Kicking It Up A Notch!

Summer Data Conference: June 2013
A Little History...

- Prior to 2001 Excel spreadsheets
- Around 2001 GCR came into the picture
  - Provided a much needed system to upload and validate data
  - Allowed much flexibility in developing reports
  - Improved the audit process
A Little History...

- Three years ago the Audit Guidelines came out
  - BAM! A huge improvement in consistency
  - Improved data quality
  - Set valid expectations

- Two years ago
  - Emphasis on data reliability
  - Added more validations
Moving Forward...

- This year
  - Extensive guidelines revision
  - More flowcharts and tables
  - More clarifications
  - Added validations
  - New man on board

- This coming year
  - Implementing software to generate reports quickly
  - Some data will be web-based and interactive
Moving Forward...

- This term eARS came to life
  - Developed by Ive Burnett
  - Started with Summer 2012
  - Great flexibility to audit process
  - Much more feedback on errors
  - No need to wait till everyone is completed to move on
  - Audit visits occur whenever you complete the upload
  - Mutually agreeable audit date
  - Sample available the day before
Clarifications...

- **Reporting Calendar** *(T1.1)*
  - With eARS you have are self-paced
  - Only thing fixed is MSVCC

- **When will the audit occur** *(T2.5-6)*
  - Depends on how quickly your data upload goes
  - We (David) will negotiate dates via email/phone
  - Admission sample available on eARS day before
  - Prefer electronic formats
    - PDF’s, Document Imaging, etc.
What documents (T2.7-8)

- Electronic admissions can have electronic signature (student’s initials and date of birth)
- Make sure Admission’s Compliance matches documentation
  - A FTFY student should not be having college transfer credits (unless previously a dual enrollment)
  - A HS grad should not have a GED transcript
- MCCB does not audit SEVIS compliance
- Attendance rosters separated by delivery by campus
  - Don’t break it up by non-standard cut-off dates
Clarifications...

- **Where is the sample** (T2.8)
  - Login to eARS to pull sample the day before the audit
  - Middle of main page – in yellow highlight

- **Cut-off date** (T2.9)
  - Full term courses use last course meeting of the 6th week
  - First week counts even if it meets only once
    - Does not count if class does not meet at all that week
A term begins on Thursday 8/11/11. The course meets W. Now, the first class actually begins Wednesday 8/17/11.
Cut-off now shifts to 9/21/11 which is the Wednesday on week 6.
A term begins on Tuesday 8/9/11. The course meets MW. The first class actually begins Wednesday 8/10/11.

Cut-off is 9/14/11 which is the Wednesday on week 6. Note, week 1 only included a Wednesday.
Clarifications...

- **Transcripts** *(T2.12)*
  - Must contain either a seal, a signature or both
  - Contains all necessary graduation information (when courses took place, terms)
  - Faxed transcripts are not acceptable
  - eScript transcripts are good if securely transmitted
  - GED must be either signed by issuing college, or
  - If printed by your college directly from Oklahoma Scoring make sure it is stamped or initialized

- **Ability to Benefit** *(T2.13)*
  - Might be admitted, but no longer eligible for Financial Aid
Residency Flowcharts (T2.15-20)
- Additional charts added for children and spouses of active military personnel
- 4-year of high school + graduation in MS
  - Does not apply to adults!
  - Applies when parents move to another state and child stays
- Be on the safe side
  - Ask student for residency proof and/or call us
Notes
(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), drivers license and other proofs of residency, military orders, visa, etc.
(1) Married and claiming spouse's residency, child of CJC employee, MPACT beneficiary, military (active duty, spouse, child, recent discharge, etc.), visa, etc.
(2) Parent, parents or legal guardian (as appointed by a MS court)
(3) As shown on application
(4a) Anything that raises a question about parents' residency. Example, PO Box address, proof of residency was issued after registration date, etc.
(4b) Anything that raises a question about student's residency. Example, Out-Of-State transcript, PO Box address, proof of residency was issued after registration date, etc.
(5) Properly signed and validated MS high school transcript showing completion of all 4 years in MS and graduation date
(6) Student MS Drivers License plus another approved document (utility bill, voter registration, tax return, etc)
(7) Parent, parents or legal guardian MS Drivers License plus another approved document (utility bill, voter registration, tax return, etc)
Determination of MS residency for Children of Armed Forces Member
(a)

- Child of ACTIVE duty member?
  - YES
  - Member stationed in MS?
    - YES
      - Child under 21?
        - YES
          - MS Resident
        - NO
          - Allowance (1)?
            - YES
              - MS Resident
            - NO
              - Not a Military Special Case Follow Normal Chart
    - NO
      - Allowance (2)?
        - YES
          - MS Resident
        - NO
          - Not a Military Special Case Follow Normal Chart
  - NO
    - Allowance (3)?
      - YES
        - Not a Military Special Case Follow Normal Chart
      - NO
        - MS Resident

Allowances
(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), drivers license and other proofs of residency, military orders, visa, etc.

(1) During military assignment in MS did Child (a) begin and complete senior HS year, (b) enroll in a MS college the following Fall, and © maintain enrollment in good standing?
(2) Was Child previously entitled to pay tuition as MS resident under armed forces provision (a) while enrolled in a degree or certificate program and (b) has maintained continuous enrollment in that degree or certificate program?
(3) Is armed forces member stationed overseas with immediately previous assignment in MS?
Determination of MS residency for Spouses of Armed Forces Member (a)

- Spouse of ACTIVE duty member?
  - YES: Member stationed in MS?
    - YES: MS Resident
    - NO: Allowance (1)?
      - YES: MS Resident
      - NO: Allowance (2)?
        - YES: MS Resident
        - NO: Not a Military Special Case Follow Normal Chart
  - NO: Not a Military Special Case Follow Normal Chart

Allowances

(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), drivers license and other proofs of residency, military orders, visa, etc.

(1) Is the armed forces member stationed overseas, and the immediately previous assignment was in MS?
(2) Was Spouse previously entitled to pay tuition as MS resident under armed forces provision (a) while enrolled in a degree or certificate program and (b) has maintained continuous enrollment in that degree or certificate program?
Clarifications...

- **Aliens (T2.21)**
  - No state law regarding non-admittance
  - College will not be reimbursed
  - Could make them pay out of state tuition

- **Residency Documents (T2.22)**
  - Note the guardianship – Court or DHS
  - Cell phone bills OK as secondary evidence
  - Starting Fall 2013 letters or affidavits from private homeowners, even if notarized, will not be accepted
  - MS GED no longer proves residency
    - Since July 2012 anyone can take the GED in MS
Clarifications...

### Maximum Number of Absences

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Based on term weeks and how often a class meets each week

- In a 15-week ‘normal’ Fall or Spring, in a class that meets MWF a student can miss class 6 times. On the 7th he/she must be excluded from pay.
Reinstatements (T2.24)

- Students who LDA or W/D prior to cut-off, but are reinstated and still meet the requirement for being IN ATTENDANCE PRIOR TO or ON cut-off can be included
- Students who LDA or W/D prior to cut-off and who are then reinstated after the cut-off cannot be included
  - Therefore, examining the 7th & 8th week for reinstatements will be discontinued starting July 1, 2011
  - However, 7th & 8th week’s attendance records will continue to be examined to ensure any student who is enrolled and in attendance, but merely absent on the last class meeting, is not incorrectly excluded for pay purposes.
Definitions...

- Added a few terms and acronyms (T3.3-7)
  - eARS – Electronic Audit Reporting System
  - MAIR – Mississippi Association for Institutional Research
  - Transfer – A student entering your college for the first time, but who has attempted hours from another college. Even if all F’s or withdrew from all classes
Files and Fields...

- **eARS upload** (T4.1-4)
  - No need to login to the ‘Enrollment Tool’ (ET)
  - All can be done from eARS, including downloading VCC courses, verifying VCC enrollment, etc.

- **So... Where can I find eARS**
  - Go to [www.mccb.edu](http://www.mccb.edu)
  - Under MCCB Applications select Electronic Audit Reporting System
  - Use your email and assigned password
    - IT person of your Data Contacts should be able to add you
Upload Process...

eARS Login Screen (T1.1-2)
Upload Process...

Home Screen (T1.1-2)

Pre-Audit Summary

To view and verify Pre-Audit data click on the tab labeled Pre-Audit (MSVCC).

- Pre-Audit has not been verified - Click on Pre-Audit Tab to get started
- Once verified Student Schedule can be extracted.

Upload & Validation Summary

Fall 2012 Not Started

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Administration

User Access
- Add User
- List Users
- Change Password

Data Management
- Upload Support File
- Data Override
Upload Process...

MSVCC Verification Screen (T1.1-2)

In order for the Virtual Data to be included in the Audit process, Jones County Junior College must review and verify that your virtual data is accurate to the best of your knowledge. Once verified, a snapshot will be taken (Data will be locked/frozen) and this data will be used for the audit process. You have until to complete the Pre-Audit process.

I concur our virtual data has been thoroughly reviewed and is ready to be locked/frozen for the audit process. I understand once the deadline has passed or my data has been finalized, I will no longer be able to make any adjustments to my virtual data.

Confirming Pre-Audit Date Tuesday, June 04, 2013

Submit Pre-Audit Data
Upload Process...

MSVCC Course View (T1.1-2)

Can change Site or Course ID to Reference Table

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Upload Process...

Download VCC Student Schedule (T1.1-2)
Upload Process...

- Save the VCCxxxxyyyyts.txt
- Create term data files
  - Extract SIS data to create text files (Primary Enrollment, Course, Student Schedule, & Faculty)
  - For the Student Schedule only extract traditional courses
- Append the VCCxxxxyyyyts.txt to extracted SS file
- Upload files in prescribed order
  - If upload fails validation, then click on File View button (in red) on bottom of main screen to view/download error list
  - Reload until all errors are cleared
  - Might have to reload a file that had loaded successfully
Upload Process...

Home Screen After Some Action (T1.1-2)
### Upload Process...

#### Uploaded Raw Data (T1.1-2)

Raw data in Excel type format

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<th>End Date</th>
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<th>Delv.</th>
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Upload Process...

Upload Error Report (T1.1-2)

Good detail on errors
Help us get better!
Upload Process...

File Upload & Validation After Some Action  (T1.1-2)

The File Upload module is used to populate the system with the new term data. This data is uploaded by the colleges, validated, and imported into the eARS for reporting system. Click on the process to proceed importing your file to eARS. **NOTE: If a file is re-uploaded based on its relationship with other files you may be asked to re-upload a particular file.**

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<td>Graduation File</td>
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Exceptions
- Primary Student File
Once the upload of all files is successful
  ◦ Download and review the Summary Enrollment Report
  ◦ If report agrees with your data
    • Click ‘Finalize Upload’
    • Click ‘Complete Process’
    • Email sent to MCCB
Upload Process...

File Upload & Validation After Success (T1.1-2)

The File Upload module is used to populate the system with the new term data. This data is uploaded by the colleges, validated, and imported into the eARS for reporting system. Click on the process to proceed importing your file to eARS. **NOTE:** If a file is reuploaded based on its relationship with other files you may be asked to reload a particular file.

- Faculty File: 4/22/2013, Complete, Shows, Alicia
- Course File: 5/8/2013, Complete, Shows, Alicia
- Primary Student File: 5/28/2013, Complete, Shows, Alicia
- Schedule File: 5/28/2013, Complete, Shows, Alicia
- Graduation File: Not Started

Confirmed by Shows, Alicia Date 5/23/2013 10:07:29 AM

View Enrollment Summary

**FINALIZATION PROCESS** is complete and on-site visit request has been submitted. **NO** changes should occur but if you find data incompatibility you still have time to withdraw your request and fix the issue. MCCB Audit Team is reviewing your uploaded data and will contact you for an on-site visit date.

Cancel Process
Successful upload does not always mean you are done
   ◦ A Secondary verification is performed
   ◦ Results are emailed to appropriate data contacts

Review spreadsheets in great detail
   ◦ Might have to reload some files,
   ◦ if so, Press ‘Cancel Process’

Upon success then negotiate a date for the audit
   ◦ Once agreed date appears in this screen
   ◦ A link to download the sample data will show in this screen the day before
Upload Process...

Home Screen After Successful Upload (T1.1-2)
Upload Process...

- **Term files upload in this order (T4.3-5)**
  - Faculty, Course, Primary Enrollment, Student Schedule
  - Once agreed date appears in this screen
  - A link to download the sample data will show in this screen the day before

- **Support file**
  - New file to describe in your own words concerns about data upload
    - Example, if VCC did not agree with the SIS; or MS students who are out-of-state
  - PDF format
Upload Process...

File Upload & Validation After Some Action (T1.3-5)

The File Upload module is used to populate the system with the new term data. This data is uploaded by the colleges, validated, and imported into the eARS for reporting system. Click on the process to proceed importing your file to eARS. ** NOTE: If a file is reuploaded based on its relationship with other files you may be asked to reload a particular file.

<table>
<thead>
<tr>
<th>Process</th>
<th>Date</th>
<th>Status</th>
<th>Who Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty File</td>
<td>5/31/2013</td>
<td>Complete</td>
<td>Blaylock, Kelli</td>
</tr>
<tr>
<td>Course File</td>
<td>6/4/2013</td>
<td>Complete</td>
<td>Blaylock, Kelli</td>
</tr>
<tr>
<td>Primary Student File</td>
<td>6/4/2013</td>
<td>Failed</td>
<td>Blaylock, Kelli</td>
</tr>
<tr>
<td>Graduation File</td>
<td></td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>

**Exceptions**

- Primary Student File
When to Include Term Data (T4.6)

Intersession Terms Go to Subsequent Terms

Depends on Census Date
Primary Enrollment...

- **F1 – Site code for student (T4.8)**
  - CT student: location approved for his/her program of study
  - Academic & NDS student: location at which student registers or takes majority of classes
  - Should not be changing from term to term
  - Refer to eARS for valid codes

- **F3 – Student ID & F8 - SSN (T4.8-9)**
  - No duplicates allowed

- **F9 - Curriculum (T4.9)**
  - New value (4) for Non-Degree Seeking students
    - Includes Dual-Enrolled & HS w/incomplete requirements
Primary Enrollment...

- **F11 - Curriculum (T4.10)**
  - Summer based on 6 credit hours
  - Fall and Spring based on 12 credit hours

- **F12 – Race (T4.11)**
  - Ties to Field 39 – if 5 here, then F39 is 1

- **F15 – Degree Seeking (T4.11)**
  - HS students cannot be degree seeking until all graduation requirements are complete
  - NDS students
Primary Enrollment...

- **F16 – Degree Seeking Status** *(T4.12)*
  - Code 4 – New for NDS students
  - Code 1 – No Transfers, No HS students
  - Code 2 – No HS students; may include Transfers

- **F17 – Term Admission Compliance** *(T4.13)*
  - Can change – could have been HS grad who went to another college for a time; or student is now HS graduate
  - Code 5 – Transfer:
    - Any attempted hours from another college; or
    - Started at your college, left and returned
    - Do not include 5-year rule
Primary Enrollment...

- **F17 – Term Admission Compliance** (T4.13)
  - Code 6 – Dual Enrollment
    - Only ‘regular’ dual enrollment
  - Code 8 – MS Works Dual Enrollment
  - Code 9 – Five Year Rule
    - Attended your college, left for over 5 years and returned never attending anywhere else
    - Use your own transcript in admissions folder

- **F19 – MS County** (T4.14)
  - Code 99 only used for out-of-state or out-of-country
  - Validation will reject MS student with code 99
Primary Enrollment...

- **F20 – State of Residency (T4.14)**
  - Code 99 only used for out-of-country
  - Validation will reject Out-of-State student with code 99

- **F22, F23, F24, F25, F26, F32 – Credit Hrs (T4.14-16)**
  - Field is 5 characters long
  - The period (decimal point) counts as character
    - Ex: 06.00, 12.00
  - No implicit decimals
    - Ex: 00300 is 300 hours
  - Highly recommend using the decimal point
Primary Enrollment...

- **F27 – Major (Program of Study) (T4.15)**
  - Must be approved
    - See eARS for approved Academic, Technical/Career tables
  - Code 999999 only to be used for NDS or Dual Enrollment
    - Will reject otherwise

- **F29 – Deleted field (T4.15)**
  - Fill in with four spaces

- **F30 – Cumulative GPA (T4.15)**
  - Field is 4 characters long
  - Three decimals are implied:
    - Ex: 2678 is 2.678
  Do not add the period (decimal point)
Primary Enrollment...

- **F35 – Site Status** *(T4.17)*
  - This must match with the type of campus from F1
- **F36 – High School** *(T4.17)*
  - Must be in eARS
    - Call us if new HS not in table
  - Code 999999 only to be used for Out-of-State/Country
    - Will generate a warning
- **F38 – HS Graduation Date** *(T4.17)*
  - Cannot use weird dates – will reject
- **F39 – Ethnicity** *(T4.18)*
  - Has to be in synch with F12
Primary Enrollment...

- **F40 – Pell Eligible** *(T4.18)*
  - New field
  - Code 0 – Not eligible for Pell
  - Code 1 – Student is eligible for Pell, even if did not receive the award

- **F41 – Initial Admission Compliance** *(T4.19)*
  - New code
  - Very similar to F17
  - Once set, it should never change
  - Begins with students enrolled in Fall 2013
  - Prior to Fall 2013 put a space
F42 – Include Student (T4.19)

- New code
- Code 0 – Not requesting reimbursement for this student
  - Ex. missing proof of residency, or have invalid transcripts, or student withdrew after drop/add but before cut-off, or any other problem that in the past you would not include the student in the file
  - These students will not be audited
    - Better remove an invalid student than risk an audit finding
      - i.e., a cut in efficiency
- Code 1 – Request reimbursement
  - Include out-of-state and out-of-country properly admitted
F42 – Include Student (T4.19)

- Two types of reports will be generated
  - First used for reimbursement using code 1
  - Second should be very similar to nSPARC and/or IPEDS
  - More in line with IHL, etc.
Primary Enrollment...

- Validations (T4.20-21)

  - ADN Students
    - F9 – Curriculum = 1
    - F27 – Major = 513800

  - Non-Degree Seeking Students (T4.20)
    - F9 – Curriculum = 4
    - F10 – Classification = 4
    - F15 – Degree Seeking = 2
    - F16 – Degree Seeking Status = 4
    - F27 – Major = 999999
Primary Enrollment...

- **CT Student’s District and Major (T4.20)**
  - F9 – Curriculum = 2 or 3
  - F1 – District & F27 – Major = In sync
    - TC majors are approved for specific sites
    - First determine major, then use approved site in F1

- **Dual Enroll or MS Works Students (T4.21)**
  - F10 – Classification = 3
  - F15 – Degree Seeking = 2
  - F16 – Degree Seeking Status = 3
  - F17 – Term Admission Compliance = 6 or 8
  - F27 – Major = 999999
  - F41 – Initial Admission Compliance = 6 or 8
    - For students who started Fall 2013 or later
Primary Enrollment...

- Student with Bachelor or Greater (T4.21)
  - F10 – Classification = 4
  - F15 – Degree Seeking = 1 or 2
  - F16 – Degree Seeking Status = 3 or 4
  - F17 – Term Admission Compliance = 5
  - F41 – Initial Admission Compliance = 5
    - For students who started Fall 2013 or later
Primary Enrollment...

- Transfer Student (Regular) (T4.21)
  - F10 – Classification = 1, 2 or 4
  - F15 – Degree Seeking = 1 or 2
  - F16 – Degree Seeking Status = 2 or 3 or 4
  - F17 – Term Admission Compliance = 5
  - F41 – Initial Admission Compliance = 5
    - For students who started Fall 2013 or later
Primary Enrollment...

Transfer Student (Five Year Rule) (T4.21)
- F10 – Classification = 1, 2 or 4
- F15 – Degree Seeking = 1 or 2
- F16 – Degree Seeking Status = 2 or 3 or 4
- F17 – Term Admission Compliance = 9
- F41 – Initial Admission Compliance = Space
Course...

- **F1 – Site code for where course is taught (T4.22)**
  - Refer to eARS for valid codes

- **F4 – Course Subject & F5 – Course No. (T4.23)**
  - See eARS reference tables
  - Only approved courses are added to tables

- **F11 – Credit Hrs (T4.24)**
  - Field is 5 characters long
  - The period (decimal point) counts as character
    - Ex: 06.00, 12.00
  - No implicit decimals
    - Ex: 00300 is 300 hours
  - Highly recommend using the decimal point
Course...

- F15 – Faculty District (T4.25)
  - Must match district from Faculty file
  - Refer to eARS for valid district sites

- Validations (T4.26)
  - Duplicated course id’s will be rejected
Faculty...

- **F1 – Site code for faculty member (T4.27)**
  - Main location of faculty
  - Should not be changing from term to term
  - Refer to eARS for valid codes

- **Validations (T4.30)**
  - Duplicated faculty id’s will be rejected
  - Duplicated faculty ssn will be rejected
  - One record per person
    - If teaching from multiple locations use his/her main
F1 – Site code for student (T4.31)
- CT student: location approved for his/her program of study
- Academic & NDS student: location at which student registers or takes majority of classes
- Should not be changing from term to term
- Must match F1 in Primary Enrollment
- Refer to eARS for valid codes
Student Schedule ...

- F6 – Grade Earned (T4.32)
  - New code
  - Two characters:
    - A, B, C, D, F, I, W, WP, WF, AU
F7 – Include Hours (T4.32)

- New code
- Code 0 – Do not request reimbursement for these hours
  - Student withdrew before cut-off, or excessive absences
  - These hours will not be audited
    - Better remove an invalid student than risk an audit finding
    - i.e., a cut in efficiency
- Code 1 – Request reimbursement for these hours
  - Include out-of-state and out-of-country properly admitted
- Two types of reports will be generated
  - First used for reimbursement using code 1
  - Second should be very similar to nSPARC and/or IPEDS
  - More in line with IHL, etc.
Graduation...

- **F1 – Site code for student (T4.34)**
  - CT student: location approved for his/her program of study
  - Academic student: location at which student registers or takes majority of classes
  - Refer to eARS for valid codes

- **F4 – Race & F5 – Ethnicity (T4.35)**
  - Must be in synch
  - Same as in Primary Enrollment F12 & F39

- **F8 – Major (T4.36)**
  - Refer to eARS for valid majors (programs of study)
Validations (T4.38)

- A student can earn multiple degrees/certificates in a term, thus report each on a separate record
- Use academic year
  - Starts in Summer
  - Ex: 20131, 20132, 20133
Mississippi County Codes (T5.1)
- Corrected spelling
- Code 99 to be used only for out-of-state/country

State and Territory Codes (T6.1)
- Corrected spelling
- Removed Canada’s Provinces
- Added missing commonwealth and territories
- Code 99 to be used only for out-of-country
Code Tables...

- Mississippi High School ACT Codes (T7.1)
  - Corrected spelling
  - Updated table
  - Use Other codes only on specific cases

- District and Site Codes (T8.1)
  - Corrected spelling and addresses
  - Strict validation being enforced

- Transfer Institution FICE Codes (T9.1)
  - Updated table
Other Tabs...

- Mississippi High School Graduation Paths (T10.1)
  - No changes
- Residency Statutes (T11.1-6)
  - Highlighted HB-890 (T11.2)
    - For minors with 4 yr of MS high school and graduated
- Frequently Asked Questions (T12.1-7)
  - Updated residency questions (T12.3-5)
- Recent Legislation (T13.1-8)
  - List of 2013 bills that were passed that have an impact on our colleges
Other Tabs...

- **Guidance on Diploma Mills** (T14.1-7)
  - No Changes

- **Other Reference Tables** (T15.1-3)
  - Tables are frequently updated in eARS
    - Courses numbering (approved courses)
    - Academic programs
    - Master CT programs (state level)
    - CT programs by district
    - MSVCC table for given term
  - Best to check before starting an upload
QUESTIONS ??
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GRACIAS