# California Community Colleges
## Management Information System
### Data Element Dictionary

## Student Basic Data Elements

<table>
<thead>
<tr>
<th>DED#</th>
<th>DATA ELEMENT NAME</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB08</td>
<td>STUDENT-ZIP-CODE</td>
<td>X(09)</td>
</tr>
</tbody>
</table>

This element indicates the ZIP code of the student’s residence address.

### Coding

- Enter the nine-digit ZIP code.
- If the final four digits are unknown or not collected, left-justify the five-digit ZIP code and fill the last four positions with X's.
- If the ZIP code is completely unknown, enter all X's.

### SB08 STUDENT-ZIP-CODE

#### Processing Edits

<table>
<thead>
<tr>
<th>FIELD CHECK</th>
<th>DATA QUALITY CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>nnnnnnnnn or nnnnnXXXX (n is a numeric digit) or XXXXXXXXX</td>
<td>Reject the submission if, out of all the CREDIT students: 5% or more are unknown (“XXXXXXXX”).</td>
</tr>
</tbody>
</table>

### SB08 STUDENT-ZIP-CODE

#### Change History

- Revision: 11/13/12 Added quality check re submission rejection if 5% or more unknown zip codes.
- Revision: 02/01/91 Took out note
- Revision: 01/21/91 Added note (If the student’s mailing address is a PO Box and another zip code is available which more closely identified the current residence report the residence zip code.
- Implement: 06/01/89