

# CS Core - Data Validation - Student Program/Plan & Degrees

**i Purpose:** This document is to provide colleges instructions on how to perform the validation of data in the PeopleSoft environment.

Colleges are being asked to review data that was converted from the legacy environment to PeopleSoft. The goal of data validation is to ensure legacy data was accurately converted into PeopleSoft. College Subject Matter Experts (SMEs) are included in data validation as a learning experience in navigating the PeopleSoft application, selecting records to review, and reporting issues discovered.

College executives are asked to support the time and effort expended by college SMEs necessary to complete the following:

- Develop a familiarity with navigating the relevant PeopleSoft menus and pages.
- Review selected records, comparing legacy data to the records as converted into PeopleSoft.
- Report issues discovered after careful review of converted data.
- Monitor resolution of reported issues for review in the next conversion testing round.
- Develop an approach for self-managing the data validation and issue reporting process in subsequent rounds of data conversion testing.

It is expected that College Data Validation SMEs will have already read the Data Validation Overview guides *before* beginning their validation activities:

- [Data Validation Overview - Getting Started](#)
- [Data Validation Overview - Reporting Issues](#)

## Overview of Data Validation

### Conversion Summary

This round of conversion validation includes the following areas:

- Student Program/Plan Stacks
- Student Degrees

Note: Degree Honors is covered in the Enrollment, Transfer Credit, and Transcript Text guide. Please see that guide for validation instructions of degree honors.

# Conversion Validation Due Date

The Validation Results and Feedback are due NO LATER THAN on the last day of the Data Validation Period. It is strongly recommended that issues are reported EARLY in the validation period and are not held until the end of the period. Validation Results and Feedback are for reporting closure of the college's validation activities for the conversion cycle. To view a list of the validation periods please refer to the [timeline topic in the Data Validation Overview - Getting Started Guide](#).

## Getting Help

Questions regarding the data validation activities can be directed to a functional analyst or the Campus Solutions lead.

Campus Solutions Lead	Campus Solutions Project Manager
Rebecca Poe bpoe@sbctc.edu (360)704-1062	John Henry Whatley jhwhatley@sbctc.edu (360)704-1060
• Student Program/Plan Student Degrees	CS Project Management

## Conversion Detail - Student Career/Program/Plan

### Conversion Background

In PeopleSoft, students must be active in an Academic Career, Program, and Plan in order to enroll and receive financial aid. This information has been populated based on each student's history of Education Program Codes (EPCs) and enrollment. The sections below describe how each level is populated during conversion.

With each conversion cycle, the ctLink Project Team will provide the EPC to Academic Plan crosswalk for each college. These are available in the Deployment Group's Canvas course on the Student Program/Plan Validation page.

### Academic Career

Students are converted to an Academic Career based on their legacy class enrollment. Students will have a separate Program/Plan Stack for each Career they enrolled in. This information is populated using the following logic:




[illegible]

Using the full list of extracted EPCs, college SMEs then work with ctcLink project staff to configure equivalent Academic Plan codes. This setup is required in order to assign a student to a Plan. Once the Academic Plan codes are configured, a data crosswalk is populated which maps legacy EPCs to Academic Plan codes. This data crosswalk is used during conversion to create students' Program/Plan Stacks.

[Conversion Dashboard](#)

# MAP LEGACY FIELDS TO PS RECORDS/FIELDS

[New Window](#) | [Help](#)



## MAP LEGACY FIELDS TO PS RECORDS/FIELDS

Group Identifier

WA140

Delete...

Field Name

ACAD\_PLAN

Copy...

Cross Walk Mapping

[Personalize](#) | [Find](#) | [View 100](#) | [List](#) | [First](#) | [1-100 of 1208](#) | [Last](#)

Legacy Value	Conditional Query Name	PeopleSoft Value		
1 54811		AASAAAPT	<a href="#">+</a>	<a href="#">-</a>
2 5481_		AASAAAPT	<a href="#">+</a>	<a href="#">-</a>
3 C_		ABE	<a href="#">+</a>	<a href="#">-</a>
4 793D_		AIVADC45	<a href="#">+</a>	<a href="#">-</a>
5 7930_		AIVGEAPT	<a href="#">+</a>	<a href="#">-</a>
6 793H1		AIVGEAPT	<a href="#">+</a>	<a href="#">-</a>
7 793H_		AIVGEAPT	<a href="#">+</a>	<a href="#">-</a>
8 793_1		AIVGEAPT	<a href="#">+</a>	<a href="#">-</a>
9 793_		AIVGEAPT	<a href="#">+</a>	<a href="#">-</a>
10 793C3		AIVGPC45	<a href="#">+</a>	<a href="#">-</a>
11 793D3		AIVGPC45	<a href="#">+</a>	<a href="#">-</a>
12 783_1		ARDACAPT	<a href="#">+</a>	<a href="#">-</a>
13 783_		ARDACAPT	<a href="#">+</a>	<a href="#">-</a>
14 783_3		ARDACC45	<a href="#">+</a>	<a href="#">-</a>

When conversion is run, this crosswalk transforms a student's EPC into a Program/Plan Stack. The following scenarios result:

- **Continuing Education**

- Students who enrolled in Continuing Education classes are assigned to the Continuing Education Career (CNED), Program (CNTED), and generic Plan (CED).
- If your college also awards Continuing Education certifications, students may have additional CNED stacks.

- **Academic Career**

- For each unique EPC a student was coded in legacy, a unique Program/Plan Stack is created in PeopleSoft. This may result in multiple Program/Plan Stacks being created for a single student. However, if the student was coded in the same EPC over multiple quarters, only one Program/Plan Stack will be created.
- Program/Plan Stacks are assigned a system-generated "Career Number." For each Academic Career, this numbering begins with 0. These are assigned based on the earliest YRQ of the student's EPC. The more recent an EPC, the higher the Career Number. If a student has enrolled at a live college, their Career Number will begin to increment off the last stack created.
- If no EPC or Intent code could be extracted for a student, they are assigned a Non-Award Seeking (NOAWS) Program/Plan Stack.
- If a student was awarded transfer credit for a YRQ prior to their earliest EPC, the earliest EPC will result in a backdated Program/Plan Stack. This is done to allow the transfer credit to convert successfully.
- If a student continued enrolling after receiving a degree but was under the same EPC, an additional Program/Plan Stack is created. This is done to allow the additional enrollments to convert.
- For selective admission and baccalaureate degrees, enrollment EPCs are automatically converted to the "PRQ" version of the Plan code. The ctcLink Project Team will work with each college to collect the list of students currently admitted to and enrolled in these degrees to ensure accurate coding in the "actual" Plan code.
- Beginning cycle 3, colleges provide a list of students to be assigned the state defined Student Attributes for Apprenticeship, WorkFirst, and Worker Retraining. A special process is run to assign these in conversion and can be validated as part of the Program/Plan activity.

**Figure 4 Converted Program/Plan Stacks from a single college**

Search Results

View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID
201422212	Academic	2	ACADM	Clark Coll		Male	03/09/1998	(blank)	
201422212	Academic	1	ACADM	Clark Coll		Male	03/09/1998	(blank)	
201422212	Academic	0	ACADM	Clark Coll		Male	03/09/1998	(blank)	

**Figure 5 Converted Program/Plan Stacks with both Academic and Continuing Education Careers**

Search Results									
View All									
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID
201360615	Cont Ed	0	CNTED	Clark Coll		Female	10/06/1995	(blank)	
201360615	Academic	2	PRFTC	Clark Coll		Female	10/06/1995	(blank)	
201360615	Academic	1	PRFTC	Clark Coll		Female	10/06/1995	(blank)	
201360615	Academic	0	ACADM	Clark Coll		Female	10/06/1995	(blank)	

**Figure 6 Converted Program/Plan Stacks on an Existing Record**

Search Results									
View All									
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID
101004591	Academic	3	PRFTC	Clark Coll		Female	10/06/1993	(blank)	
101004591	Academic	2	NOAWS	Clark Coll		Female	10/06/1993	(blank)	
101004591	Academic	1	ACADM	SFalls CC		Female	10/06/1993	(blank)	
101004591	Academic	0	ACADM	Spokane CC		Female	10/06/1993	(blank)	

Finally, after all students' Program/Plan Stacks are created, a batch process is run to discontinue historic stacks. Students' most recent Program/Plan is the only active stack remaining. This ensures the most accurate Plan is used for Term Activation, Financial Aid, and tuition calculation.

## Common Conversion Issues

The following conditions were identified for this round of conversion:

- Multiple Student IDs in Legacy Students with multiple legacy SIDs are not converted to PeopleSoft.

## Minimum Validation Requirements

The accuracy of student Program/Plan Stacks is critical to a successful go-live. This data impacts many downstream conversions and all modules in Campus Solutions, including Financial Aid, Student Financials, and Academic Advising. Data validators should complete a thorough review of converted Program/Plan Stacks and are recommended to validate the following areas:

- Verify students have been assigned to the correct Academic Career(s)
- Review at least 25% of currently enrolled students
  - Review a variety of degrees and certificates
  - Verify the discontinuation process successfully ran by validating a student's most recent Program/Plan Stack at your college is active & is accurate for the student

- Verify student's full EPC history has been converted to the correct Academic Program and Plan

## Validation Steps - Student Career/Program/Plan

The mapping information included in this section provides guidance for validating the student Career/Program/Plan conversion. SMEs are recommended to use a combination of validation methods to review this data, including running queries, viewing pages in PeopleSoft, and comparing to legacy screens. Please validate using the steps below.

### Step 1 - Identify Students to Validate

Run the queries listed below as the first step in validation. These will help you identify students with a variety of Program/Plan Stack scenarios. Use the student IDs from your query results to continue with Step 2.

#### Navigate to Query Viewer:

Navigator > Reporting Tools > Query > Query Viewer:

- Steps to Using Query Viewer
  1. **\*Make sure your pop-up blocker is off for this page\***
  2. Enter the query name (see list below)
  3. Click Search
  4. Select the "HTML" hyperlink to run the query in your browser. You can download the results directly from this page.
  5. Select prompts
  6. Click "View Results"
  7. Make note of student IDs for validation

#### Queries:

- CTC\_VAL\_STDNTS\_ACTV\_IN\_PLAN Students Active in an Academic Plan
  - Use this query to identify the students that will be active in a particular Academic Plan at go-live
- CTC\_VAL\_STDNT\_PROG\_PLAN Converted Program/Plan Stacks
  - Use this query to identify students who successfully converted for your college. Depending on the prompts you select, the results may be very large. If you receive the "Query Result Set too Large" message, simply click OK and select records from the list of students that was produced.
- CTC\_VAL\_STDNT\_PROG\_PLAN\_HIST Program/Plan History for an Individual Student
  - Use this query for a quick view of an individual student's full history of converted Program/Plan Stacks.



## Step 2 - Review Student Career/Program/Plan Page

Using the IDs you gathered in Step 1, you can review an individual student's Program/Plan Stacks directly on the page. Navigation and tips on using the Student Program/Plan page are included in the sections below.

### Student Career

#### Navigate to the Student Program/Plan page:

Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan

- Steps to Search for Student Program/Plans:
  - Enter the student's ID or first and last name
  - Click Search

**TIP** Search results display all program/plans stacks for the student, including stacks from other colleges the student has attended. Ensure you select the stack(s) applicable to your college.

**What to Validate:** Verify students were assigned to the correct Academic Career(s).

Student Program/Plan

New Window | Help

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

ID begins with101007124

Academic Career=

Student Career Nbr=

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First1-5 of 5Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
10100712	Cont Ed	1	CNTED	Clark Coll			08/02/1951 (blank)			USA	SSN		
10100712	Cont Ed	0	CNTED	Tacoma CC			08/02/1951 (blank)			USA	SSN		
10100712	Academic	2	NOAWS	Clark Coll			08/02/1951 (blank)			USA	SSN		
10100712	Academic	1	ACADM	Tacoma CC			08/02/1951 (blank)			USA	SSN		
10100712	Academic	0	NOAWS	Tacoma CC			08/02/1951 (blank)			USA	SSN		



# Student Program

Using your search results from above, select through a student's Program/Plan Stacks to review field values. Below are the fields to validate on the Student Program tab. Data should be reviewed for each of a student's converted stacks.

1. **Status:** All Program/Plan Stacks are initially converted as active or completed if a degree was converted. Once all conversions were finished, a batch process was run to discontinue students' historic stacks.
  - What to Validate: Verify the student's most recent EPC is the active stack, any awarded degree/certificates have a "completed" status, and that all historic stacks were discontinued.
2. **Program** - Taken from the Academic Program associated to the Plan code
  - What to Validate: Verify the Program is correct for the Plan code assigned.
3. **Admit Term** - Admit term was populated based on the earliest YRQ the student was coded in this Program/Plan
  - What to Validate: Verify the term accurately reflects the earliest YRQ the student was coded in this Program/Plan

The screenshot displays the 'Student Program/Plan' form. At the top, there's a navigation bar with 'Student Homepage' and 'Student Program/Plan'. Below this is a tabbed interface with 'Student Program' selected. The form shows details for a student with ID 101004591. Key fields include: 'Status' (Active in Program), 'Effective Date' (09/23/2013), 'Program Action' (ACTV), 'Action Reason' (CONV), 'Academic Institution' (WA140 - Clark College), 'Academic Program' (PRFTC - Professional Technical), 'Admit Term' (2137 - 2013 FALL), 'Requirement Term' (2137 - 2013 FALL), 'Expected Grad Term' (empty), 'Last Updated On' (10/31/2018 4:49:57PM), and 'By' (CTC\_CONVERSION). On the right, there are fields for 'Effective Sequence' (1), 'Action Date' (10/31/2018), 'Joint Prog Appr' (checkbox), 'Admissions' (checkbox), 'From Application' (checkbox), 'Application Nbr' (empty), 'Application Program Nbr' (0), '\*Campus' (MAIN), and '\*Academic Load' (Full-Time).

# Student Plan

Navigate to the Student Plan tab to review the student's converted degrees and certificates. Below are the fields to validate. Data should be reviewed for each of a student's converted stacks.

1. **Academic Plan** - Populates based on college crosswalk
  - What to Validate: Verify the Academic Plan accurately reflects the EPC students were coded in legacy

The screenshot displays the 'Student Program/Plan' interface. At the top, there is a navigation bar with 'Student Homepage' and 'Student Program/Plan'. Below this, a tabbed interface shows 'Student Program', 'Student Plan' (selected), 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The main content area shows details for a student with ID 101004591. The 'Academic Career' section includes fields for 'Academic Career', 'Student Career Nbr 3', and 'Car Req Term'. Below this, a table lists various attributes: Status (Active in Program), Effective Date (09/23/2013), Program Action (Activate), Action Reason (Conversion), Academic Program (PRFTC), Admit Term (2013 FALL), Effective Sequence (1), Action Date (10/31/2018), and Requirement Term (2013 FALL). A red box highlights the '\*Academic Plan' field, which is set to 'DEHDHAPT' and linked to 'Dental Hygiene AAS'. Other fields include '\*Plan Sequence' (10), '\*Declare Date' (09/23/2013), '\*Requirement Term' (2137, 2013 FALL), and '\*Advisement Status' (Include).

## Conversion Detail - Student Degrees

### Conversion Background

All student degrees and certificates awarded through SM6009 are converted to PeopleSoft. In order to successfully convert, student degrees must have a valid EPC, YRQ, and Exit code. If a completion is missing any one of these values, it will fail to convert. Student degree data was extracted from TRAN-DEGREE-D and includes all alpha and numeric exit codes. Exit code 5, 7, and 8 are the only completions excluded for this conversion.

In PeopleSoft, a Program/Plan Stack must exist in order to award a student degree. Therefore, student degrees were converted to PeopleSoft using the same logic described in the student Program/Plan Stack conversion. An additional stack is created for each degree and certificate

awarded. The conversion program “completes” the stack, leaving a status of “Completed Program.”

It is important to note, legacy degree titles are not converted to PeopleSoft. The official description for student’s degrees in PeopleSoft will come from the Academic Plan code their EPC was crosswalked to.

**Figure 1 Completed Program/Plan Stack for awarded degree**

The screenshot displays the 'Student Program/Plan' form in a web application. The top navigation bar includes 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The main form area shows details for a student with ID 201368000. The 'Status' field is highlighted with a red box and contains the text 'Completed Program'. Other fields include 'Effective Date' (06/16/2017), 'Program Action' (COMP), 'Action Reason' (empty), 'Academic Institution' (WA140 - Clark College), 'Academic Program' (PRFTC - Professional Technical), 'Admit Term' (2173 - 2017 SPRNG), 'Requirement Term' (2173 - 2017 SPRNG), and 'Expected Grad Term' (2173 - 2017 SPRNG). The 'Last Updated On' field shows 10/31/2018 4:50:32PM by CTC\_CONVERSION. On the right, there are fields for 'Effective Sequence' (1), 'Action Date' (10/31/2018), 'Joint Prog Appr' (checkbox), 'Admissions' (checkbox), 'Application Nbr' (0), 'Application Program Nbr' (0), '\*Campus' (MAIN), and '\*Academic Load' (Full-Time).

## Common Conversion Issues

The data crosswalk and conversion used for Program/Plan is also used for Student Degrees. Therefore, any known issues identified in Student Career/Program/Plan apply to Student Degrees as well. Please refer to that section for additional information.

## Minimum Validation Requirements

Validators should complete a thorough validation of student degrees and are recommended to:

- Select at least 10 terms and verify at least 25% of degrees awarded during those terms converted successfully
  - Review completions from across many Academic Programs (ex. Professional Technical, Academic, Baccalaureate)
  - Review completions from at least 10 specific degrees and certificates
- Verify the degree titles for students accurately reflects the completion awarded in legacy

- If your college awards certifications in the Continuing Education Career, verify those converted correctly

## Validation Steps - Student Degrees

The mapping information included in this section provides guidance for validating the student degrees conversion. SMEs are recommended to use a combination of validation methods to review this data, including running queries, viewing pages in PeopleSoft, and comparing to legacy screens. Please validate using the steps below.

### Step 1 - Identify Students to Validate

Run the queries listed below as the first step in validation. These will help you identify students with a variety of degree scenarios. Use the student IDs from your query results to continue with Step 2.

#### Navigate to Query Viewer:

Navigator > Reporting Tools > Query > Query Viewer

- Steps to Using Query Viewer
  - **\*Make sure your pop-up blocker is off for this page\***
  - Enter the query name (see list below)
  - Click Search
  - Select the "HTML" hyperlink to run the query in your browser. You can download the results directly from this page.
  - Select prompts
  - Click "View Results"
  - Make note of student ID's for validation

#### Queries:

- CTC\_VAL\_STDNT\_DEGREES\_BY\_PLAN
  - Use this query to identify student degrees awarded for a specific Academic Plan code.
- CTC\_VAL\_STDNT\_DEGREES\_BY\_TERM
  - Use this query to identify all degrees and certificates awarded during a particular term.
- CTC\_VAL\_STDNT\_DEGREES\_BY\_STDNT
  - Use this query for a quick view of an individual student's list of awarded degrees and certificates.

### Step 2 - Review Student Degrees Page

Using the IDs you gathered in Step 1, you can review an individual student's converted degrees and certificates directly on the Student Degrees page. Navigation and tips on using the Student Degrees page are included below.

## Navigate to the Student Degree page:

Navigator > Records and Enrollment > Graduation > Student Degrees

- Steps to Search for a Student:
  - Enter the student's ID or first and last name
  - Click Search

TIP - Degrees are sorted by type of completion awarded (aka type of certificate or degree awarded). Use the [>] button or click "View All" to review a student's full record of completions. Below are the fields to validate.

### Degree Tab:

1. **Degree** - Validate each of the student's legacy degrees and certificates converted successfully
2. **Completion Term** - Verify the YRQ used to award each completion translated to the correct term
3. **Confer Date** - This date displays on a student's transcript as the date the degree was awarded. The value is taken from your college's Academic Calendar in PeopleSoft.

The screenshot shows the 'Student Degrees' page in PeopleSoft. At the top, there's a header with the title 'Student Degrees' and a flag icon. Below the header, there are tabs for 'Degree', 'Degree Honors', 'Degree Plan', and 'Degree Sub-Plan'. The 'Degree' tab is selected. The page displays a search form for a student with ID 201368000. The search criteria are: \*Degree Nbr 01, \*Degree C01 (Certificate 1 to 19 credits), \*Institution WA140 (Clark College), Primary Career: UGRD (Academic Career), \*Completion Term 2155 (2015 SUMMR), \*Confer Date 08/20/2015, and \*Degree Status Awarded. The page also displays Degree Status Date 11/01/2018 and Degree GPA. There are sections for Honors Prefix and Rank/Size.

### Degree Plan Tab:

1. **Acad Plan** - Verify all degrees converted from legacy
2. **Transcript Description** - Verify the description accurately reflects the legacy degree awarded

The screenshot shows the 'Student Degrees' application interface. At the top, there's a navigation bar with 'Student Degrees' and a flag icon. Below it, a breadcrumb trail shows 'Degree', 'Degree Honors', 'Degree Plan', and 'Degree Sub-Plan'. The main content area is titled 'Student Degree Nbr 01 Certificate 1 to 19 credits'. It includes a search bar with 'Find | View All' and pagination 'First 1 of 3 Last'. The 'Degree Plan Detail' section contains several fields: '\*Plan Seq' (10), 'Career' (UGRD), 'Career Nbr' (4), 'Acad Plan' (ECEECC01), '\*Degr Stat' (Awarded), 'Degr Dt' (11/01/2018), and 'Plan Type' (Major). A red box highlights the 'Acad Plan' field. Below this is the 'Honors Detail' section, which includes 'Honors Prefix', 'Transcript Description' (State Initial Early Childhood Education Certificate), 'Diploma Description' (State Initial Early Childhood Education Certificate), and 'Honors Suffix'. A red box highlights the 'Transcript Description' field. At the bottom, there's a 'Plan GPA' section with 'Plan GPA' and 'Plan Rank' fields.

## Step 3 - Review Student Program/Plan Page

You can also validate converted degrees by reviewing the applicable Program/Plan Stack. Navigate to the Student Program/Plan Page:

Navigator > Records & Enrollment > Career and Program Information > Student Program/Plan

- Steps to Search for Student Program/Plans:
  - Enter the student's ID or first and last name
  - Click Search

**TIP** Search results display all Program/Plans Stacks for the student, including stacks from other colleges the student has attended. Ensure you select the applicable stack(s).

### Student Program Tab:

Below are the fields to validate on the Student Program tab. Data should be reviewed for each of a student's converted stacks.

1. **Status** - Converted degrees and certificates will display "Completed in Program"
  - What to Validate: Verify the correct stacks were completed out
2. **Program Action** - Converted degrees
3. **Program** - Taken from the Academic Program associated to the Plan code
  - What to Validate: Verify the Program is correct for the Plan code assigned

Student Program/Plan

New Window | Help | Personalize Page

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

201368000

★

Academic Career:

Academic Career

Career Requirement Term

Student Career Nbr 5

Find | View All

First

1 of 1

Last

Status: Completed Program

\*Effective Date

06/16/2017

\*Program Action

COMP

Completion of Program

Action Reason

\*Academic Institution

WA140

Clark College

\*Academic Program

PRFTC

Professional Technical

\*Admit Term

2173

2017 SPRNG

Requirement Term

2173

2017 SPRNG

Expected Grad Term:

2173

2017 SPRNG

Last Updated On

10/31/2018 4:50:32PM

By

CTC\_CONVERSION

Effective Sequence

1

Action Date

10/31/2018

Joint Prog Appr:

Admissions

From Application

Application Nbr

Application Program Nbr 0

\*Campus

MAIN

MAIN

\*Academic Load

Full-Time

## Student Plan Tab:

Navigate to the Student Plan tab to review the student's converted degrees and certificates. Below are the fields to validate. Data should be reviewed for each of a student's converted degrees.

- Academic Plan** - Populates based on college crosswalk
  - What to Validate: Verify the Academic Plan accurately reflects the EPC students were coded in legacy



Student Program/Plan

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[Student Program](#)
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[Student Sub-Plan](#)
[Student Attributes](#)
[Student Degrees](#)

201368000

★

Academic Career:

Academic Career

Student Career Nbr 5

Car Req Term:

Find | View All

First 1 of 1 Last

Status:

Completed Program

Admit Term:

2017 SPRNG

Effective Date

06/16/2017

Effective Sequence

1

Program Action:

Completion of Program

Action Date

10/31/2018

Action Reason:

Requirement Term:

2017 SPRNG

Academic Program:

PRFTC

Find | View All

First 1 of 1 Last

\*Academic Plan

ECEECAPT

Early Childhood Education AAS

Major

\*Plan Sequence

10

Degree:

Prof Tech

\*Declare Date

06/16/2017

Degree Checkout Stat:

Awarded

\*Requirement Term

2173

2017 SPRNG

Student Degree Nbr

03

\*Advisement Status

Include

Completion Term:

2017 SPRNG

## Student Degrees Tab:

Navigate to the Student Degrees. Below are the fields to validate. Data should be reviewed for each of a student's converted degrees.

- Degree Checkout Status** - Completed degrees should display a status of "Degree Awarded"
- Completion Term** - This field is populated based on the YRQ used to award the degree or certificate
  - What to Validate: Verify the correct term has been populated

Student Program/Plan

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[Student Program](#)
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[Student Sub-Plan](#)
[Student Attributes](#)
[Student Degrees](#)

201368000

Academic Career Academic Career

Student Career Nbr 5

Find | View All

First 1 of 1 Last

Status Completed Program

Effective Date 06/16/2017

Program Action Completion of Program

Action Reason

Academic Program Professional Technical

Requirement Term SPRING 2017

Admit Term 2017 SPRNG

Effective Sequence 1

Action Date 10/31/2018

Degree Checkout Stat Degree Awarded

Completion Term 2173 2017 SPRNG

Degree Honors 1

Degree Honors 2

Update Degrees

Degree GPA

## Submitting Data Validation Results

College Data Validation SMEs will communicate any conversion issues they encounter during their data validation via the Oracle Test Manager (OTM) application. The ctcLink Testing Team will provide OTM orientation materials before the data validation period for any College Data Validation SMEs who are not familiar with the tool. Please refer to the [Data Validation Overview - Reporting Issues](#) guide for more information on using OTM.

When logging a new issue in OTM related to data being validated through this guide, remember to use the following values for these specific required fields in your issue.

- **Summary:** *(Provide a title for the issue discovered)*
- **Assigned To:** Rebecca Poe
- **Status:** *(Leave as NEW)*
- **College or Location :** *(Specify the college or district)*
- **Priority:** *(Leave blank - not used)*

Also, upon completion of data validation, please ensure feedback has been logged in OTM.