ASSIST

1 — Last update: 2016/06/14

AZTransfer

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Arizona State System for Information on Student Transfer (ASSIST)

The Arizona State System for Information on Student Transfer (ASSIST) is a relational database containing enrollment and degree information on students attending Arizona's public universities and community college districts.

ASSIST Statewide Reports

These reports provide overviews on various aspects of the Arizona Transfer System.

- Arizona Statewide Transfer Student Profile Summary 2014-15
- Baccalaureate Degree Recipients from Arizona Community Colleges 2014-15
- New Transfers from Arizona Community Colleges 2014-15*
- AZTransfer Key Performance Indicators
- Arizona Statewide Transfer Rate

ASSIST & The National Student Clearinghouse:
A Comparison

Learn about the differences between ASSIST and the National Student Clearinghouse.

ASSIST and the National Student Clearinghouse

ASSIST and the National Student Clearinghouse:
A Comparison

National Student Clearinghouse
National Student Clearinghouse (NSC) contains enrollment and degree data submitted by over 3,600 colleges and universities — enrolling 98% of all students in public and private U.S. institutions. Submission of enrollment data is separate from submission of degree data, so a participating institution may submit one or both. The NSC StudentTracker component allows institutions to receive high-level data by identifiable student if the student has authorized release of the data. Institutions submit data several times during a semester, starting a few weeks before the semester starts and continuing until approx one month after the semester ends.

ASSIST

The Arizona Statewide System for Information on Student Transfers (ASSIST) contains enrollment and degree data on students attending Arizona's public universities (3) and community college districts (10). ASSIST allows institutions to receive detailed student-level data that is anonymous (i.e. unidentifiable to a specific person). Universities submit partial data for a semester about 2 months into the semester, and the remaining data about 2 months after the semester ends. Community colleges submit data for an academic year, about 9 months after the academic year ends.

[Click here to download the PDF displayed below.](#)

NATIONAL STUDENT CLEARINGHOUSE & ASSIST
A COMPARISON

	NATIONAL STUDENT CLEARINGHOUSE	aztransfer ASSIST
Standardized Definitions	No. Institutions supply data based on their own definitions. Codes or freeform may be used or might not be included.	Yes. Standardized definitions and codes are used. Not all fields are submitted by institutions.
Restricted by Student's Info Release Authorization	Yes	No
Currency of Data	Updated several times per semester	Partial data submitted throughout the year, with all data submitted by spring following the academic year

PARTICIPATING INSTITUTIONS		
Arizona Public Community Colleges & Universities	✓	✓
Out-of-State, Private, and Technical Schools	✓	

ENROLLMENT DATA		
Attendance	✓	✓
Academic Load	✓ (CODE)	✓ (HOURS)
Class Level	✓	✓
Major 1	✓	✓
Major 2	✓	
Credits Transferred In and from Where		✓ (CREDITS ACCEPTED INTO UV)
Enrollment Status (New Freshman, Continuing, New Transfer, Readmit)		✓
Developmental Education Hours Attempted / Earned		✓
Courses Taken / Grades / Credit Hours		✓
Semester Earned Hours		✓
Cumulative Earned Hours		✓
Semester GPA		✓
Cumulative GPA		✓

AWARDS CONFERRED DATA		
Conferred Award Title / Type	✓	✓
Common, Standardized Award Type		✓
Conferred Award Date	✓	✓
Conferred Award Major and/or CIP	✓	✓

OTHER		
New to Higher Education Cohorts and Reporting		✓
Dual Enrollment Tracking and Reporting		✓
Additional Source of Gender / Ethnicity / High School		✓
Placement Test Results		✓ (CC)

About ASSIST

About ASSIST

The Arizona State System for Information on Student Transfer (ASSIST) is a relational database containing enrollment and degree information on students attending Arizona's public universities and community college districts. The information is made available to participating institutions through a statewide data warehouse. ASSIST provides information to assess the effectiveness of Arizona's general education curriculum and transfer articulation model. Arizona's public post-secondary institutions have adopted a general education curriculum that if completed at the community college fulfills general education requirements at the university. The transfer model identifies specific curricular pathways for the student to follow. In order to maintain the privacy of student information, no personally identifiable information is available for use. ASSIST is in compliance with the Family Educational Rights and Privacy Act (FERPA).

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General Information

What are the goals?

The first goal of ASSIST is to provide information to assess the effectiveness of Arizona's general education curriculum and transfer model. Arizona's public post-secondary institutions have adopted a general education curriculum that if completed at the community college fulfills general education requirements at the university. The transfer model identifies specific curricular pathways for the student to follow. Second, ASSIST provides the community colleges and the universities information for the federal graduation rate report. This information is particularly important for the community colleges. They need to know how many former students enroll and graduate from a public four-year university.

Who sponsors ASSIST?

The statewide student data warehouse was one of the implementing recommendations of the Transfer Articulation Task Force in 1996 and 1997. ASSIST became official when the Arizona State Legislature appropriated resources to build the data warehouse over three years starting July 1, 1998. The appropriation required that the community colleges and universities match resources. The ASSIST Steering Committee, a committee with representatives from both the two-year and four-year post-secondary sectors, was given oversight of ASSIST. Arizona State University, which has expertise in data warehousing technology, signed a memorandum of understanding with AZTransfer to be the ASSIST project leader.

How is privacy ensured?

Student records are submitted to ASSIST under a security agreement signed by each university and community college guaranteeing a student's privacy and limiting the use of the information for assessment, aggregate reporting, and policy formation purposes. Only researchers identified by participating institutions are granted access to ASSIST, and their access is limited to former students of their institution. Also, the researchers are required to execute an affidavit of non-disclosure similar to the affidavit used by the National Center for Education Statistics (NCES) when granting access to restricted data files.

ASSIST data are submitted annually by participating institutions to AZTransfer. The records are matched and loaded into the data warehouse using an eight-step algorithm based on combinations of last name, first name, birth date, and student ID. Students are assigned a unique ASSIST ID. This identifier becomes the primary key in the data warehouse. Personally identifiable characteristics such as name, birth date, and student ID are removed from the database accessed by researchers to ensure student privacy and compliance with federal law.

How do I gain access to ASSIST?

Researchers desiring access to ASSIST must be an employee of a participating institution and be approved by the institutional ASSIST Steering Committee representative. The design of ASSIST makes it possible for institutions to retrieve information using standard query language or SQL statements. It is the responsibility of the researcher to purchase this software and connect to the Internet. A series of standard reports are also available to institutions over the web.

Participating Institutions

Arizona Public Universities

Arizona State University
Northern Arizona University
University of Arizona

Arizona Public Community Colleges

Arizona Western College
Central Arizona College
Cochise College
Coconino Community College
Eastern Arizona College
Maricopa Community Colleges
Mohave Community College
Northland Pioneer College
Pima Community College
Yavapai College

ASSIST Steering Committee

Members of the ASSIST Steering Committee typically include the Director of Institutional Research at each of the participating colleges.

Click here to view current members of the ASSIST Steering Committee.

ASSIST Security Plan

The Arizona State System for Information on Student Transfer (ASSIST) is a database providing Arizona's community colleges and universities longitudinal comparable data to research issues related to understanding of the transfer process, assessing the effectiveness of transfer policies, and reporting the completion rates to state and federal governments and other interested parties.

Since the ASSIST database contains information protected by the governing boards of Arizona's community colleges and universities and state and federal law, this document outlines the security provisions to protect the privacy rights of the students whose records are in ASSIST. ASSIST is a project funded jointly by the State of Arizona and Arizona's universities and community colleges.

The ASSIST security plan involves four parts:

- A joint resolution establishing ASSIST and designating the project's principal agent.
- Rules for passing data to Arizona State University (ASU) for the purpose of building ASSIST.
- Rules for passing data to participating institutions for conducting research.
- Policies and procedures governing the administration and use of ASSIST.

Adopting ASSIST Joint Resolution

The governing boards of the participating community colleges and universities adopted a joint resolution specifying: (1) that ASSIST will be used solely for researching issues related to transfer within Arizona, (2) that the Academic Program Articulation Steering Committee (APASC) is the responsible oversight committee, and Arizona State University its agent to create and administer the database, and (3) that ASSIST will be administered in a manner that protects the privacy rights of the students whose records are included. APASC is a committee comprised of community college and university representatives responsible for administering Arizona's transfer articulation model. (See ASSIST Joint Resolution.)

Passing Data to AZTransfer

Arizona's community colleges and universities annually send student records to AZTransfer for inclusion in ASSIST. Matching records requires that individually identifiable data, such as SSN, name, and birthday, be available to ASU. So that institutions do not violate FERPA when passing individually identifiable data to AZTransfer, AZTransfer signed an agreement assuming responsibility for enforcing the institution's FERPA obligations, and protecting student privacy rights in ASSIST. The institutions that provide student record information to AZTransfer under the ASSIST project designate AZTransfer as an "other school official," as that term is used in FERPA. Data are passed to AZTransfer via secured FTP processes or through

registered mail. Once received, only designated employees at AZTransfer are authorized to work with the data, and the data are stored on a server behind a firewall accessible only to those employees.

Passing Data from AZTransfer to Participating Institutions

After matching student records, AZTransfer loads the data into a relational database on a server that is accessible through the web by user account and password. Personally identifying characteristics, such as SSN, student name, student address, and birthday, are excluded in database and never loaded onto this server. ASSIST assigns a new identifying number to each student, so that research involving individual records is possible without violating student anonymity. The database is structured so researchers can only access records of students from their institution and not another institution. Further, researchers authorized to access ASSIST are required to execute a nondisclosure agreement. This agreement obligates the researcher to protect the privacy rights of students in ASSIST, prohibits matching ASSIST records with local data, and prohibits the researcher from allowing a third party to use their account and password.

Policies and Procedures Governing Use

Participating institutions retain ownership and control over their data and approve all research involving ASSIST. Requests for information from ASSIST follow existing procedures and policies established by the community colleges and universities. Institutions designate the researchers authorized to access their data in ASSIST. AZTransfer trains these persons to use ASSIST, including the requirements imposed by FERPA and the ASSIST Security Plan. The agreement between AZTransfer and participating institutions precludes using ASSIST for operational purposes, or any other purpose not consistent with research or assessment. Also, the ASSIST Agreement prevents AZTransfer from granting access to persons other than those designated by the institution.

Attachments

Agreement with AZTransfer – Security Plan
Nondisclosure Agreement

ASSIST Policies & Procedures

The following guidelines have been established for the administration and use of ASSIST:

Ownership of ASSIST Data

Participating institutions retain ownership and control over their data. The ASSIST database is accessible only through institution-specific or district-specific views. The views do not provide system-wide access to any institution's data. Each institution is responsible for the accuracy of the data submitted for inclusion in the database. In addition to the mandatory elements, an institution may choose to submit some or all of the additional data elements that are part of the existing submission file in order to conduct more in-depth institutional studies on their own students. While every effort is made to ensure a consistent set of definitions is followed, inclusion of these data elements is intended to facilitate the research interests of the participating institution only.

Use of ASSIST for Research

Participating institutions approve all research involving ASSIST. All requests for a common set of reports from multiple institutions must be approved by the appropriate Steering Committee representative. After coordination with the institutions, a standard report format and set of definitions will be developed to ensure consistency. Once finalized, each institution's report will be posted on the ASSIST web server and will be accessible only to the participating institution. It is the responsibility of each institution to print the report for distribution. All other requests for reports will be handled directly by the individual institutions. The decision to respond to the request using ASSIST or some other data source is solely at the discretion of the institution. Each institution's Steering Committee representative is responsible for approving the release of any data or reports obtained from the ASSIST database. Each institution shall establish their own policies and procedures for the process by which reports are verified and provided for general use. The agreement between AZTransfer and participating institutions precludes using ASSIST for operational purposes, or any other purpose not consistent with research.

Access to ASSIST

Participating institutions designate which researchers are authorized to access their data in ASSIST. The institution's Steering Committee member, or designee, must indicate approval for user access before an ASSIST account will be established. Only institutional representatives employed by a participating institution may obtain authorization to access the institution's data. AZTransfer trains these persons to use ASSIST, including the requirements imposed by FERPA and the ASSIST Security Plan.

Full access to the database, which allows direct manipulation of all data elements, will be granted only to institutional representatives from areas in which research is a primary function or activity. These users should have the technical background for developing and running their own queries and should have a solid understanding of the institutional data contained in ASSIST. Limited access may be granted to "read-only" reports that are stored on the ASSIST web server. Users may include institutional staff members responsible for submitting required reports to state or federal agencies as well as institutional decision-makers who need access to reports.

The ASSIST agreement prevents AZTransfer from granting access to persons other than those designated by the institution.

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ASSIST Meetings

In recent years, the ASSIST Steering Committee and ASSIST Users group has met annually in conjunction with the AZAIR conference. Use the links below to review the dates and notes from these annual meetings.

ASSIST Steering Committee

ASSIST Users Group

ASSIST Data

File Submission Calendar

The File Submission Calendar can be downloaded here:

[2016-2017 Calendar](#)

Secure FTP Upload of ASSIST Releated Data:

https://aztransfer3.asu.edu/upload/bin/login.php

Data Submission Status

[Community College Data Submission Status](#)

[University Data Submission Status](#)

Data Documentation

The data documentation for each data table in the ASSIST database consists of: (1) a table description including the primary purpose and general use of the table; and (2) a chart listing each data element with definitions and code values.

Community College Documentation

University Documentation

Community College Documentation

CC_STUDENT Table

What is the CC_STUDENT Table?

This table contains demographic data for undergraduate students enrolled at a community college by term and institution attended. Terms include Fall, Spring, Summer, Open Entry, and Short Term, if provided. Institutions include Arizona community colleges your students have attended before or after they attended your institution, based on the files submitted by your institution.

Students who are included in a community colleges' official 45th day counts are identified by a value of 01 in the Census Enrollment Flag in the CC_ENROLLMENT table.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, and ASSIST Student ID. In other words, there is one record per semester per community college student.

Why would you use this table?

If you are a community college or a university, you would want to use this table to identify demographic characteristics of your students (such as gender, ethnicity, residency, or high school information).

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.

(2) If you are a community college, you will need to join this table with the UV_UNDERGRADUATE_TRANSFER_INST table by Semester, Arizona Unitid, and ASSIST Student ID. You can then limit UV Transfer Institution Code to your institution to select only those students who attended your institution PRIOR to attending a university.

(3) Demographic characteristics may change over time (due to student initiated changes or data errors) and may not always have the same values as reported in the UV_STUDENT table since they are based on community college records only.

[Download the CC_STUDENT Table Data Elements & Definitions](#)

CC_ENROLLMENT Table

What is the CC_ENROLLMENT Table?

This table contains enrollment data for undergraduate students enrolled at a community college by semester and institution attended. Terms include Fall, Spring, and Summer semesters. (Open Entry and Short Term are NOT included.) Institutions include all Arizona community colleges that your students have attended before or after they attended your institution.

Students who are included in a community college's official 45th day count are identified by Census Enrollment Flag = 01.

What is the key (unique identifier for a row) for this table?
Unique records are determined by Semester, Arizona Unitid, and ASSIST Student ID. In other words, there is one record per student per community college per semester.

Why would you use this table?

If you are a community college or a university, you would want to use this table to identify enrollment characteristics of your students (such as reason for attending; degree goal; developmental, term and/or cumulative credit hours attempted; term and/or cumulative GPA; or athletic participation).

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) In this table, Semester refers ONLY to Fall, Spring, and Summer.
(3) In this table, Term Attempted Hours and Term Earned Hours do include Developmental courses but do NOT include Open Entry and Short Term courses.

CC_ENROLLMENT Table Data Elements & Definitions

CC_DEGREE Table

What is the CC_DEGREE Table?

This table contains degree data for degree and certificate recipients from community colleges in Arizona by term and college where the degree or certificate was received. Terms include Fall, Spring, and Summer semesters.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, ASSIST Student ID, Degree or Certificate, and Degree of Certificate Date. In other words, there is one record per degree or certificate, per degree or certificate date, per student per semester per community college.

Why would you use this table?

If you are a community college, you could join this table with the UV_ENROLLMENT table on the ASSIST Student ID field. Then put a limit on the CC_DEGREE table's Arizona Unitid of your institution's code and a minimum function on the UV_ENROLLMENT table's Semester field to get the first semester a student attended a university after receiving a degree at your institution.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) In this table, Semester refers ONLY to Fall, Spring, and Summer.
(3) Students may NOT be officially enrolled during the semester a degree is awarded.
(4) Students may be awarded MORE than one degree or certificate during a semester.
(5) Students may be awarded more than one degree or certificate with the SAME CIP code.

Download CC_DEGREE Table Data Elements & Definitions

CC_DUAL_ENROLLMENT_COHORT Table

What is the CC_DUAL_ENROLLMENT_COHORT Table?

This table identifies high school seniors enrolled in a dual enrolled course offered by a community college anytime during the students' high school years. Cohorts are based on definitions required for state reporting purposes which were revised in 2011. Previous to the 2008 cohort year, dual enrollment cohorts were defined as those only enrolled in a dual enrollment course during the senior year; data for cohorts using the earlier definition are in the CC DUAL ENROLLMENT COHORT ORIGINAL (Orig) Table

What is the key (unique identifier for a row) for this table?

Unique records are determined by Cohort Year, Dual Arizona Unitid, ASSIST Student ID, Dual Course Semester and a course selection field combing data from the Dual Course Prefix and Dual Course Number. In other words, there is one record per student per community college per course per semester.

Why would you use this table?

If you are a community college, you would want to use this table to assist in tracking the performance of your students who enrolled in dual enrollment courses anytime during their high school years in any subsequent college course work at public Arizona institutions.

Notes on using this table:

(1) In this table, Dual Arizona Unitid refers ONLY to community colleges.

[Download CC_DUAL_ENROLLMENT_COHORT Data Elements & Definitions](#)

CC_AGEC Table

What is the CC AGEC Table?

This table is a specialized view table of CC DEGREE. It contains AGEC data for recipients from community colleges in Arizona by term and college where the AGEC was received. Terms include Fall, Spring, and Summer semesters.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, ASSIST Student ID, AGEC Code and AGEC Date. In other words, there is one record per AGEC, per AGEC date, per student per semester per community college.

Why would you use this table?

If you are a community college, you could join this table with the UV ENROLLMENT table on the ASSIST Student ID field. Then put a limit on the CC AGEC table's Arizona Unitid of your institution's code and a minimum function on the UV ENROLLMENT table's Semester field to get the first semester a student attended a university after receiving an AGEC at your institution.

Notes on using this table:

1. In this table, Arizona Unitid refers ONLY to community colleges.
2. In this table, Semester refers ONLY to Fall, Spring, and Summer.
3. Students may NOT be officially enrolled during the semester an AGEC is awarded.
4. Students may be awarded MORE than one AGEC during a semester.
5. Students may be awarded more than one AGEC with the SAME CIP code.

Download CC_AGEC Table Data Elements & Definitions

CC_ASSOCIATE_DEGREE Table

What is the CC_ASSOCIATE_DEGREE Table?

This table is a specialized view table of CC DEGREE. It contains degree data for associate degree recipients from community colleges in Arizona by term and college where the associate degree was received. Terms include Fall, Spring, and Summer semesters.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, ASSIST Student ID, Degree Code, and Degree Date. In other words, there is one record per degree, per degree date, per student per semester per community college.

Why would you use this table?

If you are a community college, you could join this table with the UV ENROLLMENT table on the ASSIST Student ID field. Then put a limit on the CC ASSOCIATE DEGREE table's Arizona Unitid of your institution's code and a minimum function on the UV ENROLLMENT table's Semester field to get the first semester a student attended a university after receiving an associate degree at your institution.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) In this table, Semester refers ONLY to Fall, Spring, and Summer.
(3) Students may NOT be officially enrolled during the semester an associate degree is awarded.
(4) Students may be awarded MORE than one associate degree during a semester.
(5) Students may be awarded more than one associate degree with the SAME CIP code.

Download CC_ASSOCIATE_DEGREE Data Elements & Definitions

CC_CERTIFICATE Table

What is the CC_CERTIFICATE Table?

This table is a specialized view table of CC_DEGREE. It contains data for certificate recipients from community colleges in Arizona by term and college where the certificate was received. Terms include Fall, Spring, and Summer semesters.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, ASSIST Student ID, Certificate Code, and Certificate Date. In other words, there is one record per certificate, per certificate date, per student per semester per community college.

Why would you use this table?

If you are a community college, you could join this table with the UV ENROLLMENT table on the ASSIST Student ID field. Then put a limit on the CC CERTIFICATE table's Arizona Unitid of your institution's code and a minimum function on the UV ENROLLMENT table's Semester field to get the first semester a student attended a university after receiving a certificate at your institution.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) In this table, Semester refers ONLY to Fall, Spring, and Summer.
(3) Students may NOT be officially enrolled during the semester a certificate is awarded.
(4) Students may be awarded MORE than one certificate during a semester.
(5) Students may be awarded more than one certificate with the SAME CIP code.

Download CC_CERTIFICATE Data Elements & Definitions

CC_OE_ST_ENROLLMENT Table

What is the CC_OE_ST_ENROLLMENT Open Entry and Short-term (OE ST) Enrollment Table?

This table contains enrollment data for undergraduate students enrolled in Short Term or Open Entry/Exit courses at a community college by academic year and institution attended. Academic years include the sequential semesters of Fall, Spring, and Summer. Institutions include all Arizona community colleges that your students have attended before or after they attended your institution.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Academic Year, Arizona Unitid, Enrollment Type Code, and ASSIST Student ID. In other words, there is one record per student per enrollment type code per community college per academic year.

Why would you use this table?

If you are a community college, you would want to use this table to identify enrollment characteristics and outcomes of your students who enrolled in Open Entry/Exit or Short Term courses at the community college level.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) The data elements in this table are NOT required fields for submission. Not all institutions offer or report both types of enrollment.
(3) In this table, term data is reported ONLY by Academic Year.
(4) In this table, all fields refer ONLY to Open Entry/Exit or Short Term courses. If a student was enrolled in both Open Entry/Exit and Short Term courses at the same institution during the same academic year term, there will be TWO separate records—one for the Open Entry/Exit course(s) and one for the Short Term course(s). The subsequent data (Attempted Hours, Earned Hours, and Hours in Progress) only relate to that particular type of course enrollment—either Open Entry or Short Term courses.

Download CC_OE_ST_ENROLLMENT Data Elements and Definitions

CC_COURSE Table

What is the CC_COURSE Table?

This table contains course data for students enrolled at a community college by term and institution attended. Terms include Fall, Spring, and Summer semesters. Institutions include Arizona community colleges your students have attended before or after they attended your institution, based on the files submitted by your institution.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, ASSIST Student ID, and a course selection field combining the data from the Course Discipline, Course Number, Course Section, Course Start Date, and Course Stop Date fields. In other words, there is one record per student per course per institution per semester.

Why would you use this table?

If you are a community college, you would want to use this table to determine what courses your students were enrolling in at the community colleges and how well they performed in those courses.

If you are a community college or a university, you would want to join this table with the UV_COURSE table to track your students' performance in sequenced community college/university courses.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) If you are a community college and want to look at subsequent courses taken at a university, you will need to join this table with the UV_UNDERGRADUATE_TRANSFER _INST table by Assist Student ID. You can then limit UV Transfer Institution Code to your institution and UV Semester to greater than CC Semester to select only those students who attended a university AFTER attending your institution.
(3) Course grades in this table are assigned as of the end of a given term. If a grade is changed in a subsequent semester, the change will NOT be reflected anywhere in the course data.
(4) The earliest data available for this table is AY 1999-2000

Download CC_COURSE Data Elements and Definitions

CC_SRK_COHORT Table

What is the CC_SRK_COHORT Table?

This table identifies new first-time, degree-seeking undergraduates enrolled at a community college in Fall semesters. Cohorts are based on definitions required for federal reporting purposes (i.e., Student-Right-To-Know). Full-time status is defined as 12 or more registered hours on the official reporting date (45th day).

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, and ASSIST Student ID. In other words, there is one record per student per community college per Fall semester.

Why would you use this table?

If you are a community college, you would want to use this table to determine how many of your new freshmen left your institution and eventually enrolled at a university.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.

(2) If you are a community college, you can calculate Arizona University System persistence and graduation rates for your entering students by joining this table to the UV ENROLLMENT table by ASSIST Student ID only and NOT limiting Arizona Unitid to your institution.

Download CC_SRK_COHORT Data Elements and Definitions

CC_NEW_TO_HIGHER_ED_COHORT Table

What is the CC_NEW_TO_HIGHER_ED_COHORT Table?

This table identifies new students enrolled at a community college for the first-time in any Arizona public higher education institution. First semester enrollment could be full- or part-time in either the Fall or Spring semester.

Previous enrollment in community college dual enrollment courses during high school does not preclude a student from being considered part of a new-to-higher education cohort if they continued to enroll at a community college after high school graduation.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Cohort Year and ASSIST Student ID. In other words, there is one record per student per community college per cohort year.

Why would you use this table?

If you are a community college, you would want to use this table to define a cohort of new students who exhibit various transfer intent behaviors in order to examine their community college outcomes and measure transfer activity to the universities.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) In this table, Semester refers ONLY to Fall and Spring.
(3) In this table, new-to-higher education cohorts can be identified by various levels. The General Cohort is the broadest level of inclusion for the calculation of community college transfer rates while the Transfer Intent Cohort is in the intermediate range and the Transfer Behavior Cohort is the narrowest level. The Transfer Behavior Cohort is the most commonly used cohort for external reporting.

Download CC_NEW_TO_HIGHER_ED_COHORT Data Elements and Definitions

CC_PLACEMENT Table

What is the CC_PLACEMENT Table?

This table contains data on course placement tests taken by many community college students (typically prior to enrolling in their first English, math and/or reading course) by semester and institution attended. Terms include Fall, Spring, Summer, Short Term, and Open Entry/Open Exit. Institutions include all Arizona community colleges that your students have attended before or after they attended your institution.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, and ASSIST Student ID. In other words, there is one record per student per community college per semester.

Why would you use this table?

If you are a community college, you would want to use this table to examine the course placement test scores by type of exam of your students who enrolled at the community college level.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.
(2) The data elements in this table are NOT required fields for all institutions. A number of values, such as placement test names, are institutionally defined. Consequently, usefulness may be limited to the institution submitting the data.
(3) In this table, all the course placement data (Test Name, Test Score, Score Type Code, and Test Date) reflects the most recent OR highest score achieved for the placement test in that particular subject area (writing, reading or math). Institutions often permit retesting within certain time periods and typically take the highest score achieved. Not all students are required to take each subject placement exam.
(4) The Semester and Academic Year fields in this table refer to the terms of enrollment not the period of the placement test. Therefore, there will be a separate record for each term of enrollment for a particular student containing the identical course placement data for a given academic year. If a student does not retake a particular placement test AND obtain a higher score, or never takes a course placement test in another subject area in a subsequent academic year, the placement data will not change for the subsequent enrollment periods.

[Download CC_PLACEMENT Data Elements and Definitions](#)

CC_FINANCIAL_AID Table

What is the CC_FINANCIAL_AID Table?

This table contains data on financial aid received by community college students by semester and institution attended. Terms may include Fall, Spring, Summer, Short Term, and Open Entry/Open Exit. Institutions may include all Arizona community colleges that your students have attended and received financial aid before or after they attended your institution.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Semester, Arizona Unitid, and ASSIST Student ID. In other words, there is one record per student who received financial aid per community college per semester.

Why would you use this table?

If you are a community college, you would want to use this table to examine the type of financial aid your students received when enrolled at the community college level.

Notes on using this table:

(1) In this table, Arizona Unitid refers ONLY to community colleges.

(2) The data elements in this table are NOT required fields. In using data from this table, you need to examine if and how the institution reports financial aid data. Financial aid data is not available for all terms from all institutions. Consequently, usefulness may be limited to the institution submitting the data.

Download CC_FINANCIAL_AID Data Elements and Definitions

CC_DUAL_CRSE_PREFIX_CROSSWALK Table

What is the CC_DUAL_CRSE_PREFIX_CROSSWALK Table?

This table is a crosswalk of dual course prefixes to course prefixes in the same field at the universities and community colleges. It identifies the dual course prefixes offered by community college district and notes the collegiate course prefix by collegiate Arizona institution.

What is the key (unique identifier for a row) for this table?

Unique records are determined by Dual Arizona Unitid, Dual Course Prefix, Collegiate Arizona Unitid, and Collegiate Course Prefix. In other words, there is one record per dual course prefix per dual institution per collegiate course prefix per collegiate institution.

Why would you use this table?

If you are a community college, you would use this table in the standard dual enrollment reporting queries to track the performance of your students who enrolled in dual enrollment courses during their senior year of high school to any subsequent college course work at public Arizona institutions. The CC DUAL COURSE PREFIX CROSSWALK is also critical in grouping the results by CIP areas that are required in the state reporting requirements.

Notes on using this table:

(1) In this table, Dual Arizona Unitid refers ONLY to community colleges. Collegiate Arizona Unitid refers to both community colleges and universities.
(2) The community college offering the dual enrollment course identifies the course prefix and assigns each prefix a 2-digit CIP group. The Course Equivalency Guide (CEG) database is used to identify the university course disciplines that the dual course can transfer to. Then those university disciplines are used in the CEG to determine other community college prefixes and university disciplines that transfer to the discipline. Included are university disciplines that are a direct equivalent or a department elective equivalent of the dual course.

[Download CC_DUAL_CRSE_PREFIX_CROSSWALK Data Elements and Definitions](#)

University Documentation

UV_STUDENT
UV_ENROLLMENT

ASSIST Data Model

ASSIST Data Warehouse Model (Complete)

ASSIST Data Warehouse Model (Print, Cut and Paste)

Community College File Layouts

ASSIST File Layout

Course File Layout

Dual Enrollment Cohort File Layout

Special Degree/AGEC File Layout

University File Layouts

Special Use Tables

There are times when an ASSIST user may want to study the transfer patterns of a particular group of students who cannot be identified using existing data elements in the ASSIST database. These needs can be addressed through the establishment of separate tables referred to as special use tables.

Institutions first identify the group of students from their own student information systems, and then provide a file containing any data element needed for their analysis that is not captured in one of the standard ASSIST tables. Please note that the group of students studied must be of sufficient size to safeguard the privacy rights of the students. The ASSIST Security Plan prohibits matching ASSIST records with local data. Therefore, requests for special use tables that could result in identification or matching of ASSIST student data with local student database information will not be accommodated.

The records are loaded into a new table and access is granted to the institution. Special use tables are designed to be limited in function, and only the submitting institution will be able to view and access them.

Because these tables fall outside the scope of the original set of ASSIST project deliverables, the ASSIST Production team may or may not be able to accommodate an institutional request for a new table . Decisions to incorporate special use tables will be made on a case-by-case basis and will depend on the purpose and complexity of individual requests.

Listed below are the steps to be followed for all institutional requests:

Step 1

Consult with the ASSIST Production team to determine the feasibility of the request, including the length of time the special use table will be needed. Due to storage limitations, tables will not be permitted to remain permanently in the ASSIST database unless prior arrangements are made.

Step 2

Identify the list of data elements to be included in the special use table. In addition to any unique data elements not found in the existing ASSIST database, certain data elements are required for matching records against previously loaded records in order to find and extract an existing ASSISTID. Consequently, every file MUST INCLUDE the following items:

• Student First Name
• Student Last Name

• Student Middle Initial
• Student Date of Birth
• Institutional Student ID

The ASSIST Production team will determine an acceptable format for the file, typically either a fixed format or an agreed-upon delimited format. The requestor will then receive an e-mail specifying the final format for submission, including a specified set of coding values for individual data elements if required.

Step 3

Ensure that all student records to be included in the file have a matching record in the ASSIST database from a previous load of the institution's regular ASSIST files. If a match cannot be found in the existing database, the record WILL BE EXCLUDED from the table.

Step 4

Submit the file in the assigned format using the same security measures as those used for regular ASSIST file submission. Two options are available: (1) send the file to the ASSIST server via file transfer protocol (ftp), or (2) zip, encrypt (password-protect), and submit the file via e-mail. If submitted via e-mail, the password should be sent in a separate e-mail message or communicated via telephone.

The ASSIST Production team will run the file through a matching process to identify an ASSISTID. The ASSISTID will be incorporated into the special use table, replacing all of the personally identifiable student data elements submitted in the original file.
The minimal time required for processing a special use table request will be ten (10) business days. Depending upon the size and complexity of the request, turnaround time may vary considerably. Once the table has been created and loaded, the ASSIST Production team will notify the requestor that it is ready for use.

Step 5

When research with the special use table is completed, export all records for local storage and notify the ASSIST Production team that the table is no longer needed. If no notification is received, the table will be truncated and dropped from the ASSIST database after 180 days unless prior arrangements have been made.

SFTP ASSIST Data

Use this link to SFTP ASSIST files to AZTransfer:

https://aztransfer3.asu.edu/upload/bin/login.php

If you need an account, or have forgotten your password, please contact assist@aztransfer.com

ASSIST FAQs

Frequently Asked Questions

How can I get access to ASSIST data?

Researchers desiring access to ASSIST must be an employee of a participating institution and be approved by the institutional ASSIST Steering Committee representative. Authorized ASSIST users must sign nondisclosure agreements and submit the form to their institutional ASSIST Steering Committee representative.

The ASSIST nondisclosure agreement must be signed and notarized. A copy may be emailed to assist@aztransfer.com to initiate the process but the notarized original must be sent to:

AZTransfer ASSIST
2411 W. 14th St.
Tempe, AZ 85281

Download the ASSIST nondisclosure agreement here.

Who is my ASSIST Steering Committee Representative?

Click here to access the list of Steering Committee members.

How can I connect to ASSIST to get data?

The design of ASSIST makes it possible for institutions to retrieve information using standard query language or SQL statements. You can connect to ASSIST using the Hyperion, Aqua Data Studio, Toad, or Microsoft Access. Contact assist@aztransfer.com to learn more about connection options.

What types of data items are available in ASSIST?

Demographic data: Student age, Arizona residency type, high school year, high school diploma type, gender, minority status, and ethnicity.

Course data: Course enrollment and grade by term

Enrollment data: Enrollment census flag, hours attempted, developmental hours attempted, developmental hours completed, total earned hours, major, CIP major, term GPA, cumulative GPA, transfer hours.

Transfer data: Transfer institution(s), transfer hours by institution, number of transfer institutions, number of AZCC institutions attended.

Degree data: AGEC completion type, AGEC completion year, associate degree type, associate degree year, bachelor degree type, bachelor degree year.

Where do the data come from?

The participating institutions submit ASSIST data annually. The records are matched and loaded into the ASSIST data warehouse. Students are assigned an anonymous ASSIST ID which becomes the primary key in the ASSIST data warehouse.

How timely are the data?

Most of the community college data are submitted on an academic year basis, typically in February of the following year (e.g., Academic Year 2014-2015 data by February 2016). Community college degree data are more up-to-date with annual degree files submitted in the fall following the previous academic year. University data are submitted on a semester basis.

Did we turn in our institution's ASSIST file and has it been loaded?

File status may be checked at:

Community College Data Submission Status University File Submission Status

When are the ASSIST Meetings?

ASSIST sponsors annual statewide meetings in the spring for all Steering Committee members and authorized users. Each meeting includes demonstrations and discussion on various ASSIST issues. The ASSIST meeting is held in conjunction with the Arizona Association for Institutional Research (AZAIR) annual conference. ASSIST user groups— one for community college users and one for university users— also offer opportunities for users to further develop their knowledge and experience with ASSIST data.

Two key resources for new ASSIST users are the data diagram and data documentation.

Why can't I see other institution's data to use as comparison?

Each participating institution retains ownership and control over their data and approves all research involving ASSIST data. Therefore, an institution may only access records for their current and former students. Any other institutional comparison data can only be obtained directly from the other institution.

How can I check the validity of the ASSIST data with our institutional student data?

Personally identifiable characteristics such as name, birth date, and student ID are removed from the database accessed by researchers to ensure student privacy and compliance with federal law. Therefore, verification of individual ASSIST student records against your own institutional data is not possible.

Verification of aggregate number of records loaded against the number of records submitted in your institution's data file is a primary responsibility of the submitting institution. You should also be able to confirm high-level aggregate numbers such as enrollment headcount loaded into ASSIST against your own institutional database.