Illinois Higher Education Information
System (IHEIS) Resources

Enrollment – Graduation **Course Assignments** **Support**

User's Guide to the Illinois Higher Education Information System (HEIS)

IHEIS Portal
https://iheis.ibhe.org/ePVILDS/login

IHEIS Resource Page
https://www.ibhe.org/iheis.html

Helpdesk
Corey Hankins 217-524-0232 or David Smalley 217-557-7337
IHEIS@ibhe.org

Table of Contents

Change History

Change Date	Description
12/17/2020	Created
1/21/2021	1st Version Release
2/9/2022	2nd Edition

Registration

An institution can have multiple users, but one Primary Administrator (PA) is required. The PA for the institution will be able to approve new users for the institution and have access to data previously submitted by the institution as well as current submissions. The data contains personally identifiable information (PII) for students at the institution it is important that we take extra steps to ensure that users are properly authorized to access this data. Also, the PA is responsible for the accuracy and timeliness of your institution's submissions. Therefore, we are requiring the signature of the institution's president or chancellor or similar authority at your institution on an authorization form
https://www.ibhe.org/assets/files/User_Authorization_Form.pdf
before we approve the account of a primary administrator. Although we recognize this creates a burden for staff at both the schools and IBHE, we feel it is a necessary one to assist in the protection of this sensitive data.

Other users may register from an institution and the primary administrator has the responsibility of determining the access privileges of any additional users. Primary administrators are also responsible for the closure of another user's account should that user leave the institution or change positions such that access is no longer warranted. The primary administrator or any other staff member should notify IBHE if there is any concern regarding unauthorized access or any activity associated with a user's or administrator's account that is suspicious.

Please do not share log in information with other staff. Anyone who is to access the system should have their own credentials. Please be aware that there are both state and federal laws regarding this data and any suspicious activity linked to your account, regardless of whether you were the person that committed any wrong-doing, could warrant prosecution. If the role of Primary Administrator (PA) needs to change from one staff member to another, the new PA should register with a new account instead of using the credentials of another person.

To register as a Primary Administrator, please go to: https://www2.ibhe.org/web/lds-public/

1. On the initial registration page, select your school and please be sure to select the box for Primary Administrator. (Primary Administrator is the default option.)

2. After submitting your contact information, you will be directed to an authorization form that you can print or save to your computer. Please download the file at

https://www.ibhe.org/iheis.html

3. Have the document signed by the President or other appropriate administrator. This indicates that the person attempting to register as the Primary Administrator for your institution is authorized to have access to this sensitive data.

4. Once the form has the necessary signature, you will upload it to the IHEIS site.

5. IBHE staff will approve your registration. You will receive an email notification. (Please allow us at least a day for processing.)

Updating Your Profile

If you would like to update your password, personal information or security questions, click on your account link. It appears as your name at the top of the home page.

Managing Users and Roles

To manage users, click User Management.

If you are the Primary Administrator, you will see all the users that have active accounts for your institution. Click Add Users to create a new user. You will need to fill in all required fields.

Adding New Users

There are two roles the Primary Administrator can assign a new profile, Administrator or User. As a primary administrator you can choose the appropriate option for each user. The administrator has file uploading ability and access to PII. The user has a read only access level. The Primary Administrator can also change roles at their discretion as their institution's personnel changes, or duties change.

All users may edit their profile. Should a user need to change their contact information, security questions, they should click Edit Profile to do so.

If you would like to disable an IHEIS account, you can click on Inactive. The user will no longer have access to the system once the change is saved.

IHEIS Data Collection Authority

The Illinois Board of Higher Education's component of the Illinois Longitudinal Data System (ILDS) is referred to as the Illinois Higher Education Information System (IHEIS). IHEIS encompasses most degree-granting postsecondary institutions in the state of Illinois, with the exception of the community colleges. IBHE has the statutory authority to collect student-unit records from all degree-granting institutions that are eligible for the Monetary Assistance Program, administered through the Illinois Student Assistance Commission, as well as from non-MAP schools that confer graduate or professional degrees.

The statutory authority for the data collection is Public Act 096-1249

Public Act 096-1249, which states, "Beginning on July 1, 2012, the Board of Higher Education is authorized to collect and maintain data from any non-public institution of higher learning enrolling one or more students receiving Monetary Award Program grants and any non-public institution of higher learning that confers graduate and professional degrees, pursuant to Section 35 of the Higher Education Student Assistance Act, and disclose this data to the longitudinal data system for the purposes set forth in this Act."

Additionally, in (105 ILCS 13/20) sec 20(d) "The State Education Authorities shall establish procedures and requirements relating to the submission of data authorized to be collected pursuant to this Section, including requirements for data specifications, quality, security, and timeliness."

Data Submissions

There are three collection types: enrollment, graduation, and course assignments. All institutions under the ILDS (Illinois Longitudinal Data System) Act must submit an enrollment file covering the entire academic year and a graduation file covering the entire academic year from July 20XX, to June 20XX+1.

Course Assignments are required, per the Dual Credit Act, for schools that have a dual credit program in Illinois. Your institution is required to submit an instructor file, course file and a student file for all dual credit courses during the academic year.

All institutions that are under the ILDS Act and have a remedial/co-requisite course are required to submit course assignments for those students. Public Universities per SJR 41 will need to submit the subsequent gateway courses.

Collection Timeline

The collection timeline for the current and future year are on the IHEIS website.

2020-2021 Illinois Higher Education Information System (IHEIS)		
Data Collection	Open Date	Close Date
Fall Enrollment AY 2020-2021	Monday, January 11, 2021	Friday, April 16, 2021
Spring Enrollment AY 2020-2021 (include Winter Term if on Trimesters or Quarters)	Monday, May 24, 2021	Friday, August 27, 2021
Summer Enrollment AY 2020-2021	Monday, August 16, 2021	Friday, October 8, 2021
Graduation FY (July 1, 2020-June 30, 2021)	Monday, August 16, 2021	Friday, October 8, 2021
Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2020-2021	Monday, August 23, 2021	Friday, Oct 29, 2021

Enrollment

Enrollment is collected for the academic year, broken into 3 collections: Fall, Spring, and Summer. The collections are based on the traditional semester terms, but institutions with trimesters and quarters should submit those terms that have completed prior to the data collection deadline. Dates for the terms are not dictated by IBHE. The general term dates are Fall (August-December), Spring (January-May), Summer (June-August).

Include all students enrolled for credit (enrolled in instructional activity, courses, or programs, that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential), regardless of whether or not they are seeking a degree or certificate. This includes:

- Students enrolled for credit in off-campus centers
- High school students taking regular college courses for credit
- Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled for credit at your institution (e.g., online students)
- Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree
- Graduate students enrolled for credit while not seeking a degree or certificate

Graduation

Graduation data is collected once at the end of the academic year. IBHE follows the same rules as the IPEDS survey, which collects graduates from July 1st to June 30th of the preceding year. For example: graduates collected in 2019 would be the July 1, 2018 to June 30, 2019 Graduates.

What to Include:

- Recognized postsecondary credentials conferred as the result of completion of an academic or occupational/vocational program of study. (Note that only CIP codes describing academic or occupational/vocational programs of study are valid CIP codes on the Completions component.)
- Awards conferred by the postsecondary institution.
- Awards conferred between July 1, 20XX and June 30, 20XX+1.
- Multiple awards conferred to a single student.

- o Awards at the same degree level and the same time for a student can be added in one record (row) with each degree reported in Degree 1, Degree 2, etc.
- o Awards to the same student at different degree levels should have separate records (rows). For example, a PhD and an MBA.

Course Assignments

Course assignment data collection is currently used to collect two types of course information: Dual Credit and Remedial/Co-requisite Courses.

Dual Credit

Dual Credit means an instructional arrangement in which an academically qualified student currently enrolled in high school enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.

Remedial - Co-requisite Courses

Remedial/Developmental Courses, or courses that prepare students for college-level courses. They are typically numbered below 100 and do not count towards the student's degree requirements.

Co-Requisite Remedial Courses are courses that give additional support to students that may not be prepared for college level work. The course is for entry level college work generally in Math, English or Reading. The course counts towards the student's degree requirements.

Data Rules

Enrollment Data Dictionary and Data Rules

The data dictionary can be found on the IHEIS website https://www.ibhe.org/iheis.html.

All the columns are numbered and have their required format. There is further explanation and at what point in the semester this data element should be captured. Lastly there are rules that relate to other columns (fields).

The **CensusFlag** is used by IBHE to count only records that you want to be counted for reports, such as the Fall Enrollment Report on the IBHE website. It gives you the option of submitting students that are not captured during the census process.

Unique ID Block

There are 4 columns that contain uniqueid's for students. **At least one** of these four fields needs to be completed to pass validation. Every institution should have an **InstitutionAssignedID**, so that should be included. Additionally, for matching to employment data, **UniqueID** (SSN) is required for matching graduation data. It can also be used to match to ISAC data with enrollments.

Column	FieldName	Data Type	Length	Min Size	Format	Code	Description	Further Explanation
2	PreviousID	Numeric	9	9	999999999	Nine-digit number Missing = blank	Previous SSN	Often will contain a dummy SSN.
3	UniqueID	Numeric	9	9	999999999	Nine-digit number Missing = blank	Student Identifier: Social Security Number	If no SSN, no dummy IDs nor placeholders to be utilized. Collected for matching but will be stored separately.
4	ISBEID	Numeric	9	9	999999999	Nine-digit number Missing = blank	ISBE-assigned SIS ID	Higher ed institutions do not assign the ISBE SIS ID. Will not be available (as of this writing) for out of state, private, home schooled, or older students.
5	InstitutionAssignedID	Character	16	1	A100000000908	Up to 16 cahracters; left justified Missing = blank	Student ID assigned by the submitting institution	Facilitate linking ILDS records back to data on the individual campus. This is an unique ID for the instiution.

Race/Ethnicity Variables and How They are Used for IBHE Reporting

There is 1 Ethnicity variable and 5 Racial variable, and 1 Citizenship variable used to create the race/ethnicity reporting variable that is used for reporting purposes only. IBHE asks that you submit the data in the original form that NCES, at the U.S. Dept. of Education, asks you to collect the data https://nces.ed.gov/ipeds/report-your-data/race-ethnicity-collecting-data-for-reporting-purposes.

Ethnicity and all 5 race categories are required to have Y or N, If blank use N. Blank fields are not allowed.

Reporting Race/Ethnicity

Below is the guidance that NCES gives to report race/ethnicity given the questionnaire used in the previous section.

IBHE has followed these guidelines exactly.

Additionally, collecting data in this way allows IBHE to know the original race categories which allows us to disaggregate races that are reported Hispanic or more than one race.

Reporting Race and Ethnicity Data to IPEDS

Using the New Categories

Report race and ethnicity data to IPEDS as follows:

If the individual self identifies as…	Report to IPEDS as…
Hispanic only, or Hispanic and any race category	Hispanic
Not Hispanic; American Indian or Alaska Native only	American Indian or Alaska Native
Not Hispanic; Asian only	Asian
Not Hispanic; Black or African American only	Black or African American
Not Hispanic; Native Hawaiian or Other Pacific Islander only	Native Hawaiian or Other Pacific Islander
Not Hispanic; White only	White
Not Hispanic; more than one race category	Two or more races

If the individual…

Report to IPEDS as…

Refuses to respond to both questions	Unknown race and ethnicity
Responds No to the Hispanic question, but does not respond to the race question	Unknown race and ethnicity
Responds to the race question, but does not respond to the Hispanic question	Report race as outlined above, as if individual self-identified as non-Hispanic
Is a nonresident alien according to the visa and citizenship information on record at the institution	Nonresident alien

StateResidency and ZipCode

StateResidency and **ZipCode** is required only for those that mark **CitizenshipCountry**="US". Foreign states and zip codes entered will be given an error.

High School Information

HighSchoolCodeGrad, HighSchoolGraduationDate, and HighSchoolGPA are only required if the student is a first-time undergraduate (EnrollmentEntryType ='1')

DateOfEnrollment and TermOfEnrollment

The **DateOfEnrollment** is the start date of the term of enrollment being collected. For example, if the start date for a fall term collection is September 2, 2019, the **DateOfEnrollment** would be 201909.

The **TermOfEnrollment** should be the term code based on whether it is semester, trimester, or quarter term. The list is in the data dictionary.

EnrollmentEntryType, EnrollmentProgramLevel, and EnrollmentClassLevel

EnrollmentEntryType has 6 codes:

- 1=First-time Undergraduate
- 2=New Transfer-In
- 3=First-time Graduate: Master's, Doctor's-Research, Doctor's-Other
- 4=First-time Doctor's Professional Practice Student
- 5=Continuing Student
- 6=Non-degree/certificate seeking

First-time Undergraduate (code=1) can only be **EnrollmentProgramLevel** = 1-5 and **EnrollmentClassLevel =** 1 or (2-3 is possible if coming in with dual credit)

New Transfer-In can only be **EnrollmentProgramLevel** = 1-5 and **EnrollmentClassLevel** = 1**.** Students entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. These students may or may not have transferred

credit(s). Students enrolling in a ***second undergraduate degree***, at a different institution are included in this category.

Continuing Student is used for any continuing student at the same degree level.

Non-degree/certificate seeking is used for any non-degree seeking student at any level. EnrollmentProgramLevel must be 0 for non-degree-seeking students.

Non-Degree Seeking vs. Degree Seeking and Undecided Major

Non-degree seeking student

EnrollmentProgramLevel = 0 Always. Includes Dual Credit/Enrollment.

ProgramMajorCIP1: 00.0000

EnrollmentEntryType: 6=Non-degree/certificate seeking

EnrollmentClassLevel (How we know what level they are at)

- H=High School Student taking College Credit
- 7=Non-Degree/Certificate Seeking Undergraduate, Not an "H"
- 8=Non-Degree/Certificate Seeking Post Baccalaureate/Master's level student

Degree seeking student

EnrollmentProgramLevel: Will NEVER be 0. To be a degree-seeking student they must have chosen a degree level (e.g. bachelors = 5)

ProgramMajorCIP1 for undecided: 00.0000 (preferred) OR an approved General Studies CIP (e.g. 24.0101, 24.0102)

EnrollmentEntryType: 1-5, Not=6

EnrollmentClassLevel: 1-6, Not H, 7, or 8

ProgramMajorCIP1 and EnrollmentProgramLevel

The **ProgramMajorCIP1 and EnrollmentProgramLevel** as well as the corresponding second and third majors are validated against the IBHE Program Inventory. The **EnrollmentProgramLevel and ProgramMajorCIP1** need to match the IBHE Program Inventory for your institution.

EducationProgramMajor1

EducationProgramMajor1 and additional EducationProgramMajor2-4 are only for students who are in an education program, otherwise please leave blank. The responses for those that are in an education program, please answer:

1-Leading to endorsement

2-Not leading to endorsement

InstitutionCodeLastTransfer

InstitutionCodeLastTransfer is required for all undergraduate students who are marked as transfers (**EnrollmentEntryType=2)**. This code is used to create the IBHE Interactive Transfer Enrollment Dashboards.

TotalCumulativeHoursEarnedAtThisInstitution and TotalCumulativeHoursAcceptedAllSources

TotalCumulativeHoursEarnedAtThisInstitution is specific to the number of credits earned only at your institution. Do not include transfer credits. This number should always be = or < **TotalCumulativeHoursAcceptedAllSources.** This field is used to track credit accumulation at your institution. If for some reason the number of credits in this field decreased from one term to a subsequent term or year, that would not make sense, unless your institution somehow took credits away from a student.

TotalCumulativeHoursAcceptedAllSources is all the credit hours your institution has accepted and will be on the student's transcript, this includes AP credit if that is used as transfer college credit.

CreditHoursAttemptedForTerm and CreditHoursEarnedForTerm

This data is important and needs to be correct. It should be used to gauge the FT/PT level of a student and, in conjunction with term GPA, measure student performance.

CreditHoursAttemptedForTerm is the credit hours attempted in term at your institution. This is as of the census day for that term. Please make sure this matches what will be used for **EnrollmentFulltime.**

CreditHoursEarnedForTerm is the credit hours earned in term at your institution. Enter 0 if student dropped all classes. This is taken at the end of the term.

PellFlag and MAPFlag

Both the **PellFlag and MAPFlag** are required for any undergraduate student. If you are missing that information or the student did not complete a FAFSA, mark the student with a "N"

Graduation

All ID and demographic data for the student has the same format and rules as the enrollment file.

Unique ID Block

There are 4 columns that contain uniqueid's for students. **At least one** of these four fields needs to be completed to pass validation. Every institution should have an **InstitutionAssignedID**, so that should be included. Additionally, for matching to employment data, **UniqueID** (SSN) is required for matching graduation data. It can also be used to match to ISAC data with enrollments.

Column	FieldName	Data Type	Length	Min Size	Format	Code	Description	Further Explanation
2	PreviousID	Numeric	9	9	999999999	Nine-digit number Missing = blank	Previous SSN	Often will contain a dummy SSN.
3	UniqueID	Numeric	9	9	999999999	Nine-digit number Missing = blank	Student Identifier: Social Security Number	If no SSN, no dummy IDs nor placeholders to be utilized. Collected for matching but will be stored separately.
4	ISBEID	Numeric	9	9	999999999	Nine-digit number Missing = blank	ISBE-assigned SIS ID	Higher ed institutions do not assign the ISBE SIS ID. Will not be available (as of this writing) for out of state, private, home schooled, or older students.
5	InstitutionAssignedID	Character	16	1	A100000000908	Up to 16 cahracters; left justified Missing = blank	Student ID assigned by the submitting institution	Facilitate linking ILDS records back to data on the individual campus. This is an unique ID for the instiution.

YearTermOfDegree

The graduation dates collected are within the year of the graduation collection. For example, 2019-2020 collection dates are **July 1, 2019 (201907) to June 30, 2020 (202006).**

DegreeCIP1-4

DegreeCIP1 is required. If there are multiple majors for the same degree, you can use DegreeCIP2-4. If the student has multiple degrees that are different (e.g. B.A., A.A., or M.B.A.) create a separate record for each.

Course Assignments

Course assignment data collection is currently used to collect two types of course information: Dual Credit and Remedial/Co-requisite Courses.

Dual Credit

The authority to collect and oversee dual credit courses in Illinois is given to IBHE by the Dual Credit Quality Act (110 ILCS 27/),P.A. 96-194, effective 1-1-10.

Dual Credit means an instructional arrangement in which an academically qualified student currently enrolled in high school enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.

Remedial/Co-requisite

Remedial/Developmental Courses, or courses that prepare students for college-level courses. They are typically numbered below 100 and do not count towards the student's degree requirements.

Co-Requisite Remedial Courses are courses that give additional support to students that may not be prepared for college level work. The course is for entry level college work generally in Math, English or Reading. The course counts towards the student's degree requirements.

Data Rules for Course Assignments

There are three files that need to be uploaded: an instructor file, course file and a student file for all dual credit or remedial courses for the entire academic year.

The order of file uploading, and validation is required to be in this order **instructor, course, and student** files.

Each file is dependent on its predecessor. The course file needs a teacher to match what is in the existing instructor file. The student file must be in a course that matches an existing course for that academic year.

There are some dual credit specific variables that are only required for dual credit. They are marked in the data dictionary. There are some work arounds for remedial submissions that are a.so marked in the data dictionary, until they can be re-programmed.

Instructor File

The instructor file needs to have the current years instructors for your dual credit and remedial courses listed. If in a previous year you had submitted all the current instructors, you will not have to submit a file. You will have to upload if you have at least one instructor not already listed in the system from previous years. In the file you only need to submit instructors that are not in the current file or have changed

Course File

ed

Student File

The instructor file needs to have the current years instructors for your dual credit and remedial courses listed. If in a previous year you had submitted all the current instructors, you will not have to submit a

file. You will have to upload if you have at least one instructor not already listed in the system from previous years. In the file you only need to submit instructors that are not in the current file or have changed

Uploading Data

To begin the process of submitting your data chose "File Upload" from the menu bar across the top of the screen.

You will see a history of previously submitted files and, depending on your access privileges, be able to open and view previously submitted data.
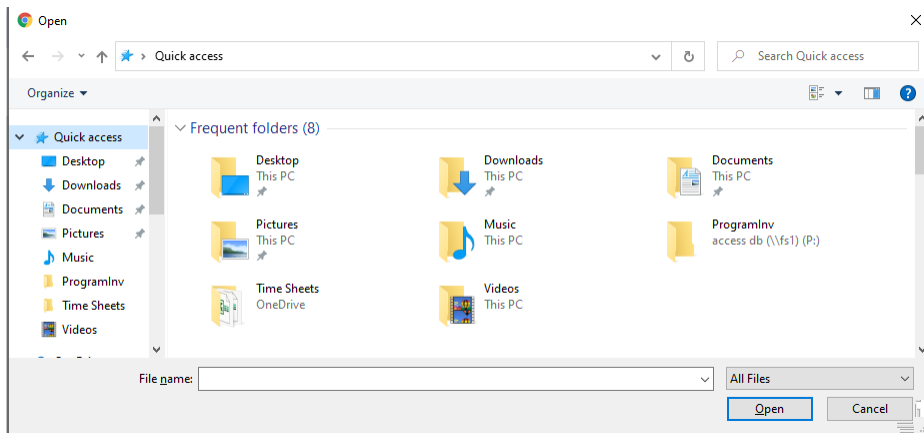
You will also see four buttons to assist you in facilitating the submission process. The Guidelines & Samples section contains the data dictionaries for the two file types, Enrollment and Graduation. You will also find sample templates you can view, download, and/or print.

There are two buttons from which to choose when submitting data. If you are reporting for a small institution and/or do not have a system that can assist you in compiling the data very easily then you may want to use the "Create File" button as this option allows you to manually enter the data for each student.

Otherwise, you will click on the file upload icon (up arrow on the right of each collection) to proceed to the next step of the submission process which opens the following screen;

| MacMurray College | 2018 | Enrollment | ▶ (0) 📄 (0) 🗐 (0) |
| Fall Enrollment Academic Year 2018-19 | 4/16/2020 | 11/6/2020 | |

ENROLLMENT

📄 File Status : File Format Error

Template Mismatch

IHEIS Fall 2018 MacMurray College Collection Report2__20191219142200645.xlsx   12/19/2019   ⬆

📄 0 Total Records

After clicking the file upload icon, the file search manager will appear.

The system will only accept files with a .xlsx file extension. Once you have selected the desired file, with the correct file extension, click the "Open" button to complete the file upload.

Excel File Data Submission Tips

- Make sure the data is in the first sheet
- Make sure there are no other sheets in the file
- Make sure the column headers are in the file submission. Use the template available on the IHEIS-Resource Page
- If you do not have the specific piece of data, just leave it blank. Do not create dummy global ID numbers such as 999999999, unless the data dictionary states it is acceptable.
- Do not format the date fields as dates, use the custom format and use the formats YYYYMMDD or YYYYMM.
- Be sure to format the fields that could have leading zeroes as text fields, such as zip code, high school ID, and the institutional IDs.
- Format the name fields as text, or there is a potential for formatting issues. If a name happens to be one of the logic functions in Excel (i.e., last name True), it causes an error

Error Report

After the file has been uploaded and accepted by the system, it will go through a data validation process. An error free file will attain a "Validated" status. Review the file to ensure accuracy. If the file is accurate, and validated, mark it complete. Only mark files complete that do not need to be amended, or an updated file needs to be uploaded into the system.

If the file contains errors, you can review the error type and quantity by clicking the "Error Report" icon. It is the blue magnifying glass below the file upload date.

The error report will provide the fields (or cells) in the files that are not in the appropriate format, or outside of the acceptable values. It will also list the rows of the file that contain errors. The errors will be displayed in red within each cell.

By clicking on the Missing Codes tab, you can see the specific rows in the file containing errors and the error type in a specific row.

Error Message : **File Has Error**

Note : Kindly upload new file

FILE - MISSING CODE DETAILS

Consolidated Report By Column	Missing Codes

EXPORT ALL

Total Count: 4

Row-358	Degree level and CIP 1 are not valid
Row-766	
Row-782	
Row-786	

There is no limit to the number of file uploads to validate a file. Many institutions require numerous file uploads to get a file through validation. When you upload a new file, the old file is overwritten.

Complete File

After the file shows a file status as: Validated, without any errors, you can mark the file Complete if you want this to be your final file. Click on the collection detail button and click complete.

🏛 Governors State University	🗓 2021	📖 Enrollment	🏳 (o) 📄 (o) 🗨 (o)
🎓 Fall Enrollment Academic Year 2021-2022	📅 1/17/2022	📅 4/15/2022	

ENROLLMENT

📄 File Status : Validated

ILDS Data 2021FA - Final__20220207135052302.csv   📅 2/7/2022

📄 4445 Total Records   📄 4445 Processed Records

From there IBHE staff will mark the file confirmed and it will be locked so that no one can change it or update a new file.

If you want to update this file you will have to ask the IBHE staff to "unlock" the file.