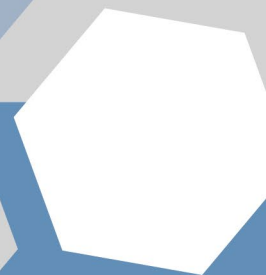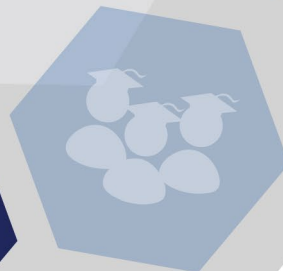# Jenzabar one®

Arkansas Independent Student Report Guide

July 7, 2021

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SYMBOLS USED

These symbols are used alongside messages throughout the help to highlight various types of important information. The content of the messages varies depending on the topic being discussed.

Icon	Description
	This additional information may help you make decisions.
	This hint may make your task easier.
	This action may have unwanted consequences.
	This action may have far-reaching or irreversible consequences.
	A case study or scenario to explain a process or feature.
	Depending on your school's licenses and your role's permissions, you may not have access to this feature.

CHANGE HISTORY

This guide applies to J1 2021.1 and later.

Release	Date	Page	Description

WELCOME TO STATE REPORTING

This document guides you through the steps to generate the **Arkansas Independent Student Report** using data collected in J1. For detailed information about how to set the configurations or enter information in the J1 windows mentioned in this resource, use the J1 online help. You can access window-specific help by pressing F1 in J1.

OVERVIEW

There are five main steps for generating state reports.

- **Step One: Set up any needed permissions, codes, and definitions.**
  Grant users the appropriate permissions to run the report, create the needed J1 codes, and verify or create J1 definitions that can be mapped to the institutional reporting items needed for the report. Typically, these definitions are defined once and then updated on an as needed basis.

- **Step Two: Map report items to J1 values.**
  Map the J1 values created in step one to report items using the Institutional Reporting Definitions window. Not all values need to be mapped and typically report items will only have to mapped to J1 values once and then updated on an as needed basis.

- **Step Three: Enter/verify report data as needed.**
  Once J1 values have been mapped to the report items, verify or enter the related student information needed for the report.

- **Step Four: Create the report snapshot.**
  The report snapshot collects the report information, which can then be evaluated to ensure information is complete and accurate. If necessary, you can update the snapshot data or update the source data and then recollect the snapshot. This can be done repeatedly until the report is accurate.

- **Step Five: Generate and submit the final report.**
  Once the snapshot is finalized, it can be submitted as your report.

REPORT GENERATION WORKFLOW

Step One

Set up definitions and permissions

Purpose Code and Definition/ Maintenance Screen windows

Step Two

Map reporting items to J1 values

Institutional Reporting Definitions window

Step Three

Enter or verify J1 data to be reported

Various J1 Desktop windows

Step Four

Generate the report snapshot

State Reporting Snapshots window

Is data accurate and complete?

Yes

No

Step Five

Submit the final report

Regulatory Reporting window

Troubleshooting
Identify the inaccurate or missing data and update as needed

DATA SETUP CHECKLIST

Use this checklist to make sure your data is set up. Details and screenshots are in the following sections.

Category	Item
☐ Permissions Set up the report permissions	☐ Purpose Code Definition and Purpose Permission
☐ Definitions Verify the codes and definitions exist and are correct.	☐ Ethnic/Race Report Definition ☐ Maintain Table Values: County ☐ Maintain Table Values: Country ☐ Maintain Table Values: Gender ☐ Maintain Table Values: Org Code Type ☐ Maintain Table Values: State ☐ Maintain Table Values: Student Intent ☐ Maintain Table Values: Suffix ☐ State Classification Definition ☐ State Enrollment Status Definition ☐ Subterm Definition ☐ Term Definition ☐ Year Definition
☐ Map Report Items to J1 Values Map the state values to the J1 values.	**All Reports** ☐ Academic Year ☐ Academic Term ☐ Academic Subterm ☐ Student Name Suffix ☐ Country of Origin **Student** ☐ Geographic Origin - County ☐ Geographic Origin – State or Nation ☐ Gender ☐ Enrollment Status ☐ Student Level ☐ Degree Intent ☐ Attendance Status ☐ Ethnicity ☐ Current Legal Residence State

Category	Item

☐ Data Verification
 	
Enter and verify report data.
	Maintain Organization Master window
	    ☐ Organization Master
	    ☐ Organization Master Organization Codes
	Student Information window
	Name tab
	    ☐ First Name
	    ☐ Middle Name
	    ☐ Last Name
	    ☐ Suffix
	    ☐ FERPA Restricted
	Address tab
	    ☐ State for *LHP address code
	    ☐ Country for PAPP address code
	    ☐ State for PAPP address code
	    ☐ County for PAPP address code
	Biograph tab | Master subtab
	    ☐ SSN
	    ☐ Birth Date
	    ☐ Gender
	    ☐ Citizenship Status
	Biograph tab | Ethnic/Race subtab
	    ☐ Ethnic
	    ☐ Race (first level)
	Student tab | Student Master subtab
	    ☐ Previous College
	Student tab | Student Term Table subtab
	    ☐ State Enrollment Status
	    ☐ State Classification
	Degree tab
	    ☐ Student's Intent
	Alternate Identifier window
	    ☐ Row with ADHE Identifier Type if do not have valid SSN
	Student Inquiry window
	Summaries tab | Division subtab | Student Term Summary by Division section
	    ☐ PT/FT Status (viewable only)

STEP ONE: SET UP PERMISSIONS AND DEFINITIONS

Several report settings must be in place to generate the Student report. In Step One, you'll set up permissions for users working with the reports and enter or verify the definition codes needed to associate reporting items to J1 values.

PERMISSIONS

There are two parts to reporting permissions:

- Users defining codes need permissions to the definition and code maintenance windows

- Users creating snapshots and generating the final report need permission to the Institutional Reporting Definition and Regulatory Reporting windows, and access to the report they are responsible for

UNDERSTANDING GROUP PERMISSIONS FOR REPORTING

Users must belong to a group with permission to access the modules, activity centers, and functions (windows) used for managing report item definitions, mapping those definitions to system values, and creating the report. Group permissions are managed on the **Group Permissions** window, Modules, Activity Centers, and Functions tabs (to access, click the **Permissions** button on the **Group Definition** window).

Group permissions are typically set up when your school first implements Desktop, but the following example shows you where access is managed for troubleshooting purposes. Contact your campus support team for more information.

Make sure users running the reports belong to a group with these permissions in the Allowed panel:

- Modules
    - ο C1 State Reporting
    - ο C3 Arkansas State Reporting
- Activity Centers
    - ο Reports – Regulatory
- Functions
    - ο CM 10026 Institutional Report Definitions

Verify users running the reports belong to a group with **C1 State Reporting, C3 Arkansas State Reporting** modules permissions in the **Allowed** panel.

Verify users running the reports belong to a group with **Reports - Regulatory** Activity Centers permissions in the **Allowed** panel.
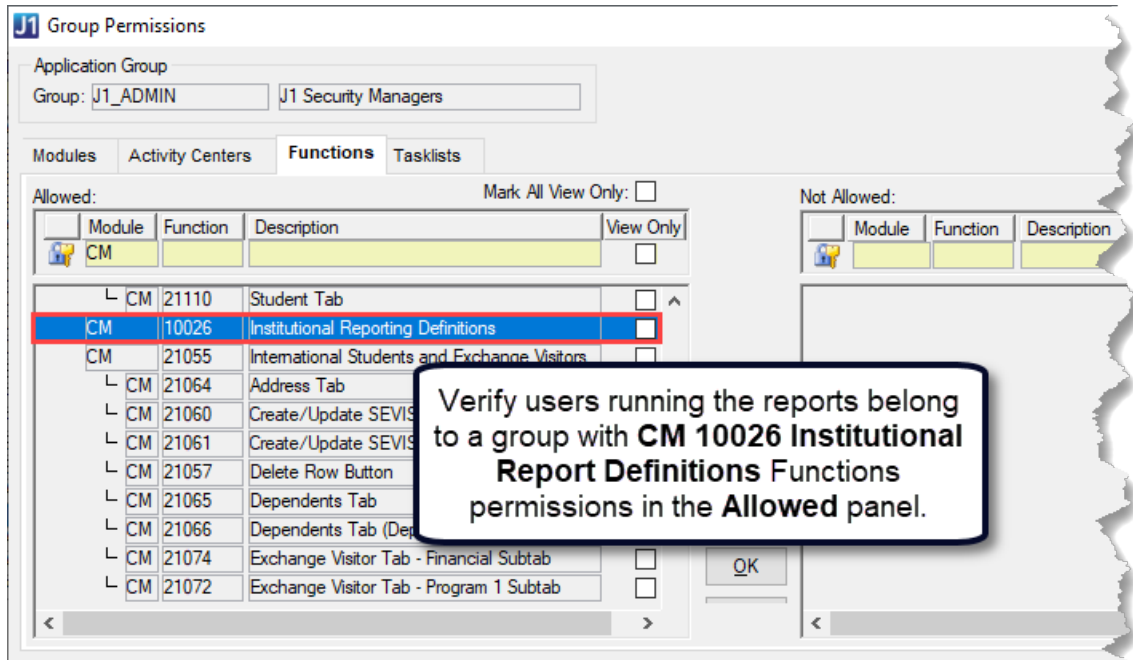
GRANTING PERMISSION TO RUN THE REPORT

Purpose codes control who has access to running reports. Users must be assigned to a user group with permission to access the purpose code controlling the Arkansas Student Report for Independent schools.

To grant a user group access to the AR IND STUDENT purpose code:

1. Access the **Purpose Definition** window.
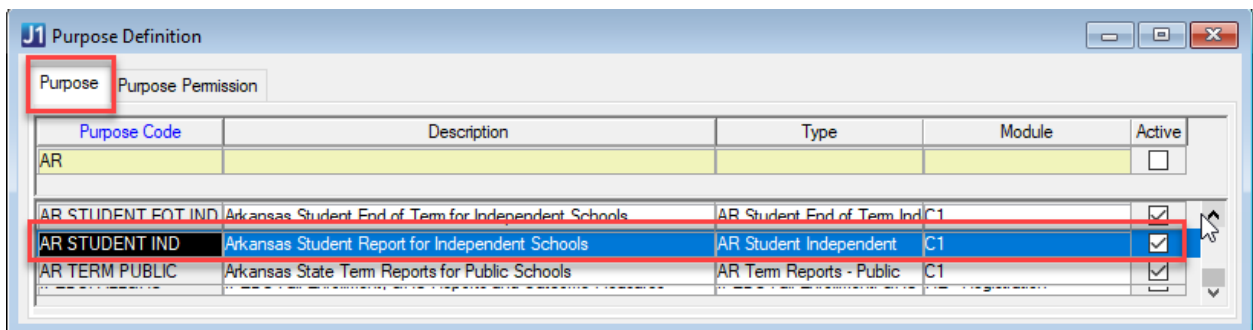
2. On the Purpose tab, select the AR IND STUDENT purpose code row.

3. Click the **Purpose Permission** tab.
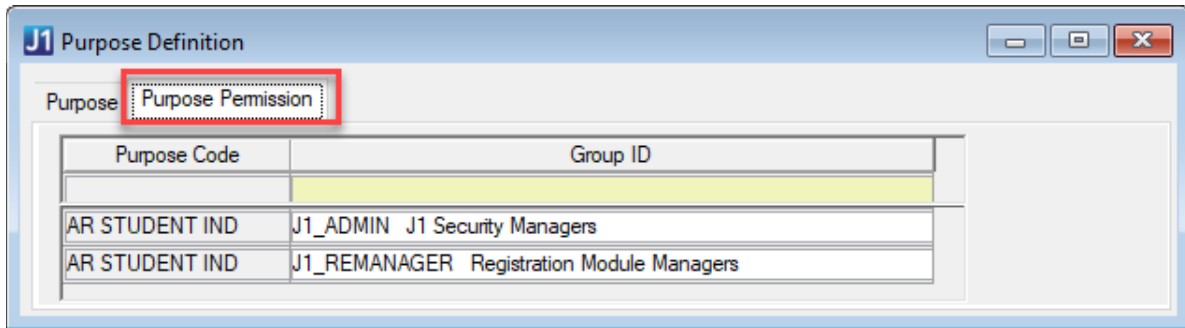
4. From the right-click menu, select **Add Row**.

5. From the Group ID drop-down list, select the group you would like to give permission to use the AR STUDENT IND purpose code.

6. Repeat steps 4-5 to each Group ID you would like to give permission to.

7. Click **Save**.

DEFINITIONS

Several codes and definitions must be defined and properly assigned to generate the Arkansas Student Independent Report. In this step, you'll ensure the codes and definitions are defined, entering them if they are not. In the Step Two: Map Report Items to J1 Values section you will map them to the values needed in the reports.

HOW TO ADD DEFINITIONS

The process for adding values is similar across windows.

1. Access the definition or maintenance window.

2. Right-click and select **Add Row**.

3. In the **Code** column, enter a unique code.

4. In the **Description** column, enter a brief overview of the reporting value being added.

5. Fill in any other data that may be needed for that window.

6. Click **Save**.
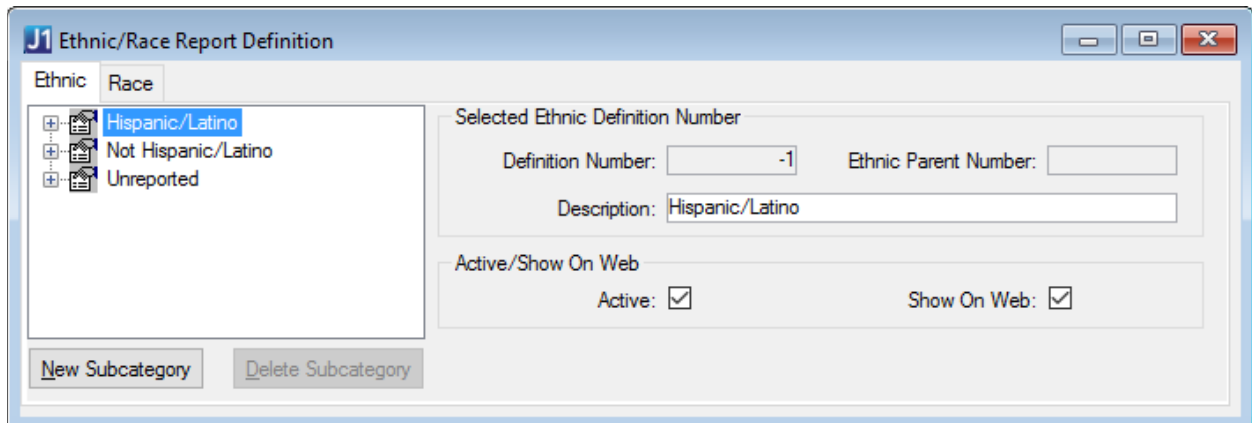
HOW TO ACTIVATE DEFINITIONS

Some codes and values must be activated in order to be available or generated. The process for adding values is similar across windows.

- To activate a code or value, select the **Active** checkbox. For codes, this means the code is available for users to select in various drop-downs.

- To deactivate a code or value, deselect the **Active** checkbox. For codes, this means the code is listed at the bottom of various drop-downs and marked inactive for historical purposes. It should not be selected and applied.

ETHNIC/RACE REPORT DEFINITION

Verify the ethnic/race reporting codes and their descriptions have been added. This window displays the ethnic race reporting categories J1 uses to meet the Federal Government data collection requirements. In addition, it allows you to define subcategories for any of the ethnic and race reporting categories. Because J1 uses the main ethnic and race reporting categories, the level one ethnic and race categories cannot be deleted.

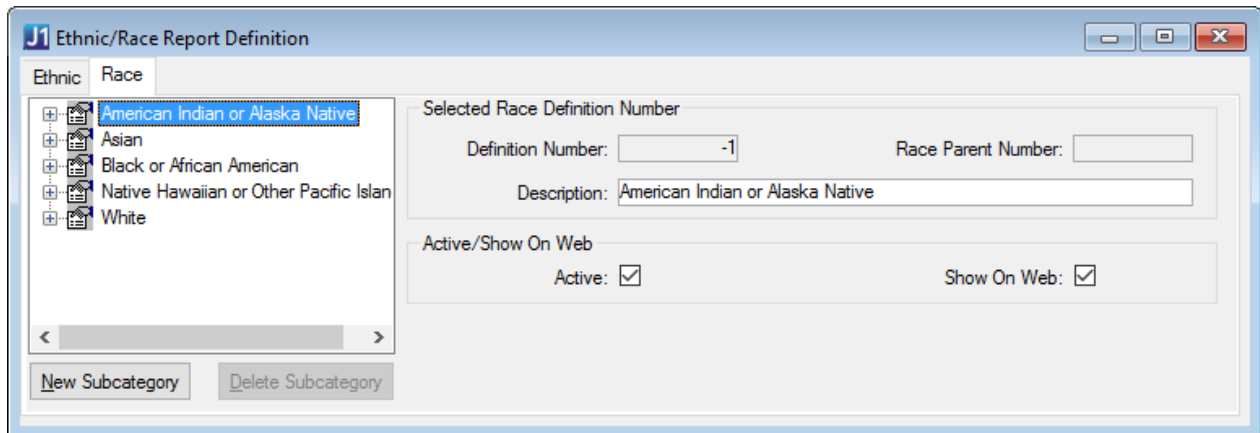Using the **Ethnic/Race Report Definition** window > **Ethnic** tab:

Using the **Ethnic/Race Report Definition** window > **Race** tab:

MAINTAIN TABLE VALUES: COUNTY

Using the **Maintain Table Values** window, **county** Column Name, verify county codes are defined and if they are not, add them. For more information on adding values, refer to the How to Add Definitions section.
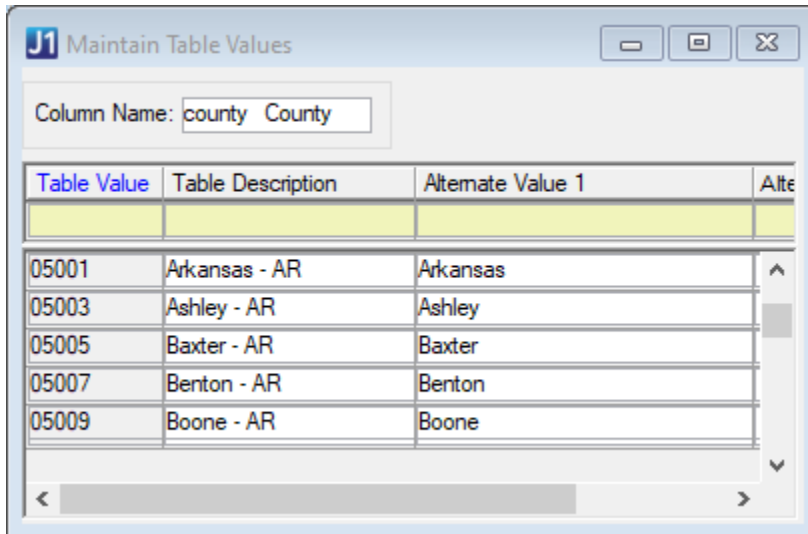
These codes must be mapped to the **Student** report, **Geographic Origin - County** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Address** tab (PAPP address code), **County** field in Step Three: Enter/Verify Report Data.

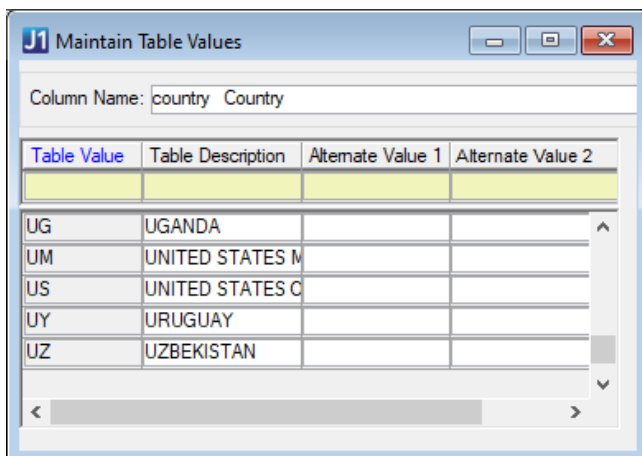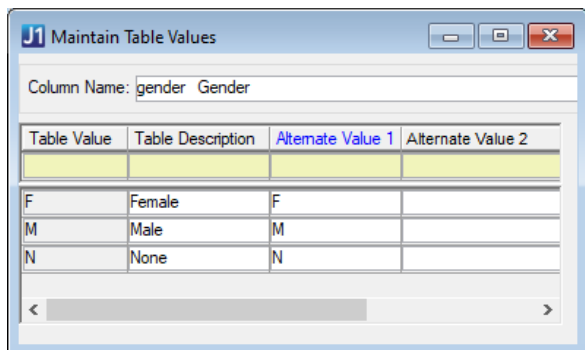## MAINTAIN TABLE VALUES: COUNTRY

Using the **Maintain Table Values** window, **country** Column Name, verify country codes are defined and if they are not, add them. For more information on adding values, refer to the How to Add Definitions section.

These codes must be mapped to the **All Reports** report, **Country of Origin** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Address** tab (PAPP address code), **Country** field in Step Three: Enter/Verify Report Data.

MAINTAIN TABLE VALUES: GENDER

Using the **Maintain Table Values** window, **gender** Column Name, verify gender codes are defined and if they are not, add them. For more information on adding values, refer to the How to Add Definitions section.
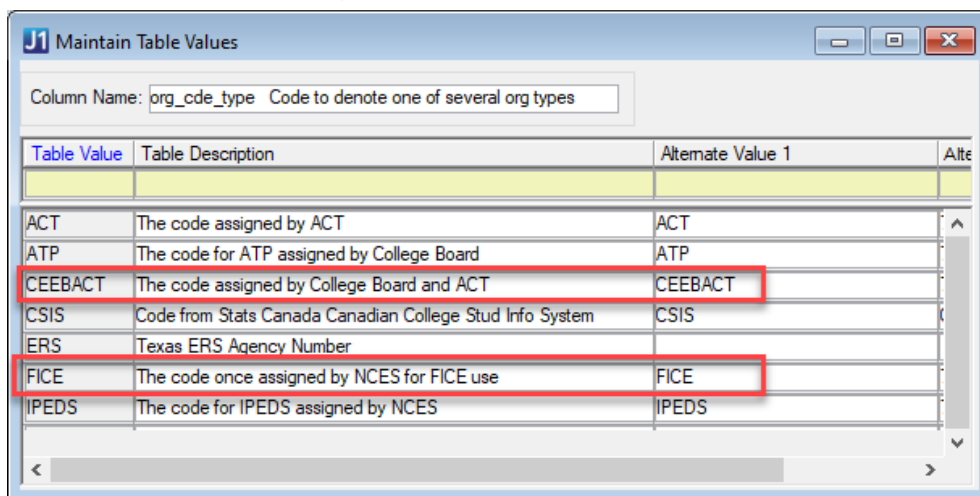

These codes must be mapped to the **Student** report, **Gender** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students using the **Biograph tab, Master** sub-tab, **Gender** field in Step Three: Enter/Verify Report Data**.**

MAINTAIN TABLE VALUES: ORG CODE TYPE

Open the **Maintain Table Values** window. Choose **org_cde_type** from the Column Name drop-down. Verify the following codes are defined and if they are not, add them:

- FICE codes of your institution and transfer postsecondary institutions
- CEEBACT codes for High Schools with ACT values

For more information on adding values, refer to the How to Add Definitions section.
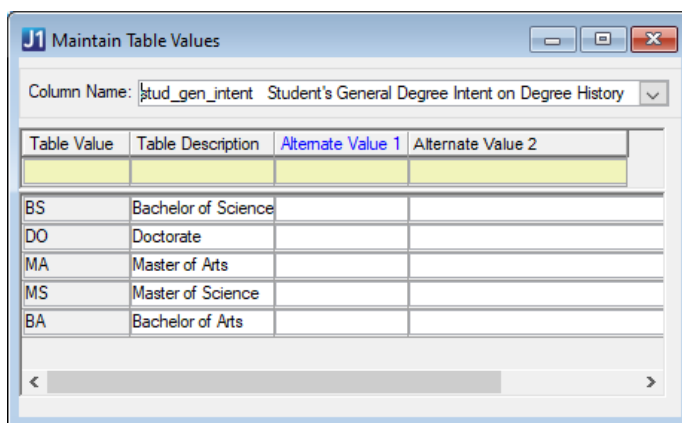
MAINTAIN TABLE VALUES: STATE

Using the **Maintain Table Values** window, **state** Column Name, verify state codes are defined and if they are not, add them. For more information on adding values, refer to the How to Add Definitions section.
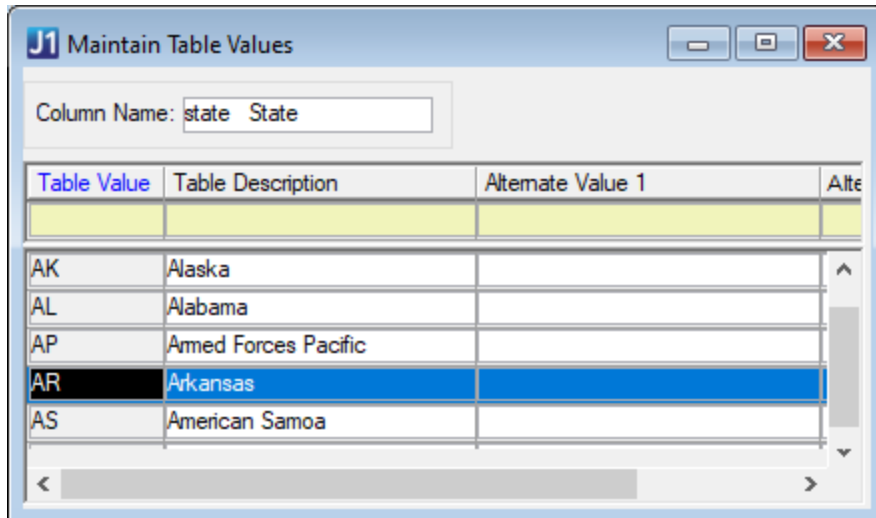
These codes must be mapped to the **Student** report, **Geographic Origin – State or Nation** field codes on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Address** tab (PAPP address code), **State** field in Step Three: Enter/Verify Report Data.

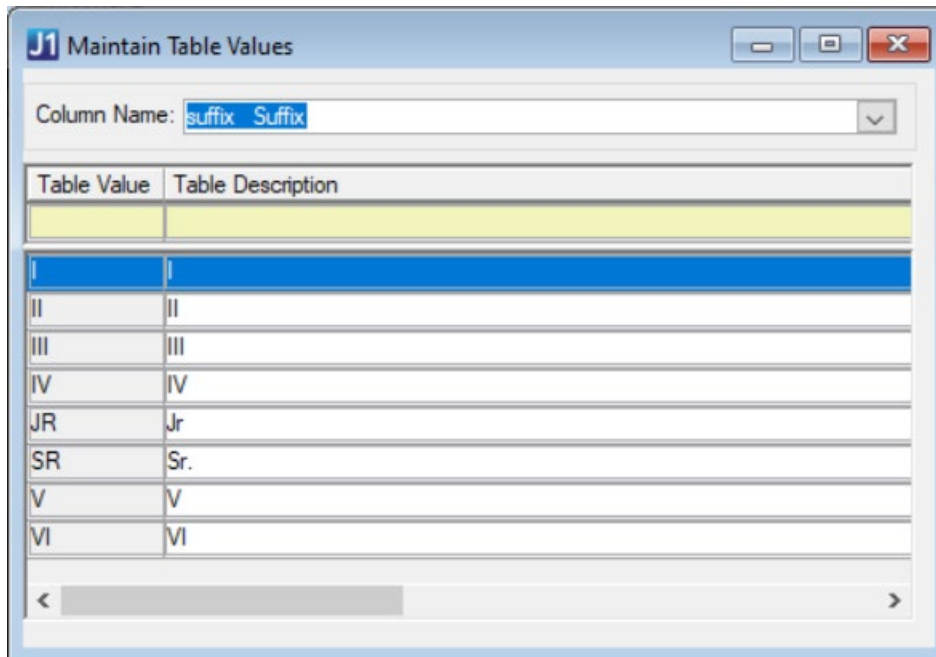# MAINTAIN TABLE VALUES: STUDENT INTENT

Using the **Maintain Table Values** window, **stud_gen_intent** Column Name, verify general degree intention codes are defined and if not, add them. For more information on adding values, refer to the How to Add Definitions section.

These codes must be mapped to the **Student** report, **Degree Intent** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Degree** tab, **Student's Intent** field in Step Three: Enter/Verify Report Data.

MAINTAIN TABLE VALUES: SUFFIX

Using the **Maintain Table Values** window, **suffix** Column Name, verify suffix codes are defined and if not, add them. For more information on adding values, refer to the How to Add Definitions section.

These codes must be mapped to the **All Reports** report, **Student Name Suffix** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Name** tab, **Suffix** field in Step Three: Enter/Verify Report Data.

STATE CLASSIFICATION DEFINITION

Using the **State Classification Definition** window, verify the state classification codes and their descriptions have been added. These describe the class of the student at in your institution, such as a Freshman or a Doctoral student. If you need to report to the state or another agency classification values that differ from the standard classification values you use, define them in this window.
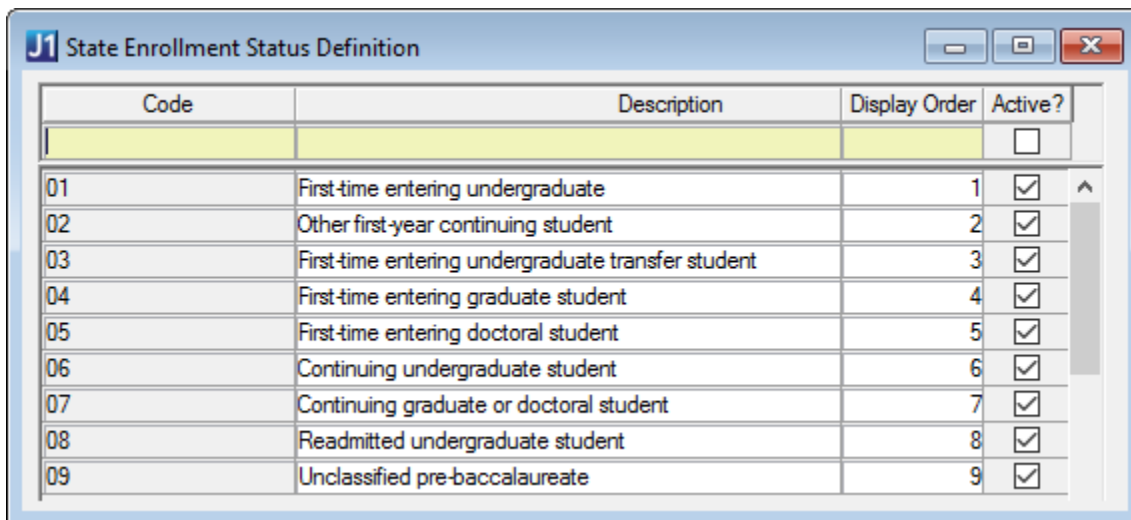

These codes must be mapped to the **Student** report, **Student Level** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Student** tab, **Student Term Table** subtab, **State Classification** field in Step Three: Enter/Verify Report Data.

STATE ENROLLMENT STATUS DEFINITION

Using the **State Enrollment Status** window, verify the state enrollment status codes and their descriptions have been added. These are delivered as default data.

These codes must be mapped to the **Student** report, **Enrollment Status** field code on the **Institutional Reporting Definitions** window in Step Two: Map Report Values to J1 Values and associated with students on the **Student Information** window, **Student** tab, **Student Term Table** subtab, **State Enrollment Status** field in Step Three: Enter/Verify Report Data.

SUBTERM DEFINITION

Using the **Subterm Definition** window, verify subterm codes and their descriptions have been added. Subterms can be for shorter class durations that fall within a term.

TERM DEFINITION

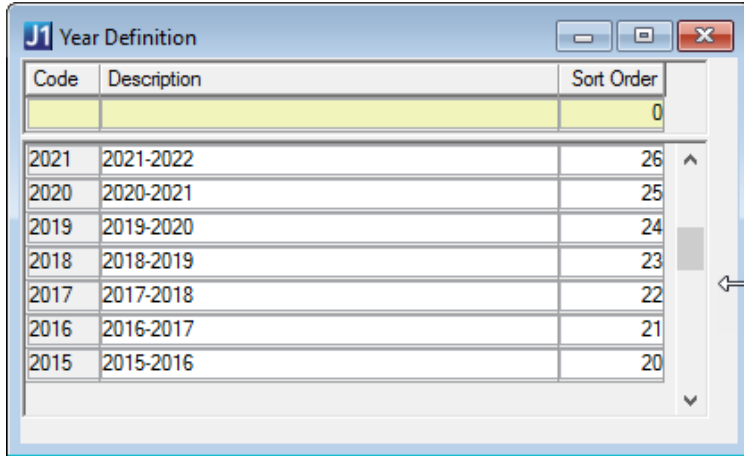Using the **Term Definition** window, verify term codes and their descriptions have been added.

YEAR DEFINITION

Using the **Year Definition** window, verify year codes and their descriptions have been added. The descriptions for the year codes typically align with the school year.

Code	Description	Sort Order
		0
2021	2021-2022	26
2020	2020-2021	25
2019	2019-2020	24
2018	2018-2019	23
2017	2017-2018	22
2016	2016-2017	21
2015	2015-2016	20

STEP TWO: MAP REPORT ITEMS TO J1 VALUES

Since the values for the data you have in J1 may be different than the reporting codes your state requires for this report, you must use the **Institutional Reporting Definitions** window to map your J1 field values to the state reporting values. This allows J1 to take your institution's data and produce a report that matches the state's reporting requirements.

INSTITUTIONAL REPORTING DEFINITIONS WINDOW

Here you map J1 fields to the report fields. See details below.

The top section shows database details and should not be changed.

VALUES TO BE MAPPED FOR THE AR STUDENT IND REPORT

The following Report Values **must** be mapped to Desktop Values/Codes:

All Reports

- Academic Year
- Academic Term
- Academic Subterm

- Student Name Suffix
- Country of Origin

Student Report

- Geographic Origin - County
- Geographic Origin – State or Nation
- Gender
- Enrollment Status

- Student Level
- Degree Intent
- Attendance Status
- Ethnicity
- Current Legal Residence State

Reporting items that do not have to be mapped have blank Table Name, Code Column Name, and Description Column Name fields.

HOW TO MAP VALUES/CODES TO A REPORT ITEM

Mapping is required the first time you run the report and is updated each reporting year, especially when new reporting items are mandated, or when you add new J1 values that correlate to a state reporting value. Ensure the **External Field Values** listed for each definition are consistent with what the state requires this year and update the values if needed.

The following briefly describes the process of mapping J1 values to the institutional reporting values. You will step through the same process for each report item listed above.

1. Access the Institutional Reporting Definitions window and expand the **AR Arkansas ADHE SIS Reports** section and drill down into the report section for the item you are mapping. For example, you can expand the **AR Arkansas ADHE SIS Reports** | **Private Institutions** | **Student** report section.

   The **Active** checkbox indicates if a report is being used. If the checkbox is selected, the report is being used; if the checkbox is not selected, the report is no longer being used.

2. Select one of the items listed above. For example, you can select **Geographic Origin - County**. The institutional mapping details for that report item appear.

   The top section shows database details and should not be changed.

3. In the External Field Values section, add, remove, and verify the correct reporting item options exist. Jenzabar provides these values for most, but not all reporting values on a new setup. If External Field Values are added later, add the new value info.

If External Field Values are removed later, deselect the **Active** checkbox to inactivate it. Leaving it inactive allows you to see historical data.

a. To add a new External Field Value:
   i. Click the **Add** icon ⊕. A new row appears.
   ii. Enter the code, description, and order you want the reporting value to appear in the drop-down.
   iii. To display the reporting value as an option in the appropriate drop-down pick list, select the **In Drop Down?** checkbox.
   iv. To make an option available at the top of the list, select the **Active?** checkbox. If the value is not Active but **In Drop Down?** is checked, inactive values will appear at the bottom of the dropdown list.

b. To remove an existing External Field Value:
   i. Select the report item to be removed.
   ii. Click the **Remove** icon ❌. The confirmation pop-up window appears.
   iii. Click **Yes**.

4. Map the External Field Values to Desktop codes/values:

   a. Select the external field value (report value option) you are ready to map. For example, you can select the **001 Arkansas (Arkansas)** county code.

   b. From the **J1 Mapped Values** section, click the **Add** icon ⊕. A new row appears.

   c. From the new row drop-down pick list, select the code to be mapped to the report value. These are the options users select from the different drop-downs when they are entering student information. When the report is created, it will pull data from the system values users selected and translate it to the report values mapped here.

   These codes were defined during Definitions.

   d. Repeat step C for each reporting item external field value.

   You can add more than one mapped value if needed. For example, when your school offers several math majors: geometry, algebra, and statistics. The math major reporting item can be mapped to all three-system values.

   e. If you would like to remove an J1 value row, select the row and click the Remove ✖ button. The row is deleted.

   f. Click **Save**. The system values are now mapped to the External Field Values.

   If you add a row and do not select anything, a Null Not Allowed error message appears. Simply select the row without a system value, click remove ✖, and save again.

If you do not map the External Field Values to the system values, even if they are the same, the report values will not display when the data is collected.

STEP THREE: ENTER/VERIFY REPORT DATA

The following information must be in place for the data collection process to generate the report successfully.

MAINTAIN ORGANIZATION MASTER WINDOW

For each local, transfer, or high school institution that needs to be reported, an organization code must be defined for it. To add a new organization code, use the steps outlined in the Maintain Table Values: Org Code Type.

1. From the **Maintain Organization Master** window, locate your local institution (Organization Code of *LOCAL).
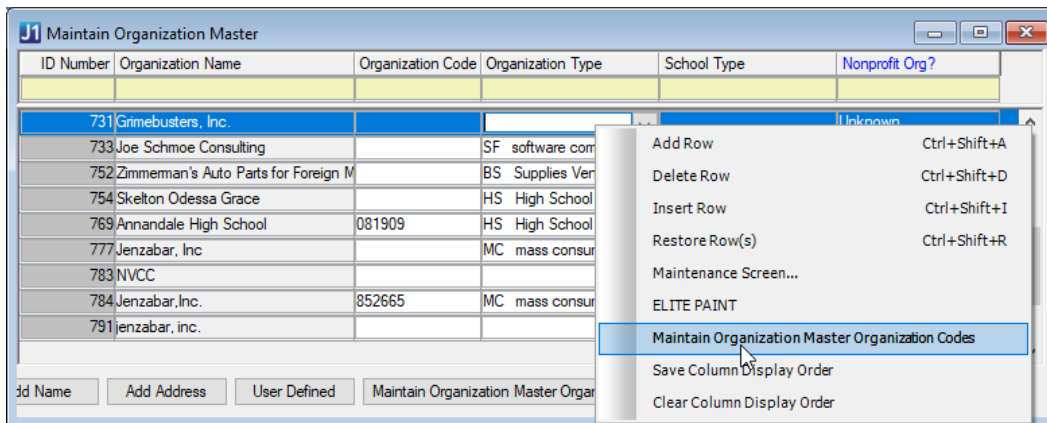
2. Select it and click the **Maintain Organization Master Organization Code** button or right-click and choose the same option. The Maintain Organization Master Organization Codes window appears.
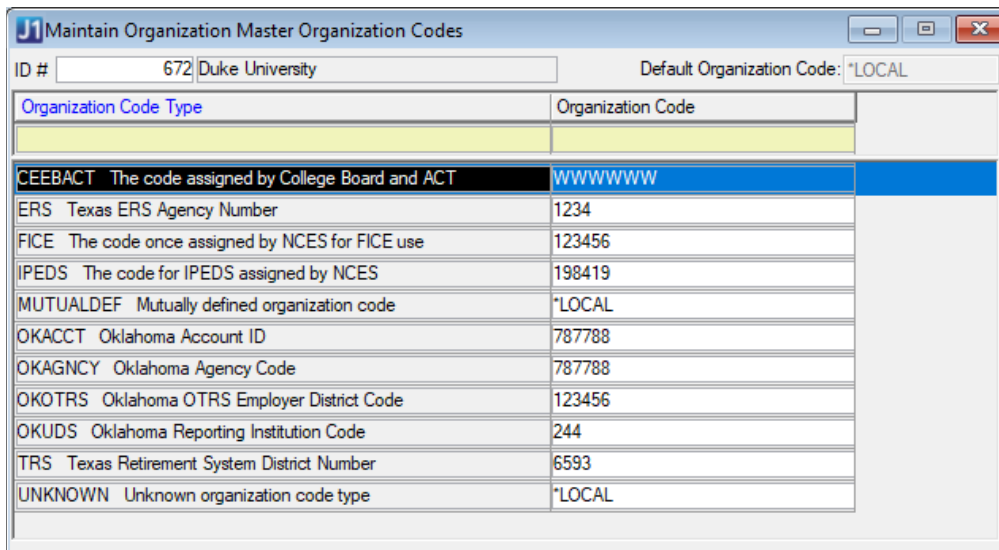
3. Verify there are rows for your FICE code and any other code types that are used in reporting.

4. Repeat steps 1-3 for transfer institutions that are reported in the AHEIS reports with a FICE code type. These organization codes are used for the AHEIS reports, not the org code used throughout the Registration area.

5. Repeat steps 1-3 for high school institutions that are reported in the AHEIS reports with a CEEBACT code type. These organization codes are used for the AHEIS reports, not the org code used throughout the Registration and Candidate area.

STUDENT INFORMATION

The following details should be added once per student.

LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX AND STUDENT CONFIDENTIALITY FLAG

Student name information (Last, First, Middle, Suffix) is maintained on the **Student Information** window, **Name** tab.

Check **FERPA Restricted** to set the Student Confidentiality Flag to Y.

CURRENT LEGAL RESIDENT STATE

Current student address information is maintained on the **Student Information** window, **Address** tab in the address with the ***LHP** address code.

The student must have an address row entry for both the ***LHP** and the **PAPP** address codes.

COUNTRY, STATE AND COUNTY OF ORIGIN

Original student address information is maintained on the **Student Information** window, **Address** tab in the address with the **PAPP** address code.

The student must have an address row entry for both the ***LHP** and the **PAPP** address codes.

SSN, DATE OF BIRTH, GENDER, AND CITIZENSHIP STATUS

Student identification number (SSN or Alternate ID if no SSN), date of birth, gender, and citizenship status information is maintained on the **Student Information** window, **Biograph** tab, **Master** sub-tab.

See Alternate Identifier section for details if the student does not have a valid SSN and needs an ADHE Identifier.

ETHNICITY AND RACE

Student ethnicity and race information is maintained on the **Student Information** window, **Biograph** tab, **Ethnic/Race** sub-tab, **Ethnic/Race** fields. Only the top-level values are evaluated for the CBM reports.

PREVIOUS COLLEGE'S TRANSFER FICE CODE

The **Previous College**'s org code is maintained on the **Student Information** Window, **Student** Tab, **Student Master** Subtab.

To get the **Previous College**'s FICE code, click on the ![binoculars icon] icon to choose the organization. Use the **Organization Master** window to get to the **Organization Master Organization Code** window to see or set the **FICE code**. See the [Maintain Organization Master Window](#) section for more details.

ENROLLMENT STATUS AND STUDENT LEVEL

State Enrollment Status and **Student Level** (State Classification) are maintained on the **Student Information** Window, **Student** Tab, **Student Term Table** Subtab.

DEGREE INTENT

Degree Intent (**Student Intent**) is maintained on the **Student Information** Window, **Degree** Tab, **Degree** Subtab.

ALTERNATE IDENTIFIER

Using the **Alternate Identifiers** window for an ID, select the **ADHE Arkansas ADHE Alternate Identifier** option from the **Identifier Type** dropdown, and click the **Retrieve** button to see if it exists. If it does not, right-click and **Add Row**. Fill in the alternate identifier and adjust the begin and end dates as needed.

ATTENDANCE STATUS

Attendance Status is calculated and can be seen on the **Student Inquiry** window > **Summaries** tab > **Division** subtab > **PT/FT Status**.

STEP FOUR: CREATE THE REPORT SNAPSHOT

CREATE A NEW SNAPSHOT

1. Access the **State Reporting Snapshots** window (Under Reports - Regulatory in your J1 Activity Center).

2. Click the **Add New Report Snapshot** button. The Define Criteria and Collect State Report Data window appears.

3. In the **Report Year** field, enter the year for which you are generating the report. This value is not included in the reporting and is for snapshot filtering.

4. From the **As of Date and Time** calendar drop-down pick list, select the date for which you want to generate the snapshot. This value is not included in the reporting and is for snapshot filtering.

> Selecting the date from the calendar doesn't include a report time. To include a reporting time, enter it. To quickly enter the current date and time, click in the column and press the down arrow.

5. In the **Note** field, enter any important details about the report that would useful for future use or information to let other users know what has been updated and when.

> If you note the Current and Previous Year/Term values here, you can see that data easily in the **State Reporting Snapshots** window.

6. From the **Purpose** drop-down list, select the **AR STUDENT IND Arkansas Student Report for Independent Schools**.

If you do not see AR STUDENT IND listed in the **Purpose** drop-down, you may not have permission to access it. Permissions to the reports are maintained in the **Purpose Definition** window in the Desktop. See your module manager or campus support team for more information.

The **AR Student Report Criteria** section will appear at the bottom of the window once you have selected this report.

7. In the **Note** field, enter any additional information about the report. This can be useful when working with snapshot criteria or information to let other users know what has been updated and when.

8. Complete the **AR Student Report Criteria** section:

a. From the **Query Name** field, use the report query provided or select a customized query from the drop-down.

Customizing the query to restrict the results to just a few students or courses can be helpful when troubleshooting a snapshot.

b. **Current Year/Term/Subterm:** Select the current year, term, and subterm from the drop-downs. Only select the subterm if applicable.

c. **Previous Year/Term/Subterm:** Select the previous year, term, and subterm from the drop-downs. Only select the subterm if applicable.

d. **ADHE School Prefix:** Enter in the ADHE school prefix (up to 2 characters) that you would like to be used when generating an alternate ID for individuals who do not have a valid SSN. This prefix is specified by the ADHE and is unique for your institution.

e. **Excluded Credit Types:**

This field is not required. However, not selecting any Excluded Credit Types may cause the report to collect more data than needed.)

i. To exclude credit types:

1. Click the **Credit Types** button. The Select Credit Types window appears.

---
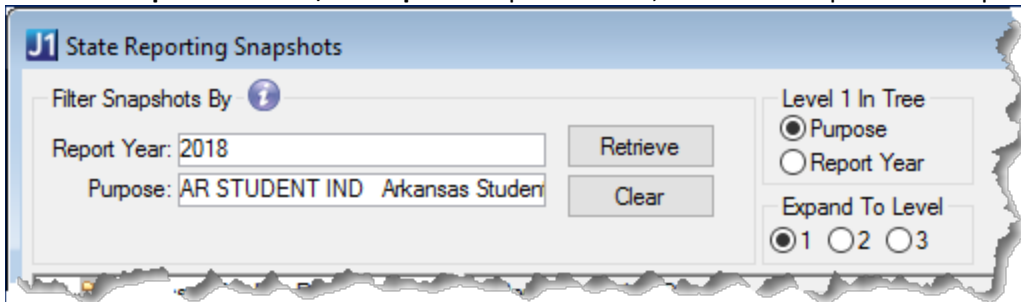
2. In the **Select** column, select the checkbox next to the credit types you wish to exclude.

3. Click the **Select** button. The window closes, and the excluded credit types are added.

ii. To remove excluded credit types:

1. Click the **Credit Types** button. The Select Credit Types window appears.

2. Click the **Clear** button. The credit types are de-selected.

3. Click the **Select** button. The window closes, and the excluded credit types are removed.

4. **User Data Stored Procedure:** This optional field can be used if you would like to enter the name of a stored procedure that will be called by the data collection process.

9. Choose to **Save Criteria** for later report collection.

10. Click the **Collect Report Data** button. When the data collection completes the successful completion pop-up window appears.
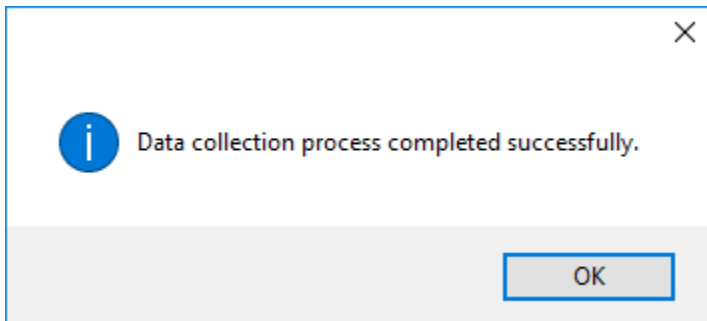
11. Click OK. The Define Criteria and Collect State Report Data window reappears. If you will need to recreate the snapshot using the same criteria, click Save Criteria; otherwise, click Close. The State Reporting Snapshots window reappears.

12. To review or update the snapshot information, see the Review/Update Snapshot Information section below.

REVIEW/UPDATE SNAPSHOT INFORMATION

1.   Access the **State Reporting Snapshots** window.

2.   From the **Report Year** and/or **Purpose** drop-down lists, select the snapshots to display.

The Purpose drop-down list displays only purposes that you have permission to access.

3.   Click the **Retrieve** button. The snapshots for that Purpose Code are displayed in the left panel.

4.   From the retrieved snapshots, select a snapshot. The right panel fills with the **Report Snapshot Details** group box.

5.   You can update these columns unless the snapshot is locked:

   a.   **Date Reported** (the date on which the snapshot was reported)

   b.   **Final for Report Period?** (if this snapshot was the final one generated for the report period and used to generate the report output file that was submitted)

   c.   **Lock Report Data?** (to prevent the snapshot information from being updated or deleted in the future)
   Once the final report has been submitted and approved by the collecting agency, if you have the proper permissions, lock the snapshot to ensure information is maintained as it was submitted

   d.   **Notes:** Allows you to add administrative notes.
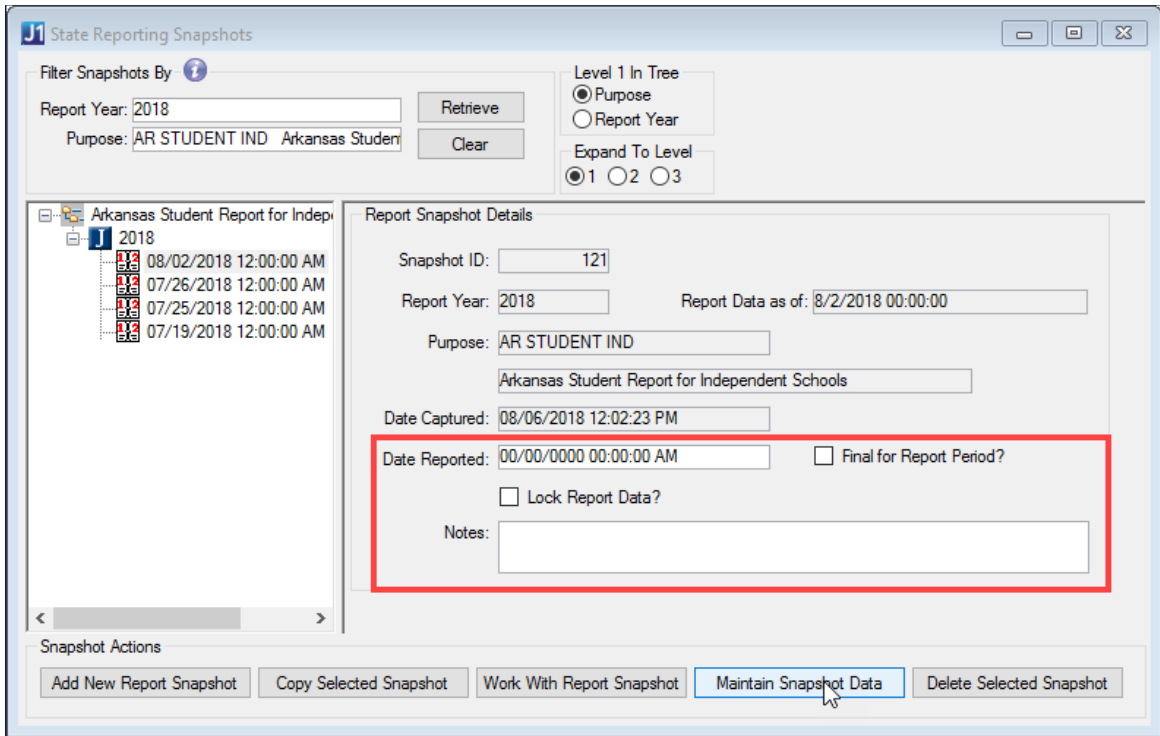
6.   Click the **Maintain Snapshot Data** button. The **State Reporting Snapshot Data** window appears. Use the fields and columns available on each tab to carefully review collected data and to make any needed updates.
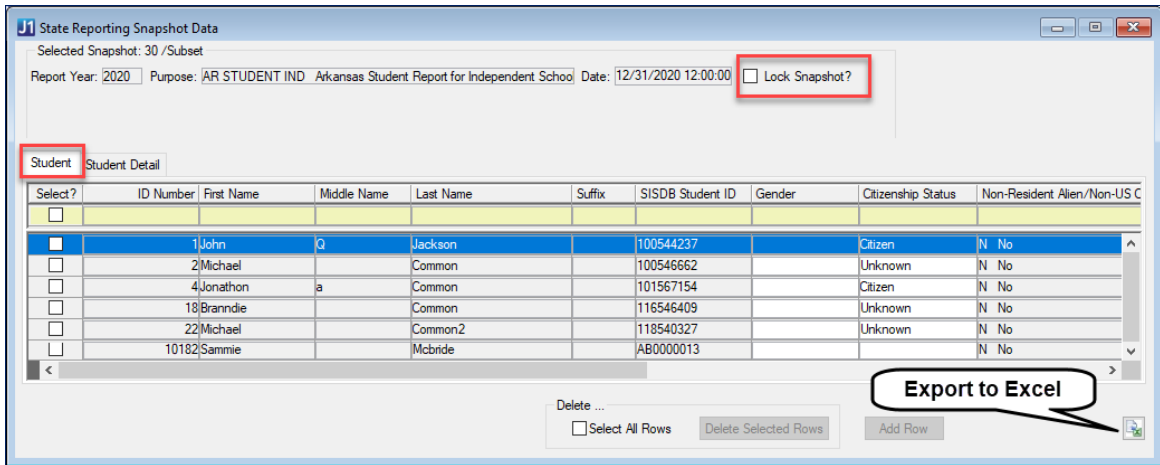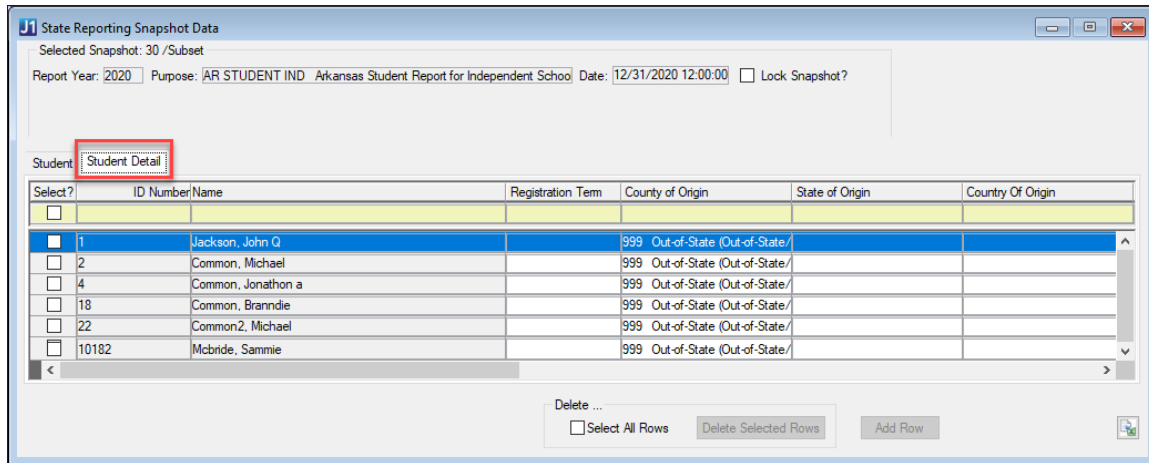
To help locate missing data, click on the column header to sort by that column.

Note that when you update information in the snapshot, only the data related to the snapshot is modified. For example, you can update a student's Citizenship Status in the Maintain Snapshot window, and it will be included in your report; however, the status will not have been updated in J1, and if you run a new snapshot, it will include the outdated information. It is best to go back and update the original J1 source data, and then recollect the Snapshot Data. This will ensure that your updates will be included if the collection process is run again.

7.   To remove a record from the snapshot:

   a.   Select the checkbox for the record to be removed from the snapshot.

   b.   Click the **Delete Selected Rows** button. The row is removed from the snapshot.

8.   To lock the snapshot and keep it from being updated, select the **Lock Snapshot?** checkbox. It is good practice to lock snapshots that have been submitted and approved by the collecting agency, to ensure that information is maintained as it was submitted. You can lock the snapshot here or on the State Reporting Snapshots window (Step 5 above).

9.   Use the **Export to Excel** button if you want to export that data to an Excel spreadsheet.

10.   Click the **Save** button. The reporting snapshot information is updated.

When your snapshot is accurate and complete, you are ready to generate and submit the report.

STEP FIVE: GENERATE AND SUBMIT THE REPORT

When you are confident the report information is accurate, you can generate the final reports for submission.

1. Access the **Regulatory Reporting** window from the **Reports - Regulatory** activity center.

2. Select the report from the **Regulatory Forms** drop-down list.

3. Select the correct snapshot/report date from the **Reporting Date/Snapshot Date** drop-down list. One or more summary reports of data in the snapshot appears on the **Report** tab.

4. Click the **Web Import** tab.

5. Click the **Create the Web Import File** button. The Web Import File Path prompt displays.

6. Accept the default or browse to the location you wish the file to be stored.

    You must have network permissions to write a file to the chosen location.

7. The file appears for review on the **Web Import** tab, and you have the option of opening it in Notepad.

8. If you are ready to submit the file to the collecting agency, rename and submit the .txt file created by this process.

APPENDIX A: TROUBLESHOOTING

You may want to run reports that check for these potential problems every week (or day during registration) to catch problems early and improve the data entry process.

INSTITUTIONAL REPORTING DEFINITIONS

AR ARKANSAS ADHE SIS REPORTS | PRIVATE INSTITUTIONS | ALL REPORTS

- ✓ Academic Year is not mapped
- ✓ Academic Term is not mapped
- ✓ Academic Subterm is not mapped
- ✓ Student Name Suffix is not mapped
- ✓ Country of Origin is not mapped

AR ARKANSAS ADHE SIS REPORTS | PRIVATE INSTITUTIONS | STUDENT

- ✓ Geographic Origin – County is not mapped
- ✓ Geographic Origin - State or Nation is not mapped
- ✓ Gender is not mapped
- ✓ Enrollment Status is not mapped
- ✓ Student Level is not mapped
- ✓ Degree Intent is not mapped
- ✓ Attendance Status is not mapped
- ✓ Ethnicity is not mapped
- ✓ Current Legal Residence State is not mapped

STUDENT INFO

STUDENT INFORMATION | NAME TAB

- ✓ Student does not have at least a Last Name

STUDENT INFORMATION | ADDRESS TAB

- ✓ Student does not have a PAPP address
- ✓ PAPP address is missing a State if Country is US
- ✓ PAPP address is missing a Country
- ✓ PAPP address is missing a County if state is AR
- ✓ Student does not have a *LHP address
- ✓ *LHP address is missing a State

STUDENT INFORMATION | BIOGRAPH TAB | MASTER SUBTAB

- ✓ Students missing birthdates
- ✓ Students missing SSNs and no Alternate Identifier is defined
- ✓ Students missing gender
- ✓ Students missing citizenship status

STUDENT INFORMATION | BIOGRAPH TAB | ETHNIC RACE SUBTAB

- ✓ Student ethic origin missing (not answered)
- ✓ Student race missing (marked as Unknown/Not reported)

STUDENT INFORMATION | STUDENT TAB | STUDENT MASTER SUBTAB

- ✓ Non-disclosure is not checked and should be
- ✓ Previous College's org code is missing if student is a transfer

STUDENT INFORMATION | STUDENT TAB | STUDENT TERM TABLE TAB

- ✓ Missing row for the current term
- ✓ State Classification missing or incorrect
- ✓ State Enrollment Status missing or incorrect

STUDENT INFORMATION | DEGREE TAB

- ✓ Student does not have a Current/Active row
- ✓ Student Intent is missing

STUDENT INQUIRY | SUMMARIES TAB | DIVISION SUBTAB | STUDENT TERM SUMMARY BY DIVISION SECTION

- ✓ A row is missing for the year/term
- ✓ PT/FT Status is not filled in
- ✓ Total Credits is zero

ORGANIZATION INFO

For high schools and transfer institutions

MAINTAIN ORGANIZATION MASTER

- ✓ A row is missing for the transfer institution
- ✓ Organization Code is missing for the transfer institution
- ✓ Organization Type is incorrect

MAINTAIN ORGANIZATION MASTER ORGANIZATION CODES

- ✓ FICE code row is missing for transfer institution
- ✓ CEEBACT code row is missing for high school

APPENDIX B: DATA COLLECTION PROCESS

Much of this process can be seen by running a trace using SQL Profiler.

The data collection

1. Inserts the parameters into IR_COLLECTION_PARAMETER.

2. Deletes data from any prior snapshots with this snapshot ID.

3. Runs the base Query (Customizable). This collects the ID numbers of students enrolled in courses (STUDENT_CRS_HIST) that

   a. began after the census date of the Previous Year/Term and before or on the census date of the Current Term and

   b. are in Current or History Status and

   c. do not have an Excluded Credit Type and

4. Inserts rows into IR_STRPT_STUDENT_DATA for the snapshot ID and student ID combinations.

5. Updates IR_STRPT_STUDENT_DATA with demographic data (names, student ID, gender, birth date, citizenship status, ethnic and race data) for the snapshot ID and ID combinations.

6. Updates IR_STRPT_STUDENT_DATA race fields with 'U' where all the race values are Unknown

7. Finds alternate Identifiers of type 'ADHE' where SSN is missing and updates IR_STRPT_STUDENT_DATA.

8. Executes the dbo.STRPT_AR_STUDENT_IND stored procedure to retrieve the following fields:

   a. REGISTRATION_TERM

   b. ENROLLMENT_STATUS

   c. TRANSFER_FICE_CODE

   d. STUDENT_LEVEL

   e. ATTENDANCE_STATUS

   f. TOTAT_CREDIT_HOURS (yes, we know it is spelled wrong)

9. Retrieves the following fields:

   a. CURRENT_LEGAL_RESIDENCE

   b. COUNTY_OF_ORIGIN

   c. STATE_OF_ORIGIN

   d. COUNTRY_OF_ORIGIN

   e. DEGREE_INTENT

   f. CONFIDENTIALITY_FLAG

10. Inserts into STRPT_AR_TERM_STUDENT_DATA the fields retrieved in steps 8 and 9.

11. Runs the Custom stored procedure designated in the parameters window if it exists.

12. Updates IR_SNAPSHOT_DEF with the DATETIME_CAPTURED.

APPENDIX C: REPORT FIELDS

The following section details how each report field is derived or calculated in the database and interface.

FIELD DETAILS

FIELD #1: RECORD TYPE

- Report field: '02'

FIELD #3: DATA TYPE

- Report field: '1'

FIELD #4: REGISTRATION TERM

- Report field: 1-digit code
- Values: 0 = Summer 2 On-Schedule, 4 = Summer 2 Off-Schedule,
  1 = Fall On-Schedule, 5 = Fall Off-Schedule,
  2 = Spring On-Schedule, 6 = Spring Off-Schedule,
  3 = Summer 1 On-Schedule, 7 = Summer 1 Off-Schedule
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.REGISTRATION_TERM / **Student Detail** tab

This item is selected as a parameter on the **Define Criteria and Collect State Report Data** window.

FIELD #5: COLLEGE ASSIGNED STUDENT ID

- Report field: 10 characters
- Snapshot Location: IR_STRPT_STUDENT_DATA.EX_ID_NUM / **Student** tab
- Database Source: STUDENT_CRS_HIST.ID_NUM
- Desktop Location: **Student Course Details** window > **ID Number**

FIELD #15: AHEIS STUDENT ID

- Report field: 9 characters
- Snapshot Location: IR_STRPT_STUDENT_DATA.STUDENT_ID / **Student** tab
- Database Source: BIOGRAPH_MASTER.SSN or Alternate ID

- Desktop Location: **Student Information** window > **Biograph** tab > **Master** subtab > **SSN** or **Alternate Identifiers** window > row with **ADHE Identifier Type** if SSN is missing

When a valid SSN does not exist, the snapshot will report the student's Alternate Identifier of type 'ADHE'.

FIELD #24: STUDENT FIRST NAME

- Report field: 35 characters
- Snapshot Location: IR_STRPT_STUDENT_DATA.FIRST_NAME / **Student** tab
- Database Source: NAME_MASTER.FIRST_NAME
- Desktop Location: **Student Information** window > **Name** tab > **Name**

FIELD #59: STUDENT MIDDLE NAME OR INITIAL

- Report field: 20 characters
- Snapshot Location: IR_STRPT_STUDENT_DATA.MIDDLE_INITIAL / **Student** tab
- Database Source: NAME_MASTER.MIDDLE_NAME
- Desktop Location: **Student Information** window > **Name** tab > **Name**

FIELD #79: STUDENT LAST NAME

- Report field: 35 characters
- Snapshot Location: IR_STRPT_STUDENT_DATA.LAST_NAME / **Student** tab
- Database Source: NAME_MASTER.LAST_NAME
- Desktop Location: **Student Information** window > **Name** tab > **Name**

FIELD #114: STUDENT NAME SUFFIX

- Report field: 3 characters
- Snapshot Location: IR_STRPT_STUDENT_DATA.SUFFIX / **Student** tab
- Database Source: NAME_MASTER.SUFFIX

- Desktop Location: **Student Information** window > **Name** tab > **Suffix**

This value is mapped in the Institutional Reporting Definition window.

FIELD #117: CURRENT LEGAL RESIDENT STATE

- Report field: 2 characters
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.CURRENT_LEGAL_RESIDENCE / **Student Detail** tab
- Database Source: ADDRESS_MASTER.STATE where address code = **'*LHP'**
  If country is not in ('US', 'USA', '') then 'FC'
- Desktop Location: **Student Information** window > **Address** tab > **State** where address code = **'*LHP'**

This value is mapped in the Institutional Reporting Definition window.

FIELD #119: COUNTRY OF ORIGIN

- Report field: 3-character code
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.COUNTRY_OF_ORIGIN / **STUDENT DETAIL** tab
- Database Source: ADDRESS_MASTER.COUNTRY where address code = **'PAPP'**
- Desktop Location: **Student Information** window > **Address** tab > **Country** where address code = **'PAPP'**

This value is mapped in the Institutional Reporting Definition window.

FIELD #122: STATE OF ORIGIN

- Report field: 2-character code
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.STATE_OF_ORIGIN / **STUDENT DETAIL** tab
- Database Source: ADDRESS_MASTER.STATE where address code = **'PAPP'**
  If state is empty and country is not in ('US', 'USA', '') then 'FC'

- Desktop Location: **Student Information** window > **Address** tab > **State** where address code = **'PAPP'**

This value is mapped in the Institutional Reporting Definition window.

FIELD #124: COUNTY OF ORIGIN

- Report field: 3-character code
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.COUNTY_OF_ORIGIN / **STUDENT DETAIL** tab
- Database Source: ADDRESS_MASTER.COUNTY where address code = **'PAPP'**
  If county is empty and state = 'AR' then '000' else '999'
- Desktop Location: **Student Information** window > **Address** tab > **County** where address code = **'PAPP'**

This value is mapped in the Institutional Reporting Definition window.

FIELD #127: ENROLLMENT STATUS

- Report field: 2-character code
- Values: 01 = First-time in college, 02 = Other first-year continuing student,
  03 = First-time undergrad transfer student, 04 = First-time graduate student,
  05 = First-time doctoral student, 06 = Continuing undergraduate student,
  07 = Continuing graduate or doctoral student, 08 = Readmitted undergraduate student,
  09 = Unclassified pre-baccalaureate, 10 = Unclassified post-baccalaureate,
  11 = First-time entering graduate transfer, 12 = Readmitted graduate student,
  13 = Concurrent high school student, 14 = Undergraduate transient student,
  15 = Unclassified post-bacc graduate student, 16 = Dually enrolled high school student
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.ENROLLMENT_STATUS / **STUDENT DETAIL** tab
- Database Source: STATE_ENROLLMENT_STATUS_DEF.CODE where STATE_ENROLLMENT_STATUS_DEF.APPID = STUDENT_TERM_TABLE.STATE_ENROLLMENT_STATUS_DEF_APPID and STUDENT_TERM_TABLE.YR_CDE and STUDENT_TERM_TABLE.TRM_CDE match the given year and term
- Desktop Location: **Student Information** window > **Student** tab > **Student Term Table** subtab **> State Enrollment Status** for the given year and term

This value is mapped in the Institutional Reporting Definition window.

FIELD #129: STUDENT LEVEL

- Report field: 2-character code
- Values: 00 = Unclassified Undergraduate, 01 = Freshman, 02 = Sophomore, 03 = Junior, 04 = Senior, 05 = Masters level, 06 = Post-bacc cert or Specialist or First Prof cert or degree, 07 = Doctoral - Research/Specialist, 08 = Doctoral – Other, 09 = Doctoral - Professional Practice, 10 = Unclassified Post-Baccalaureate, 11 = Unclassified Graduate, 13 = High school underclassman, 14 = High school senior
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.CLASSIFICATION / **STUDENT DETAIL** tab
- Database Source:
  ST_CLASSIFICATION_DEF.ST_CLASSIFICATION_CDE
  WHERE APPID = STUDENT_TERM_TABLE.ST_CLASSIFICATION_DEF_APPID
  and STUDENT_TERM_TABLE.YR_CDE and STUDENT_TERM_TABLE.TRM_CDE match the reporting Year/Term values for the ID
  Desktop Location: **Student Information** window > **Student** tab > **Student Term Table** subtab > **State Classification** for the specific year and term

> Create a Student Term Table row for the student for each term in which the student has courses.

> This value is mapped in the Institutional Reporting Definition window.

FIELD #131: DEGREE INTENT

- Report field: 1-character code
- Values: 2 = Degree-seeking, complete bachelor's degree at reporting institution,
  3 = Non-award or non-degree seeking, 4 = Degree-seeking, complete associate degree,
  5 = Degree-seeking, complete basic certificate,
  6 = Degree-seeking, complete bachelor's degree (or higher) at another institution after transfer,
  7 = Degree-seeking, complete Cert of Proficiency, 8 = Degree-seeking, complete Technical Cert,
  9 = Degree-seeking, but not an undergraduate, D = Diploma-seeking (BHCLR and JSN only)
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.STUDENT_INTENT / **STUDENT DETAIL** tab

- Database Source:
  DEGREE_HISTORY.STUD_GEN_INTENT for the ID where the current year/term census date is after the degree history entrance date and the census date is before the degree history exit date or the degree history exit date is empty.

- Desktop Location: **Student Information** window > **Degree** tab > **Degree** subtab > **Student Intent**

This value is mapped in the Institutional Reporting Definition window

FIELD #132: ATTENDANCE STATUS

- Report field: 2-character code
- Values: FT = Full-time, PT = Part-time
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.ATTENDANCE_STATUS/ **Student Detail** tab
- Database Source: STUD_TERM_SUM_DIV.PT_FT_STS
- Desktop Location: **Student Inquiry** window > **Summaries** tab > **Division** subtab > **PT/FT Status**

This value is mapped in the Institutional Reporting Definition window.

FIELD #134: TOTAL CREDIT HOURS

- Report field: 2-digits
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.TOTAT_CREDIT_HOURS/ **Student Detail** tab
- Database Source:
  Sum(STUDENT_CRS_HIST.CREDIT_HRS) of qualifying courses in the term
  Qualifying courses: STUDENT_CRS_HIST.TRANSACTION_STS in ('C', 'H')
  and STUDENT_CRS_HIST.CREDIT_TYPE is not excluded
  and if On-schedule term, STUDENT_CRS_HIST.BEGIN_DTE <= current term census date
  and if Off-schedule term, STUDENT_CRS_HIST.BEGIN_DTE > prior term census date

FIELD #136: TRANSFER FICE CODE

- Report field: 6-character code
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.TRANSFER_FICE_CODE/ **Student Detail** tab
- Database Source:
  If Enrollment Status is in ('03', '04', '05', '11') then

  ```
  select ORG_MASTER_ORG_CODE.ORG_CDE
  from ORG_MASTER_ORG_CODE
  join ORG_MASTER on ORG_MASTER.ID_NUM = ORG_MASTER_ORG_CODE.ID_NUM
  join STUDENT_MASTER on STUDENT_MASTER.PREV_COLLEGE_CDE = ORG_MASTER.ORG_CDE
  where ORG_MASTER_ORG_CODE.ORG_CDE_TYPE = 'FICE'
  ```

- Desktop Location: **Student Information** window > **Student** tab > **Previous College**

FIELD #142: GENDER

- Report field: 1-character code
- Values: M = Male, F = Female, U = Unknown/Not Reported
- Snapshot Location: IR_STRPT_STUDENT_DATA.GENDER / **Student** tab
- Database Source: BIOGRAPH_MASTER.GENDER
  Translate using 'AR Arkansas ADHE SIS Reports' / 'Private Institutions' / 'Student' /'Gender'
- Desktop Location: **Student Information** window > **Biograph** tab > **Master** subtab > **Gender**

This value is mapped in the Institutional Reporting Definition window.

FIELD #143: DATE OF BIRTH

- Report field: 8-digit code in format MMDDYYYY (Birth Date of June 12 ,1990 =06121990)
- Snapshot Location: IR_STRPT_STUDENT_DATA.BIRTH_DATE / **Student** tab
- Database Location: BIOGRAPH_MASTER.BIRTH_DTE
- Desktop Location: **Student Information** window > **Biograph** tab > **Master** subtab > **Birth Date**

FIELD #151: NON-RESIDENT ALIEN / NON-U.S. RESIDENT

- Report field: 1-digit code
- Values: Y = Yes, student is non-resident alien,
  N = No, student is US resident
- Snapshot Location: IR_STRPT_STUDENT_DATA.CITIZENSHIP_STATUS / **Student** tab
- Database Source: BIOGRAPH_MASTER.CITIZENSHIP_STS
  If BIOGRAPH_MASTER.CITIZENSHIP_STS = 'N' then 'Y' else 'N'
- Desktop Location: **Student Information** window > **Biograph** tab > **Master** subtab > **Citizenship Status**

FIELD #152: HISPANIC ETHNICITY

- Report field: 1-character code
- Values: Y = Yes, N = No, U = Unknown
- Snapshot Location: IR_STRPT_STUDENT_DATA.ETHNIC_ORIGIN / **Student** tab
- Database Source:
  ETHNIC_REPORT_DTL.ETHNIC_RPT_DEF_NUM
  Translate using 'AR Arkansas ADHE SIS Reports' / 'Private Institutions' / 'Student' /'Ethnicity'
- Desktop Location: **Student Information** window > **Biograph** tab > **Ethnic/Race** subtab > **Ethnic**

FIELD #153: ASIAN

- Report field: 1-character code
- Values: Y = Yes, N = No, U = Unknown
- Snapshot Location: IR_STRPT_STUDENT_DATA.ASIAN / **Student** tab
- Database Source:
  RACE_REPORT_DTL.RACE_RPT_DEF_NUM where RACE_RPT_DEF_NUM = -2
- Desktop Location: **Student Information** window > **Biograph** tab > **Ethnic/Race** subtab > **Asian**

FIELD #154: BLACK

- Report field: 1-character code
- Values: Y = Yes, N = No, U = Unknown
- Snapshot Location: IR_STRPT_STUDENT_DATA.BLACK_OR_AFRICAN_AMERICAN / **Student** tab
- Database Source:
  RACE_REPORT_DTL.RACE_RPT_DEF_NUM where RACE_RPT_DEF_NUM = -3
- Desktop Location: **Student Information** window > **Biograph** tab > **Ethnic/Race** subtab > **Black or African-American**

FIELD #155: AMERICAN INDIAN

- Report field: 1-character code
- Values: Y = Yes, N = No, U = Unknown
- Snapshot Location: IR_STRPT_STUDENT_DATA.AMERICAN_INDIAN_OR_ALASKAN_NATIVE / **Student** tab
- Database Source:
  RACE_REPORT_DTL.RACE_RPT_DEF_NUM where RACE_RPT_DEF_NUM = -1
- Desktop Location: **Student Information** window > **Biograph** tab > **Ethnic/Race** subtab > **American Indian or Alaskan Native**

FIELD #156: WHITE

- Report field: 1-character code
- Values: Y = Yes, N = No, U = Unknown
- Snapshot Location: IR_STRPT_STUDENT_DATA.WHITE / **Student** tab
- Database Source:
  RACE_REPORT_DTL.RACE_RPT_DEF_NUM where RACE_RPT_DEF_NUM = -5
- Desktop Location: **Student Information** window > **Biograph** tab > **Ethnic/Race** subtab > **White**

FIELD #157: NATIVE HAWAIIAN

- Report field: 1-character code
- Values: Y = Yes, N = No, U = Unknown
- Snapshot Location: IR_STRPT_STUDENT_DATA.NATIVE_HAWAIIAN_PACIFIC_ISLANDER / **Student** tab
- Database Source: RACE_REPORT_DTL.RACE_RPT_DEF_NUM where RACE_RPT_DEF_NUM = -4
- Desktop Location: **Student Information** window > **Biograph** tab > **Ethnic/Race** subtab > **Native Hawaiian or Other Pacific Islander**

FIELD #158: STUDENT CONFIDENTIALITY FLAG

- Report field: 1-character code
- Values: 2 = refusal to have "directory information" disclosed,
  (*blank*) = allow to have "directory information" disclosed
- Snapshot Location: STRPT_AR_TERM_STUDENT_DATA.NON_DISCLOSURE / **STUDENT DETAIL** tab
- Database Source: If NAME_MASTER.IS_FERPA_RESTRICTED = 'Y' THEN '2' else '0'
- Desktop Location: **Student Information** window > **Name** tab > **FERPA Restricted**

Jenzabar one

Help Hub
Feedback

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