 40

10. FIELD IN WHICH WORKING IS:
    a. MAJOR FIELD
    b. FIELD RELATED TO MAJOR
    c. FIELD UNRELATED TO MAJOR
11. CAREER OBJECTIVE
   a. PROFESSIONAL (5 OR MORE YEARS OF COLLEGE)
   b. EDUCATOR
   c. MILITARY
   d. TECHNICIAN
   e. ATHLETE
   f. CORPORATE EXECUTIVE
   g. FINE ARTS
   h. TRADESMAN OR JOURNEYMAN
   i. SELF-EMPLOYMENT
   j. OTHER
   k. UNDECIDED

12. BASIS FOR PICKING CAREER OBJECTIVE
   a. PARENT'S OR GUARDIAN'S ADVICE
   b. COLLEGE COUNSELOR'S ADVICE
   c. COLLEGE INSTRUCTOR'S ADVICE
   d. ADVICE OF HIGH SCHOOL TEACHER OR COUNSELOR
   e. OWN DETERMINATION
   f. FRIEND'S ADVICE
   g. UNDECIDED ON CAREER OBJECTIVE
   h. OTHER

13. COMPLETE JUNIOR COLLEGE PROGRAM THIS SEMESTER?
   a. YES
   b. NO

C. FOLLOW-UP QUESTIONNAIRE REPORT
   A SUMMARY REPORT CONTAINING THE FOLLOWING INFORMATION:

1. DID YOU COMPLETE YOUR PROGRAM?
   a. YES
   b. NO

2. IF YOU ARE NOW ENROLLED IN COLLEGE, IN WHAT TYPE OF PROGRAM ARE YOU ENGAGED?
   a. TWO-YEAR COMMUNITY OR JUNIOR COLLEGE
   b. FOUR-YEAR COLLEGE
   c. VOCATIONAL OR OCCUPATIONAL PROGRAM
   d. PROGRAM LEADING TO AN AA DEGREE OR JUNIOR COLLEGE CERTIFICATE OF ACHIEVEMENT
ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION II
GENERAL SYSTEM PROCEDURE -- DESCRIPTION

e. PROGRAM LEADING TO A BACHELOR'S DEGREE OR HIGHER DEGREE
f. TAKING COURSES SPECIFICALLY TO HELP ME IN MY PRESENT JOB
g. TAKING COURSES REQUIRED FOR MY DEGREE OR CERTIFICATE PROGRAM
h. TAKING COURSES FOR GENERAL INTEREST AND SELF-IMPROVEMENT
i. TAKING COURSES AND WORKING PART TIME (LESS THAN 30 HOURS PER WEEK)
j. NOT ENROLLED IN COLLEGE COURSES AT THIS TIME

3. IF YOU ARE NOT ENROLLED IN COLLEGE, DO YOU INTEND TO ENROLL:

a. NEXT SEMESTER
b. AFTER TWO YEARS
c. WITHIN ONE YEAR
d. AFTER I FINISH SERVICE IN THE ARMED FORCES
e. WITHIN TWO YEARS
f. NEVER

4. ARE YOU PRESENTLY SEEKING FULL- OR PART-TIME WORK?

a. YES
b. NO

5. IF YOU ARE WORKING FULL TIME (OR IN THE ARMED SERVICES) 30 OR MORE HOURS PER WEEK, ARE YOU WORKING:

a. IN AN OCCUPATION FOR WHICH YOU RECEIVED TRAINING IN JUNIOR COLLEGE
b. IN AN OCCUPATION UNRELATED TO MY JUNIOR COLLEGE TRAINING
c. NOT WORKING FULL TIME

6. IF YOU WERE ENROLLED IN AN OCCUPATIONAL OR VOCATIONAL PROGRAM WHILE IN JUNIOR COLLEGE, DID THE OCCUPATIONAL TRAINING YOU RECEIVED:

a. HELP YOU GET A NEW JOB
b. HELP YOU GET A PROMOTION OR A BETTER JOB
c. MY TRAINING DID NOT HELP ME GET A JOB OR A PROMOTION
d. WAS NOT ENROLLED IN AN OCCUPATIONAL PROGRAM
e. WAS ENROLLED IN AN OCCUPATIONAL PROGRAM AND NOW ATTENDING A FOUR-YEAR COLLEGE

7. IF YOU WERE ENROLLED IN A TRANSFER PROGRAM WHILE IN JUNIOR COLLEGE, DID YOU:

a. TRANSFER AS A FRESHMAN TO A FOUR-YEAR COLLEGE
b. TRANSFER AS A SOPHOMORE TO A FOUR-YEAR COLLEGE
c. TRANSFER AS A JUNIOR TO A FOUR-YEAR COLLEGE
d. TRANSFER AS A SENIOR TO A FOUR-YEAR COLLEGE
e. FIND YOUR JUNIOR COLLEGE WORK TO BE OF GREAT VALUE
f. FIND YOUR JUNIOR COLLEGE WORK TO BE OF MODERATE VALUE
g. FIND YOUR JUNIOR COLLEGE WORK TO BE OF MINIMUM VALUE
h. FIND YOUR JUNIOR COLLEGE WORK TO BE OF NO VALUE
i. WAS ENROLLED IN A TRANSFER PROGRAM BUT HAVE NOT ENTERED A FOUR-YEAR COLLEGE
j. WAS NOT ENROLLED IN A TRANSFER PROGRAM

8. IN GENERAL, HOW WOULD YOU RATE YOUR JUNIOR COLLEGE EXPERIENCE?

a. OF GREAT VALUE
b. OF MODERATE VALUE
c. OF LIMITED VALUE
d. OF NO VALUE

9. WHAT IS THE MOST IMPORTANT CHANGE IN YOUR LIFE THAT HAS BEEN BROUGHT AS A RESULT OF YOUR JUNIOR COLLEGE EXPERIENCE?

a. SOCIAL (INCLUDING MARRIAGE)
b. OCCUPATIONAL, PROFESSIONAL, OR ECONOMIC
c. EDUCATIONAL
d. CULTURAL
e. GENERAL INTEREST, VALUE
f. PERSONAL GROWTH, RESPONSIBILITY
g. COUNSELING, GUIDANCE
h. DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT
i. NO HELP OR CHANGE
j. OTHER

10. IN WHAT WAYS HAS YOUR JUNIOR COLLEGE EXPERIENCE ASSISTED YOU IN WHAT YOU ARE NOW DOING?

a. SOCIAL (INCLUDING MARRIAGE)
b. OCCUPATIONAL, PROFESSIONAL, OR ECONOMIC
c. EDUCATIONAL
d. CULTURAL
e. GENERAL INTEREST, VALUE
f. PERSONAL GROWTH, RESPONSIBILITY
g. COUNSELING, GUIDANCE
h. DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT
i. NO HELP OR CHANGE
j. OTHER
11. IN WHAT WAYS DO YOU BELIEVE JUNIOR COLLEGE SHOULD HAVE ASSISTED YOU BUT DID NOT?
   a. SOCIAL (INCLUDING MARRIAGE)
   b. OCCUPATIONAL, PROFESSIONAL, OR ECONOMIC
   c. EDUCATIONAL
   d. CULTURAL
   e. GENERAL INTEREST, VALUE
   f. PERSONAL GROWTH, RESPONSIBILITY
   g. COUNSELING, GUIDANCE
   h. DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT
   i. NO HELP OR CHANGE
   j. OTHER

12. WHAT ONE JUNIOR COLLEGE EXPERIENCE DID YOU FIND MOST USEFUL AND BENEFICIAL?
   a. SPECIFIC CLASS, SUBJECT, OR ASSIGNMENT
   b. HOMEWORK, STUDY
   c. COUNSELING
   d. INDIVIDUAL TEACHER
   e. ACTIVITIES AND P.E.
   f. DROPPING OUT OF COLLEGE
   g. INDEPENDENCE, ADULT RESPONSIBILITY
   h. SOCIAL EXPERIENCES
   i. NONE OR NO EXPERIENCE
   j. OTHER

13. WHAT ONE JUNIOR COLLEGE EXPERIENCE DID YOU FIND LEAST USEFUL AND BENEFICIAL?
   a. SPECIFIC CLASS, SUBJECT, OR ASSIGNMENT
   b. HOMEWORK, STUDY
   c. COUNSELING
   d. INDIVIDUAL TEACHER
   e. ACTIVITIES AND P.E.
   f. DROPPING OUT OF COLLEGE
   g. INDEPENDENCE, ADULT RESPONSIBILITY
   h. SOCIAL EXPERIENCES
   i. NONE OR NO EXPERIENCE

D. TELEPHONE QUESTIONNAIRE REPORT

1. ARE YOU NOW ATTENDING ORANGE COAST OR GOLDEN WEST COLLEGE?
   a. NO
   b. YES, DAY SCHOOL
   c. YES, EVENING COLLEGE
ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION II
GENERAL SYSTEM PROCEDURE -- DESCRIPTION

2. DID YOU COMPLETE YOUR JUNIOR COLLEGE PROGRAM?
   a. YES
   b. NO

3. ARE YOU NOW (ANSWER MORE THAN 1)
   a. ENROLLED IN COLLEGE
   b. WORKING FULL TIME
   c. WORKING PART TIME

4. DO YOU INTEND TO RETURN TO COLLEGE? WHEN?
   a. NEXT SEMESTER
   b. WITHIN ONE YEAR
   c. WITHIN TWO YEARS
   d. AFTER TWO YEARS
   e. AFTER SERVICE IN THE ARMED FORCES
   f. NEVER

5. WAS YOUR JUNIOR COLLEGE EXPERIENCE HELPFUL IN ANY WAY?
   a. YES
   b. NO

E. FACULTY SURVEY ON IN-CLASS QUESTIONNAIRES

1. HOW MUCH TIME PER CLASS WAS REQUIRED TO DISTRIBUTE AND GATHER THE CARD QUESTIONNAIRES THIS SEMESTER (IN MINUTES)?

2. CONCERNING THE AMOUNT OF TIME INVOLVED IN ASKING STUDENTS TO COMPLETE QUESTIONNAIRES IN CLASS THIS SEMESTER
   a. NO PROBLEMS, I'D BE GLAD TO DEVOTE MORE TIME TO SUCH DATA-GATHERING ACTIVITIES.
   b. NO PROBLEMS, BUT I CANNOT AFFORD TO DEVOTE MORE TIME THAN I DID THIS SEMESTER.
   c. IT'S ALL RIGHT TO GATHER DATA IN CLASS, BUT WE SHOULD SPEND LESS TIME THAN WE DID THIS SEMESTER.
   d. GATHERING DATA SHOULD NOT BE DONE IN CLASS SINCE IT REQUIRES TIME MY CLASS CAN ILL-AFFORD TO LOSE.

PAGE 2.15
3. CONCERNING ASKING STUDENTS QUESTIONS IN CLASS ABOUT THEIR COURSES AND COLLEGE PROGRAMS IN GENERAL

a. VERY VALUABLE ACTIVITY, STUDENTS CAN PROVIDE MEANINGFUL INFORMATION.

b. MIGHT BE VALUABLE, BUT MANY STUDENTS WILL NOT OR CANNOT ANSWER QUESTIONS RELIABLY.

c. ALMOST IMPOSSIBLE TO EXPECT TO GATHER MEANINGFUL INFORMATION FROM STUDENTS IN CLASS.

IV. TRADE AND TECHNICAL REIMBURSEMENT REPORTS

A. FORM A-1 APPLICATION FOR APPROVAL OF TRADE AND TECHNICAL EDUCATION CLASSES

1. THE INFORMATION REQUIRED FOR THIS REPORT IS OBTAINED FROM THE INSTRUCTOR FILE, COURSE FILE, AND THE BASIC INDEX RECORD. THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

   a. CLASS NUMBER
   b. TYPE OF CLASS
   c. COURSE TITLE
   d. INSTRUCTIONAL CODE NUMBER
   e. INSTRUCTOR’S NAME
   f. TYPE OF CREDENTIAL HELD
   g. HOURS PER WEEK CLASS MEETS
   h. COURSE OUTLINE NUMBER
   i. ADVISORY COMMITTEE CODE

B. FORM B-1 REPORT ON AUTHORIZED TRADE AND TECHNICAL EDUCATION CLASSES

1. THE INFORMATION REQUIRED FOR THIS REPORT IS OBTAINED FROM THE ENROLLMENT FILE, COURSE FILE, CLASS SCHEDULE, AND THE INSTRUCTOR FILE. THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

   a. CLASS NUMBER
   b. TYPE OF CLASS
   c. COURSE TITLE
   d. COURSE CODE NUMBER
   e. INSTRUCTOR NAME
   f. ENROLLMENT COUNTS
   g. HOURS OF INSTRUCTION
   h. SALARY
C. FORM C REPORT OF ENROLLMENT IN TRADE AND INDUSTRIAL EDUCATION CLASSES

1. The information required for this report is obtained from the enrollment file and the course file. The report consists of the following information:

   a. OCCUPATIONAL CODE
   b. OCCUPATION FOR WHICH TRAINING WAS GIVEN
   c. ENROLLMENT COUNT
I. INSTRUCTOR FILE

A. BUILD INSTRUCTOR RECORDS

FROM EVENING COLLEGE AND SUPERINTENDENT'S OFFICE

- SALARY SCHEDULE
- CREDENTIAL LIST

FROM EDP CONTROL

- INSTRUCTOR LISTING

- CREATE WORK SHEET

- WORK SHEET

- ENTER CREDENTIAL ON WORK SHEET

- WORK SHEET

- ENTER SALARY & HOURLY RATE

- WORK SHEET

FILE

PAGE 3.1
B. KEYPUNCH, SORT AND CREATE AN INDEX SEQUENTIAL INSTRUCTOR FILE

FROM PFT CONTROL

1

INSTRUCTOR WORK SHEET

KEYPUNCH - VERIFY

INSTRUCTOR WORK SHEET

INSTRUCTOR RECORD

SORT TO CODE #

INSTRUCTOR RECORD

360/40 DOS P81-002 CREATE

I/S

INSTRUCTOR RECORD

PFT CENTRAL

FILE

PFT CENTRAL
II. COURSE RECORD

A. BUILD NEW COURSE RECORDS

FROM DIRECTOR OF VOCATIONAL EDUCATION

FROM GWC & OCC

FROM EDP CONTROL

ADVISORY COMMITTEE LIST

INSTRUCTIONAL AREA CODE

ORANGE COAST GOLDEN WEST CATALOG

CLASS SCHEDULE

FROM DIRECTOR OF VOCATIONAL EDUCATION

OCCUPATIONAL CODE LIST

INSTRUCTIONAL CODES AND TITLES

ENTER TITLE AND OCCUPATION CODE

COURSE WORK SHEET

BUILD COURSE WORK SHEET

ENTER AREA AND ADVISORY CODE

COURSE WORK SHEET

1. APRENTICE CLASSES
2. REIMBURSED CLASSES
3. TECHNICAL CLASSES
4. VOCATIONAL CLASSES
B. KEYPUNCH, VERIFY, MERGE WITH EXISTING COURSE RECORDS AND CREATE AN INDEX SEQUENTIAL COURSE FILE

FROM PFT CONTROL

1

COURSE WORK SHEET

KEYPUNCH AND VERIFY

FROM PFT CONTROL

SORT TO COURSE #

360/40 DOS P81-000 LOAD

COURSE RECORDS

COURSE LIST

PFT CONTROL

EXISTING COURSE RECORDS

NEW COURSE RECORDS

COURSE RECORDS

PFT CONTROL
III. BASIC INDEX RECORD

A. BUILD BASIC INDEX RECORD

FROM ORANGE COAST/GOLDEN WEST

- GATHER DATA FOR BASIC INDEX

- BASIC INDEX WORK SHEET

- KEYPUNCH AND VERIFY

FROM EVENING COLLEGE

- BASIC INDEX WORK SHEET

FROM PFT CONTROL

- BASIC INDEX RECORD

- PFT CONTROL

- ORANGE COAST/GOLDEN WEST CLASS SCHEDULE

- CLASS SCHEDULE

- COURSE LISTING
IV. CREATE PROJECT FOLLOW-THROUGH CLASS SCHEDULE

A. BUILD SEQUENTIAL TRANSACTION FILE

FROM PFT CONTROL

\[ \text{BASIC INDEX RECORD} \]

FROM EDP CONTROL

\[ \text{CLASS MASTER} \]

\[ \text{360/40 DOS P81-102 LOAD} \]

\[ \text{BASIC INDEX RECORD} \]

\[ \text{RANDOM TRANS.} \]

\[ \text{PFT CONTROL} \]

\[ \text{PFT CONTROL} \]
B. SORT BASIC INDEX/CLASS MASTER
TRANSACTION FILE TO TICKET NUMBER SEQUENCE

FROM EDP CONTROL

1

RANDOM TRANS.

360/40 DOS
P81-103
I SORT

SORTED TRANS.

2
C. CREATE INDEX SEQUENTIAL CLASS SCHEDULE

FROM EDP CONTROL

2

SORTED TRANS.

360/40 DOS
P81-104
CREATE

REPORT CLASS SCHEDULE

PFT CONTROL

I/S CLASS SCHEDULE

3
D. BUILD A SEQUENTIAL CLASS SCHEDULE

FROM EDP CONTROL

3

I/S CLASS SCHEDULE

360/40 DOS P81-106 BUILD

I/S CLASS SCHEDULE

REPORT

PFT CONTROL

FILE
E. SORT CLASS SCHEDULE TO INSTRUCTOR CODE SEQUENCE

FROM EDP CONTROL

4

SEQUENTIAL CLASS SCHEDULE

360/40 DOS P81-107

SORTED CLASS SCHEDULE IN INST. CODE SEQUENCE

5
F. UPDATE INSTRUCTOR FILE WITH UNIT LOAD

FROM EDP CONTROL

\[ S \]

SORTED CLASS SCHEDULE

\[ V \]

FROM EDP CONTROL

\[ I/S \]

INSTRUCTOR FILE

\[ V \]

360/40 DOS P81-108 UPDATE

\[ V \]

REPORT

\[ V \]

FROM EDP CONTROL

\[ I/S \]

UPD ATED INSTRUCTOR FILE

\[ V \]

FILE

\[ V \]

PFT CONTROL

\[ V \]

PAGE 3.11
G. CALCULATE SECTION COST AND UPDATE CLASS SCHEDULE

FROM EDP CONTROL

6

I/S INSTRUCTOR FILE

\[\downarrow\]

\[\downarrow\]

360/40 DOS P81-110 UPDATE

I/S INSTRUCTOR FILE

\[\downarrow\]

FILE

FROM EDP CONTROL

I/S CLASS SCHEDULE

\[\downarrow\]

\[\downarrow\]

REPORT

FILE

UPDATE CLASS SCHEDULE

PAGE 3.12
V. CONVERSION (IBM 1401 TO IBM SYSTEM 360/40)

A. MASTER FILE

FROM EDP CONTROL

1401
CURRENT STUDENT MASTER FILE

1401
80-007 LOAD

PFT CONTROL REPORT

PFT CONTROL

CURRENT STUDENT MASTER FILE

FILE

CURRENT SEMESTER MASTER FILE

1
B. LOAD CURRENT SEMESTER MASTER FILE (IBM 1401 TAPE) TO IBM SYSTEM 360/40 DISK PACK

FROM EDP CONTROL

1

CURRENT SEMESTER MASTER FILE

360/40 DOS P81-500 LOAD

CURRENT SEMESTER MASTER FILE

PFT CONTROL

2316 CURRENT SEMESTER MASTER FILE

2
VI. UPDATE MASTER WITH FOLLOW-UP INFORMATION

A. UPDATE HISTORY FILE WITH CURRENT SEMESTER

FROM EDP CONTROL

FROM PFT CONTROL

CURRENT SEMESTER MASTER FILE

HISTORY MASTER FILE

360/40 DOS P81-501 UPDATE

MASTER FILE

CENTRAL REPORT

UPDATED HISTORY MASTER

FILE

PAGE 3.15
B. BUILD AN ADDRESS FILE FOR NON-RETURNING STUDENTS

FLOWCHART

FROM EDP CONTROL

3

MASTER FILE

360/40 DOS
P81-800 BUILD

MASTER FILE

LIST OF NON-RETURNING STUDENTS

NON RETURNEE ADDRESS FILE

PFT CONTROL

PFT CONTROL

4
C. SORT ADDRESS FILE TO ZIP CODE SEQUENCE

FROM EDP CONTROL

NON RETURNING ADDRESS FILE

360/40 DOS
P81-801
ISORT

SORTED ADDRESS FILE (ZIP CODE)

5
D. PRODUCE THREE-UP LABELS FOR NON-RETURNING STUDENTS

FROM EDP CONTROL

5

SORTED ADDRESS FILE

360/40 DOS
P81 - 802 LIST

SORTED ADDRESS FILE

FILE

THREE-UP LABELS

6
E. APPLY THREE-UP LABELS TO FOLLOW-UP QUESTIONNAIRES

FLOWCHART

FROM PFT CONTROL

FOLLOW-UP QUESTIONNAIRE

FROM EDP CONTROL

THREE-UP LABELS

LABEL FOLLOW-UP QUESTIONNAIRE

FROM PROGRAM P81-000

LIST OF NON-RETURNEE

CHECK OFF NON-RETURNEE LIST

FOLLOW-UP QUESTIONNAIRE

TO NON-RETURNEE VIA MAIL

FROM STUDENT VIA MAIL

FOLLOW-UP QUESTIONNAIRE
F. KEYPUNCH AND VERIFY FOLLOW-UP QUESTIONNAIRES

FROM PFT CONTROL

7

FOLLOW-UP QUESTIONNAIRE

KEYPUNCH AND VERIFY

FOLLOW-UP QUESTIONNAIRE

FILE

8
G. UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRE

FROM EDP CONTROL

UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRE

FROM PFT CONTROL

FOLLOW-UP QUESTIONNAIRE

PFT CONTROL

PAGE 3.21
VII. UPDATE MASTER FILE WITH REGISTRATION DATA

A. GATHER REGISTRATION DATA, KEYPUNCH, AND VERIFY

FROM REGISTRATION

APPLICATION FOR ADMISSION

SEMESTER ENROLLMENT QUESTIONNAIRE

AUDIT INFORMATION

KEYPUNCH AND VERIFY

APPLICATION FOR ADMISSION

APPLICATION FOR ADMISSION

SEMESTER ENROLLMENT QUESTIONNAIRE

FILE

PAGE 3.22
B. LOAD REGISTRATION DATA TO A SEQUENTIAL TRANSACTION FILE

FROM EDP CONTROL

1

APPLICATION FOR ADMISSION

SEMESTER ENROLLMENT QUESTIONNAIRE

360/40 DOS P81-502 LOAD

2

FILE
C. SORT REGISTRATION TRANSACTION FILE

FLOWCHART

FROM EDP CONTROL

2

TRANSACTION FILE

360/40 DOS P81 - 503 ISORT

SORTED TRANS. FILE

3
D. UPDATE MASTER FILE WITH REGISTRATION DATA

FROM EDP CONTROL

\[ \text{SORTED TRANS. FILE} \]

\[ \text{3} \]

FROM PFT CONTROL

\[ \text{MASTER FILE} \]

\[ \text{360/40 DOS P81-504 UPDATE} \]

\[ \text{SORTED TRANS. FILE} \]

\[ \text{MASTER FILE} \]

\[ \text{UPDATED MASTER FILE} \]

\[ \text{FILE} \]

PFT CONTROL

PFT CONTROL
VIII. ENROLLMENT FILE

A. BUILD CURRENT ENROLLMENT FILE

FROM PFT CONTROL

FROM EDP CONTROL

1401 CURRENT STUDENT MASTER FILE

IBM 1401 80-005 LOAD

1401 CURRENT STUDENT MASTER FILE

FILE

PFT CONTROL REPORT

PFT CONTROL

BASIC INDEX

ENROLLMENT FILE

PFT CONTROL

PFT CONTROL

1
B. LOAD IBM 1401 ENROLLMENT FILE TO SYSTEM 360/40 DISK PACK

FROM EDP CONTROL

1

ENROLLMENT FILE

360/40 DOS P31-004 LOAD

ENROLLMENT FILE

2

ENROLLMENT FILE

P3T CONTROL
C. SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE

FROM EDP CONTROL

\[ \downarrow \]

2

\[ \downarrow \]

ENROLLMENT FILE

\[ \downarrow \]

360/40 DOS
P81-007
ISORT

\[ \downarrow \]

SORTED ENROLLMENT FILE

\[ \downarrow \]

3
D. UPDATE ENROLLMENT FILE WITH COURSE NUMBER

```
FROM EDP CONTROL

3

SORTED ENROLLMENT FILE

360/40 DOS P81-008 UPDATE

FROM PFT CONTROL

BASIC INDEX

SORTED ENROLLMENT FILE

FILE

PFT CONTROL

UPDATE ENROLLMENT FILE
```

PAGE 3.29
E. SORT ENROLLMENT FILE TO INSTRUCTOR SEQUENCE

FROM EDP CONTROL

\[\downarrow\]

4

\[\downarrow\]

ENROLLMENT FILE

\[\downarrow\]

360/40 DOS P81-005

\[\downarrow\]

SORTED ENROLLMENT FILE

\[\downarrow\]

5
F. PRODUCE IN-CLASS QUESTIONNAIRE

FLOWCHART

FROM EDP CONTROL

SORTED ENROLLMENT FILE

FROM PFT CONTROL

'TABLE'

360/40 DOS P81-006 PUNCH

SORTED ENROLLMENT FILE

FILE

PFT CONTROL

PFT CONTROL

IN-CLASS QUESTIONNAIRE

PAGE 3.31
G. PRODUCE AND DISTRIBUTE IN-CLASS QUESTIONNAIRE

FROM EDP CONTROL

6

IN-CLASS QUESTIONNAIRE

MERGE

IN-CLASS QUESTIONNAIRE

TO AND FROM STUDENT VIA INSTRUCTOR

FROM EDP CONTROL

CLASS SCHEDULE

1401 10-100

CLASS HEADERS

FILE

PAGE 3.32
H. KEYPUNCH AND LOAD IN-CLASS QUESTIONNAIRES TO SEQUENTIAL DESK FILE

FROM PFT CONTROL

1

IN-CLASS QUESTIONNAIRE

KEYPUNCH AND VERIFY

IN-CLASS QUESTIONNAIRE

360/40 DOS P81-010 LOAD

IN-CLASS QUESTIONNAIRE

FILE

IN-CLASS QUESTIONNAIRE FILE

8
I. SORT IN-CLASS QUESTIONNAIRE TRANSACTION FILE FOR UPDATE TO ENROLLMENT AND IN-CLASS QUESTIONNAIRE REPORT

FROM EDP CONTROL

\[ S \]

\[ \text{SORTED IN-CLASS QUESTIONNAIRE FILE} \]

360/40 DOS P81-011 ISORT

\[ \text{SORTED IN-CLASS QUESTIONNAIRE FILE} \]

\[ 9 \]

360/40 DOS P81-013 ISORT

\[ \text{SORTED IN-CLASS QUESTIONNAIRE FILE} \]

\[ 10 \]
J. UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRES

FROM EDP CONTROL

\[ 9 \]

SORTED IN-CLASS QUESTIONNAIRE FILE

FROM PFT CONTROL

ENROLLMENT FILE

360/40 DOS P81-012 UPDATE

SORTED IN-CLASS QUESTIONNAIRE FILE

FILE

PFT CONTROL

UPDATE ENROLLMENT FILE

PFT CONTROL
K. IN-CLASS QUESTIONNAIRE REPORT

FROM ELP CONTROL

10

SORTED IN-CLASS QUESTIONNAIRE FILE

360/40 DOS P81-402 REPORT

SORTED IN-CLASS QUESTIONNAIRE FILE

FILE

REPORT

PFT CONTROL
IX. TRADE AND TECHNICAL REPORTS

A. FORM A-1

FROM PFT CONTROL

BASIC INDEX

FROM EDP CONTROL

CLASS SCHEDULE

COURSE FILE

INSTRUCTION FILE

360/40 DOS P81-408 REPORT

FORM F1-A

BASIC INDEX

PFT CONTROL

PFT CONTROL

CLASS SCHEDULE

COURSE FILE

INSTRUCTION FILE

FILE

FILE

FILE
B. BUILD AND SORT ANNUAL ENROLLMENT FILE

FROM PFT CONTROL

ENROLLMENT FILE SEM1

FROM PFT CONTROL

ENROLLMENT FILE SEM2

360/40 DOS P81-410

ANNUAL ENROLLMENT FILE

360/40 DOS P81-411 ISORT

SORTED ANNUAL ENROLLMENT FILE

1
C. PRODUCE FORM B-1 AND FORM C

FROM EDP CONTROL

1

SORTED ANNUAL ENROLLMENT FILE

FALL/SPRING CLASS SCHEDULE

FALL/SPRING INSTRUCTION FILE

COURSE FILE

FALL/SPRING BASIC INDEX

360/40 DOS P81-412 P81-414

FORM B-1

PFT CONTROL

FORM C

PFT CONTROL
PROGRAM DESCRIPTION

PURPOSE: CREATE A CURRENT SEMESTER ENROLLMENT FILE.

SCOPE: AT THE PRESENT TIME, DATA ARE BEING GATHERED FROM ALL STUDENTS MEETING THE FOLLOWING CHARACTERISTICS:

1. DAY SCHOOL STUDENT; FULL OR PART TIME.

2. REGISTERED FOR COLLEGE WORK FOR THE FIRST TIME IN THE DISTRICT DURING THE SCHOOL YEAR 1968-69 AND ALL SUBSEQUENT YEARS.

3. REGISTERED IN SPECIFIC TRADE AND TECHNICAL COURSES IN THE EVENING COLLEGE (INITIAL ENTRANCE INTO DISTRICT NOT CONSIDERED).

THUS, A STUDENT IS INCLUDED IN THE STUDY IF HE MEETS BOTH CHARACTERISTICS 1 AND 2 OR IF HE SATISFIES ONLY CHARACTERISTIC 3.

INPUT: DISTRICT DATA PROCESSING'S CURRENT STUDENT MASTER FILE.
DISTRICT DATA PROCESSING'S CLASS SCHEDULE.
BASIC INDEX RECORD.

OUTPUT: PROJECT FOLLOW-THROUGH'S CURRENT ENROLLMENT FILE.
P80-005 BUILD CURRENT ENROLLMENT FILE

FROM EDP CONTROL

STUDENT MASTER

CLASS SCHEDULE

FROM PFT CONTROL

BASIC INDEX

IBM 1401
PROGRAM DESCRIPTION

PURPOSE: BUILD CURRENT SEMESTER MASTER FILE.

SCOPE: DATA ARE BEING GATHERED FROM ALL STUDENTS MEETING THE FOLLOWING CHARACTERISTICS:

1. DAY SCHOOL STUDENT, FULL OR PART TIME.

2. REGISTERED FOR COLLEGE WORK FOR THE FIRST TIME IN THE DISTRICT DURING THE SCHOOL YEAR 1968-69 AND ALL SUBSEQUENT YEARS.

INPUT: DISTRICT DATA PROCESSING STUDENT MASTER FILE (DISK).

OUTPUT: PROJECT FOLLOW-THROUGH CURRENT SEMESTER MASTER FILE (TAPE). REPORT.
P80-007 BUILD CURRENT MASTER FILE (SEMESTER)

FROM EDP CONTROL

STUDENT MASTER

IBM 1401
P80-007 LOAD

STUDENT MASTER

REPORT

PFT CONTROL

MASTER FILE

FILE

FILE
P81-000 LOAD COURSE FILE

PROGRAM DESCRIPTION

PURPOSE: SUPPORT PROJECT FOLLOW-THROUGH

SCOPE: BUILD AN INDEX SEQUENTIAL COURSE FILE CONTAINING THE FOLLOWING INFORMATION.

1. COURSE NUMBER
2. COURSE TITLE
3. ADVISORY CODE
4. TYPE OF COURSE
5. SEMESTER OFFERED
6. OCCUPATION
7. COURSE CODE
8. OCCUPATION CODE
9. UNITS
10. WEEKS CLASS MEETS IN SEMESTER
11. PRE-EMPLOYMENT CODE

INPUT: COURSE RECORD (CARD).

OUTPUT: COURSE FILE (DISK).
P81-000 LOAD COURSE FILE

FROM PFT CONTROL

COURSE RECORD

360/40 DOS
P81-000

COURSE RECORD

I/S COURSE FILE

FILE

FILE
P81-022 LOAD INSTRUCTOR FILE

PROGRAM DESCRIPTION

PURPOSE: CREATE AN INDEX SEQUENTIAL INSTRUCTOR FILE.

SCOPE: BUILD AN INSTRUCTOR FILE CONTAINING INFORMATION NECESSARY TO SUPPORT PROJECT FOLLOW-THROUGH.

INPUT: THE FOLLOWING INFORMATION IS GATHERED BY THE CONTROL SECTION OF PROJECT FOLLOW-THROUGH.

INSTRUCTOR CODE - THIS CODE IS THE 'KEY' TO THE INDEX SEQUENTIAL INSTRUCTOR FILE. A THREE DIGIT CODE USED BY DISTRICT DATA PROCESSING IS EXPANDED TO FOUR DIGITS. THIS EXPANSION IS NECESSARY TO ELIMINATE DUPLICATE INSTRUCTOR CODES, INDICATE WHICH OF THE TWO COLLEGES AN INSTRUCTOR IS EMPLOYED AND REMAIN COMPATIBLE WITH DISTRICT DATA PROCESSING.

HOURLY RATE - THIS INFORMATION IS OBTAINED FROM THE ACCOUNTING OFFICE.

SALARY - THIS INFORMATION IS OBTAINED FROM THE ACCOUNTING OFFICE.

CREDENTIAL - THIS INFORMATION IS OBTAINED FROM THE ACCOUNTING OFFICE.

OUTPUT: INDEX SEQUENTIAL INSTRUCTOR FILE.

RECSIZE = 52
BLKSIZE = 10
P81-002 LOAD INSTRUCTOR FILE

FROM PFT CONTROL

INSTRUCTOR RECORD

SORT

INSTRUCTOR RECORD (CODE # SEQ.)

FROM EDP CONTROL

'PFT001'

P81-002 LOAD

INSTRUCTOR FILE (I/S)

FILE
PROGRAM DESCRIPTION

PURPOSE:  
(1) COPY TAPE ENROLLMENT FILE TO DISK.

(2) SORT ENROLLMENT FILE TO INSTRUCTOR CODE, TICKET NUMBER, STUDENT NAME SEQUENCE.

SCOPE:  
PHASE I PROGRAM P81-004 LOADS A TAPE ENROLLMENT FILE TO DISK.

PHASE II PROGRAM P81-005 SORTS ENROLLMENT DISK FILE.

INPUT:  
PHASE I TAPE ENROLLMENT FILE.

PHASE II DISK ENROLLMENT FILE IN I.D. NUMBER SEQUENCE.

OUTPUT:  
PHASE I DISK ENROLLMENT FILE.

PHASE II DISK ENROLLMENT FILE IN INSTRUCTOR CODE SEQUENCE.
P81-004 LOAD ENROLLMENT FILE (TAPE TO DISK)
P81-005 SORT ENROLLMENT FILE TO INSTRUCTOR SEQUENCE

FROM PROGRAM 80-005

1401 ENROLLMENT FILE

360/40 DOS P81-004 LOAD

1401 ENROLLMENT FILE

ENROLLMENT FILE

360/40 DOS P81-005 SORT

SORTED E/F FILE

FILE
P81-006 PUNCH VERIFICATION OF ENROLLMENT CARDS

PROGRAM DESCRIPTION

PURPOSE: TO PUNCH PRE-PRINTED VERIFICATION OF ENROLLMENT CARDS BY STUDENT WITHIN CLASS AND PROVIDE A LIST OF CLASSES USED.

SCOPE: SELECTED CLASSES FROM THE 'SORTED ENROLLMENT -TICKET SEQ' FILE ON THE PFT001 PACK ARE INPUTED TO THE PROGRAM. ONE CARD IS PUNCHED FOR EACH STUDENT IN THE CLASS. AN ENTRY IS PROVIDED ON THE PRINTER FOR EACH CLASS.

OPTION: A TICKET NUMBER TABLE IS PROVIDED BY THE PFT CONTROL SECTION WHICH TELLS THE PROGRAM WHICH TICKET NUMBERS ARE NOT TO BE SELECTED.

INPUT: SORTED ENROLLMENT FILE FROM PROGRAM P81-005.

OUTPUT: VERIFICATION OF ENROLLMENT CARDS.

NOTE: THE PRE-PRINTED FORMS WILL BE INTERPRETED AND MERGED WITH CLASS HEADERS FOR DISTRIBUTION VIA INSTRUCTOR.
P81-006  PUNCH VERIFICATION OF ENROLLMENT CARDS

FROM PROGRAM P81-006

SORTED E/F FILE

FROM PFT CONTROL

'TABLE'

360/40 DOS P81-006

SORTED E/F FILE

REPORT

FILE

PFT CONTROL

IN-CLASS QUESTIONNAIRE

FILE
P81-007 SORT ENROLLMENT FILE

PROGRAM DESCRIPTION

PURPOSE: SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE.

SCOPE: THIS SORTED FILE WILL BECOME INPUT TO PROGRAM P81-008.

INPUT: ENROLLMENT FILE FROM PROGRAM P81-004.

OUTPUT: SORTED ENROLLMENT FILE.
SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE

FROM PROGRAM P81-004

ENROLLMENT FILE

360/40 DOS
P81-007
ISORT

SORTED ENROLLMENT FILE

FILE
P81-008 UPDATE ENROLLMENT FILE WITH COURSE NUMBER

PROGRAM DESCRIPTION

PURPOSE: UPDATE CURRENT ENROLLMENT FILE WITH COURSE NUMBER.

SCOPE: MINIMIZE AND FACILITATE THE PRODUCTION OF VARIOUS REPORTS REQUIRED OF THIS SYSTEM.

INPUT: SORTED ENROLLMENT FILE (DISK).
       BASIC INDEX RECORD (CARD).

OUTPUT: UPDATED ENROLLMENT FILE (TAPE).
UPDATE ENROLLMENT FILE WITH COURSE NUMBER

FROM PROGRAM P81-007

SORTED ENROLLMENT FILE

FROM PFT CONTROL

BASIC INDEX RECORD

360/40 DOS P81-008 UPDATE

SORTED ENROLLMENT FILE

UPDATED ENROLLMENT FILE

FILE

FILE

BASIC INDEX

PFT CONTROL
P81-010 LOAD IN-CLASS QUESTIONNAIRE

PROGRAM DESCRIPTION

PURPOSE: TO BUILD A SEQUENTIAL DISK FILE.

SCOPE: THIS FILE WILL BE SORTED BY PROGRAMS P81-011 AND P81-013 FOR PURPOSES OF UPDATING THE ENROLLMENT FILE AND PRODUCING A SUMMARY REPORT.

INPUT: IN-CLASS QUESTIONNAIRE (CARD).

OUTPUT: SEQUENTIAL IN-CLASS QUESTIONNAIRE FILE (DISK).
LOAD IN-CLASS QUESTIONNAIRE

FROM EDP CONTROL

IN-CLASS QUESTIONNAIRE

360/40 DOS P81-010 LOAD

RANDOM TRANSACTION FILE

FILE

NOTE: THE FOLLOWING TWO PROGRAMS WILL USE THIS FILE AS INPUT:
SORT P81-011
SORT P81-013
P81-011 SORT IN_CLASS QUESTIONNAIRE FILE

PROGRAM DESCRIPTION

PURPOSE: SORT IN-CLASS QUESTIONNAIRE FILE TO I.D. NUMBER AND TICKET NUMBER SEQUENCE.

SCOPE: THE SORTED IN-CLASS QUESTIONNAIRE FILE WILL BE USED AS INPUT TO PROGRAM P81-012.

INPUT: IN-CLASS QUESTIONNAIRE FILE FROM PROGRAM P81-010.

OUTPUT: SORTED IN-CLASS QUESTIONNAIRE FILE.
SORT IN-CLASS QUESTIONNAIRE FILE TO I.D. AND TICKET NUMBER SEQUENCE

FROM PROGRAM P81-010

IN-CLASS QUESTIONNAIRE FILE

360/40 DOS P81-011 ISORT

SORTED IN-CLASS QUESTIONNAIRE FILE

FILE
P81-012 UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRE

PROGRAM DESCRIPTION

PURPOSE: VERIFICATION OF ENROLLMENT.

SCOPE: UPDATE THE ENROLLMENT FILE WITH THE FOLLOWING INFORMATION:

1. HOW STUDENT VISUALIZES THIS COURSE IN TERMS OF CAREER PLANS.
2. IS THE COURSE REQUIRED FOR:
   A. GRADUATION.
   B. MAJOR.
   C. MAJOR AND/OR GRADUATION FROM 4-YEAR COLLEGE.
   D. NOT REQUIRED.

INPUT: PROJECT FOLLOW-THROUGH ENROLLMENT FILE. IN-CLASS QUESTIONNAIRE SEQUENTIAL FILE SORTED TO I.D. NUMBER AND TICKET NUMBER SEQUENCE.

OUTPUT: UPDATED ENROLLMENT FILE.
UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRE

FROM PROGRAM P81-011

SORTED IN-CLASS QUESTIONNAIRE FILE

360/40 DOS P81-012 UPDATE

SORTED IN-CLASS QUESTIONNAIRE FILE

FILE

FROM PFT CONTROL

ENROLLMENT FILE

REPORT

PFT CONTROL

ENROLLMENT FILE

PFT CONTROL

UPDATED ENROLLMENT FILE

PFT CONTROL

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P81-013 SORT IN-CLASS QUESTIONNAIRE FILE

PROGRAM DESCRIPTION

PURPOSE: SORT IN-CLASS QUESTIONNAIRE FILE TO COURSE NUMBER SEQUENCE.

SCOPE: REPORT WRITER P81-402 WILL USE THE OUTPUT OF THIS SORT AS INPUT.

INPUT: IN-CLASS QUESTIONNAIRE FILE FROM PROGRAM P81-010.

OUTPUT: SORTED IN-CLASS QUESTIONNAIRE FILE.
SORT IN-CLASS QUESTIONNAIRE FILE TO COURSE NUMBER SEQUENCE

FROM PROGRAM P81-010

IN-CLASS QUESTIONNAIRE

360/40 DOS P81-013 ISORT

SORTED IN-CLASS QUESTIONNAIRE FILE

FILE
P81-102 LOAD BASIC INDEX AND CLASS MASTER CARDS TO SEQUENTIAL FILE

PROGRAM DESCRIPTION

PURPOSE: CREATE A SEQUENTIAL FILE FOR BUILDING AN INDEX SEQUENTIAL FILE.

SCOPE: LOAD CLASS MASTERS AND THE BASIC INDEX RECORDS TO A SEQUENTIAL FILE. THIS FILE WILL THEN BE SORTED INTO TICKET NUMBER SEQUENCE AND USED TO CREATE AN INDEX SEQUENTIAL FILE.

INPUT: BASIC INDEX RECORD (SEE CARD LAYOUT R-1).
TICKET MASTERS (SEE CARD LAYOUT R-4).

OUTPUT: SEQUENTIAL DISK FILE.

NOTE: THE OUTPUT OF THIS PROGRAM IS INPUT TO PROGRAM P81-103.
P-81-102 LOAD BASIC INDEX/CLASS MASTERS

FROM EDP CONTROL

BASIC INDEX RECORD

P81-102 EDIT CAPTURE

RANDOM TRANSACTIONS

P81-103
P81-103 SORT BASIC INDEX AND CLASS MASTER FILE

PROGRAM DESCRIPTION

PURPOSE: SORT BASIC INDEX AND CLASS MASTER TRANSACTION FILE TO TICKET NUMBER SEQUENCE.

INPUT: BASIC INDEX AND CLASS MASTER TRANSACTION FILE CREATED FROM PROGRAM P81-102.

OUTPUT: BASIC INDEX AND CLASS MASTER TRANSACTION FILE IN TICKET NUMBER SEQUENCE.

NOTE: PROGRAM P81-104 WILL USE THIS OUTPUT AS INPUT TO CREATE AN INDEX SEQUENTIAL CLASS SCHEDULE.
P81-103 SORT BASIC INDEX/CLASS MASTER FILE TO TICKET SEQUENCE

FROM EDP CONTROL

\( \downarrow \)

P81-102

\( \downarrow \)

RANDOM TRANSACTIONS

\( \downarrow \)

P81-103 SORT

\( \downarrow \)

SORTED TRANSACTIONS

\( \downarrow \)

P81-104
PROGRAM DESCRIPTION

PURPOSE: CREATE AN INDEX SEQUENTIAL CLASS SCHEDULE CONTAINING INFORMATION NECESSARY TO SUPPORT PROJECT FOLLOW-THROUGH.

SCOPE: ONCE THIS CLASS SCHEDULE HAS BEEN CREATED, IT WILL BE USED TO CALCULATE THE TOTAL UNIT LOAD OF AN INSTRUCTION WHICH IN TURN WILL BE USED TO CALCULATE THE COST OF EACH SECTION OFFERED.

INPUT: SORTED OUTPUT OF PROGRAM P81-103.

OUTPUT: INDEX SEQUENTIAL CLASS SCHEDULE. (SEE RECORD LAYOUT)
P81-104 CREATE CLASS SCHEDULE

FROM EDP CONTROL

P81-103

SORTED TRANSACTIONS

P81-104 BUILD

CLASS SCHEDULE

FILE

REPORT

PFT CONTROL
P81-106 LOAD INDEX SEQUENTIAL CLASS SCHEDULE TO SEQUENTIAL FILE

PROGRAM DESCRIPTION

PURPOSE: CREATE A SEQUENTIAL CLASS SCHEDULE.

SCOPE: BUILD A SEQUENTIAL CLASS SCHEDULE. THIS FILE WILL BE USED AS INPUT TO SORT PROGRAM P81-107.

INPUT: INDEX SEQUENTIAL CLASS SCHEDULE. (SEE RECORD LAYOUT)

OUTPUT: SEQUENTIAL CLASS SCHEDULE

NOTE: SORT PROGRAM P81-107 WHICH WILL BE EXECUTED AGAINST THE OUTPUT OF THIS PROGRAM.
P81-106 LOAD INDEX/SEQUENTIAL CLASS SCHEDULE TO SEQUENTIAL FILE

FROM EDU CONTROL

I/S CLASS SCHEDULE

P81-106 LOAD

SEQUENTIAL CLASS SCHEDULE

FILE

REPORT

PFT CONTROL

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P81-107 SORT SEQUENTIAL CLASS SCHEDULE

PROGRAM DESCRIPTION

PURPOSE: SORT THE CLASS SCHEDULE INTO INSTRUCTOR CODE SEQUENCE.

SCOPE: THE OUTPUT OF THIS SORT WILL BE USED AS INPUT TO PROGRAM P81-108. PROGRAM P81-108 WILL UPDATE THE INSTRUCTOR FILE WITH TOTAL UNIT LOAD.

INPUT: SEQUENTIAL CLASS SCHEDULE PRODUCED FROM PROGRAM P81-106.

OUTPUT: SORTED CLASS SCHEDULE IN INSTRUCTOR CODE SEQUENCE.
P81-107  SORT SEQUENTIAL CLASS SCHEDULE

FROM EDP CONTROL

P81-107

CLASS SCHEDULE

P81-107 SORT

SORTED CLASS SCHEDULE

P81-108
PROGRAM DESCRIPTION

PURPOSE: CALCULATE INSTRUCTOR UNIT LOAD AND UPDATE INSTRUCTOR FILE.

SCOPE: TOTAL DAY UNIT LOAD WILL BE CALCULATED AND UPDATED INTO INSTRUCTOR FILE.

INPUT: SORTED OUTPUT OF PROGRAM P81-107.

OUTPUT: UPDATED INSTRUCTOR FILE.
P81-108 UPDATE INSTRUCTOR FILE WITH TOTAL UNITS

FROM EDP CONTROL

P81-107

CLASS SCHEDULE

INSTRUCTOR FILE

P81-108 UPDATE

CLASS SCHEDULE

REPORT

INSTRUCTOR FILE

FILE

FILE

PAGE 4.36
P81-110  UPDATE CLASS SCHEDULE WITH COST

PROGRAM DESCRIPTION

PURPOSE:  UPDATE CLASS SCHEDULE WITH COST.

SCOPE:  COST IS DETERMINED BY TWO METHODS:

1) EVENING CLASS = HOURLY RATE X (NUMBER OF HOURS CLASS MEETS - HOLIDAY HOURS)

2) DAY CLASS = \[\frac{\text{NUMBER OF UNITS}}{\text{UNIT LOAD}}\] X 1/2 SALARY

INPUT:  INSTRUCTOR FILE.
        CLASS SCHEDULE.

OUTPUT:  REPORT OF COST.
          UPDATED CLASS SCHEDULE.
P81-110 UPDATE CLASS SCHEDULE WITH COST

FROM EDP CONTROL

FROM EDP CONTROL

FROM EDP CONTROL

I/S CLASS SCHEDULE

HOLIDAY RECORD

I/S INSTRUCTOR FILE

P81-110 UPDATE

I/S CLASS SCHEDULE

I/S INSTRUCTOR FILE (UPDATED)

FILE

FILE

REPORT

PFT CONTROL

PFT CONTROL

PFT CONTROL

L.PFT CONTROL

PAGE 4.38
P81-402 IN-CLASS QUESTIONNAIRE ANALYSIS

PROGRAM DESCRIPTION

PURPOSE: TO TALLY THE STUDENTS' ANSWERS TO OUR IN-CLASS QUESTIONNAIRE.

SCOPE: STUDENTS' ANSWERS ARE TOTALED AND A SUMMARY REPORT IS PRINTED.

INPUT: IN-CLASS QUESTIONNAIRE FILE FROM ISORT P81-013.

OUTPUT: SUMMARY REPORT OF IN-CLASS QUESTIONNAIRE.
IN-CLASS QUESTIONNAIRE ANALYSIS

FROM PROGRAM P81-013

SORTED IN-CLASS QUESTIONNAIRE FILE

360/40 DOS P81-402 REPORT

REPORT

PFT CONTROL
PROGRAM DESCRIPTION

PURPOSE: ALLOW CONVERSION FROM IBM 1401 TAPE TO IBM SYSTEM 360/40.

SCOPE: THE MASTER FILE CREATED FROM THE DISTRICT DATA PROCESSING'S CURRENT STUDENT MASTER FILE RESIDES IN A TAPE.

THE FOLLOWING PROCEDURE MUST TAKE PLACE BEFORE CONVERSION IS ACCOMPLISHED:

1. A SCRATCH TAPE WILL BE MOUNTED ON TAPE DRIVE '181' AND THE 1401 MASTER FILE ON DRIVE '180.'

2. THE UTILITY 'DEBE' WILL (1) SPACE FORWARD ONE BLOCK ON DRIVE '180,' (2) WRITE A TAPE MARK ON '181' (SCRATCH), AND (3) COPY '180' (MASTER) TO DRIVE '181.' AN END OF JOB WILL TERMINATE THE 'DEBE' UTILITY.

3. PROGRAM P81-500 WILL THEN BE EXECUTED ON THE JOB STREAM WHICH WILL ACCOMPLISH THE CONVERSION.

INPUT: IBM 1401 MASTER FILE (TAPE)
       IBM 360 SCRATCH TAPE

OUTPUT: IBM SYSTEM 360/40 MASTER (DISK)
P81-500 CONVERT 1401 MASTER FILE TO IBM SYSTEM 360/40 DISK FILE

FROM PROGRAM 80-067

1401 MASTER '180'

FROM EDP CONTROL

SCRATCH '181'

360/40 DOS P81-500 CONVERT

1401 MASTER

MASTER FILE

FILE

PFT CONTROL

360 MASTER FILE

PFT CONTROL

PAGE 4.42
P81-501 UPDATE MASTER FILE

PROGRAM DESCRIPTION

PURPOSE: UPDATE MASTER FILE WITH NEW, CONTINUING, AND RETURNING STUDENT INFORMATION.

SCOPE: WITHIN THE MASTER FILE, WE HAVE FOUR CLASSIFICATIONS OF STUDENT RECORDS. DEPENDING ON THIS CLASSIFICATION, CERTAIN FIELDS WITHIN THE MASTER RECORD ARE INITIALIZED AND/OR UPDATED.

1. NEW STUDENT - MOST OF THE INFORMATION CONTAINED IN THE DISTRICT'S DATA PROCESSING STUDENT MASTER FILE IS RE-FORMATTED AND ENTERED INTO THIS SYSTEM.

   THE CLASSIFICATION CODE IS SET TO 1 FOR BOTH FALL AND SPRING ENTERING STUDENTS, OTHERWISE (SUMMER APPLICANTS) THE CODE IS SET TO BLANK.

2. CONTINUING STUDENT - THE DATA CONTAINED IN THIS RECORD WILL BE UPDATED WITH NEW INFORMATION SUCH AS ADDRESS CHANGES, CURRENT UNIT LOAD, AND OTHER LIKE INFORMATION.

   THE CLASSIFICATION CODE WILL BE SET TO 2.

3. RETURNING STUDENT - WILL BE PROCESSED MUCH THE SAME AS CONTINUING STUDENT EXCEPT FOR THE FOLLOWING TWO FIELDS:

   A. A FIELD WHICH CONTAINS THE NUMBER OF SEMESTERS IN WHICH THE STUDENT HAS NOT RETURNED WILL BE SET TO ZERO.

   B. A FIELD WHICH CONTAINS THE NUMBER OF TIMES A STUDENT HAS RETURNED WILL BE UPDATED.

   THE CLASSIFICATION CODE WILL BE SET TO 3.

4. NON-RETURNING STUDENT - A FIELD CONTAINING THE NUMBER OF SEMESTERS THE STUDENT HAS NOT RETURNED WILL BE UPDATED FOR PURPOSES OF FOLLOW-UP AND DELETION.

   THE CLASSIFICATION CODE WILL BE SET TO 4.

INPUT: PROJECT FOLLOW-THROUGH MASTER FILE (TAPE).
CURRENT STUDENT MASTER FILE (DISK) FROM P81-500.

OUTPUT: REPORT.
UPDATED PROJECT FOLLOW-THROUGH MASTER FILE.
UPDATE MASTER FILE WITH CURRENT REGISTRATION

FROM P81-500

CURRENT MASTER FILE

FROM PFT CONTROL

HISTORY MASTER FILE

360/40 DOS P81-501 UPDATE

REPORT

HISTORY MASTER FILE

UPDATED MASTER FILE

CURRENT MASTER FILE

PFT CONTROL

PFT CONTROL

PFT CONTROL

FILE
P81-502 LOAD REGISTRATION DATA

PROGRAM DESCRIPTION

PURPOSE: BUILD A SEQUENTIAL TRANSACTION FILE.

SCOPE: TWO FORMS USED IN GATHERING INFORMATION DURING THE PROCESS OF REGISTRATION ARE:

1. APPLICATION FOR ADMISSION - THE INFORMATION OBTAINED THROUGH THE USE OF THIS FORM IS COLLECTED FROM THOSE STUDENTS WHO HAVE NEVER APPLIED FOR ENROLLMENT AT EITHER ORANGE COAST OR GOLDEN WEST COLLEGE.

2. SEMESTER ENROLLMENT QUESTIONNAIRE - THIS INFORMATION IS GATHERED EACH SEMESTER.

THOSE FORMS ARE AUDITED AND SENT TO THE KEY PUNCH SECTION WHERE THE INFORMATION IS PUNCHED INTO CARD STOCK AND USED AS INPUT TO THIS SYSTEM.

INPUT: APPLICATION FOR ADMISSION (CARD).
       SEMESTER ENROLLMENT QUESTIONNAIRE (CARD).

OUTPUT: TRANSACTION FILE (DISK).

NOTE: SEQUENCE OF CARDS MAY BE IN RANDOM ORDER.
LOAD REGISTRATION DATA TO SEQUENTIAL DISK FILE

FROM EDP CONTROL

<table>
<thead>
<tr>
<th>ADMISSION APPLICATION</th>
<th>ENROLLMENT QUESTIONNAIRE</th>
</tr>
</thead>
</table>

360/40 DOS
P81-502
LOAD

<table>
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<tr>
<th>ADMISSION APPLICATION</th>
<th>RANDOM REGISTRATION TRANSACTIONS</th>
<th>ENROLLMENT QUESTIONNAIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE</td>
<td>FILE</td>
<td>FILE</td>
</tr>
</tbody>
</table>
P81-503  SORT REGISTRATION FILE

PROGRAM DESCRIPTION

PURPOSE:  SORT REGISTRATION FILE TO TICKET AND I.D. NUMBER SEQUENCE.

SCOPE:  THE OUTPUT OF THIS SORT WILL BE INPUT TO PROGRAM P81-504.

INPUT:  SEQUENTIAL REGISTRATION FILE.

OUTPUT:  SORTED REGISTRATION FILE.
SORT REGISTRATION FILE

FROM PROGRAM P81-502

REGISTRATION DATA

360/40 DOS P81-503 ISORT

SORTED REGISTRATION DATA

FILE
P81-504 UPDATE MASTER FILE WITH REGISTRATION DATA

PROGRAM DESCRIPTION

PURPOSE: SUPPORT PROJECT FOLLOW-THROUGH.

SCOPE: DURING REGISTRATION, PAGES 2 AND 3 ARE SEPARATED FROM THE ADMISSION APPLICATION FORM AND DELIVERED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHERE THEY ARE AUDITED AND FORWARDED TO DISTRICT DATA PROCESSING FOR KEYPUNCHING (SEE CARD LAYOUT). THE SEMESTER ENROLLMENT QUESTIONNAIRE IS COMPLETED BY THE STUDENT DURING REGISTRATION, SENT TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH, AND FORWARDED TO THE KEYPUNCH SECTION. ONCE THESE TWO FORMS ARE KEYPUNCHED AND VARIFIED, THEY ARE RANDOMLY LOADED TO A SEQUENTIAL DISK FILE, SORTED TO I.D. NUMBER SEQUENCE, AND BECOME INPUT TO THIS PROGRAM.

INPUT: SORTED REGISTRATION FILE (DISK). MASTER FILE (TAPE).

OUTPUT: UPDATED MASTER FILE. REPORT.
UPDATE MASTER FILE WITH REGISTRATION DATA

FROM PROGRAM P81-503

SORTED REGISTRATION DATA

FROM PFT CONTROL

MASTER FILE

360/40 DOS P81-504 UPDATE

PFT CONTROL REPORT

PFT CONTROL

SORTED REGISTRATION DATA

FILE

MASTER FILE

PFT CONTROL

UPDATED MASTER FILE

PFT CONTROL
BUILD AN INDEX SEQUENTIAL MASTER FILE

PROGRAM DESCRIPTION

PURPOSE: CREATE AN INDEX SEQUENTIAL MASTER FILE.

SCOPE: THIS TYPE OF FILE ORGANIZATION PROVIDES FOR THE DIRECT RETRIEVING AND/OR UPDATING OF INDIVIDUAL RECORDS. THE "KEY" ASSIGNED TO EACH RECORD IS THE STUDENT'S IDENTIFICATION NUMBER.

INPUT: SEQUENTIAL MASTER FILE IN I.D. NUMBER SEQUENCE (TAPE).

OUTPUT: INDEX SEQUENTIAL MASTER FILE (DISK).
P81-514 BUILD AN INDEX SEQUENTIAL MASTER FILE

FROM PFT CONTROL

MASTER FILE

360/40 DOS
P81-514
BUILD

MASTER FILE

PFT CONTROL

INDEX SEQUENTIAL MASTER FILE

FILE
P81-516  RANDOM UPDATE OF MASTER FILE WITH TELEPHONE QUESTIONNAIRE

PROGRAM DESCRIPTION

PURPOSE:  UPDATE MASTER FILE WITH TELEPHONE QUESTIONNAIRE DATA.

SCOPE:  TELEPHONE QUESTIONNAIRES (CARD) ARE RANDOMLY PROCESSED AGAINST THE
MASTER FILE.  THE MASTER FILE IS UPDATED AND A REPORT OF THIS
INFORMATION IS PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT
FOLLOW-THROUGH.

INPUT:  TELEPHONE QUESTIONNAIRE (CARD).
INDEX SEQUENTIAL MASTER FILE.

OUTPUT:  UPDATED MASTER FILE.
REPORT.
P81-816 RANDOM UPDATE OF MASTER FILE WITH TELEPHONE QUESTIONNAIRE

FROM EDP CONTROL

V

RANDOM - { TELEPHONE QUESTIONNAIRE

V

FROM EDP CONTROL

V

I/S MASTER FILE

V

360/40 DOS P81-510 UPDATE

V

TELEPHONE QUESTIONNAIRE

V

FILE

V

I/S MASTER FILE -UPDATED-

V

FILE

V

REPORT

PFT CONTROL
P81-518 UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRES

PROGRAM DESCRIPTION

PURPOSE: UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRES.

SCOPE: FOLLOW-UP QUESTIONNAIRES (CARD) ARE RANDOMLY PROCESSED AGAINST THE INDEX SEQUENTIAL MASTER FILE. THE MASTER FILE IS UPDATED AND A REPORT OF THIS INFORMATION IS PRODUCED AND forwarded to the Director of Project Follow-Through.

INPUT: FOLLOW-UP QUESTIONNAIRE (CARD).
INDEX SEQUENTIAL MASTER FILE (DISK).

OUTPUT: UPDATED MASTER FILE (DISK).
FOLLOW-UP REPORT (PRINTER).
RANDOM UPDATE OF MASTER FILE WITH FOLLOW-UP QUESTIONNAIRE

FROM EDP CONTROL

FOLLOW-UP QUESTIONNAIRE

FROM EDP CONTROL

I/S MASTER FILE

360/40 DOS P81-518 UPDATE

FOLLOW-UP QUESTIONNAIRE

FILE

FOLLOW-UP REPORT

PFT CONTROL

I/S MASTER FILE -UPDATED-

FILE
P81-800 BUILD ADDRESS FILE FOR NON-RETURNING STUDENTS

PROGRAM DESCRIPTION

PURPOSE: BUILD AN ADDRESS FILE FOR THOSE STUDENTS CLASSIFIED AS NON-RETURNNEES.

SCOPE: IN ADDITION TO A LISTING, A LABEL FILE WILL BE CREATED FOR THOSE STUDENTS WHOSE TRC CODE IS EQUAL TO 4.

INPUT: MASTER FILE IN I.D. SEQUENCE.

OUTPUT: ADDRESS FILE.

NOTE: PROGRAMS P81-801 AND P81-802 WILL USE THIS ADDRESS FILE TO SORT AND PRODUCE THREE-UP LABELS.
BUILD LABEL FILE FOR NON-RETURNEES

FROM PFT CONTROL

MASTER FILE

360/40 DOS P81-800 BUILD

LABEL FILE REPORT

MASTER FILE

NON-RETURNEE LABEL FILE

PFT CONTROL

PFT CONTROL

FILE
P81-801 SORT ADDRESS FILE TO ZIP CODE SEQUENCE

PROGRAM DESCRIPTION

PURPOSE: SORT ADDRESS FILE TO ZIP CODE SEQUENCE.

SCOPE: PROGRAM P81-802 WILL USE THE OUTPUT OF THIS SORT TO PRODUCE ADDRESS LABELS.

INPUT: ADDRESS FILE PRODUCED BY PROGRAM P81-800.

OUTPUT: SORTED ADDRESS FILE IN ZIP CODE SEQUENCE.
SORT ADDRESS FILE TO ZIP CODE SEQUENCE

FROM PROGRAM P81-800

ADDRESS FILE

360/40 DOS P81-801 ISORT

SORTED ADDRESS FILE

FILE
P81-802  PRODUCE THREE-UP LABELS

PROGRAM DESCRIPTION

PURPOSE: LABELS WILL BE PRODUCED IN ZIP CODE SEQUENCE FOR PURPOSES OF FOLLOW-UP QUESTIONNAIRES.

INPUT: SORTED ADDRESS FILE.

OUTPUT: THREE-UP LABELS.
THREE-UP LABELS

FROM PROGRAM P81-801

SORTED ADDRESS FILE

360/40 DOS
P81-802
REPORT

THREE-UP LABELS

PFT CONTROL
PROGRAM DESCRIPTION

PURPOSE: PRODUCE FORM A-1 (APPLICATION FOR APPROVAL OF TRADE AND TECHNICAL EDUCATION CLASSES).

SCOPE: PRODUCE FORM A-1 FOR THE FOLLOWING CLASSIFICATIONS OF COURSES:

- APPRENTICE
- TECHNICAL
- REIMBURSED

INPUT:
A. COURSE RECORD FILE
   1. COURSE TITLE
   2. COURSE NUMBER
   3. OUTLINE NUMBER
   4. ADVISORY COMMITTEE NUMBER
   5. SEMESTER DURING WHICH COURSE IS OFFERED
   6. OCCUPATION CODE
   7. COURSE CODE

B. INSTRUCTOR RECORD
   1. INSTRUCTOR RECORD
   2. INSTRUCTOR NAME
   3. DAY AND TIME COURSE MEETS
   4. TICKET NUMBER
   5. TYPE OF CREDENTIAL
   6. ANNUAL SALARY

C. BASIC INDEX
   1. TICKET NUMBER
   2. COURSE NUMBER

OUTPUT:
A. YEAR TECHNICAL  B. YEAR REIMBURSED  C. YEAR APPRENTICE  D. FALL TECHNICAL  E. FALL REIMBURSED  F. FALL APPRENTICE  G. SPRING TECHNICAL  H. SPRING REIMBURSED  I. SPRING APPRENTICE

THREE COPIES OF THIS APPLICATION MUST BE SUBMITTED TO THE APPROPRIATE REGIONAL OFFICE OF THE BUREAU OF INDUSTRIAL EDUCATION, CALIFORNIA STATE DEPARTMENT OF EDUCATION, WITHIN 30 DAYS AFTER OPENING OF THE CLASSES FOR WHICH APPROVAL IS BEING REQUESTED.
P81-408 REPORT FORM A-1

FROM EDP CONTROL

- BASIC INDEX
- COURSE FILE
- INSTRUCTION FILE

360/40 DOS
P81-408 REPORT

- INDEX RECORD
- COURSE FILE
- INSTRUCTION FILE

- FILE
- FILE
- FILE

FORM A-1

PFT CONTROL

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P81-410 BUILD AN ANNUAL ENROLLMENT FILE

PROGRAM DESCRIPTION

PURPOSE: BUILD AN ANNUAL ENROLLMENT FILE TO FACILITATE THE PRODUCTION OF THE FOLLOWING TWO REPORTS:

FORM B-1 REPORT OF AUTHORIZED TRADE AND TECHNICAL EDUCATION CLASSES.

FORM C REPORT OF ENROLLMENT IN TRADE AND INDUSTRIAL EDUCATION CLASSES.

SCOPE: TWO COPIES OF THESE REPORTS MUST BE SUBMITTED TO THE APPROPRIATE REGIONAL OFFICE OF BUREAU OF INDUSTRIAL EDUCATION, CALIFORNIA STATE DEPARTMENT OF EDUCATION, NO LATER THAN JULY 15, FOLLOWING THE CLOSE OF THE SCHOOL YEAR FOR WHICH REIMBURSEMENT IS BEING REQUESTED.

INPUT: FALL AND SPRING ENROLLMENT FILES.

OUTPUT: ANNUAL ENROLLMENT FILE.
P81-410 BUILD ANNUAL ENROLLMENT FILE

FROM EDP CONTROL

SPRING E/F FILE

FALL E/F FILE

360/40 DOS P81-410 BUILD

SPRING E/F FILE

ANNUAL E/F FILE

FALL E/F FILE

FILE

FILE

FILE
P81-411  SORT ANNUAL ENROLLMENT FILE

PROGRAM DESCRIPTION

PURPOSE:  SORT ANNUAL ENROLLMENT FILE TO COURSE AND INSTRUCTOR NUMBER SEQUENCE.

INPUT:  ANNUAL ENROLLMENT FILE.

OUTPUT:  SORTED ANNUAL ENROLLMENT FILE.
P81-411 SORT ANNUAL ENROLLMENT FILE

FROM P81-410

ANNUAL E/F FILE

360/40 DOS P81-411 SORT

SORTED ANNUAL E/F FILE

FILE
P81-414 REPORT FORM C

PROGRAM DESCRIPTION

PURPOSE: PRODUCE A REPORT OF ENROLLMENT IN TRADE AND INDUSTRIAL EDUCATION CLASSES.

SCOPE: FORM C CONTAINS THE FOLLOWING INFORMATION:

1. OCCUPATIONAL CODE.
2. OCCUPATION.
3. ENROLLMENTS.
   A. PRE-EMPLOYMENT.
   B. EXTENSION.
4. GRAND TOTAL OF ENROLLMENTS.

INPUT: ANNUAL ENROLLMENT FILE.
       COURSE FILE.

OUTPUT: FORM C.
Section IV
General System Procedure - Program Flowchart

P81-414 Report Form C

From EDP Central

Sorted E/F File

Course File

360/40 DOS P81-414 Report

Form C

PPT Control

Page 4.70
P81-412 FORM B-1

PROGRAM DESCRIPTION

PURPOSE: PRODUCE A REPORT IN AUTHORIZED TRADE AND TECHNICAL EDUCATION CLASSES.

SCOPE: FORM B-1 CONTAINS THE FOLLOWING:

1. CLASS NUMBER.
2. TYPE OF CLASS.
3. COURSE TITLE.
4. COURSE CODE NUMBER.
5. INSTRUCTOR'S NAME.
6. ENROLLMENTS.
7. HOURS OF INSTRUCTION.
8. SALARY FOR THIS CLASS.

INPUT: ANNUAL ENROLLMENT FILE.
       FALL INSTRUCTOR FILE.
       SPRING INSTRUCTOR FILE.
       FALL CLASS SCHEDULE.
       SPRING CLASS SCHEDULE.
       COURSE FILE.

OUTPUT: FORM B-1.
P81-412 FORM B-1

FROM EDP CONTROL

COURSE FILE
SORTED ANNUAL E/F FILE
FALL INST. FILE
SPRING INST. FILE
FALL CLASS SCHEDULE
SPRING CLASS SCHEDULE

360/40 DOS P81-412 REPORT

FORM B-1

PFT CONTROL

ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION IV
GENERAL SYSTEM PROCEDURE – –
PROGRAM FLOWCHART
OREGON COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE - -
SYSTEM PACK

<table>
<thead>
<tr>
<th>OPEN 50 CYLINDERS</th>
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<tr>
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<th>OPEN 25 CYLINDERS (USED AS WORK AREA)</th>
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<tr>
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## Multiple Layout Form

**For Electric Accounting Machine Cards**

### Card Layout

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<td>DATE</td>
<td>Date</td>
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<tr>
<td>6</td>
<td>Fee Class; 12 = Eve. College Class to be Included on Day Schedule</td>
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<tr>
<td>3</td>
<td>Lab; 1 = Lecture Class; 2 = Laboratory or Seminar Class</td>
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<tr>
<td>*</td>
<td>Prerequisite</td>
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### Time & Day

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### Instructor Code

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### Course Name

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### Course Description

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### Start Date

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### Enrollment Count

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### End Date

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### Building & Room

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### Credit/Non-Credit

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<tr>
<td>9</td>
<td>Credit/Non-Credit</td>
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### Special Zones

- **-zone**
  - 11 = Cancelled Class
  - 12 = After 4:30
  - 13 = Adult Ed.
  - 14 = Short Term

---

**General System Procedure**

**Orange Coast Junior College District**

**Project Follow-Through**

**September, 1969**

**Section V**
<table>
<thead>
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<th>FIELD DESCRIPTION</th>
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<tr>
<td>NCOL</td>
<td>1</td>
<td>0</td>
<td>COLLEGE 1 = OCC, 2 = GWC</td>
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<tr>
<td>IID</td>
<td>7</td>
<td>1</td>
<td>STUDENT IDENTIFICATION NUMBER</td>
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<tr>
<td>NSS</td>
<td>9</td>
<td>8</td>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>NNAME</td>
<td>20</td>
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<td>STUDENT NAME</td>
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<tr>
<td>NSEX</td>
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<td>37</td>
<td>STUDENT SEX 1 = MALE, 2 = FEMALE</td>
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<td>NMBD</td>
<td>6</td>
<td>38</td>
<td>BIRTHDATE MO-DA-YR</td>
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<tr>
<td>NMARST</td>
<td>1</td>
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<td>MARITAL STATUS 1 = MARRIED, 2 = SINGLE, 3 = DIVORCED, 4 = WIDOWED</td>
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<tr>
<td>NBACK</td>
<td>1</td>
<td>45</td>
<td>ETHNIC BACKGROUND 1 = AMERICAN INDIAN, 2 = AMERICAN NEGRO, 3 = PHILIPPINO AMERICAN, 4 = ORIENTAL AMERICAN, 5 = MEXICAN AMERICAN, 6 = SPANISH AMERICAN, 7 = FOREIGN STUDENT, 8 = MORE THAN ONE CHECKED</td>
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<td>NCITZ</td>
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<td>46</td>
<td>CITIZENSHIP</td>
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<td>NHII</td>
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<td>47</td>
<td>HEIGHT (CURRENTLY NOT USED)</td>
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<td>NLB</td>
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<td>50</td>
<td>WEIGHT (CURRENTLY NOT USED)</td>
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<td>NHPROB</td>
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<td>HEALTH PROBLEMS (CURRENTLY NOT USED)</td>
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<td>NFI</td>
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<td>54</td>
<td>FAMILY INCOME 1 = LESS THAN $3,000, 2 = BETWEEN $3,000 AND $6,000, 3 = BETWEEN $6,000 AND $10,000, 4 = BETWEEN $10,000 AND $15,000, 5 = OVER $15,000</td>
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<tr>
<td>NSSER</td>
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<td>55</td>
<td>SERVICE CLASSIFICATION</td>
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<td>NBEN</td>
<td>1</td>
<td>58</td>
<td>EDUCATIONAL BENEFITS ELIGIBLE TO RECEIVE</td>
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<tr>
<td>NREL</td>
<td>1</td>
<td>59</td>
<td>RELATIVE IN MILITARY 1 = SELF, 2 = FATHER, 3 = MOTHER, 4 = SPOUSE, 5 = GUARDIAN, 6 = NONE (CURRENTLY NOT USED)</td>
</tr>
<tr>
<td>NZMC</td>
<td>2</td>
<td>60</td>
<td>TOTAL CHANGES IN MAJOR (PACKED)</td>
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<tr>
<td>NZCØ</td>
<td>2</td>
<td>62</td>
<td>TOTAL CHANGES IN CAREER OBJECTIVES (PACKED)</td>
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<tr>
<td>NZTP</td>
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<td>64</td>
<td>TOTAL CHANGES IN TRANSFER PLANS (PACKED)</td>
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<td>NALIVE</td>
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<td>66</td>
<td>PARENT LIVING (CURRENTLY NOT USED)</td>
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<td>NWL</td>
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<td>67</td>
<td>LIVING WITH WHOM (CURRENTLY NOT USED)</td>
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<td>NSUP</td>
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<td>68</td>
<td>SUPPLEMENTARY REGISTRATION CODE</td>
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<tr>
<td>NEP</td>
<td>1</td>
<td>69</td>
<td>ENROLLMENT PLAN 0 = GENERAL INTEREST, 1 = TWO YEAR DEGREE, 4 = COMPLETION CERTIFICATE, 6 = APPRENTICE, 9 = HIGH SCHOOL</td>
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<tr>
<td>NJC</td>
<td>1</td>
<td>70</td>
<td>WORK AT WHAT COLLEGE 1 = GOLDEN WEST, 2 = ORANGE COAST, 3 = OTHER</td>
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<tr>
<td>NWPTJC</td>
<td>1</td>
<td>71</td>
<td>WHY THIS JUNIOR COLLEGE 1 = CLOSE TO HOME, 2 = HIGH SCHOOL PRESENTATION BY COLLEGE, 3 = FRIEND'S ADVICE, 4 = PARENT'S OR GUARDIAN'S ADVICE, 5 = HIGH SCHOOL COUNSELOR'S ADVICE, 6 = COLLEGE COUNSELOR'S ADVICE</td>
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</table>
## GENERAL SYSTEM PROCEDURE - -

### MASTER RECORD

<table>
<thead>
<tr>
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<th>RELATIVE LOCATION</th>
<th>FIELD DESCRIPTION</th>
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<tbody>
<tr>
<td>NMV</td>
<td>1</td>
<td>72</td>
<td>WHY THIS MAJOR OR VOCATION 1 = HIGH SCHOOL PRESENTATION BY COLLEGE, 2 = FRIEND'S ADVICE, 3 = PARENT'S OR GUARDIAN'S ADVICE, 4 = HIGH SCHOOL COUNSELOR'S ADVICE, 5 = COLLEGE COUNSELOR'S ADVICE, 6 = COLLEGE INSTRUCTOR'S ADVICE, 7 = OTHER</td>
</tr>
<tr>
<td>NVE</td>
<td>1</td>
<td>73</td>
<td>VOCATIONAL ENROLLEE (PRESENT OR PAST) 1 = YES, 2 = NO</td>
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<tr>
<td>NYS</td>
<td>2</td>
<td>74</td>
<td>YEARS SCHOOLING IF NOT HIGH SCHOOL GRADUATE</td>
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<tr>
<td>NTP</td>
<td>1</td>
<td>76</td>
<td>SELECTED FOUR-YEAR SCHOOL FOR TRANSFER 1 = YES, 2 = NO</td>
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<tr>
<td>NMTU</td>
<td>1</td>
<td>77</td>
<td>TRANSFER PLANS 1 = NON-TRANSFER, 2 = CALIFORNIA STATE COLLEGE, 3 = CALIFORNIA STATE UNIVERSITY, 4 = PRIVATE COLLEGE, 5 = OUT-OF-STATE, 9 = NOT ANSWERED</td>
</tr>
<tr>
<td>NOPEN2</td>
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<td>78</td>
<td>OPEN</td>
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<tr>
<td>NMTX</td>
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<td>80</td>
<td>WHY A FOUR-YEAR COLLEGE 1 = CLOSE TO HOME, 2 = HIGH SCHOOL PRESENTATION BY COLLEGE, 3 = FRIEND'S ADVICE, 4 = PARENT'S OR GUARDIAN'S ADVICE, 5 = HIGH SCHOOL COUNSELOR'S ADVICE, 6 = COLLEGE COUNSELOR'S ADVICE, 7 = COLLEGE INSTRUCTOR'S ADVICE, 8 = OTHER, 9 = NOT DECIDED</td>
</tr>
<tr>
<td>NHSMAJ</td>
<td>1</td>
<td>81</td>
<td>HIGH SCHOOL MAJOR 1 = COLLEGE PREPARATORY, 2 = VOCATION</td>
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<td>NHSCD</td>
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<td>82</td>
<td>HIGH SCHOOL LAST ATTENDED (CODE)</td>
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<td>YEAR LAST ATTENDED HIGH SCHOOL</td>
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<td>HIGH SCHOOL GRADE</td>
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<td>92</td>
<td>DISTRICT CODE</td>
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<tr>
<td>NFSEM</td>
<td>3</td>
<td>95</td>
<td>YR/SEM FIRST REGISTERED YRS - SEMESTER: 0 = SUMMER, 1 = FALL, 2 = SPRING</td>
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<tr>
<td>NCKHR</td>
<td>1</td>
<td>98</td>
<td>CLOCK HOURS 1 = PART-TIME STUDENT (LESS THAN 10 HOURS), 2 = FULL-TIME STUDENT (MORE THAN 10 HOURS)</td>
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<td>NUERN</td>
<td>1</td>
<td>99</td>
<td>EARNED UNITS 1 = ZERO - 29.5, 2 = 30 - 59.5, 3 = MORE THAN 60, 4 = EARNED DEGREE</td>
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<tr>
<td>NULCD</td>
<td>1</td>
<td>100</td>
<td>UNIT LOAD CODE 1 = 0.5 - 6.5, 2 = 7.0 - 11.5, 3 = 12.0 - 18.5, 4 = OVER 19, 5 = NO UNITS</td>
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<tr>
<td>NULTT</td>
<td>3</td>
<td>101</td>
<td>CURRENT UNIT LOAD XX.X</td>
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<td>NMAJ</td>
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### FIELD NAME LENGTH RELATIVE LOCATION FIELD DESCRIPTION

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<tbody>
<tr>
<td>NFRIR</td>
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<td>107</td>
<td>PRIOR ATTENDANCE AT ANOTHER COLLEGE 1 = YES, 2 = NO</td>
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<td>NDEG</td>
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<td>108</td>
<td>TYPE DEGREE WORKING FOR</td>
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<td>NDROP</td>
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<td>COMPLETE WITHDRAWAL FROM SCHOOL</td>
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<td>AGE CODE 1 = EQUAL OR GREATER THAN 21, 2 = LESS THAN 21</td>
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<td>111</td>
<td>ADMISSION STATUS</td>
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<td>NTRAN</td>
<td>1</td>
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<td>TRANSFER PLANS AT REGISTRATION 1 = NON-TRANSFER, 2 = STATE COLLEGE, 3 = STATE UNIVERSITY, 4 = PRIVATE COLLEGE, 5 = OUT-OF-STATE</td>
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<td>NCOUN</td>
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<td>NIDTX</td>
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<td>IN-DISTRICT TRANSFER 1 = YES</td>
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<td>FIRST TIME, RETURNING, CONTINUING 1 = FIRST TIME, 2 = CONTINUING, 3 = RETURNING</td>
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<td>GOVERNMENT BENEFITS</td>
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<td>CLASSIFICATION CODE 1 = DAY, 2 = EVENING, 3 = BOTH DAY AND EVENING</td>
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<td>N430</td>
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<td>BEFORE 4:30, AFTER, OR COMBINATION (1,2,3)</td>
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<td>121</td>
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<td>124</td>
<td>CUM. UNITS COMPLETED</td>
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<td>NCMGS</td>
<td>4</td>
<td>127</td>
<td>CUM. GRADE POINTS</td>
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<td>NCMGA</td>
<td>3</td>
<td>131</td>
<td>CUM. GRADE POINT AVERAGE</td>
</tr>
<tr>
<td>NCRUA</td>
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<td>134</td>
<td>CURR. UNITS ATTEMPTED</td>
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<td>3</td>
<td>137</td>
<td>CURR. UNITS COMPLETED</td>
</tr>
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<td>4</td>
<td>140</td>
<td>CURR. GRADE POINTS</td>
</tr>
<tr>
<td>NCRGA</td>
<td>3</td>
<td>144</td>
<td>CURR. GRADE POINT AVERAGE</td>
</tr>
<tr>
<td>NYSLA</td>
<td>3</td>
<td>147</td>
<td>YR/SEM Last Attended</td>
</tr>
<tr>
<td>NULCP</td>
<td>3</td>
<td>150</td>
<td>SELECTIVE SERVICE COMPARATIVE UNITS</td>
</tr>
<tr>
<td>NSTAT</td>
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<td>153</td>
<td>CURRENT STATUS 1 = ACADEMIC PROBATION (CURR. GPA), 2 = ACADEMIC PROBATION (CUM. GPA), 3 = ACADEMIC PROBATION (CUM. AND CURR. GPA) 'B' BIT = P.E. SUSPENSION, 'AB' BIT = DISCIPLINARY DISMISSAL), 4 = ACADEMIC SUSPENSION, 5 = REINSTATE SUSPENSION, 6 = DEAN'S LIST</td>
</tr>
<tr>
<td>NXFCD</td>
<td>5(6)</td>
<td>154</td>
<td>TRANSFER INSTITUTION CODE</td>
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<td>159</td>
<td>CURRENT PHONE NUMBER</td>
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<tr>
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<td>166</td>
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<tr>
<td>NLOCC</td>
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<td>186</td>
<td>LOCAL CITY/STATE</td>
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PAGE 5.9
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<td>CAREER OBJECTIVES 1 = PROFESSIONAL, 2 = EDUCATION, 3 = MILITARY, 4 = TECHNICIAN, 5 = ATHLETE, 6 = CORPORATE EXECUTIVE, 7 = FINE ARTS, 8 = TRADESMAN, 9 = NOT ANSWERED, A = SELF-EMPLOYED, B = OTHER, C = UNDECIDED</td>
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<td>WHY CHOOSE CAREER OBJECTIVES 1 = PARENTS, 2 = FRIENDS, 3 = COLLEGE COUNSELOR, 4 = COLLEGE INSTRUCTOR, 5 = HIGH SCHOOL INSTRUCTOR INSTRUCTOR, 6 = YOUR OWN, 7 = OTHER, 8 = UNDECIDED, 9 = UNANSWERED</td>
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## MASTER RECORD

**NOTE:** FOLLOWING FIELDS FROM FOLLOW-UP QUESTIONNAIRE/TELEPHONE QUESTIONNAIRE

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<td>COMPLETE YOUR COLLEGE PROGRAM 1 = YES, 2 = NO</td>
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<td>NUITEM2</td>
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<td>TYPE PROGRAM ENROLLED IN 1 = TWO-YEAR PROGRAM, 2 = FOUR-YEAR COLLEGE, 3 = VOCATIONAL OR OCCUPATIONAL PROGRAM, 4 = PROGRAM LEADING TO AN AA DEGREE OR CERTIFICATE OF ACHIEVEMENT, 5 = PROGRAM LEADING TO A BACHELOR'S DEGREE OR HIGHER DEGREE</td>
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<td>DO YOU INTEND TO ENROLL 1 = NEXT SEMESTER, 2 = AFTER TWO YEARS, 3 = WITHIN ONE YEAR, 4 = AFTER ARMED SERVICE, 5 = WITHIN TWO YEARS, 6 = NEVER</td>
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<td>SEEKING WORK 1 = YES, 2 = NO</td>
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<td>NUITEM5</td>
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<td>WORKING IN WHAT FIELD 1 = OCCUPATION YOU RECEIVED TRAINING IN JUNIOR COLLEGE, 2 = OCCUPATION RELATED TO THE TRAINING YOU RECEIVED IN JUNIOR COLLEGE, 3 = UNRELATED TO JUNIOR COLLEGE TRAINING, 4 = NOT WORKING FULL TIME</td>
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<td>IF YOU EVER ENROLLED IN AN OCCUPATIONAL PROGRAM WHILE IN JUNIOR COLLEGE, DID THE TRAINING YOU RECEIVED 1 = HELP YOU GET A NEW JOB, 2 = HELP YOU GET A PROMOTION, 3 = DID NOT HELP YOU, 4 = WAS NOT ENROLLED IN OCCUPATIONAL PROGRAM, 5 = WAS ENROLLED AND NOW ATTENDING A FOUR-YEAR COLLEGE</td>
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<td>IF TRANSFER STUDENT, DID YOU 1 = TRANSFER AS A FRESHMAN TO A FOUR-YEAR COLLEGE, 2 = TRANSFER AS A SOPHOMORE TO A FOUR-YEAR COLLEGE, 3 = TRANSFER AS A JUNIOR TO A FOUR-YEAR COLLEGE, 4 = TRANSFER AS A SENIOR TO A FOUR-YEAR COLLEGE, 5 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF GREAT VALUE, 6 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF MODERATE VALUE, 7 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF MINIMUM VALUE, 8 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF NO VALUE, 9 = NOT ENROLLED IN A FOUR-YEAR COLLEGE, 0 = WAS NOT ENROLLED IN A TRANSFER PROGRAM</td>
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<td>RATE JUNIOR COLLEGE EXPERIENCE 1 = GREAT VALUE, 2 = MODERATE VALUE, 3 = LIMITED VALUE, 4 = NO VALUE</td>
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## General System Procedure

**Master Record**

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<td>Complete your junior college program 1 = Yes, 2 = No</td>
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ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE --
RECORD LAYOUT

**ADDRESS FILE**

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<thead>
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<th>FIELD NAME</th>
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<th>FIELD DESCRIPTION</th>
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### INSTRUCTOR WORK SHEET

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IN-CLASS QUESTIONNAIRE

☐ STUDENT IS NOT ENROLLED

CHECK THE BOX TO THE LEFT OF THE APPROPRIATE ANSWER

1. HOW DO YOU SEE THIS COURSE IN TERMS OF YOUR CAREER PLANS?
   (CHECK ONLY ONE BOX)
   ☐ OF IMMEDIATE, DIRECT BENEFIT
   ☐ OF LONG-TERM DIRECT BENEFIT
   ☐ OF INDIRECT BENEFIT
   ☐ OF NO BENEFIT

2. IS THIS COURSE:  (YOU MAY CHECK MORE THAN ONE BOX)
   ☐ REQUIRED SPECIFICALLY FOR YOUR JUNIOR COLLEGE GRADUATION?
   ☐ REQUIRED SPECIFICALLY FOR YOUR JUNIOR COLLEGE MAJOR?
   ☐ REQUIRED SPECIFICALLY FOR YOUR MAJOR AT OR GRADUATION FROM A
     FOUR-YEAR COLLEGE?
   ☐ NOT SPECIFICALLY REQUIRED IN YOUR COLLEGE PROGRAM?