

Introduction

General

The Student Centralized Administrative Reporting File (SCARF) is a comprehensive database of student and course information for each institution in the Oregon University System. It is built and maintained by the Office of Institutional Research Services from records submitted by each OUS institution according to a standard reporting schedule. The records are submitted electronically as exported Oracle relational database tables. These tables and their columns are described in the body of this data dictionary.

The purpose of the SCARF database is to collect student- and course-related data to support centralized reporting as well as the analysis of systemwide policy and the development of educational programs. Accordingly, it includes only a subset of the information needed to carry on the operational aspects of student admission, registration, and records maintenance at each institution.

The SCARF database provides...

- A comprehensive set of student data in a commonly defined and easily accessible format to support a variety of management information needs.
- A source of data for the preparation of standard reports for state and federal agencies, and the State Board of Higher Education.
- A source which the Board's Office and the institutions can use to respond to requests for *ad hoc* reports (e.g., curriculum planning, longitudinal enrollment studies, budget analysis and program modeling).
- A tool to facilitate integration of the centrally operated Financial and Human Resource Systems and the institutionally operated Student Information Systems (e.g., current names and address for Accounts Receivable, enrollment information for Payroll, Social Security Number validation for student/employee/vendor cross-overs).
- Tables containing standard OUS codes, centrally maintained and available for downloading by individual institutions. Central maintenance eliminates duplication and enforces coding consistency (e.g., foreign country codes, high school codes, Classification of Instructional Program codes).

The SCARF database is only used for legitimate educational activities and access is limited to those who have a valid need to use the data. The same rules apply to data in the SCARF as are enforced at the institutions with respect to a student's right to privacy under the Federal Family Rights and Privacy Act of 1974, as amended, and in the Oregon Administrative Rules, 580-13,

Student Records.

SCARF is an Oracle relational database maintained at Institutional Research Services in Eugene. It is available online to Board's Office and institutional staff, under the security provisions referenced above, to meet the continuing demand for management information about public higher education in Oregon.

Data Types and Reporting Schedule

The SCARF database is composed of several types of student data that are all closely interrelated. The table below identifies the different types of data and the anticipated reporting period for each data section.

<i>4th Week Fall¹</i>	<i>End-of-Term²</i>	<i>End-of-Year³</i>	<i>Summer Degrees⁴</i>
Institution SSSINST	Institution SSSINST	Institution SSSINST	Institution SSSINST
Person SPRIDEN SPRADDR SGBSTDN SPBPERS SPRINTL SGRSPRT SSSTAFF	Person SPRIDEN SPRADDR SGBSTDN SPBPERS SPRINTL SGRSPRT SSSTAFF	Person SPRIDEN SPRADDR SPBPERS SPRINTL	Person SPRIDEN SPRADDR SPBPERS SPRINTL
Applications ¹ SARADAP SARAPPD SORHSCH SORHSBJ SORTEST SORDEGR	Applications SARADAP SARAPPD SORHSCH SORHSBJ SORTEST SORDEGR		
Courses SCBCRSE SCRGMOD SCREQIV SCBCKRY	Courses SCBCRSE SCRGMOD SCREQIV SCBCKRY		
Sections SSBSECT SIRASGN SSRMEET	Sections SSBSECT SIRASGN SSRMEET		
Registrations SFRSTCR	Registrations SFRSTCR		
Academic History SSSHIST	Academic History SSSHIST		
		Degrees SSSDEGR	Degrees SSSDEGR

¹ The tables for this submission contain records for students registered before the fourth week of fall term.

² The tables for this submission contain records for all students registered during the process term.

³ The tables for this submission contain records for students who were awarded a degree or certificate during the previous academic year (spring through summer terms).

⁴ The tables for this submission contain records for students who were awarded a degree or certificate during the previous summer term.

The submittal schedule is as follows:

<i>Summer end of term</i>	October 1
<i>Fall fourth week</i>	Before end of 5th week of fall term
<i>Fall end of term</i>	One week after official end of term fall
<i>Winter end of term</i>	One week after official end of term winter
<i>Spring end of term</i>	One week after official end of term spring
<i>End of Year Degrees</i>	August 1
<i>Summer Degrees</i>	Before the end of 5th week of fall term