

Ferraro, V., Fichten, C.S., & Barile, M. (2006). Obstacles and facilitators of college studies coding manual. Montreal: Adaptech Research Network.				
internal name: Coding Manual - QRSC Easier and HarderVFreport.xls		February 23, 2006		
Facilitators			Obstacles	
One-word Reminder	Description (code 600s)	Code #	One-word Reminder	Description (code 700s)
academic advising / aide pédagogique	API, conseiller pédagogique, availability of advisors, academic counselling, patience and willingness to help	1	academic advising / aide pédagogique	needs improvement, misleading, not helpful, non-coopération, inefficacité et désintérêt de mon API
accessibility: building / accessibilité : édifice	escalator, elevators, ramps, ouvertures, heures du cégep	2	accessibility: building / accessibilité : édifice	not accessible, have to walk far, mobility class to class, broken stairs, l'absence d'un ascenseur convenable, l'inaccessibilité d'un local de cours
accessibility: course / accessibilité: cours	easily readable notes, not writing on the board, voir bien le cinéma dans la classe	3	accessibility: course / accessibilité: cours	small print, can't see blackboard/overhead, teacher writes on board and talks at the same time, la diffusion de films non sous-titrés en classe
accommodations / adaptations	no other specifier	4	accommodations / adaptations	no other specifier
accommodations: books / adaptations: livres	books on tape, lecture à l'aide de cassette	5	accommodations: books / adaptations: livres	format des livres
accommodations: services for students with disabilities / adaptations: centre pour étudiants ayant des besoins spéciaux	centre for students with disabilities, centre for students with learning disabilities, accueil et soutien par le service adapté	6	accommodations: services for students with disabilities / adaptations: centre pour étudiants ayant des besoins spéciaux	limited staffing and training, lack of institutional support and accessibility, manque de services
accommodations: pre-registration / adaptations: pré-inscription	pre-registration, early, help picking teachers	7	accommodations: pre-registration / adaptations: pré-inscription	lack of, problems with
accommodations: exam room / adaptations: local d'examens	exam given in a room other than classroom, chambre spéciale pour les élèves avec des difficultés pour faire les examens	8	accommodations: exam room / adaptations: local d'examens	no quiet test taking area
accommodations: FM system / adaptations: système MF	l'utilisation d'un système MF	9	accommodations: FM system / adaptations: système MF	le fait de n'avoir pas utiliser l'appareil MF en attente d'un meilleur
accommodations: interpreter/ adaptations/ interprète	avoir des interprètes avec moi dans les cours	10	accommodations: interpreter/ adaptations/ interprète	difficile d'obtenir un interprète à moins de 24 heures d'avis, rencontre avec professeur sans interprète
accommodations: large print / adaptations: impression en gros caractères	agrandissement de documents, enlarged exams are very helpful	11	accommodations: large print / adaptations: impression en gros caractères	difficulty obtaining material in large print
accommodations: note taker / adaptations: preneur de notes	scribe, notes made available	12	accommodations: note taker / adaptations: preneur de notes	la difficulté à comprendre les notes de quelqu'un d'autre, les preneurs de note n'arrivent pas à l'heure ou s'absentent sans m'avertir
accommodations: taped exams / adaptations: examens enregistrés sur cassette audio	exams on tape, enregistrement des examens	13	accommodations: taped exams / adaptations: examens enregistrés sur cassette audio	lack of, problems with
accommodations: taping / adaptations: enregistrement	taping classes	14	accommodations: taping / adaptations: enregistrement	lack of, problems with
accommodations: time / adaptations: temps	extra time for exams and assignments, plus de temps pour les examens	15	accommodations: time / adaptations: temps	manque de temps pour les travaux et lors des examens
attendance / présence en classe	have to show up, la présence à tous les cours	16	attendance / présence en classe	didn't go to class, les cours où j'étais absente
cegep environment / environnement du cégep	environment of the college is pleasing, student life, athletics, non academic activities, clubs, student organizations, location downtown, atmosphere, places to hang out, attitude of students, meeting new people, environnement physique, proximité des lieux, résidences proches du cégep	17	cegep environment / environnement du cégep	unpleasant, confusing hierarchical institution, distraction from students and staff, freedom, administration, bad social environment, downtown distractions, temperature/lighting (not specified), pas de stationnement, not knowing about activities offered on campus, le snobisme de certaines personnes étudiant au cégep, la vie scolaire, cafétéria, l'ambiance
classes small / classes petit groupe	size of class is good, groupe d'étudiants restreint	18	classes big / classes grand groupe	size of class is too big, classes avec beaucoup d'élèves
classmates / collègues de classe	helpful, friendly, class atmosphere, peer support, groupe stable	19	classmates / collègues de classe	didn't like some of my classmates, they cheat, disruptive classmates, competition, les comportements des autres étudiants en classe
college pre-registration / service de pré-inscription du cégep	pre-registering for certain classes	20	college pre-registration / service de pré-inscription du cégep	strange schedule chosen for me, it would be better if students could choose their teachers
college size / taille du cégep	the school was very big, petit collège, beaucoup d'étudiants	21	college size / taille du cégep	overwhelming student population, too many students, big school, un cégep très grand
computers / ordinateurs	technology available, software and hardware, lab, scanning, A/V equipment, les technologies informatiques	22	computers / ordinateurs	technology not available, not accessible, can't use regular computer lab, heure d'ouverture des locaux informatique, viruses, no space, not enough, A/V equipment, manque d'ordinateurs
counselling / counseling	counselling service, travailleuse sociale à l'école	23	counselling / counseling	counselling service, not enough, service de psychologie inutile
course outlines / plan de cours	distribution du plan de cours, clair, helped to organize exams and papers	24	course outlines / plan de cours	unclear, unhelpful, plans de cours non établis
courses / cours	lots of choices, topics that interested me, ability to choose courses, well-planned, organized, lectures, intérêt à la matière	25	courses / cours	courses inutiles, did not interest me, had to take because of profile, unnecessary courses, boring, disorganized, le surplus de cours de base
courses: easy / cours: faciles	easy tests/courses, course materials, textbooks, not too much homework, light work load, no compulsory assignments, take-home exams, des projets intéressants	26	courses: difficult / cours: difficiles	difficulty of courses, course materials, textbooks, exams, lots of writing, hard readings, essays, heavy work load, daily homework, activités obligatoires dans les cours
courses: few / cours: charge réduite	reduced course load, few courses, allègement de deux sessions grâce à des cours d'été	27	courses: many / cours: surcharge	heavy course load, too many courses, nombre de cours par session
day-care / service de garde	les garderies, available	28	day-care / service de garde	no available day-care, service de garde difficile à trouver
electronic portals / portails électroniques	can use computer to work from home, online submissions, notes de cours sur l'internet	29	electronic portals / portails électroniques	course notes on WebCT or other internet sources
schedule: assignments, exams / horaire: travaux, examens	loose deadlines, scheduled dates of when work was due	30	schedule: assignments, exams / horaire: travaux, examens	all at the same time, not scheduled properly, le fait que les examens sont souvent durant la même semaine
family / famille	supportive, encouragement de ma famille	31	family / famille	unsupportive, raising a child, situation familiale
finances / finances	scholarship, parents paid, prêts et bourses, did not have to work, live with parents; second-hand books, aide financière de mes parents	32	finances / finances	student loans, no financial aid, costly supplies/books, no scholarships, having to work, problèmes financiers, le coût élevé des cours et du matériel
friends / ami(es)	support, good friends, groupe d'amis brillants et motivés	33	friends / ami(es)	distracting, easy to skip classes because friends available, unsupportive, l'influence des amis
group work / travail d'équipe	working and studying in a group, étude en équipe	34	group work / travail d'équipe	working in groups is something that I hate, beaucoup de travaux d'équipe
health / santé	medication for specific conditions, bonne santé	35	health / santé	état de santé, pain, missing class because of medical condition, depression, troubles alimentaires, hospitalisations, medication

job / travail	not having a job, working in the CEGEP, horaire flexible au travail	36	job / travail	paid/unpaid work, balancing school and work, travailler en même temps
language / langue	that some students and teachers were speaking French was reassuring, facilité en français	37	language / langue	ESL or LD language difficulties, heavy accent, bad English of teachers, my English is not good, language barrier, I'm not fluently bilingual, mon mauvais français écrit
learning centre, tutor / centre d'apprentissage, tuteur	peer tutoring, someone to check over my grammar, tutorials, service le tandem	38	learning centre, tutor / centre d'apprentissage, tuteur	no tutor, manque de tutorat, pas assez d'aide avec devoirs
library / bibliothèque	good library & internet facilities, electronic database, resources, librarians, bibliothèque adaptée aux travaux en équipe	39	library / bibliothèque	not open long enough, old books, stuffy, manque de places à la bibliothèque
personal situation / vie personnelle	being a calm person, I am very adaptable, maturity, être plus âgés et avoir de l'expérience	40	personal situation / vie personnelle	personal life/issues, dropping classes, being older, switching programs, not knowing what to do in the future, social life, laziness, fatigue, activités personnelles extérieures
program / programme	good, interesting, closeness of students and faculty, stage, internship, intérêt marqué pour mon programme d'étude	41	program / programme	hard, loose, uninteresting, stage, internship, programme très exigeant
registrariat / registrariat	computerized & phone registration and grade checking, Omnivox	42	registrariat / registrariat	long lines, course change procedure, school lost my address, course selection process, program change procedure, devoir payer pour changer nos horaires
schedule / horaire	ability to have courses according to one's preferred schedule, breaks to study, horaire flexible	43	schedule / horaire	early classes, no time between classes, long classes, back-to back 3 hour classes, horaire chargé, pause de 4 heures, cours de 16h à 18h
staff / personnel	helpful, supportive, nice staff, attitude du personnel non-enseignant	44	staff / personnel	not supportive, unfriendly, unorganized, difficulté joindre les personnes ressources
student services / services aux étudiants	student union, workshops, mentoring, welcoming program, l'association étudiante	45	student services / services aux étudiants	orientation was confusing
study centres / centres d'étude	French student centre, science study rooms, math and physics tutorial rooms, extra lab time, lab facilities, centre d'aide en français, laboratoire de photographie	46	study centres / centres d'étude	laboratoires de pratique disponible surtout le soir, not enough studio time
study skills / habiletés pour les études	studying hard, good skills, being able to stay focused/ concentrated, time management, discipline, rapidité/ facilité d'apprentissage	47	study skills / habiletés pour les études	procrastination, not studying hard, lack of concentration, bad time management, gestion de mes travaux, organisation
support, help / soutien, aide	help I received, services at the Cegep (not specified), available resources, encadrement	48	support, help / soutien, aide	lack of support/help/resources, manque de ressources
teachers / enseignants	helpful, available, skilled, accommodating my disability, friendly, office hours, l'empathie des professeurs, la disponibilité des professeurs	49	teachers / enseignants	difficult, lack skills, not accommodating disabilities, don't show up for office hours, unfair, certains professeurs incompetents
time / temps	no mention of any other aspect	50	time / temps	not enough, limited, doing too much, manque de temps
transition / transition	being more independent, l'autonomie qu'on doit acquérir	51	transition / transition	transition form high school, away from home, adapting, éloignement de ma famille
transportation / transport	distance to the college, living close to school, Metro close, le transport privé, le transport adapté	52	transportation / transport	long commute, winter travel, travel to the country every weekend, long distance, unreliable adaptive transport, temps perdu dans les transports en commun
other / autres	non-categorized items, wastebasket	53	other / autres	non-categorized items, wastebasket
disability, impairment / incapacité, handicap	diagnosis of disability, diagnostique de dyslexie	54	disability, impairment / incapacité, handicap	trouble working with disorder, mon trouble d'apprentissage, dealing with my panic attacks and agoraphobia
stress / stress	I work better under pressure, stress coping skills, there is less stress to perform well than in high school	55	stress / stress	pressure, anxiety, fear of exams, le stress des fin de session
self-advocacy / revendication personnelle	I ask for help, I go talk to teachers for accommodations, poser beaucoup de questions	56	self-advocacy / revendication personnelle	I'm too shy to ask for help, always have to fight your own battles, me battre pour avoir mes droits
academic preparation, background / expérience, préparation académique antérieure	background, previous degree/diploma, my high school prepared me well for Cegep, expériences scolaires antérieures	57	academic preparation, background / expérience, préparation académique antérieure	did not have background, my high school did not prepare me for Cegep, bad high school habits, manque de préparation au secondaire
motivation / motivation	personal goals, career goals, interest (not specified), self-determination, I like what I'm studying, love of school, passion (unspecified), persévérance, volonté	58	motivation / motivation	lack of motivation, lack of interest (not specified), la démotivation
outside services / services à l'extérieur du cégep	outside medical services, orthophony, off-campus tutor, travailleuse sociale, l'aide à l'extérieur du cégep	59	outside services / services à l'extérieur du cégep	I didn't have my psychiatrist, orthophony
self-confidence / confiance en soi	I'm intelligent, my brain, I'm smarter than the others, mon habilité en art	60	self-confidence / confiance en soi	mon orgueil
expertise: disabilities / expertise: incapacités	expertise available, knowledgeable service providers, l'expérience du répondant dans le domaine de l'éducation	61	expertise: disabilities / expertise: incapacités	lack of expertise because far from urban area, inexperienced service providers, manque de connaissance sur les incapacités
sensitization and information: disabilities / sensibilisation et information: incapacités	sensitize students, organise seminars, invite experts, involve staff, promote the rights of students with disabilities, awareness, integration, aviser et informer les enseignants	62	sensitization and information: disabilities / sensibilisation et information: incapacités	lack of awareness/information/sensitization/ integration, marginalisation, manque de valorisation
classrooms / locaux des cours	room size/location, desks, chairs, lighting, temperature, ventilation, nombre suffisant de bureaux dans les classes	63	classrooms / locaux des cours	room size/location, desks, chairs, lighting, temperature, ventilation, l'odeur et renfermé locaux classes nature science
career opportunities / opportunités de carrière	career possibilities/options, job market, possibilité d'emploi	64	career opportunities / opportunités de carrière	lack of opportunities, no contact with professionals in field, pas de déboucher dans le domaine
evaluation / évaluation		65	evaluation / évaluation	CRC, compulsory examinations, OSCE, exit exams
Coding Guidelines				
1. Base your coding on the actual response without drawing inferences regarding what the participant "really meant". If they didn't explicitly say it, we can't code it.				
2. If a response fits into more than one category, use the most specific category without going beyond the actual response. For example, for the response, "The staff in the Center for Students with Disabilities was very helpful", categories 48, 44, and 6 all fit. However, category 6 is the most specific and should be used in this case.				
3. Use the most up-to-date version of the coding manual, as it will reflect decisions made during reliability meetings.				
4. Be as consistent as possible with your coding, even if this means double checking your coding or the manual before deciding on a code. The extra time and attention to detail is worth it!				
5. When coding facilitators and obstacles, don't code a factor as an accommodation unless the student specifies that she/he has a disability. For example, if the student simply lists "pre-registration" as a facilitator, use code 20 unless there is evidence that the student has a disability (i.e., they mention other accommodations they receive).				
6. If the response mentions a cause and its effect, code the cause. For example, for "Lack of time stressed me out", code 50 instead of 55 because the lack of time is the cause of the stress.				
7. Use code 65 for assessment/evaluation methods outside the course (i.e., at the college, provincial or national level). Fairness/unfairness of marking should be coded as 49, because marking is done by the teacher. Ease/difficulty of exams/assignments should be coded as 26, because they are related to course difficulty.				
8. When more specific examples are given in parentheses, code the first example given in parentheses instead of the more general factor preceding the parentheses.				
9. Reliability checks should be done on 20 subjects out of every 100. If the inter-rater agreement does not reach at least 70%, all 100 responses must be recoded by both coders and any disagreement must be discussed until an agreement is reached.				