



Trip Report: Student System Consulting

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Client #: G78
Client name: Grossmont-Cuyamaca Community College District
Consultant: Mike Brubaker
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Service Objectives: Recording of Tech Prep courses
SEVIS overview
International Student Load
Standard Student Load
EOPS, MATI, VTEA & MINF
Change of address on Web
Disqualification/Probation Rules & subroutine
Moved-to-Student process
Course Export-CA State Reporting
Student export-CA State Reporting

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Summary:

Agenda Topic	Outcome
Recording of Tech Prep courses	At GCCCD, incoming students are granted tech prep course credit. To record these courses, EXTS-EXTR-TEEV can be utilized per each student. In order to denote that these courses are 'tech prep' an end-user can use the 'printed comments' field on STNC. If so desired, a 'dummy' institution of 'Tech Prep' can be built on INST. Thus, this institution can be used to record these courses as opposed to the actual school the student previously attended. In using the 'Tech Prep' school, it will be easier to build standard equivalencies on the TCEQ screen since only one school (this 'dummy' school) would need equivalencies and not all of the schools. It should be noted that if equivalency date ranges change per school, that a standard equivalency should not be built on the 'dummy' school, but rather on each individual school-noting their equivalency date ranges.
SEVIS overview	Provided a broad overview to GCCCD's SEVIS's end-users on how Colleague will process international students. SEVIS training will occur at a later date to shed more light on this subject matter.

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International Student Load	<p>There was much discussion about how GCCCD will handle international students and verifying their student load per each college. Since a Grossmont international student can take one or more course sections at Cuyamaca and vice versa (provided they have permission), there will be some discrepancy as to how many units the student is enrolled in at one college. In order to verify that international s have a full-time load (either at Grossmont, Cuyamaca or at both colleges), a query/report will need to be run to determine their full-time status.</p> <p>Inherit in the processing of these types of registration activity, a course eligibility rule needs to be built on RGCT in order to account for the 'permission to register at another college' policy. It was determined that international students will be coded with a home location of 'G-Grossmont' or 'C-Cuyamaca'. This code should come in from the CCC Applied process as well. Once a student has completed and tuned in the 'permission to register at another college' form, then a communication code will be recorded on the student record.</p> <p>Thus, the rule can look at a student's home location as well as the comm code and will either allow or restrict registration of certain courses based on this information. If this rule is too complicated for all transactions of this nature or requires major processing, then those students who have not adhered to the policy could be caught on the back-end through the report described above. The report would obviously have the comm. code listed that informs the reader whether permission was either granted or not.</p> <p>It should be noted that for students who are taking units at another school to meet the full-time load requirement, that the ISPT screen can be utilized to allow less than full-time status at either Grossmont or Cuyamaca.</p> <p>ACTION ITEM: Confer with IT to build a query/report that will provide a picture of units per international students.</p>
Standard Student Load	It was determined that student load will be based on district units and not by each college's units.

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EOPS, MATI, VTEA & MINF	<p>Reviewed these screens, but determined that these will need to be covered again at a future date with the parties at GCCCD who will utilize these screens.</p> <p>It was determined that for veteran students, that query needs to be run on a daily basis to determine each veteran's student load. In addition, veterans will be coded with a home location of either Grossmont or Cuyamaca.</p> <p>ACTION ITEM: Confer with IT to build a query/report that will capture student load for veterans.</p>
Change of address on Web	<p>Tested several student scenarios in regards to changing their addresses on the Web. Determined that when an address is changed via the Web, that it does not overwrite an existing current address. The address will get marked with a 'web' type address. It is clear that a query will need to be run in order to capture those addresses that are 'web' obtained, so manual adjustment of addresses can occur on ADSU-ADR so as to provided the most up-to-date address. There was some discussion about whether or not it would be important to have the 'web' obtained address type have a special processing code attached to it, that would essentially kick off a subroutine that would append a 'pending' status to the address. Thus, these 'web' addresses along with the Grossmont and Cuyamca signed forms that are marked with a pending status can all be queried at the same time.</p> <p>ACTION ITEM: Determine if special processing is needed for the 'web' type address that kicks off a subroutine that populates a 'pending' status on these addresses. Confer with IT about a query of 'web-obtained' addresses.</p>
Disqualification/Probation Rules & subroutine	<p>Reviewed how rules need to be set-up on the ALST screen per the UG academic level. Embedded in each of the rules will be a computed column that calls up the CA Comm College subroutine that calculates a student's standing based on certain standard criteria.</p> <p>ACTION ITEM: Build Student Standing rules on ALST given the discussion above.</p>
Moved-to-Student process	Reviewed how applicants are moved-to-student.

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Course Export-CA State Reporting	<p>GCCCD have some courses that are the same at both colleges--meaning one course with two locations and many sections built with two different locations.</p> <p>GCCCD's concern is that these type of courses will not be counted towards each school appropriately, since only the first instance of the course location is reported. Therefore, only one school would get credit for the course.</p> <p>While it's true that one course will not work for both colleges, it is not because of location, but rather it's the first department on the course that the export looks at.</p> <p>NOTE: It should be noted that the Institutional Hierarchy should be set-up so as to connect departments back to the appropriate Institutions record. All levels should be set-up so that if, at some future point, a new department were to be added and the connection missed it would be picked up at the Division or at the School level. If no connection can be found by following the hierarchy up the chain, the institution setup as the Host ID on the PID2 screen is used and in the case of a multi-college district this is usually the district office.</p> <p>ACTION ITEM: Build additional courses so that each college has one course even if it is the same. Equates should be built if repeat functionality is desired per these courses.</p>
Student export-CA State Reporting	<p>GCCCD is concerned about how to report a student who (for example) has an AUTO academic program at Cuyamaca, but is taking an AUTO class at Grossmont. The question is--How does the student get counted? Will the student be counted at Cuyamaca (since that's the academic program that is on his/her record) or at Grossmont?</p> <p>And if the student is counted at Grossmont, won't this be an anomaly since there is no AUTO program at Grossmont?</p> <p>While it's true that this will be an anomaly given the situation described above (and will in all likelihood cause a referential edit error when the Student Enrollment data is submitted), a modification to the workfile can be done to change the District College Identifier. Evidently, this is a known problem and the Cal-MIS focus group is currently trying to address it.</p>