

## Degree Audit Student File Upload Process

The Degree Audit Student File Upload process allows you to upload a file that is used to produce batch degree audits. You can upload a file to run all students against one program code or to run students against different programs. For example, you may want to run audits for students who are coded in a certificate program against the degree program to see how close each student is to completing the requirements.

There are three main steps to this process:

1. Create a file that consists of SIDs, student names, program codes, and academic years that you want to upload.
2. Upload the file using a new SMS upload screen. The data is uploaded to the SD4006S file.
3. Run a batch process that prints a report of the students processed in the file and a degree audit report for each student in the file for the specific program code listed.

In preparation for this process, assign the Deg Audit Req Upload screen (SD4016) to the person who will be uploading the files. Access levels 1, 2, or 3 can perform uploads.

To upload the file, follow these steps:

1. Create an ASCII file of SIDs and corresponding data that you want to upload. SID, student name, program code, and academic year must be in specific positions within the file. The positions required are as follows:

<u>Data element</u>	<u>Position</u>
SID	1-10
STU-NAME	11-32
EDU-PRG-CD	33-36
AYR	37-40

A file with four students might look like this:

825106497	FLINTSTONE FRED	402	0304
825317337	JETSON JUDY	402	0304
820100565	ANDREWS ARCHIE	402	0304
820110620	COYOTE WILEY E	402	0304

The program code and academic year combination in the file must match a set of certificate/degree requirements in degree audit in order for the reports to run correctly. The academic year must be in YRYR format, for example 0304 for 2003-2004. Do not use YRQ.

2. Upload the file using the Deg Audit Req Upload screen (SD4016). To upload the file, you answer the following questions and use the Return or Enter key located above the right-hand Shift key on your computer keyboard, not the Enter key on the keyboard's 10-key pad:

<b>Prompt:</b>	<b>Your response:</b>
ENTER OPTION	Type <b>U</b> for upload and the press Return/Enter.
ENTER PC FILENAME TO UPLOAD	Type <b>C:\Temp\DAstufile.txt</b> (for example) and press Return/Enter.
DO YOU WISH TO REPLACE THE FILE ON THE HP3000 (N/Y)?	Type <b>Y</b> to replace the file and press Return/Enter.
If the upload is successful, the following message is displayed: UPLOAD COMPLETED PRESS ENTER TO CONTINUE	Type <b>E</b> to exit and press Return/Enter.

3. Run job group SG102R-H, On-Request Degree Audit (DA).

The job scheduling instructions are on the SBCTC-IT web site. You can run the job at any time except during production and backups. You must make an entry in the following parameters:

<b>Parameter:</b>	<b>Your response:</b>
APPT-YRQ	It is required that you make an entry in this field, even though this parameter is ignored in this job group. Enter the current YRQ.
SD4103-PRT-HEAD	Enter <b>1</b> to print a name/address header for each audit Enter <b>0</b> to not print a name/address header for each audit
SD4201-AYR	This parameter can be left blank. The AYR in the input file is used.
SD4201-PRG-TYP	It is required that you make an entry in this field, even though the program code is included in the file. Enter a <b>C</b> in this field.
SD4201-SRT-OPT	Enter your report sort preference: <b>01</b> Student Name <b>02</b> SID <b>03</b> Student Zip Code, Student Name <b>04</b> Advisor ID, Student Name <b>05</b> Educational Program Code, Student Name <b>06</b> Student Type, Student Name <b>07</b> Admissions Number, Student Name <b>08</b> Registration Appt Date, Time, Student Name <b>09</b> Academic Year, Student Name
YRQ	It is required that you make an entry in this field, even though this parameter is ignored in this job group. Enter the current YRQ.

The job produces two reports:

- **SD4103A – Degree Audit Batch Extract List**  
Provides a list of the SIDs processed in the job group run.
- **SD4103B – Degree Audit Batch Report**  
Degree Audit report for each student in the file for the associated program and academic year.

Warning: The SG102R-H job group was originally created to process data entered through the Degree Audit Evaluation Request screen (SD4006) in SMS. You enter the same information in this screen that you include in the upload file to create the SD4006S file that is used when SG102R-H runs. When you upload a file of data using the Deg Audit Req Upload screen (SD4016), you are loading to the same SD4006S file. If your college uses SD4006 to enter and process batch degree audits, be sure to work out a schedule where you are not purging a file created using SD4006 that is waiting for SG102R-H to run.

Maximum number of records allowed in SD4006S is 20,000.