

Field Name	Required	Field Type	Entry Options	Field Definition
File: Student				
Field Name	Required	Field Type	Entry Options	Field Definition
Birthdate		Date	MM/DD/YYYY	Date of birth
Citizenship	*Yes	Text field	Text	Current Country of Citizenship - for international students, Citizenship reflected on VISA
Confidentiality Flag		Text field	Check (Y)	Student's confidential status as indicated in Banner
Student 950 ID	*Yes	Text field	Text with no dashes Radio Button - Y or N	Student's current SSN if different from original SSN Check if student indicates a declared disability. Default value is N.
Disabled	*Yes	Text Field		
Ethnicity	*Yes	Text Field	Drop Down List - Asian, Black, Hispanic, Native (American), Other, White or Declined/No Response	Use only primary categories. If multiracial, select Other.
First Name	*Yes	Text Field	Text	Student's First Name
Gender	*Yes	Text Field	Drop Down List - M or F	Student's Sex
GR Overall GPA		Number		Student's Overall GPA for Graduate Level Coursework Only
GRE VQ		Calculated Field	No Entry allowed	Sum of V & Q GRE Scores
International	*Yes	Text Field	Radio Button - Y or N	Default value is N for US citizens
Last Name	*Yes	Text Field	Text	Student's Family Name
Middle Name		Text Field	Text	Student's Middle Name if any
Notes		Text Field	Text	Any special information about student
Original Student ID	*Yes	Text Field	Text with no dashes	Original ID entered when record was created. Do not modify when student reports new SSN. Enter new SSN or SSN provided after record is created in field "Current Student ID". This field is required to be Unique.

Picture		Container Field	.Jpg or .gif image of student	Select Insert, Picture, browse to picture file location and select the appropriate image.
Previous Name		Text Field	Text	Previous name if name has changed.
SSN	*Yes	Text Field	Text with no dashes	Student's Social Security Number entered without dashes.
Sum of GRE Scores		Calculated Field	No Entry allowed Numbers	Sum of Q,V, & A GRE scores Student's Overall GPA for Undergraduate Level Coursework Only
UG Overall GPA		Number		
Veteran	*Yes	Text	Check (Y)	Student who has served in the US military.
Vietnam Veteran	*Yes	Text	Check (Y)	Student who served in the US Military during the Vietnam era.

File: Address

Field Name		Field Type	Entry Options	Field Definition
AddressType	*Yes	Text	Drop Down List - Current Address, Permanent Address, Work Address, Emergency Address, Contact Address, Other	Mailing address type
Address L1		Text	Text	Street Address Line 1
Address L2		Text	Text	Street Address Line 2
City		Text	Text	Name of city
State		Text	Text	Name of state or province
Zip		Text	Text	Zip or Postal Code
Country		Text	Text	Name of Country
Notes		Text	Text	Any address notes

File: Stuemail

Field Name		Field Type	Entry Options	Field Definition
Emailaddr		Text	Text	Student e-mail address. Be sure to complete full address including the domain. Example: bharrsch@gladstone.uoregon.edu
Primary		Text	Yes Check	Check if Primary Address; If student has not indicated which address is primary, check the UO address.

File: Phone

Field Name		Field Type	Entry Options	Field Definition
------------	--	------------	---------------	------------------

PhoneType	Text	Drop Down List - Home phone, Work phone, Emergency phone, Contact phone, Cell phone, FAX, Other	Type of phone number listed.
Phone	Text	Phone Number	Phone Number - Please include Area Code
Ext	Text	Extension Number (if any)	Extension Number
Notes	Text	Text	Any special notes about phone number

Field Name	Field Type	Entry Options	Field Definition
Employer City	Text	Text	Employer's city
Employer Country	Text	Text	Employer Country
Employer Email	Text	Text	Employer's full email address
Employer Grade Level	Text	Numbers or Text	Grade Level if in teaching position
Employer Name	Text	Text	Name of Employer such as School District designation
Employer Phone	Text	(XXX) XXX-XXXX	Employer phone number
Employer State	Text	XX - Abbreviation if US State	Employer's state
Employer Street Address	Text	Text	Employer's street address
Employer Subject Area	Text	Numbers or Text	Subject Area if in teaching position
Employer Web Address	Text	http://xxxxx.xxxxx.xxxxx	Employer's web address if applicable
Employer Zip	Text	Numbers or Text	Employer's zip code or postal code if foreign
End Date	Date	MM/DD/YYYY	Last date of employment with this employer
Responsibility	Text	Text	Brief Job Description Example: Teach 6th grade
School Name	Text	Text	Name of Employer School (if applicable)
Start Date	Date	MM/DD/YYYY	First date of employment with this employer
Title	Text	Text	Job Title

File: Applicants

Field Name		Field Type	Entry Options	Field Definition
Applicant File Rating		Text	Text	Overall rating of all application file contents
Application Status	*Yes	Text	Drop down list - Applicant, Accepted, Denied	Current status of student's application.
Application Term	*Yes	Number	Numbers only	Term student has applied for. Banner term designation. Example: 199901

CharacterQ	Text	Check (Y)	Student has submitted character questionnaire (if required)
Complete	Text	Check (Y)	Student's admission file is complete with all required documents
Complete Date	Date	MM/DD/YYYY	Date admission file is complete
Conditional	Text	Check (Y)	Student is admitted with conditions
Confirmed Acceptance	Text	Check (Y)	Indication that student has notified program of acceptance of admission
Content Area 1	Text	Drop down list - Behavior Supports, Early Intervention, ESOL, FL/French, FL/German, FL/Japanese, FL/Latin, FL/Russian, FL/Spanish, Found of Ldrshp, Higher Ed, Inst Ldrshp, Lang Arts, Mgmt, Math, SCI/Biology, SCI/Chemistry, SCI/Int Science, SCI/Physics, Social St, Tech	Endorsement subjects (first area of endorsement)
Content Area 2	Text	Drop down list - Behavior Supports, Early Intervention, ESOL, FL/French, FL/German, FL/Japanese, FL/Latin, FL/Russian, FL/Spanish, Found of Ldrshp, Higher Ed, Inst Ldrshp, Lang Arts, Mgmt, Math, SCI/Biology, SCI/Chemistry, SCI/Int Science, SCI/Physics, Social St, Tech	Endorsement subjects (second area of endorsement)
Essay	Text	Check (Y)	Student has submitted essay (if required)
Fees	Text	Check (Y)	Student has paid application fees
Fellowship	Text	Check (Y)	Student has received notice of fellowship award
License	Text	Drop down list - CAL, CSL, CC-SLP, IAL/UO, IAL/LBL, IAL/120HR	Licensure program in which student is enrolled

License Doc		Text	Check (Y)	Student has submitted proof of licenses held
Local Background Check		Text	Check (Y)	Background check of local sources is completed
Local Criminal Record Check		Text	Check (Y)	Criminal records have been evaluated.
Major	*Yes	Text	Drop down list - CDS, CFHS, CPSY, EDLD, EDPM, EDST, EINT, SPED, SPDD, SPSY	Student declared major based on official COE major codes as indicated in Banner
Met Acad Req		Text	Check (Y)	Student met all program academic prerequisites
Met Test Req		Text	Check (Y)	Student met all program test prerequisites
National Background Check		Text	Check (Y)	National background check is completed.
Notes		Text	Text	Any special information about student's application
Objective	*Yes	Text	Drop down list - BA/BS, MEd, MS, License Only, DeD, PhD, CPD, CTL	Student's stated activity objective - degree by type, license, professional development or continuing teaching license.
References		Text	Number or Text	Number of references student has submitted
Resume		Text	Check (Y)	Student has submitted resume (if required)
Specialization	*Yes	Text	Drop down list - None, Early Childhood, Ed Foundations, Elementary, ESOL, FHS, FHS/EXT, Higher Ed Admin, Int Teaching, Learning Sys, MFT, Mid Sec, Music, Policy & Mgmt	Area of concentration or specialization.
Transcripts		Text	Check (Y)	Program has received copies of student's transcripts
UO Clearance		Text	Check (Y)	UO has cleared applicant for admission
Writing Sample		Text	Check (Y)	Student has submitted writing sample (if required)

File: Committee

Field Name	Field Type	Entry Options	Field Definition
Committee Chair	Text	Last Name, First Name	Name of Committee Chair
Committee Co-chair	Text	Last Name, First Name	Name of Committee CoChair
Committee Type	Text	Drop down list - Comprehensives, Dissertation, Thesis, Project	Type of committee or jury panel.

Formed	Date	MM/DD/YYYY	Date committee is assigned.
Notes	Text	Text	Notes about committee
Terminated	Date	MM/DD/YYYY	Date committee is disbanded.

File: Field Experiences

Field Name		Field Type	Entry Options	Field Definition
Accredited Site		Text	Drop down list - APA or NASP	Site accreditation organization
Cooperating Teacher	*Yes	Text	Last Name, First Name	Name of cooperating teacher for experience
Experience Code	*Yes	Text	Text	Program experience code
Experience Credits	*Yes	Number	Number	Number of credit hours awarded for field experience
Experience End Date		Text	Text or numbers	Date or term (using Banner designation) when experience ends
Experience Report Date		Date	MM/DD/YYYY	Date of report on student experience
Experience Site	*Yes	Text	Text	Location of off-campus experience
Experience Start Date		Text	Text or numbers	Date or term (using Banner designation) when experience begins
Experience Term - Required	*Yes	Number	Banner Term Designation - XXXX01, etc.	Term during which experience takes place
Experience Major - Required	*Yes	Text	Drop down list - CDS, CFHS, CPSY, EDLD, EDPM, EDST, EINT, SPED, SPDD, SPSY	The major code for the field experience - this can be different from the student's declared major
Practicum Specialization - Required	*Yes	Text	Drop down list - None, Early Childhood, Ed Foundations, Elementary, ESOL, FHS, FHS/EXT, Higher Ed Admin, Int Teaching, Learning Sys, MFT, Mid Sec, Music, Policy & Mgmt	Area of concentration or specialization.
Grade Level Pref		Text	Text	Student's preference for grade level at experience site
Level		Number	1, 2, 3, or 4	Student Practicum Level
Notes		Text	Text	Special notes about student's performance during experience
Prepracticum Notes		Text	Text	Special notes about experience or expectations prior to commencement of experience

Region Pref	Text	Drop down list -Bethel, Churchill, Cottage Grove, Junction City, North, Sheldon, South, Thurston	Student's preference for region where field experience site is located.
Site Region	Text	Drop down list -Bethel, Churchill, Cottage Grove, Junction City, North, Sheldon, South, Thurston	Region where field experience site is located.
Supervisor's Credential	Text	Text	Content-specific credentials held by student's supervisor
Supervisor's Degree	Text	Drop down list - BA/BS, MA/MS/Med, PhD/DeD	Degree held by student's supervisor
Supervisor's Name	Text	Last Name, First Name	Student's supervisor for off-campus experience
Transportation	Text	Drop down list - Car, Bus, Bicycle, Walk	Mode of available student transportation
Type of Experience	Text	Drop down list - Practicum, Internship, Externship, Case Study	Academic experiences outside UO classroom.

File Name: Enrollment Activity

Field Name	Field Type	Entry Options	Field Definition
Advancement to Candidacy Term	Number	Banner Term Designation - XXXX01, etc.	Term in which doctoral student is advanced to candidacy
Term	*Yes Number	Banner Term Designation - XXXX01, etc.	Term student enrolls in COE program.
Advisor	Text	Last Name, First Name	Student's current assigned advisor
Completion Certificate	Text	Banner Term Designation - XXXX01, etc.	Term Certificate is completed

Content Area 1		Text	Drop down list - Behavior Supports, Early Intervention, ESOL, FL/French, FL/German, FL/Japanese, FL/Latin, FL/Russian, FL/Spanish, Found of Ldrshp, Higher Ed, Inst Ldrshp, Lang Arts, Mgmt, Math, SCI/Biology, SCI/Chemistry, SCI/Int Science, SCI/Physics, Social St, Tech	Endorsement subjects (first area of endorsement)
Content Area 2		Text	Drop down list - Behavior Supports, Early Intervention, ESOL, FL/French, FL/German, FL/Japanese, FL/Latin, FL/Russian, FL/Spanish, Found of Ldrshp, Higher Ed, Inst Ldrshp, Lang Arts, Mgmt, Math, SCI/Biology, SCI/Chemistry, SCI/Int Science, SCI/Physics, Social St, Tech	Endorsement subjects (second area of endorsement)
Date Completed		Text	Banner Term Designation - XXXX01, etc.	Term student completes all requirements of enrollment activity
Degree	*Yes	Text	Drop down list - BA/BS, MEd, MS, DeD, PhD	Degree earned by student
Enrollment Major	*Yes	Text	Drop down list - CDS, CFHS, CPSY, EDLD, EDPM, EDST, EINT, SPED, SPDD, SPSY	Student declared major based on official COE major codes as indicated in Banner - all students must have a declared major based on program admission
Enrollment Objective	*Yes	Text	Drop down list - BA/BS, MEd, MS, License Only, DeD, PhD, CPD, CTL	Student's stated activity objective - degree by type, license, professional development or continuing teaching license.
Enrollment Status	*Yes	Text	Drop down list - active, inactive, completed, deferred, withdrawn	Student status within this enrollment activity

Fbl Clearance		Text	Yes Check	Check Y if student has received background clearance from the FBI for practicum in public school
Fingerprints		Text	Text	Fingerprinting date or status (Y or N)
Graduation Term		Number	Banner Term Designation - XXXX01, etc.	Term student will graduate (or has graduated).
Human Subject Approval Term		Number	Banner Term Designation - XXXX01, etc.	Term student has obtained human subject approval for planned research project.
Human Subject Protocol Number		Text	Number or Text	Human Subject Protocol Number
Licensure Option		Text	Drop down list - CAL, CSL, CC-SLP, IAL/UO, IAL/LBL, IAL/120HR	Licensure program in which student is enrolled
Location		Text	Drop down list - UO, Coquitlam, Albany	Location of enrollment activity
Matriculated Term		Number	Banner Term Designation - XXXX01, etc.	Term student actually completed matriculation at the UO
OSP Clearance		Text	Yes Check	Check Y if student has received background clearance from OSP for practicum in public school
Program Admit Term	*Yes	Number	Banner Term Designation - XXXX01, etc.	Term student was actually admitted to this COE enrollment activity
Program Approval Date		Text	Date or Banner Term Designation	Date or term student's program is approved.
Project Proposal Approval Date		Text	Date or Banner Term Designation	Date or term student's project is approved.
Project Title		Text	Text	Dissertation or Project title
Project Type		Text	Drop down list - Comprehensives, Dissertation, Thesis, Project	Type of student project
Residency Status		Text	Drop down list - R, N	Resident or Nonresident student

Specialization	*Yes	Text	Drop down list - Early Childhood, Ed Foundations, Elementary, ESOL, FHS, FHS/EXT, Higher Ed Admin, Int Teaching, Learning Sys, MFT, Mid Sec, Music, Policy & Mgmt	Area of concentration or specialization.
Student ID		Text	Original Student ID	This field is not a data entry field. It is used for creating layouts in files related to the enrollment activity file but not directly related to the student file where this field originates.
Supervisor Clearance Only		Text	Yes Check	Check Y if individual has been given clearance for supervision of practicum in public school system.
UO Admit Term		Number	Banner Term Designation - XXXX01, etc.	Term student is admitted to the UO
Cohort		Text	Text or numbers	Program cohort designation
CTL Seminar 1		Text	Check (Y)	Student has completed CTL Seminar 1
CTL Seminar 2		Text	Check (Y)	Student has completed CTL Seminar 2
CTL Seminar 3		Text	Check (Y)	Student has completed CTL Seminar 3
Count of Bachelor Degrees		Calculated Field	No Entry allowed	Identifies students seeking Bachelor Degrees and registers a count of 1
Summary Count of Bachelor Degrees		Summary Field	No Entry allowed	Totals all students identified as seeking Bachelor degrees
Count of Doctorate		Calculated Field	No Entry allowed	Identifies students seeking Doctorate Degrees and registers a count of 1
Summary Count of Doctorates		Summary Field	No Entry allowed	Totals all students identified as seeking Doctorate degrees
Count of Masters		Calculated Field	No Entry allowed	Identifies students seeking Masters Degrees (no License) and registers a count of 1
Summary Count of Masters		Summary Field	No Entry allowed	Totals all students identified as seeking Masters Degrees (no License)
Count of Masters wLicense		Calculated Field	No Entry allowed	Identifies students seeking Masters Degrees with License and registers a count of 1

Summary Count of Masterswlicense	Summary Field	No Entry allowed	Totals all students identified as seeking masters Degrees with License
Count of Licensure Only	Calculated Field	No Entry allowed	Identifies students seeking only a License and registers a count of 1
Summary Count of Licenses	Summary Field	No Entry allowed	Totals all students identified as seeking only a License
Count of CPD	Calculated Field	No Entry allowed	Identifies students engaged in CPD and registers a count of 1
Summary Count of CPD	Summary Field	No Entry allowed	Totals all students engaged in CPD
Count of CTL	Calculated Field	No Entry allowed	Identifies students seeking a CTL and registers a count of 1
Summary Count of CTL	Summary Field	No Entry allowed	Totals all students seeking a CTL
Count of Certificates	Calculated Field	No Entry allowed	Identifies students seeking a Certificate and registers a count of 1
Summary Count of Certificates	Summary Field	No Entry allowed	Totals all students seeking Certificates
Today's Date	Calculated Field	No Entry allowed	Reflects current date for report formats, etc.
Academic Notes	Text	Text	Special Notes about the student's progress in this enrollment activity.
Advising Notes	Text	Text	Special Notes from advisor about the student's progress in this enrollment activity.
Residency Req Term	Number	Banner Term Designation - XXXX01, etc.	Term student needs to meet on-campus residency requirements
Residency Met Term	Number	Banner Term Designation - XXXX01, etc.	Term student has met on-campus residency requirements
Defense Result	Text	Text	Results of Student's Defense
Defense Date	Text	Date or Banner Term Designation	Date or Term Student has or will defend.

File Name: Leaves

Field Name	Field Type	Entry Options	Field Definition
Leave Type	Text	Drop Down - On Leave, In Absentia, Summers Only	Student has filed the required documents for official leave status
Term	Text	Banner Term Designation - XXXX01, etc.	Term student's official leave begins
Est. End Term.	Text	Banner Term Designation - XXXX01, etc.	Term student's leave is to officially end
End Term	Text	Banner Term Designation - XXXX01, etc.	Term student's leave officially ends
Leave Notes	Text	Text	Any miscellaneous notes about student's leave

File Name: Comps

Field Name	Field Type	Entry Options	Field Definition
Comp Type	Text	Drop Down - oral, written, syllabus, colloquium, research paper, qualitative research, quantitative research, literature synthesis, research to practice, research critique, theory-prac linkage	Comprehensive examination or project
Term	Text	Banner Term Designation - XXXX01, etc.	Term comprehensive exams were taken or produced.
Score	Number	Number	Score awarded to comprehensive exam or project.
Date	Date	Date	Date exam or project was completed.