



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 should select the “Group Codes” option during the Survey Customization process. After you have completed your order, you can upload your Group Code instructions to the CIRP portal. Save your Group Code instructions in a Word document and follow the directions for uploading files on the “Upload Survey Customization Files” tab. Please be sure your instructions clearly state which number(s) should be entered for Group Code A and/or Group Code B. The boxes for Group Code A and/or Group Code B will appear at the bottom of the survey page after your instructions. The students will type in their Group Code based on your instructions.

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

OR

In the Group Code A box, please enter:

01 – If you have been a cadet

02 – If you have not been a cadet and were primarily living off campus

03 – If you have not been a cadet and were primarily living on campus

OR

If you are a member of either of the following groups, please enter the code(s) in the box(es) below:

Group A

Special Interest Programs (SHIPs) – 01

Group B

Conditional Admit Program (CAP) or “The Success Program: - 01

If you are a member of both, please enter both codes!