



## Using Group Codes with the CSS

We provide two Group Code variables (Group Code A, Group Code B) that allow institutions to compare specific subgroups of their student sample. They are typically used by institutions to identify students in different colleges, majors, residence halls, or academic programs on campus. The two group codes (Group Code A and Group Code B) allow you to identify up to 190 (95 per Group Code) unique subgroups of students.

A group code can be used in two ways:

- As an additional, permanent variable, it can be used to disaggregate data for additional institutional analyses.
- HERI can produce a special report using these codes. This report comes in a format similar to the standard CIRP Institutional Profile. However, it provides a separate profile of each coded subgroup, as well as a total survey population profile.

Using group codes is optional. If you choose to utilize this option, please be sure to provide instructions regarding the appropriate codes to enter in the grid to your students. If you are administering a paper survey, please instruct your students to mark one or both of the group code grids on the questionnaire (located next to the Marking Directions) with the appropriate value from 01-95 (values 00 and 96-99 are used by CIRP for processing purposes) at the time they complete the questionnaire. If you are administering a web survey, you will have an opportunity to upload instructions during the survey customization process. For example, if a campus wanted to examine results for students in different colleges at a large university, the group code instructions might look like this:

Please indicate which college you attend by writing in the appropriate number in the section marked Group Code A:

- 01 Liberal Arts
- 02 Life Sciences & Agriculture
- 03 Engineering & Physical Sciences
- 04 Health and Human Services
- 05 Whittington School of Business & Economics
- 06 Thompson School of Theatre