

WarriorLink

Student Academic Data Guide

Audience:

This guide provides an overview of basic student academic data in ctclink including the student program and plan information. The primary audience is faculty or staff who may not work with this data every day, but who need to view and understand academic information.

Student Academic Data Structure

Each student has one combined student record in ctclink, and student who are enrolled at multiple SBCTC colleges will access them all with one account. However, the system does maintain separate academic records for each college that a student attends. There are several key data elements associated with students:

- **Institution:** This code **WA200** marks the student’s academic record as being specific to Walla Walla Community College.
- **Career:** This field separates a student’s Continuing Education (CE) courses from other courses. This allows students to have a separate CE transcript and to not have CE courses impact the student’s academic GPA. There are two Career codes:
 - UGRD – Academic Career (includes all transfer, basic skills, and other course types)
 - CNED – Continuing Education Career
- **Program:** There are six Academic Programs configured in ctclink that all colleges use. These are:

| <u>Program</u> | <u>Code</u> | <u>Career</u> | <u>Note</u> |
|------------------------|-------------|---------------|---|
| Academic | ACADM | UGRD | |
| Bachelor | BCHLR | UGRD | Enrollment in the BCHLR program turns on BAS tuition rates for the student. |
| Continuing Education | CNTED | CNED | This is the only Program in the Continuing Education (CNED) career. |
| Non-Award Seeking | NOAWS | UGRD | |
| Professional Technical | PRFTC | UGRD | |
| Transitional Studies | TRNST | UGRD | |

- **Plan:** Plans are specific degrees or certificates to which the student is linked. SBCTC has defined a format for how Plan codes are created. Below are several example Plan Codes with Program and Career.

| <u>Plan Name</u> | <u>Plan Code</u> | <u>Program</u> | <u>Program Code</u> | <u>Career</u> |
|-----------------------------|------------------|---------------------------|---------------------|---------------|
| Associate in Arts DTA AA | LASDTAA | Academic | ACADM | UGRD |
| Business DTA/MRP | BUCBUAA | Academic | ACADM | UGRD |
| Agricultural Systems BAS | ASAASBAS | Bachelor | BCHLR | UGRD |
| Fire Science AAS | FIGFSAPT | Professional Technical | PRFTC | UGRD |

- **Resource:** [List of how WWCC's EPC codes have been converted to Academic Plan codes](#)
- **Term:** ctLink uses a four-digit number to represent each quarter. The first digit represents the millennium. The middle two digits represent the year. Students need to be Term Activated for a specific quarter before they can enroll for that quarter.
 - **Example Term:** Spring quarter 2022 = C124 (SMS) = 2223 (ctLink)
 - **Term Designation Calculator:** Online tool to convert any date into either the legacy term code or the ctLink term code.

Student Groups and Service Indicators

SMS's Unusual Action Codes have been replaced in ctLink by Student Groups and Service Indicators.

Student Groups: These are codes that can be attached to students to categorize and report on these students. A student can be in multiple Student Groups. SBCTC has created standardized codes that are used by all colleges – the SBCTC codes all begin with the letter “S.”

- Example SBCTC Student Groups:
 - SDOC – Department of Corrections student
 - SFCY – Foster Care Youth
 - SW70 – Eligible Vets & National Guard
- Student Groups may be used in Student Financials as part of tuition calculation.
- SBCTC Student Groups are listed in the [Course & Coding Manual](#) beginning on page 11.
- **WWCC Specific Student Groups:** There are also Student Groups that are specific to WWCC.
 - Example WWCC Student Groups:
 - RWBT – Women’s Basketball Team
 - RADA – American Dream Academy
 - **Resource:** [List of all WWCC Student Groups are listed online](#). Where possible, the legacy UA code is also listed.

Service Indicators: Service Indicators are a separate group of codes that can be added to a student. Service Indicators may have a Service Impact that block or enable the student to take specific actions.

- **Resource:** [List of WWCC Service Indicators](#)

Student Attributes

Student Attributes are a tool SBCTC uses to identify specific groups of students in ctcLink. The student attributes are added to a student's program/plan stack with an effective date.

The following programs will use Student Attributes:

- Apprenticeship (See [Course & Coding Manual, p. 67](#))
- Early Achievers Grant (See [Course & Coding Manual, p. 58](#))
- WorkFirst (See [Course & Coding Manual, p. 70](#))
- Worker Retraining (See [Course & Coding Manual, p. 70](#))

Student Attribute Resources

- [How to add a Student Attribute](#)
- [List of SBCTC Student Attribute Values – Course & Coding Manual p. 74.](#)

Queries

ctcLink uses queries to grab data from the system. Many queries have already been created for WWCC to use. Employees do need specific security permissions to run queries. If you need to get security access to run a query, please include the name of the query in your request.

- [How to Run a Query in PeopleSoft](#): Step-by-step guide for running a query.
- [Find a Query](#): ctcLink has a tool called MetaLink that will allow you to search for already created Queries to find data.

NOTE: If you are searching for a specific query that you know exists but doesn't appear in the returned search results--you *do not* have the correct security to access the query. Please submit a help desk ticket to request access.

Common Queries

- **QCS_SR_FTES_HC_STUGRP** - FTES and headcount by Student Group. Pulls headcount and FTE by Student Groups specified (For example, International, Running Start, etc.). This one must be limited to a single student group at a time.
- **QCS_CC_SRVC_IND_AUDIT** – Service indicator audit. Lists students with all or specified service indicator(s), positive and negative.
- **QCS_CC_STDN_GRP_HS_NAMES** – Active Student Groups with student names. Lists students in specified student group.
- **QCS_SR_GRADE_ROSTER_STATUS** – Grade Roster Status. Quarterly grade roster post status.

Common Data Needs

FTEs and Special Programs: SBCTC Data Services queries to report of special program FTEs.

| Program | Query |
|---|------------------------------|
| Apprenticeship | QCS_SR_SAPR_HC_FTE |
| Ability to Benefit | QCS_SR_SATB_HC_FTE |
| Basic Food Employment and Training (BFET) | QCS_SR_SBFT_HC_FTE |
| IBEST | QCS_SR_SBST_HC_FTE |
| Childcare | QCS_SR_SCLD_HC_FTE |
| Early Achievers Grant | QCS_SR_SEAG_HC_FTE |
| Hospital Employee Ed. and Training (HEET) | QCS_SR_SHEE_HC_FTE |
| Contract High School | QCS_SR_SHS_HC_FTE |
| International Contract | QCS_SR_SINC_HC_FTE |
| International Students | QCS_SR_SINT_HC_FTE |
| Math Eng. Science Achievement (MESA) | QCS_SR_SMSA_HC_FTE |
| Running Start | QCS_SR_RS_HC_FTE |
| WorkFirst | QCS_SR_SWRF_HC_FTE |
| Worker Retraining | QCS_SR_SWRT_HC_FTE |
| Matriculated Baccalaureate | QCS_SR_MATRICULATEDBA_HC_FTE |
| BedA Basic Skills | QCS_SR_BASICSKILLS_HC_FTE |
| Department of Corrections | QCS_SR_DOC_FTES |

Resources

[SBCTC Course & Coding Manual](#): This is the master book for how different types of students, courses, and classes need to be coded so that their FTEs get correctly reported to SBCTC.

[Basic Education for Adults Course & Class Coding](#): Detailed explanation of all the required coding for Basic Skills, I-BEST, High School Completion, Open Doors, etc. See the table on page 11 of the linked PDF.

[Campus Solutions Core in ctLink First Week and Month Activity Guide](#): Great tips for getting started in ctLink. See the Curriculum Management info on p. 16.

[ctLink Data Service Report Catalog](#): List and description of key reporting tools in ctLink.