



The State University  
of New York

**SUNY System Administration**

*Office of Institutional Research and Data Analytics*

# **SIRIS Submissions Review Manual**

**as of January 29, 2019**

*Questions? Comments?  
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## 1. SIRIS Submissions

Campuses use SUNY's Institutional Research Information System (SIRIS) to transmit to SUNY System Administration the following eight primary data submissions used for different reporting and analysis purposes:

**(1) Course** - This submission communicates basic information about the courses reported in Term/Section, such as title of the course, course ID, credits, and course CIP code, among others. If a campus has no new courses to report or no updates to existing ones, a submission is not required. Consequently, there is no specified locking deadline for the submission. But to avoid fatal errors, if a campus has changes to courses that are reflected in Term/Section, a Course Data Submission must be submitted and approved before the Term/Section can be locked.

**(2) Early Student** – This submission communicates characteristics of all the students enrolled in a campus during the fall and spring terms. An Early Student submission is required mid-way through the fall and spring academic terms. The submission provides a common, consistent data source for internal reporting, public disclosures about student headcounts and characteristics, planning and policy initiatives, and submitting headcount reports to federal and state agencies (i.e. IPEDS and NYSED, respectively). The Early Student submission is generally considered to be the source of SUNY's official (fall) headcount, sometimes also referred to as "census date" enrollment.

Campuses report enrollments in course sections that have a census date on or before October 15th to summarize fall enrollments. October 15th corresponds to the IPEDS census date for reporting fall enrollment, which is why SUNY System Administration adopted this date as the cut-off for summarizing the Early Student submission. For the spring term, March 15th is the census cut-off date.

In the Early Student submission, campuses report students who are enrolled in and attend at least one course section as of the applicable census cut-off date. For these students, campuses report all valid enrollments associated with the academic term, including courses that have yet to reach a census date. Students withdrawing before a section's census date are **not** to be reported. Students who may have registered for attendance but do not actually attend classes are also **not** to be reported.

Example: A student registers in five courses for the fall academic term, each carrying three credits. The student drops one of the five courses before that course section's census date. The census date for three of the remaining courses occurs on or before October 15th, and the census date for the last remaining course occurs after October 15th. In the Early Student submission, the campus reports this student as enrolled in four courses for a total of 12 credits — the three courses whose census date has passed and the one whose census date has yet to come. Enrollment activity for the course that was dropped before the census date is not reported.

**(3) End-of-Term (EOT) Student** - Campuses submit an EOT Student submission in conjunction with a Term/Section submission, after each fall, winter, spring, and summer term has been completed. The formats of the Early and EOT Student submissions are identical, but the data in the EOT Student submission may differ slightly due to the later timing. For example, students enrolled solely in late-starting sections would be expected to be seen in EOT Student but not in Early Student. As with Early Student, students withdrawing before a section's census date are **not** to be reported. Students who may have registered for attendance but do not actually attend classes are also **not** to be reported.

SUNY System Administration will not typically use EOT Student information for official representations of fall or spring headcounts. However, SUNY System Administration will use EOT Student data to address questions in regards to "beyond fall census" enrollment and/or academic outcomes, frequently in combination with Term/Section data. Also, state and federal agencies ask colleges to report unduplicated students and credits hours for an entire academic year, and the EOT submissions will be used for those reporting requirements.

EOT Student needs to be submitted immediately prior to the corresponding Term/Section submission, as the Term/Section edits check for matching student records in EOT Student. If a matching record isn't found, an error will be generated. At that point, the campus will need to either go back and add the student to EOT Student or remove the student from Term/Section.

Campuses should not lock their EOT Student submission until Term/Section is also ready to be locked. Both submissions should be locked at the same time.

**(4) Term/Section** - Campuses submit a Term/Section data submission after the close of each reportable academic term (fall, winter, spring, summer) in which instruction occurs. This submission contains the final disposition of the enrollments during an academic term.

In the Term/Section data submission, campuses report the active enrollments in a course section as of that section's census date. Withdrawals from a course initiated by the student after the census date should be included, but withdrawals before the census date are **not** to be included. Students who may have registered for attendance but do not actually attend classes are also **not** to be reported.

A section's census date is defined as twenty-one days after the course's start date but no earlier than when '20% of the classwork' has been completed. Campuses are to apply this policy to each course section taught and report the census date for each course section included in the Term/Section data submission.

In addition to a number of various analyses, the information in this submission, in conjunction with the corresponding EOT Student submission, is used by SUNY System Administration to calculate official AAFTE and thus directly impacts state support for Community Colleges.

**(5) Financial Aid** - Campuses' submission of Financial Aid data includes student level Financial Aid and Cost of Attendance (COA) information and is submitted once a year after the academic year

has ended. This submission is mostly populated with information students submit to the federal government as part of their Free Application for Federal Student Aid (FAFSA). This submission may include students who have or do not have an Institutional Student Information Record (ISIR) and/or those who did or did not enroll. At a minimum, campuses should include every enrolled student who was awarded and/or received financial aid in any category for the Award Year. In addition to various analyses, the uses of this submission include responding to IPEDS' Student Financial Aid survey and preparing the SUNY Net Price Calculator.

**(6) Student Revenue** - Campuses submit a Student Revenue data submission once a year, which includes detailed information about the revenue charges made to students by the campus.

**(7) Degree** – Nearly all campuses submit a Degree submission two times a year. One submission includes the credentials awarded from fall to spring, and another submission includes the summer awards. For a very small number of campuses, only a fall to spring submission is made. Details about the academic program, award level, accumulated credit hours, and grade point average at graduation are part of this submission. The Degree submission provides a common, consistent data source for internal reporting, public disclosures about SUNY graduates and their characteristics, planning and policy initiatives, and submitting official degree and graduation rate reports to federal and state agencies (i.e. IPEDS and NYSED, respectively).

**(8) Student Information Survey** – This survey was begun in Spring 2016 and focuses on a select set of student characteristics that were traditionally not collected at the system-wide level. The survey includes questions on first-generation status, on- and off-campus employment, sexual orientation, gender identity, disability status and related support services received, and whether a student is active in the military or a veteran. Students see this survey at the end of each semester's registration process. A student's responding to this survey is voluntary, and each one of the questions includes an "I prefer not to respond" option. The results of this survey will be used to look at outcomes over time to inform student support efforts.

### **SIRIS Submission Schedule**

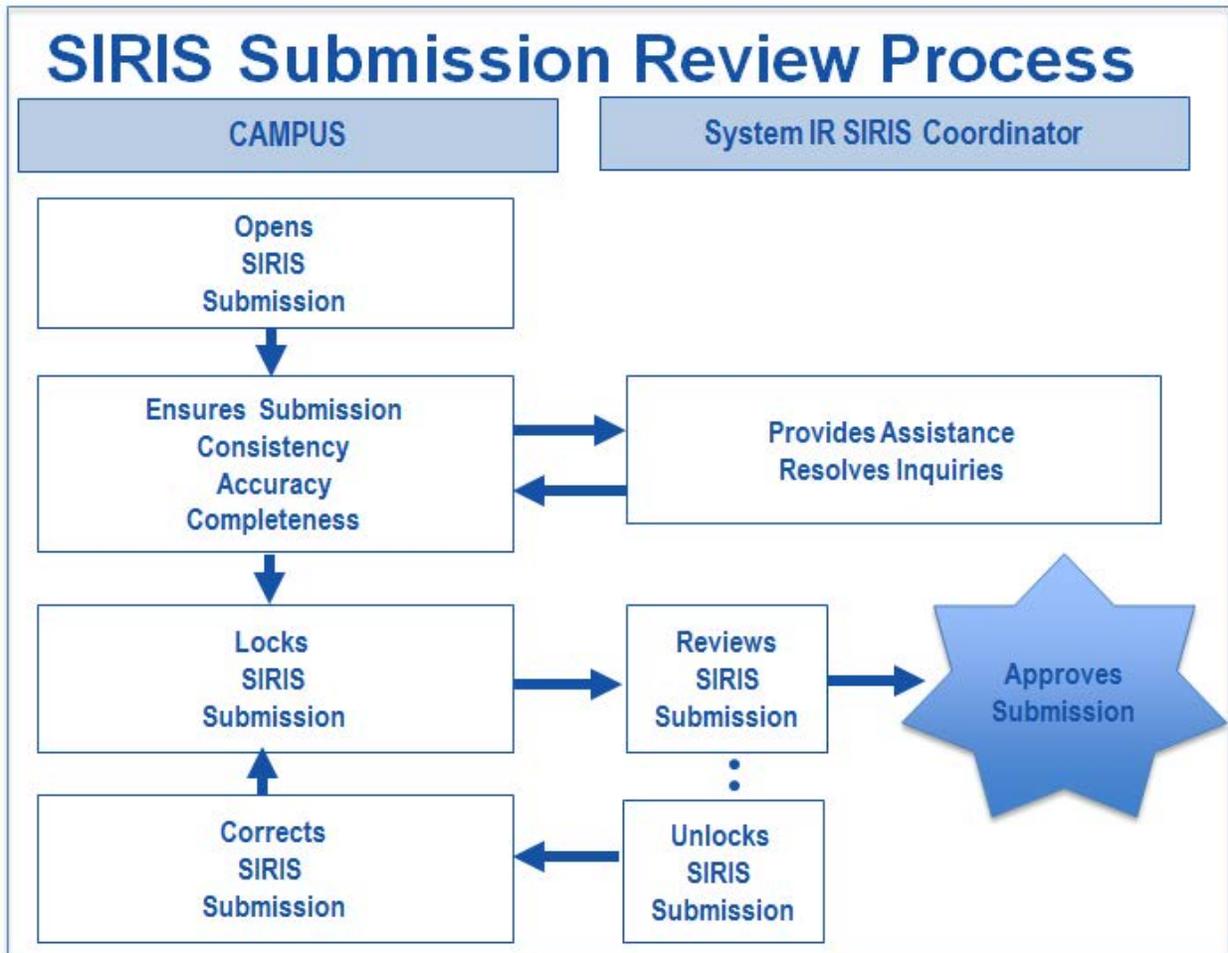
All campuses have the same deadlines for locking their SIRIS submissions (see SIRIS Submission Schedule below). However, the frequency of submissions varies by type of submission and campus. For example, Early Student is submitted for both the fall and spring terms while Financial Aid is submitted just once a year for the entire preceding academic year. For other submissions, such as EOT Student and Term Section, the frequency of submissions varies by campus as not all the campuses have a winter term.

### SIRIS Submission Schedule

Submission Date	Contents	Period Covered	Due Date
Early Student	Student Characteristics	Fall and Spring Terms only	Fall: November 1st Spring: April 1st
End of Term Student	Student Characteristics	Fall, Winter, Spring & Summer Terms	Fall: February 15th Winter: April 15th Spring: July 15th Summer: October 1st
Course	Campus Course Catalog	Update as needed	Prior to the associated Term/Section
Term Section	Course Section and Faculty Characteristics	Fall, Winter, Spring & Summer Terms	Fall: February 15th Winter: April 15th Spring: July 15th Summer: October 1st
Financial Aid	Financial Aid Awarded	Prior Academic Year	October 1st
Student Revenue	Student Charges	Prior Academic Year	September 1 <sup>st</sup>
Degree	Credentials Awarded	Fall to Spring Awards Summer Awards	Fall to Spring: September 1st Summer: November 1 <sup>st</sup>
Student Information Survey	Student Characteristics	Fall and Spring Term Only	Fall registrations: November 1st Spring registrations: March 1st

## 2. SIRIS Submission, Review, and Approval Process

The SIRIS submission, review, and approval process involves both the campus and a representative from SUNY System Administration's Office of Institutional Research assigned to review campuses' submissions (a.k.a. SIRIS Coordinator). The flowchart below displays the different steps of the SIRIS submission, review, and approval process.



**Open SIRIS Submission** - Campuses should be aware of the due dates for the different submissions ([due dates](#)) and start working on submissions ahead of time so that the deadline is met. **We recommend campuses start working on the submission at least one month in advance of the due date** so that there is enough time to review the data for consistency, accuracy, and completeness.

**Ensures Submission for Consistency, Accuracy, and Completeness** - Campuses are primarily and ultimately responsible for the data quality and accuracy of their submissions and should conduct a thorough review of each submission before locking. SIRIS coordinators are available to provide assistance and resolve inquiries that may arise throughout the submission process. Campuses are encouraged to contact their SIRIS coordinator early in this process to help resolve issues that

may arise. In addition, campuses should be in contact with their IT support division to resolve technical issues that SIRIS Coordinators cannot address. Campuses using offerings from Ellucian’s product line (e.g. Banner) can contact the Student Information and Campus Administrative Systems (SICAS) Center for additional technical support.

### SICAS Contact Information

State University of New York  
SICAS Center, Lee Hall  
Oneonta, New York 13820-4015  
(607)436-2029  
[sicascen@oneonta.edu](mailto:sicascen@oneonta.edu)  
(607)436-2038 (FAX)

When communicating with SICAS, keep in mind that they commonly use the following acronyms when referring to the different submissions:

Submission	SICAS Acronym
Course Data Submission	CDS
Early Student Submission	ESS
End of Term Student Submission	EOT
Term Section Data Submission	TSDS
Financial Aid Data Submission	FADS
Student Revenue Data Submission	SRDS
Degree Award Data Submissions	DADS

The first step for improving the data quality is resolving all the fatal errors returned by the system. Submissions cannot be locked unless all fatal errors have been resolved. If at all possible, errors should be resolved on the campus’s local system so that the errors do not appear in future submissions.

Warning errors alert campuses of potential problems with data completeness and quality. Campuses should review the warnings returned by the system and address warnings that compromise the data quality and limit the usability of the data. For example, a large number of students with missing/unknown race/ethnicity is an issue because SUNY relies on this information for many reports/analyses and is also required to submit this data to IPEDS and NYSED. Although not every single warning has to be necessarily addressed, campuses should make a conscientious effort to minimize warnings that compromise data quality.

Campuses should also review the dashboards created in Oracle BI for each submission ([see section 4](#)). These dashboards were designed by System Administration to help both campuses and SIRIS coordinators identify potential data quality issues. Note that some of the issues identified by reviewing the dashboards may or may not appear as an error/warning. For example, the **exceptions** and trend reports from the dashboards may expose problems with the data that do not result in system warnings. Campuses are expected to gradually increase the quality of the data by reducing the frequency of certain warnings. See [section 6](#) of this document for a

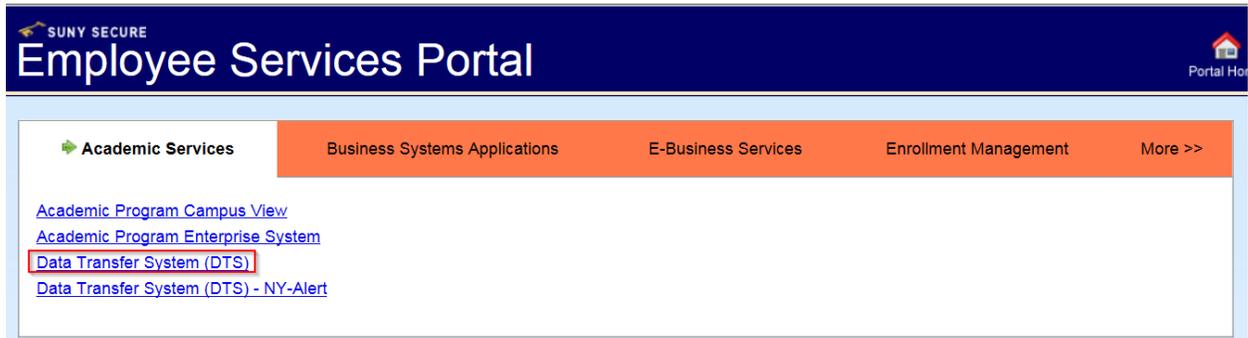
description of the potential issues SIRIS Coordinators look for when evaluating the dashboards and warnings of each submission.

**Lock SIRIS Submission** – Once the campus has carefully reviewed the submission and feels confident with the quality and accuracy of the data, the submission can be locked. At this point, the SIRIS Coordinator reviews the locked submission. SIRIS coordinators are expected to review the overall reasonableness of the data by inspecting the dashboards and evaluating the warnings (See [section 6](#)). If needed, SIRIS coordinators will contact campus with concerns/questions about the submission. When revisions to the submission are required because potential data quality, completeness, and/or reasonableness issues are identified, the SIRIS coordinator will unlock the submission and request that the campus resolve the issue. Before requesting/suggesting revisions, SIRIS coordinators assess the burden associated with the revisions and weigh the benefits of the revisions, keeping in mind the types of data requests and analyses typically needing to be addressed. Campuses then lock the submission again after making the necessary corrections.

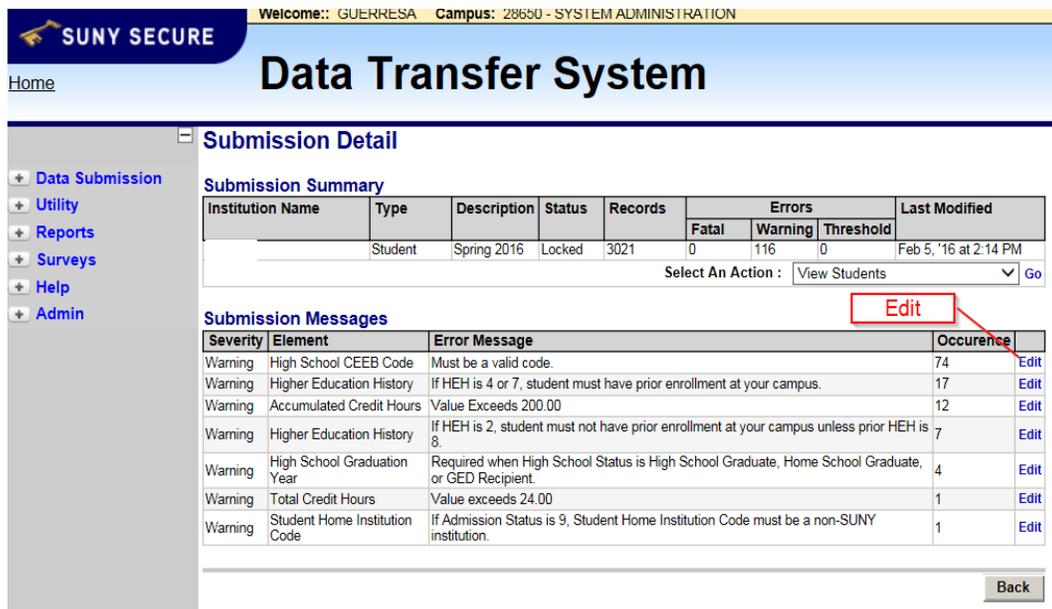
**Approve SIRIS Submission** - Once the SIRIS coordinator is satisfied with the data quality and reasonableness of the submission, he/she approves it. At this point, the data are considered official and corrections or updates to the submission are no longer accepted. Approved submissions are exported to the data warehouse overnight.

### 3. Data Transfer System (DTS), for SIRIS Coordinators

DTS is an in-house application that allows for the on-line transmission, viewing, and locking of SIRIS data. The hyperlink to access DTS can be found at the Academic Services tab of the Employee Services Portal (see below).



After selecting the submission you want to review, you will see a screen displaying additional information about the submission. This screen includes details about the frequency of warnings and fatal errors of the submission. You can see a list of the records that have a particular warning by clicking on Edit of the warning you want to explore further.



Now you can click on Select to see more details of the record with the warning that you want to further investigate.

The screenshot shows the SUNY SECURE Data Transfer System interface. At the top, there is a navigation bar with the SUNY SECURE logo and the title "Data Transfer System". Below the navigation bar, there is a "Home" link. The main content area is titled "Current Submission" and displays the following information: Institution: [blank], Type: Student, Status: Locked, Fatal Errors: 0, Warnings: 116, and Thresholds: 0. Below this, there is a section titled "Find Students By Error" with a table showing the following data:

Severity	Element	Error Message	Occurrence
Warning	High School CEEB Code	Must be a valid code.	74

Below the table, there is a "Select An Error:" dropdown menu with the option "-- Make A Selection --" and a "Find Records" button. The interface also displays "Displaying 1 to 25 of 74 results" and a "Next Page >" link. A table of records is shown below, with a "Select" button highlighted in a red box and a red arrow pointing to it. The table has the following columns: SUNY Id, Local Id, Last Name, First Name, Middle Initial, and actions (Delete, Select). The records are as follows:

SUNY Id	Local Id	Last Name	First Name	Middle Initial	Actions
1001674860	804891602				Delete Select
1003052775	804944830				Delete Select
1001924772	804935625				Delete Select
1002927316	804856763				Delete Select
1002932977	804858688				Delete Select
1002927421	804877672				Delete Select
1002046414	804780540				Delete Select

The middle section of the table is redacted with the word "REDACTED" in red text.

The screenshot below shows details of the record selected. On the top of the screen, you can click on Click to show all errors for a list with details of all the errors associated with the record you are viewing. In this case, the error is that the High School-CEEB field has "000000" which is an invalid high school code.

Current Submission					
Institution :	Type : Student	Status : Locked	Fatal Errors : 0	Warnings : 116	Thresholds : 0

This Student Has Errors and/or Warnings.

Show Errors

Super User Banner:  
 Entity Id : 38337634  
 Can Edit IR Data :  
 Can Edit PSI Data :  
 May Save Page Variable : true

Click to show all errors

#	Severity	Element Name	Error Message	Contents
1	Warning	High School CEEB Code	Must be a valid code.	000000

Student Identification Information Show/Hide

SUNY Sub Campus Id  
 SUNY Id  
 Local Id  
 SSN  
 Last Name  
 First Name  
 Middle Initial  
 Suffix  
 Former Last Name  
 Former First Name  
 Gender  
 Date of Birth

REDACTED INFORMATION

Female  
 01/10/1973

Student Demographic Information Show/Hide

Country of Citizenship  
 VISA Code  
 Permanent Street Address  
 Permanent Apt/PO Box/Route  
 Permanent City  
 Permanent NYS County  
 Permanent State/US Territory  
 Permanent Zip Code  
 Permanent Country  
 Permanent Foreign Province  
 Permanent Foreign Postal Code  
 English as Native Language  
 Hispanic Origin  
 Race/Ethnicities  
 Military Service Status  
 Disability Status  
 Special Population Code

REDACTED INFORMATION

United States  
 Yes  
 South American [6]  
 Unknown  
 Other  
 Opt Out  
 Limited English Proficient

Student Education Information Show/Hide

Admissions/Placement Criteria  
 Former Institution - UnitID  
 Former Institution - CEEB  
 Highest Earned Degree And/Or Award  
 High School Status  
 High School Graduation Year  
 High School - CEEB

101    Score 3    Add  
 388395  
 AAS/AOS  
 Unknown  
 000000  
 Must be a valid code.

This is theError!

**Search for records** - Another way to find particular records you want to review is by using the search function. To access this function go back to the Submission Detail screen, select “View Students” on the Select An Action drop-down menu, and click on Go.

The screenshot shows the 'Submission Detail' page for a submission with 3021 records and 118 warnings. A red box labeled 'Search' points to the 'View Students' button in the 'Select An Action' dropdown menu.

Institution Name	Type	Description	Status	Records	Errors			Last Modified
					Fatal	Warning	Threshold	
	Student	Spring 2016	Locked	3021	0	118	0	Feb 5, '16 at 2:14 PM

On the Find screen, click on the box next to the field you want to search, type what you want to search (e.g. SUNY ID Number), and click find records. This will take you to a screen that lists the results of your search and allows you to explore the details of the records found. Note that all the submission have a similar screen to search for particular records (e.g. Term/Section you can search for Sections).

The screenshot shows the 'Find Students' search interface. A red box highlights the 'SUNY Id' search field with the instruction "Type SUNY ID of record you are looking for".

Current Submission: Institution: [ ] Type: Student Status: Locked Fatal Errors: 0 Warnings: 118 Thresholds: 0

Check a box to include a field in the search criteria

SUNY Id   Local Id   SSN

Last Name

First Name

Middle Initial

Former Last Name

Former First Name

Search Options: Records Per Page: 25

Buttons: Find Records, Back, Clear

## 4. SIRIS Submission Dashboards

System Administration has designed dashboards to help campuses and SIRIS coordinators review submissions. To access the SIRIS Submission dashboards go to <https://www.suny.edu/analytics/>, click on dashboards, and scroll down to the dashboard of the report you are reviewing:

The screenshot displays the Oracle Business Intelligence (BI) dashboard interface. The top navigation bar includes the SUNY logo, 'Business Intelligence', a search bar, and user information. The left sidebar contains navigation options: 'Create...' (Analysis and Interactive Reporting, Published Reporting, Actionable Intelligence), 'Browse/Manage...' (All Content, My Analyses, My Reports), and 'Get Started...' (Introduction to Oracle BI, Oracle BI EE Documentation, Download BI Desktop Tools, Help Contents, Oracle Technology Network). The main content area is organized into three sections: 'Recent' (dashboards like 'My Dashboard - Introduction', 'Submission, Course - Approve...'), 'Others' (dashboards like 'Verify\_Overlapping', 'Term Section Error Detail - Ins...'), and 'Most Popular' (dashboards like 'Submission, Term Section - Ex...', 'Submission, Term Section - Int...'). On the right, a 'Dashboards' list is shown, with categories including 'Graduation Rates', 'Retention', 'Community College', 'Course', 'Degree', 'Enrollment', 'HR IPEDS', 'Legislative Data', and 'SIRIS Submissions'. A red box highlights the 'SIRIS Submissions' category, and a red callout box labeled 'SIRIS Dashboards' points to it.

Each dashboard contains several tabs with different reports meant to facilitate the review process. The first tab of every dashboard is an Introduction that provides a brief explanation of the reports contained in the different tabs.

**Submission, Early Student Dashboard Pages**  
Click on a tab above to select a dashboard page.

These dashboard pages summarize the Early student data most recently submitted to the Data Transfer System (DTS) and support the identification and elimination of errors in the submission. Where a comparison term prompt appears at the top of the dashboard page, it allows comparison of the current submission with prior data in the data warehouse data for comparison purposes. It is not possible to select a term for the submission data; only the most recent submission appears.

Data elements can be included, excluded, sorted or moved within individual reports where indicated. To do this, right-click on column headings. To avoid creating too many columns when including new data elements, right-click on the leftmost column heading, include the new data element, and then drag-and-drop it where you want it in the table.

**DTS Errors** – All DTS errors appear, summarized both by error message and by student.

- Errors by Type provides a count of each DTS error message. A drilldown on each message provides information on each student for whom that error message applies. Most drilldown reports contain more information on the causes of the error in the form of additional data elements available for inclusion.
- Errors by Student shows one line for each DTS error, including basic details of the data element causing the error and the student for whom the error occurred.

**Data Errors and Thresholds** – These reports identify aspects of the submission data for the reviewer's attention even though they may not cause DTS errors. Threshold Summary reports show Home Institution student counts, and highlight data elements for which more than given proportions are missing from the submission or specified as unknown. Student List reports provide the S/INV IDs for students with unknown or missing data. Data items include:

- Date of Birth
- Race and Hispanic Origin
- Higher Education History (HEH)
- Highest Degree Earned
- High School status and CEEB code (non-numeric CEEB codes are counted as Unknown)
- US Students with "Other" Permanent State or Territory
- Student Housing Indicator

**Summary of Submission** – These reports consist of analyses of Enrollment and Credit Hours data in the submission. Additional data elements are available to include in the displayed reports. As of Fall 2012, a student whose Admission Status is one of the following is considered a Home Institution Student: (1) Regular Admit, (2) Active EOP Special Admit/GOP (was Special Admit Receiving Aid) (3) Inactive EOP Special Admit (was Special Admit Disadvantaged), (4) Other Special Admit, and (5) Non-Degree Seeking. The default analyses are:

- All Students by Special Population
- Home Institution Student Count by Gender and Academic Award Level
- Home Institution Student Count by Higher Education History and Academic Award Level
- State Supported Credit Hours by Status, for Home Institution Students only
- Home Institution Student Count by Race
- Home Institution Student Count by Hispanic Origin
- Home Institution Student Count by County and Status

**Auditor Reports:**

- Auditor Special Population Characteristic Flags by Admission Status
- Special Auditor Counts by Age & Admission Status (Home & Non-Home students)
- State Aidable Auditor Counts by Age & Admission Status (Home & Non-Home students)

**Trend Reports: Enrollment** – These reports show student counts in the submission and their equivalents in the data warehouse for terms selected by the user. If the selected comparison terms include the term one year prior to the submission term, a percentage change for the past year will appear. Data elements include:

- Home and Non-Home Institution Students
- Admission Status
- HEH
- Award Names (Submission values "Not Found" and "In Program But Major Not Chosen" are folded into the data warehouse "N/A" value.)
- Award Level

Once you select the tab you want to review, you will have to make some selections about what you want to review (e.g. Campus Name, Submission Term). Note that Campuses can only see their own data. Make sure you click on Apply after you make the selections.

**Selections**

\* Campus Name: [All Column Values] \* Submission Term: Fall 2015 Comparison Terms (from data warehouse): Fall 2014

Sub Campus Name: [All Column Values] Full or Part Time: [All Column Values] Undergrad or Graduate: [All Column Values] Higher Education History: [All Column Values]

[Apply] [Reset]

Apply all prompted values

The "Comparison Terms" prompt selects data from past terms—if available in the data warehouse—to appear on each report. Including the term one year prior to the submission term in these selections displays the percentage change over the past year.

**Home and Non-Home Institution Students**

Home and Non-Home Institution Students	Fall 2014	% change in past year
Home Institution Student	4247	-100.0%
Non-Home Institution Student	96	-100.0%
<b>Grand Total</b>	<b>4343</b>	<b>-100.0%</b>

Campus = [All Column Values] Submission Term = Fall 2015; Subcampus = [All Column Values] Undergrad or Graduate = [All Column Values]; Full or Part Time = [All Column Values]; Higher Education History = [All Column Values]

**Admission Status: Home and Non Home Institution Students**

Admission Status	Fall 2014	% change in past year
Regular Admit	3535	-100.0%
Non-Degree Seeking	712	-100.0%
<b>Home Institution Student Total</b>	<b>4247</b>	<b>-100.0%</b>
Cross Registered - Another SUNY	81	-100.0%
Cross Reg - Non SUNY/Unknown	1	-100.0%
Auditor	14	-100.0%
<b>Non-Home Institution Student Total</b>	<b>96</b>	<b>-100.0%</b>
<b>Grand Total</b>	<b>4343</b>	<b>-100.0%</b>

Campus = [All Column Values]; Submission Term = Fall 2015; Subcampus = [All Column Values]; Undergrad or Graduate = [All Column Values]; Full or Part Time = [All Column Values]; Higher Education History = [All Column Values]; Home and Non-Home Institution Students

**Higher Education History: Home Institution Students**

Higher Education History	Fall 2014	% change in past year
Undergraduate First-Time	998	-100.0%
Undergraduate Transfer	234	-100.0%
Undergrad Continuing/Returning	2446	-100.0%
Concurrently Enrolled in HS	549	-100.0%
<b>Grand Total</b>	<b>4247</b>	<b>-100.0%</b>

Campus = [All Column Values] Submission Term = Fall 2015; Subcampus = [All Column Values] Undergrad or Graduate = [All Column Values]; Full or Part Time = [All Column Values]; Higher Education History = [All Column Values]; Home Institution Students only

**Award Level: Home Institution Students**

Award Level	Fall 2014	% change in past year
Undergraduate Certificates and Diplomas	62	-100.0%
Associate Degrees	3473	-100.0%
Not in a Program	712	-100.0%
<b>Grand Total</b>	<b>4247</b>	<b>-100.0%</b>

Campus = Adirondack; Submission Term = Fall 2015; Subcampus = [All Column Values] Undergrad or Graduate = [All Column Values]; Full or Part Time = [All Column Values]; Higher Education History = [All Column Values]; Home Institution Students only

**Full Time or Part Time: Home Institution Students**

Full or Part Time	Fall 2014	% change in past year
Full Time	2522	-100.0%
Part Time	1725	-100.0%

You can see the same Error information that appears on DTS by clicking on the Error Reports tabs. The advantage of looking at the errors in the Dashboard is that you can click on the error and get a report with all the records that have the warning.

**Errors by Type**

Error Severity	Error Message	Data Element Causing Error	Error Count	Sections With Errors Count
Warning	Last name does not match data from repository	SUNY Student Id	16	4
Warning	concurrently teaching another section with an overlapping meeting time	Instructor SUNY Id	124	29
Warning	Instructor is concurrently teaching another section with an overlapping meeting	Instructor Local Campus Id	120	26
Warning	No matching SPEDs code could be found	Domestic Institution Granting Degree	40	5
Warning	Tenure Status is Non-Tenure Track, Academic Rank expected to be Full Prof of Associate Prof	Instructor Tenure Status	624	149
Warning	Tenure Status is Tenured, Academic Rank expected not to be Instructor, Lecturer, or Grad Assistant	Instructor Tenure Status	12	3

Campus Name is equal to **North Country**  
Analyze - Refresh - Print - Export

Here is another example of a different tab where there are more Selection options. This is a screenshot of the Courses Dashboard, Comparison Reports Tab

**Count of Current Courses**

Course Count
1062

Campus Name is equal to **Canton**  
and End Date is null  
Analyze - Refresh - Print - Export

**Course Level**

Course Level	Course Count
Lower Division	556
Upper Division	496
Remedial - Non-Continuing Ed	10

Campus Name is equal to **Canton**  
and End Date is null  
Analyze - Refresh - Print - Export

**Special Course Indicator**

Special Course Indicator	Course Count
Default	1062

Campus Name is equal to **Canton**  
and End Date is null  
Analyze - Refresh - Print - Export

**Courses Content (CIP 2 & Description)**

CIP2 Code and Description	Course Count
CIP2 Not Provided	2

Many dashboards contain a Tab called **Exceptions**. The reports on the Exceptions tab identify aspects of the submission data for the reviewer's attention even though they may not cause DTS errors (See section 6 for more details of some of the exceptions).

The screenshot shows a dashboard with the following sections:

- Instructor SUNY IDs:** All instructors have local and SUNY IDs. No SUNY IDs assigned to more than one instructor.
- Duplicate Student IDs:** No Local Student IDs have more than one SUNY ID. No SUNY IDs have more than one Local Student ID.
- Grades vs. Credits Earned:** All credits awarded for eligible grades.
- Special Auditors flagged in EOT without an SA Grade in Term Section:** No results.
- State Aidable Auditors flagged in EOT without an AU (Audit) Grade in Term Section:** A table showing Student SUNY ID and Student Local ID for several students.
- Students receiving an SA Grade (Special Auditor) in Term Section, but student not flagged on Student file:** No results.
- Students receiving an AU Grade (State Aidable Auditor) in Term Section, but student not flagged on Student file:** No results.
- Students receiving an SA or AU grade with Earned Credits not equal to zero:** No results.
- Instruction Type vs. Credit/Contact Hour Relationship:** A table with columns for Campus Course ID, Instruction Type, Credit/Contact Hour Relationship, and Rule. It lists courses like ART230, ENG160, HRS201, and MLT109.

In addition to a dashboard for each type of submission, there is a dashboard that compiles all the error reports of all the Campus submission. The Submission Error Reporting Dashboard is useful for quickly looking at the submission errors and the corresponding details. The screenshot below shows how the summary of the Early Student Submission Error Reporting looks like. Users can click on the error message to obtain detail about the records that are causing the error.

The screenshot shows the 'Submission Error Reporting' dashboard with the following data:

Error Severity	Element Name Causing Error	Error Message	Error Count
<b>Grand Total</b>			<b>32</b>
<b>Warning Total</b>			<b>32</b>
Warning	Admission Status	If Admission Status is 5, Primary Academic Award Level must be 8	8
	High School Graduation Year	Required when High School Status is High School Graduate, Home School Graduate, or GED Recipient.	1
	Higher Education History	If HEH is 2, student must not have prior enrollment at your campus unless prior HEH is 8.	8
		If HEH is 4 or 7, student must have prior enrollment at your campus.	15

Campus Name is equal to **Adirondack**

## 5. Confluence

Confluence is a team collaboration service where System Administration posts important reference documents and updates about SIRIS. Follow the link below to access the Confluence webpage: <https://confluence.itec.suny.edu/confluence/display/cs2/Home>

**SUNY** The State University of New York  
**Collaboration Service** suny.edu

Home Members Documents Calendar News and Blogs Help Edit View Space Access Log Out

Dashboard CS-DTS Home

**SUNY** The State University of New York

**Quick Links**

- Members
  - [Meet the SIRIS Technology Team](#)
  - [Notation Guide](#)
  - [Implementation Meeting Notes](#)
  - [Requesting Access to Confluence CS-DTS](#)
  - [Requesting Access to DTS Submissions and Submission Dashboards](#)
  - [SUNY Business Intelligence Dashboard Access Page](#)
  - [SUNY Business Intelligence Dashboards 2016-03-30](#)
  - [How do I request my SUNY ID](#)
  - [OIT System Administration Internal Page](#)

**Student Information Survey**

- [Banner Sample Student Information Survey](#)

**SUNY Student ID Web Service**

- [SUNY Student ID Web Service](#)

**HEOA - Net Price Calculator**

- [Campus Financial Aid Review Spreadsheets](#)

**FAQ - Frequently Asked Questions**

- [IPEDS Student Financial Aid Survey 2011-12 Questions](#)
- [Data Transfer System General Questions](#)
- FAQ grouped by DTS Submission Type**
  - [Course Data Submission](#)
  - [Student Data Submissions](#)
  - [Term/Section Data Submission](#)
  - [Degree Data Submission](#)

**Table of Contents**

- [Course and Meeting File Extracts](#)
- Recently Updated**
- SIRIS Coordinators**
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- Other Resources/Crosswalk Tables**
- Technical Corner**
- DTS Web Application (Upload Process)**
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  - [Early Student](#)
  - [End of Term Student](#)
  - [Degree](#)
  - [Financial Aid](#)
  - [Student Revenue](#)
  - [Student Information Survey](#)

**SIRIS Coordinators**

[SIRIS Coordinators and Contacts as of Nov 9 2015.xlsx](#)

**SIRIS Data Dictionaries**

- [Course Submission Data Dictionary](#)  
(Last updated: May 26, 2016)
- [Student Submission Data Dictionary](#)  
(Last updated: May 26, 2016)
- [Term/Section Submission Data Dictionary](#)  
(Last updated: May 26, 2016)
- [Degree Submission Data Dictionary](#)  
(Last updated: May 26, 2016)
- [Financial Aid Submission Data Dictionary](#)  
(Last updated: May 26, 2016)
- [Student Revenue Submission Data Dictionary](#)  
(Last updated: May 26, 2016)
- [Student Information Survey Submission Data Dictionary](#)  
(Last updated: May 26, 2016)

Some of the most useful set of documents included in Confluence are the **SIRIS Data Dictionaries** that can be found under the SIRIS Project Documents box and include detailed information of every element included in the submissions as well as descriptions of the different fatal errors and warnings. See below an example of how the information of one element (race category) looks like in the data dictionary.

<i>Element ID/Name/Format/Description</i>		<i>Description: Indicate the race(s) which the individual identifies with (Check all that apply).</i>
SS150	Race Category	
<i>Codes - ID/Name/Description</i>		
1	White	An individual having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2	Black or African American	An individual having origins in any of the black racial groups of Africa.
3	Asian	An individual having origins in any of the original peoples of the Far East, Southeast Asia or Indian Subcontinent.
4	Native Hawaiian or Other Pacific	An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5	American Indian or Alaska Native	An individual having origins in any of the original peoples of North and South America (including Central America) AND who maintains tribal affiliation or community recognition.
6	Unknown	Unidentified or unknown.
7	Asian or Pacific Islander	To be used during the transition to the new racial categories, whenever legacy data can not clearly distinguish Asian from Other Pacific Islander. <b>This option should no longer be assigned to any new students.</b>
<i>Business Rules – Error Level/Description</i>		
Fatal	Required for HOME INSTITUTION STUDENTS (Admission Status SE010 is 1 – 5).	
Fatal	Must be a valid code for required students.	
Fatal	If Unknown (6), then must be the only race code submitted.	
Fatal	If HEH (SE020) is Undergraduate First-Time (1), Undergraduate Transfer (2) or New Graduate (6), then Race Category cannot be Asian or Pacific Islander (7).	
Threshold	BI Threshold report available to review unknown Race codes.	

Confluence also includes a compilation of **Requirements Documents/Memos** distributed by System Administration to Campuses with information about updates and changes to SIRIS.

Another useful resource is the Glossary of Terms that can be found under the **System Administration Institutional Research Office** box. This document is a compendium of data definitions that guide reporting.

There is also a **FAQ- Frequently Asked Questions** section that includes answers to questions about IPEDS Financial Aid, DTS, and each of the submissions.

Confluence also includes hyperlinks to the **SIRIS Appendices**. Note that while some of the appendices can be accessed through [BI](#), others are linked as flat electronic copies.

**Appendices** Home Catalog F2

**Introduction** Campus List CIP Codes Academic Department Codes Building & Room Codes IPEDS Unit IDs CEEB Codes Study Abroad Codes State, Territory & County Codes Country & Visa Codes

**Appendices Dashboard**

citizens or US residents

**Appendices Dashboard Pages**  
Click on a tab above to select a dashboard page

- [Appendix A - Campus List](#) - SUNY Campus and sub-campus codes used in SIRIS modules to identify the institution.
- [Appendix B - CIP Codes](#) - Classification of Instructional Programs (CIP 2010) used in SIRIS to encode the academic discipline associated with courses and academic programs.
- [Appendix C - Academic Department Codes](#) - SUNY chart of account codes used in SIRIS Term/Section to designate the academic departments associated with course sections (updated annually).
- [Appendix E - Building & Room Codes](#) - SUNY Construction Fund facility codes used in SIRIS Term/Section to report the location for on-campus course sections (updated annually).
- [Appendix F - IPEDS Unit IDs](#) - Unique federal identifier associated with institutions of higher education.
- [Appendix F2 - CEEB Codes](#) - Institutional codes assigned by the College Board to uniquely identify high schools and colleges/universities.
- [Appendix G - Study Abroad Codes](#) - Codes used to identify SUNY overseas academic programs.
- [Appendix H1/H2 - State, Territory & County Codes](#) - Codes used to identify the United States residence for US citizens or US residents
- [Appendix H3 - Country & Visa Codes](#) - Codes assigned by the federal government to indicate recognized independent countries and current valid visas.
- [Appendix U - Academic Programs](#) -SUNY Registered Academic Programs By Campus.
- [Appendix V - Awards](#) - SUNY Award and Award ID by Campus.
- [Appendices Y and Z](#) - PTECH programs (Appendix Y) and OpenSUNY+ programs (Appendix Z).

## 6. SIRIS Submission Review

This section includes Checklists of what SIRIS Coordinators are expected to look for when reviewing submissions. Note that these checklists are meant to guide the review process and **are by no means exhaustive**. There are data issues that are not listed in these checklists, and SIRIS coordinators and campuses are expected to use common sense when reviewing the data and address issues that compromise the data. Campuses should also make an effort to increasingly improve the quality and completeness of the data submitted.

This section is divided by type of SIRIS submission and includes checklist for each type describing what Campuses' staff and System Administration's SIRIS Coordinators are expected to look for in the different dashboards when reviewing a submission. There is a checklist for each submission that describes the specific points of review for the different tabs included in the dashboards. Examples are presented for some of the types of issues that are commonly found. Note that some issues found may require running queries in BI or looking at the details of individual records to determine if the issue compromises the quality of the submission. Campuses and SIRIS Coordinators are advised to review the different dashboards in the order they appear in the checklist.

### COURSE SUBMISSION CHECKLIST

Course Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Error Reports	Errors by Type <ul style="list-style-type: none"> <li>Maximum credit hours exceed 12 or 15</li> </ul>	While courses generally should not exceed these thresholds of credit hours, there are cases when this is ok because it is not an individual course (e.g. Internships; study abroad). Ask the campus if this is correct if the number of credits is extremely high (i.e. 20 or more)	
Summary of Submission	Selections	This dashboard indicates whether the submission is an update/ full submission replace/full catalog replace or full submission and catalog replace. Also indicates the number of records included in the submission.	
Comparison Reports	Courses Content (CIP2 & Description) – Right Column	Look at the Courses Content box in the Comparison Report for courses that don't have a CIP2 (CIP2 Not Provided) or have CIP unknown. Click on the hyperlink to get a list of the courses. Review the names of courses that are missing a	<a href="#">See Example 1- CIP Not Provided or Unknown</a>

Course Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
		<p>CIP2 code. While some courses are not expected to have a CIP Code (e.g. study abroad, internship) it is desired that most of the other courses have a CIP code.            If the Course is a Remedial Course, the CIP Code should start with 87  <b>Note that this is not currently a Warning.</b></p>	

### Example 1- CIP Not Provided or Unknown

**Courses Content (CIP 2 & Description)**

Missing CIP, click for Course Details

CIP2 Code and Description	Course Count
CIP2 Not Provided	9
03 Natural Resources And Conservation	1
05 Area, Ethnic, Cultural, And Gender Studies	1
09 Communication, Journalism, And Related Programs	11
10 Communications Technologies/Technicians And Support Services	27
11 Computer And Information Sciences And Support Services	46
12 Personal And Culinary Services	16
13 Education	61
14 Engineering	19
15 Engineering Technologies/Technicians	150
16 Foreign Languages, Literatures, And Linguistics	68
19 Family And Consumer Sciences/Human Sciences	3
22 Legal Professions And Studies	2
23 English Language And Literature/Letters	29
24 Liberal Arts And Sciences, General Studies And Humanities	2
26 Biological And Biomedical Sciences	11

Details of 9 Courses with CIP2 Not Provided. These courses could be assigned a CIP

Submission, Course Home Catalog Favorites ▾ Dashbo

Credit Bearing	Course Level	SUNY Course Id	Campus Course Id	Course Title	Effective Date	Credit Min	Credit Max	Gen Ed	Teacher Certification	Special Course Indicator
Credit	Lower Division	317378	ET123	Proper Refrigerant Usage	8/26/2015	3	3	No	Non Teacher Certification	Default
		317380	ET137	Sustnbl Energy in Dev World	8/26/2015	0	3	No	Non Teacher Certification	Default
		317381	ET226	HVAC Diagnostics	8/26/2015	0	3	No	Non Teacher Certification	Default
		317382	ET251	Mechatronic Systems	8/26/2015	0	3	No	Non Teacher Certification	Default
		317396	FT102	Personal Training 2	8/26/2015	0	3	No	Non Teacher Certification	Default
		317397	FT202	Personal Training Practicum	8/26/2015	1	1	No	Non Teacher Certification	Default
		317398	MT139	Mechanical Systems	8/26/2015	0	4	No	Non Teacher Certification	Default
		317399	PH265	Mdrm Physics and Thermodynamic	8/26/2015	0	4	No	Non Teacher Certification	Default
		317400	PH270	Waves and Oscillations	8/26/2015	3	3	No	Non Teacher Certification	Default

Campus Name is equal to **Mohawk Valley**  
 and CASE WHEN CIP2 Code and Description IS NULL THEN 'CIP2 Not Provided' ELSE CIP2 Code and Description END is equal to / is in **CIP2 Not Provided**

[Return](#) - [Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

## EARLY STUDENT/ END-OF-TERM CHECKLIST

Early Student /End-of-Term Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
<p>Use this checklist for reviewing both the Early Student Submission and the End-of-Term Submission. End-of-Term Submissions should only be approved after the corresponding Term Section submission has been reviewed.</p>			
DTS Errors	Submission	Confirm campus is the one you want to review and that it is locked.	Sometimes you may forget to apply your campus selection in the drop down, training yourself to look at this table helps avoid inadvertently reviewing the wrong campus
DTS Errors	Errors by Type	Allows campus and reviewers to drill down and include more fields in order to review fatal errors and warnings. If there is a large number of HEH related warnings (proportional to the size of the campus) you should investigate further to confirm student HEH classification. Although certainly not an exhaustive list, some relevant warnings that might appear are as displayed in the rows below.	Only common examples of warnings are included in this list. Campuses should review all warnings to ensure their data is accurate. To the extent possible, Campuses should minimize warnings. Note that some warnings may not reflect issues with the data.
DTS Errors	Errors by Type High School CEEB Code Missing or Invalid	High School CEEB Code should be as complete as possible, especially for First Time students. Students for which High School information is available for earlier terms should have valid information in this field. Exceptions may be made for non-degree seeking students not in a program for which Campuses don't always collect this information.	
DTS Errors	Errors by Type If student is first time student (1), then he/she shouldn't have been	SUNY relies on this field to determine when a student started the program and to track completion metrics. It is important that students are only classified as Undergraduate First-Time when they first enroll at the college. However, a	

Early Student /End-of-Term Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
	enrolled previously at your campus (or any other campus) unless he was enrolled as college in high school (5) or unknown (10)	student can be coded as Undergraduate First time for two semesters if their first semester is in summer or winter. In these cases students can be coded as First-Time students again in the following semester (fall or spring).	
DTS Errors	Errors by Type Transfer students (2) must not have previous enrollment at campus unless prior enrollment is cross-registered (8 or Concurrently enrolled in high school (5)-	Students should only be coded as a transfer when he/she transfers to the reporting Campus. The former campus name is required when a student is coded as a transfer student. A student can be coded as Undergraduate Transfer for two semesters if their first semester as a transfer student is Summer or Winter. In these cases students can be coded as Undergraduate Transfer students again in the following semester (Fall or Spring). This warning often arises when students were previously enrolled in the campus as high school students. It is ok for a student to be coded as a transfer student if he/she was previously enrolled at the campus as “Concurrently Enrolled in Campus” and subsequently enrolled post-secondary at another institution.	
DTS Errors	Errors by Type If a student is undergraduate continuing/returning (4) then he/she should have a previous enrollment in your campus unless cross-registered (8) -	A student that has previously attended another college should be coded as a transfer the first semester enrolled at your school and continuing/returning in subsequent semesters. Note that students may have had enrollment at the campus in semesters that predate SIRIS. Because we can't determine if this is the case, this is not an issue for older students.	
Data Errors and Thresholds	Errors by Type HEH Related Errors	In addition to the three warnings mentioned above, there are several other warnings related to Higher Education History (HEH). Reviewers should investigate further errors that have high frequencies. To do this, it is recommended to	<a href="#">Example 2- How to copy SUNY IDs to explore warnings</a>

Early Student /End-of-Term Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
		get the SUNY IDs of the records with the warning and run additional queries to determine if the warning is valid.	
Data Errors and Thresholds	Duplicate SUNY IDs within submission	Check to ensure there are no duplicate SUNY IDs found. This is not common. If found contact campus. Submission should not have duplicates.	
Data Errors and Thresholds	EOP Students	Confirm against SUNY System EOP students reported.	This may change in future terms as we are investigating better ways to confirm EOP numbers.
Data Errors and Thresholds	Student Demographics	Confirm no red highlighting(indicating a high number of missing race/ethnicity data)	If a high number of missing race ethnicity also check: "Trend Reports: Enrollment: IPEDS Race/Ethnicity: Home Institution Students" If the number of unknown students is decreasing accept the high thresholds as it indicates campus improvement in this area. If campus is not improving, ask if they can improve accuracy in this area on this or future submissions.
Data Errors and Thresholds	Higher Education History, Highest Degree Earned, High School Status and CEEB Code, US Students with Other Permanent State or Territory, Housing Indicator	Check to make sure threshold is not highlighted. If so consider inquiring with campus as to if anything can be done to fill in missing data.	

Early Student /End-of-Term Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Summary of Submission	Most Recent Submission	Confirm total enrollment is reasonable	
Summary of Submission	Home and Non Home Institution Students Special Populations	Confirm Credit Hours and counts are reasonable for campus.	Note many campuses are not using special population codes here. To the extent possible, they should start using them.
Summary of Submission	Home Institution Enrollment and Credit Hours	<p>Confirm EOP HEH status in detail against System numbers.</p> <p>Confirm reasonable enrollment and HEH; EX: campus shouldn't have all of their students being first time.</p> <p>Confirm credit hours are reasonable given the number of students enrolled</p> <p>Confirm that male female split is reasonable. EX not 98% male.</p> <p>Confirm campus has degree award level if students are reported. IE Master's students generally should not be reported at Community Colleges</p> <p>Confirm race breakdown looks reasonable</p> <p>Confirm residency looks reasonable EX: not all from California.</p> <p>Confirm 0 students from North Korea.....if noted, ask campus to confirm these students.</p>	
Summary of Submission	Special Auditor Counts by Age and Admission Status	Check the age group of the Special Auditors. No Special Auditors should be in an age group that doesn't include 60+ years. Ask Campus to review submission if a Special Auditor appears to be younger than 60	
Summary of Submission	Student Count by Status and Country of Citizenship	There should be no students from North Korea-Democratic People's Republic of Korea. The United States does not have relations with North Korea so it is highly unlikely the campus has any students from North Korea. Contact the campus to confirm the home country for listed students.	

Early Student /End-of-Term Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Trend Reports: Enrollment	Selections	Confirm Campus and the correct submission term is selected. The submission term should be the term you are reviewing for. The comparison term should be the previous cycle. For example if you are reviewing Fall 2015, your comparison term in most cases would be Fall 2014	
Trend Reports: Enrollment	All Tables	Generally, looking for reasonableness in all tables vs the previous year. Ask the campus to confirm any significant differences to make sure they are not reporting errors.	While previous terms can provide a good baseline be sure to think critically on this tab. Example: You note a large increase in Ph.D. students. This may be acceptable as the campus may have just started a new Ph.D. program.
Trend Reports: Credit Hours	All Tables	Generally, looking for reasonableness in all tables vs the previous year. Ask the campus for an explanation if you find something significantly different from the same term on the previous academic year.	
Trend Reports: Credit Hours	All Tables	State Support: Majority of credits during fall and spring terms should be state supported at most campuses. Check against previous terms for reasonableness	
Trend Reports: Credit Hours	Credit Hours by Category	State Operated institutions do not receive state support for summer semester. When reviewing the Summer ESS or EOT, state operated institutions should have 0 total state supported credit hours.	
Trend Reports: Academic Programs	Academic Programs Home Institution Enrollment	Confirm Program distribution and level makes sense for campus. EX: Community Colleges should not be recording master's programs.	Large percent changes are common in this table.

Early Student /End-of-Term Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Trend Reports: Academic Programs	Secondary Programs Home Institution Enrollment	For most students will be unknown. Indicates a secondary major.	
Trend Reports: Academic Programs	Study Abroad Home and Not-Home Institution Enrollment; Exchange Students from abroad	Confirm reasonable counts and countries.  Generally doctoral centers will have more and higher counts here than Community Colleges.	
Test Scores	Undergraduate First Time	Should have a high percentage reporting at least SAT and High School Average for State Operated campuses.	Important for calculating selectivity.
Utilization	Last 30 Days of Student Submission Dashboard Usage by Campus	Confirm campus has at least reviewed the majority of the submission. Key in on things that haven't been reviewed by the campus. Remind campus lead that they are responsible for their data and should be reviewing dashboards and going over this checklist.	

## TERM SECTION CHECKLIST

Term Section Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Term Section Submissions should only be approved after the corresponding End-of-Term submission has been reviewed.			
DTS Errors	Errors by Type Sections with Errors Students with Errors Instructors with Errors	Allows campus and reviewers to drill down and include more fields in order to review fatal errors and warnings. Although certainly not an exhaustive list, some errors that might appear are as follows: <ul style="list-style-type: none"> <li>• – refer to Exceptions tab for details</li> <li>• Credits Attempted should be between Course Min and Max – error in credits assigned or Course data may need to be updated.</li> <li>• Grades for Special Auditors must be SA – this is very important as it is necessary in order for these non-state supported credit hours to be removed from AAFTE calculations. It is a warning because a Special Auditor may be enrolled in a “free” course as well as another course.</li> <li>• Credits Earned if Grade is AU or NG should be zero – refer to Exceptions tab for details</li> </ul>	Only common examples of warnings are included in this list. Campuses should review all warnings to ensure their data is accurate. To the extent possible, Campuses should minimize warnings. Note that some warnings may not reflect issues with the data.
DTS Errors	Errors by Type <ul style="list-style-type: none"> <li>• Credit/Contact Hour Relationship Mismatch</li> </ul>	Refer to the Exception tabs for details about what is the mismatch.	
DTS Errors	Errors by Type <ul style="list-style-type: none"> <li>• Credits earned if Grade is AU or NG should be zero</li> </ul>	Refer to the exceptions tab for additional details of the students with this issue. The complete record of the students with this warning can be found by searching the student in DTS ( <a href="#">how to search</a> )	

Term Section Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
DTS Errors	Errors by Type <ul style="list-style-type: none"> <li>Grades for Special Auditors must be SA</li> </ul>	It is very important to make sure that the grade entered for courses students take as Special Auditors is SA. This is needed because the credits taken as a Special Auditor are non-state supported credit hours and should not be included with the AAFTE calculations. It is a warning and not a fatal error because in a given term a Special Auditor may be enrolled in additional courses with state supported credit hours.	
DTS Errors	Errors by Type <ul style="list-style-type: none"> <li>Credits Attempted should be between Course Min and Max</li> </ul>	It is possible that the credits assigned or Course data need to be updated. Contact campus for explanation of discrepancy.	
Comparison of Data in End-of-Term and Term/Section	End-of-Term Student and State-Supported Credit Hour Counts and Term/Section Student and State-Supported Credit Hour Counts	Both the Student Counts and State Supported Credit Hours should match. A student who is reported as enrolled in state supported credits on an End-of-Term Student Submission should have their coursework reported on Term Section. Also, a student who is reported on Term Section <b>MUST</b> be reported on End-of-Term. If not, the submission will not export.	A slight discrepancy may pass review but the campus should know why the number(s) don't match. Reminder: Term Section State Supported Credit Hours are used in FTE and AAFTE calculations.
Comparison of Data in End-of-Term and Term/Section	Credit Hours in EOT Student Submission and Credit Hours in Term/Section Submission	Total Credit Hours and Credit Hours by Type should match. If there is a discrepancy between the State Supported Credit Hours noted above these tables may provide a basis for investigation.	<a href="#">See Example 3</a>
Comparison of Data in End-of-Term and Term/Section	Students Who Appear in the End-of-Term Submission but not Term Section and Students Who Appear in the	If there is a discrepancy between the Student Counts noted above these tables may provide a basis for investigation.	A student who is reported on Term Section <b>MUST</b> be reported on End-of-Term. If not, the submission will not export to data warehouse.

Term Section Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
	Term/Section Submission but not End-of-Term		
Comparison of Data in End-of-Term and Term/Section	EOT State Supported Credit Hours different from Term/Section and Term/Section State Supported Attempted Credit Hours different from EOT	If there is a discrepancy between the State Supported Credit Hours noted above these tables may provide a basis for investigation.	
Comparison of Data in End-of-Term and Term/Section	End-of-Term Total Credit Hours = Zero and Term/Section Attempted Credit Hours = Zero	If a Home Institution Student has zero Total Credit Hours, generally, this is an error. Also, if a student on Term Section has zero Attempted Credits, this could be an error. An exception would be students enrolled only in noncredit courses or students who are auditors.	
Exceptions	Instructor SUNY IDs Duplicate SUNY IDs	Either duplicate SUNY IDs or duplicate campus IDs must be resolved before the submission can be approved. Information on the instructor(s) or student(s) is provided.	
Exceptions	Grades vs. Credits Earned	At some campuses, non-gradable course could earn credits but generally students should not earn credits if they receive a grade of F, Incomplete, Unsatisfactory, they withdrawal or are auditing the course.	
Exceptions	Sections Meeting at the Same Time, Day and Room	Most likely an error, as two different sections do not normally meet at the same time, same day, in the same room and have the same instructor.	
Exceptions	Special Auditors flagged in EOT without an SA Grade in Term Section	All tables designed to flag errors with Special Auditors and/or State Aidable Auditors.	

Term Section Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
	<p>State Aidable Auditors flagged in EOT without an AU (Audit) Grade in Term Section</p> <p>Students receiving an SA Grade (Special Auditor) in Term Section, but student not flagged on Student file</p> <p>Students receiving an AU Grade (State Aidable Auditor) in Term Section, but student not flagged on Student file</p> <p>Students receiving an SA or AU grade with Earned Credits not equal to zero</p>	<p>Special Auditor and State Aidable Auditor are Special Population Codes that can be assigned to students on the End-of-Term Submission.</p> <p>The reason for Special Auditors to have an SA Grade was cited above.</p> <p>Students identified as State Aidable Auditors should have at least one audit grade.</p> <p>Student assigned a grade of SA or AU should have the appropriate Special Population Code on End-of-Term</p>	
Exceptions	Instruction Type vs. Credit/Contact Hour Relationship	<p>Credit/Contact Hour Relationship &amp; Instruction Type discrepancies will be highlighted in yellow. The Campus Course IDs will be included in a table to the right.</p> <p>Refer to definitions and business rules for these two elements in the Term Section Data Dictionary.</p>	It is important that these relationships are correct as they can be used to verify whether student and faculty contact hours are appropriate.
Exceptions	Contact Hours – Faculty Contact Hours ≠ Student Contact Hours for Traditional Instruction Types	<p>Traditional Instruction Types are those which have a generally accepted relationship between faculty contact hours and student contact hours. These instruction types include: Lecture, Seminar, Recitation/Quiz/Discussion, Laboratory, Tutorial, and Lecture/Lab/Recitation.</p> <p>For example, with Instruction Type - Lecture, faculty and student contact hours should be equal.</p> <p>Submissions should not have courses with faculty contact hours but no student contact hours</p>	

Term Section Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Exceptions	Contact Hours Instruction Type Mismatch	The element which could be in error is highlighted. Some examples would be: Instructors teaching a lecture course with no faculty contact hours. Faculty contact hours for Instruction Types – Independent Study or Advanced Graduate Research	
Summary of Submission	All tables	Campuses should review all the data tables to ensure submission data is accurate based on their knowledge of the campuses' data.	
Summary of Submission	Students in Continuing Education Sections	Campuses should confirm the number of students in Continuing Education Sections. This count will include sections where Section Student Enrollment is provided instead of a student roster.	
Summary of Submission	Grades	Table is used to review credits earned are zero for grades of Non Passing and Not Graded	
Summary of Submission	Credit Hours by Funding and Course Level	Table is used to review break down of State Supported and Non State Supported Credit Hours	
Trend Reports	All tables	Ensure Submission Term and Comparison Term are correctly matched (e.g. Fall to Fall). Percentage change will not show if at least the same term from the prior year is not selected. Look for significant changes between the years as these may reflect errors in reporting. Contact campuses to make sure significant changes are real and are not an error.	
Trend Reports: Applied Learning	All tables	Ensure that applied learning sections are included in the submission. Look for changes between years and contact campus if something stands out.	

Term Section Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Sections	All tables	<p>All sections can be viewed or just Traditional (Lecture, Seminar, Recitation/Quiz/Discussion, Laboratory, Tutorial, Lecture/Lab/Recitation) or Non-Traditional</p> <p>Review Average Credits Attempted, Average Credits Earned for reasonableness. Compare Student and Faculty Contact Hours, again for reasonableness.</p>	
Faculty	All tables	Review for large numbers (>150) of faculty contact hours as these should be errors.	
Utilization	Last 30 Days of Student Submission Dashboard Usage by Campus	Confirm campus has at least reviewed the majority of the submission. Key in on things that haven't been reviewed by the campus. Remind campus lead that they are responsible for this data and should be using the dashboards and this checklist.	

### Example 3 – Differences in Credit Hours by Type

In the example below the credit hours reported for the EOT Submission differ from the credit hours reported for the Term/Section Submission in several credit hour types (i.e. State Supported Total Credit Hours, Non-State Supported Credit Hours, etc.). Reviewers should ask campuses for an explanation of this discrepancy.

Credit Hours in EOT Student Submission		Credit Hours in Term/Section Submission	
<i>EOT Submission</i>		<i>TSDS Submission</i>	
	Fall 2015		Fall 2015
<b>Total Credit Hours</b>	<b>52,602.68</b>	<b>Total Credit Hours</b>	<b>52,666.83</b>
State Supported Total Credit Hours	52,455.68	State Supported Total Credit Hours	52,666.83
Non - State Supported Credit Hours	147.00	Non-State Supported Credit Hours	0.00
State Supported Lower Division Credits	49,550.00	State Supported Lower Division Credit Hours	49,691.00
State Supported Upper Division Credits	0.00	State Supported Upper Division Credit Hours	0.00
State Supported Graduate Credits	0.00	State Supported Graduate Level Credit Hours	0.00
State Supported Remedial-ContEd Credits	1,267.68	State Supported Remedial-ContEd credits	1,337.83
State Supported Remedial-Non ContEd Credits	0.00	State Supported Remedial-Non ContEd credits	0.00
State Supported Developmental Credits	1,638.00	State Supported Developmental credits	1,638.00

Note Differences in Credit Hours by Type

## FINANCIAL AID CHECKLIST

Financial Aid Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
DTS Errors (Note that dashboard does not have an errors/warnings tab, <a href="#">go to DTS</a> to see the errors/warnings of the submission)	Cost of Attendance is required and must be >0	Campuses should make an effort to minimize the number of cases with Cost of Attendance = 0. SUNY System Administration is considering making this warning a fatal error.	
Summary	Summary – (1) Financial Aid Submission Person Count by SUNYID, Local ID, and SSN. Includes counts of null IDs and duplicate IDs, (2) FAFSA Count, (3) Cost of Attendance, (4) Income – from FAFSA/ISIR records (5) AGI – from FAFSA/ISIR records (6) Award Amounts Offered, Accepted and Disbursed for students in both Fall and Spring terms.	Check for NULL ID and duplication records. Make sure no duplicated SUNY IDs/Local IDs for a student.	FASFA based elements are not verifiable by system reviewers but notify campus if data is missing.
Student Identification	Student Identification – (1) Date of Birth, (2) Gender Counts, (3) Aid Disbursed to Students without SUNY ID, (4) Students Age – including counts and percentages of students by age.	Check for NULL ID and duplication records. Check Pell, TAP and other common awards are listed & reasonable.	FASFA based elements are not verifiable by system reviewers but notify campus if data is missing.

Financial Aid Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Family Demographic	Family Demographic – (1) Family Size, (2) Parents Information, (3) Zip Codes, (4) Tuition Rate Indicator by Residency, (5) Student Enrollment Information, (6) Miscellaneous Student Information.	Check exceptions if there are records with disbursed award amount, but no SUNY ID (No matched enrollment records yet). In rare case, it might be ok. E.g. refunds.	All reports are based on FAFSA/ISIR records except Tuition Rate Indicator by Residency.
Family Financial	Family Financial – (1) Income, (2) AGI, (3) FISAP Total Income (FTI), (4) EFC, (5) Total Contribution.	Notify campuses if data elements are missing or look unreasonable. (Note negative income amounts are included)	These are FASFA based elements are not verifiable by system reviewers but notify campus if data is missing.
Cost of Attendance	Cost of Attendance – (1) Cost of Attendance, (2) Housing Plans for Budget, (3) Cost Breakdown, (4) Tuition, (5) Student Fees,(6) Room and Board, (7) Books and Supplies, (8) Personal Expenses, (9) Transportation, (10) Other	Verify that the housing data is complete and not mostly reported in unknown or missing on campus housing. This is used for NPC. Same as with cost breakdown, ensure data is mostly submitted.  Make sure that the information in the Housing Plan for Budget is completed.	These are campus based elements and are verifiable by system reviewers. Note any amounts unreasonable
Financial Aid	Financial Aid –(1) Standard Award Programs, (2) Program Award by Term, (3) Other Award Program	Ensure that Pell & TAP awards are being reported especially for Spring and Fall terms.  Ensure that Federal base aid (grants, loans, and Military/Veteran awards) uses one of standard program codes (1-60) instead of using other (999).	These are campus based elements and are verifiable by system reviewers. Note any amounts unreasonable. Make sure that the max awards don't exceed the Award Limits (next page and Appendix T1 in Confluence)

AWARD_YEAR	CODE	AWARD_NAME	AWARD_LIMIT
2015-16	1	Pell	5775
2015-16	3	FSEOG	4000
2015-16	5	TAP	5165
2015-16	8	APTS	2000
2015-16	11	NY State Native Amer	2000
2015-16	12	TEACH	4000
2015-16	17	Perkins	8000
2015-16	21	SUSTA	1000
2015-16	22	ESDHS	3000
2015-16	25	Direct Sub	12500
2015-16	26	Direct Unsub	20500
2016-17	9	NYS STEM Incentive	6470
2016-17	61	Fed I/A Service Grant	5815
2016-17	1	Pell	✓ 5815
2016-17	5	TAP	5165
2017-18	13	NYS Excelsior Scholar	5500

## DEGREE CHECKLIST

Degree Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
DTS Errors (Note that dashboard does not have an errors/warnings tab, <a href="#">go to DTS</a> to see the errors/warnings of the submission)	If registered program, student must have enrollment at this campus between Fall 2002 and award date	Review enrollment history of student contact campus to inquire if this information is correct	
DTS Errors (Note that dashboard does not have an errors/warnings tab, <a href="#">go to DTS</a> to see the errors/warnings of the submission)	For a primary degree, cannot be less than 60/120 credits for associate/baccalaureate award level	Review credit history of student(s) and contact campus to determine if it is a reporting error.	
DTS Errors (Note that dashboard does not have an errors/warnings tab, <a href="#">go to DTS</a> to see the errors/warnings of the submission)	If a SUNY ID is not provided, key identifying data elements should match SUNY student repository	These are probably students who have not attended since the first semester of data in the data warehouse (around 2002), do not have a SUNY ID but received a degree. These cases can be ignored.	
Student Identification	Student Counts Section	Contact campus if several students are missing distinct SUNY ID and/or Distinct Local ID. Make sure there are no students with duplicate SUNY ID/Duplicate Local ID/Duplicate SSN	

Degree Submission Checklist			
Dashboard Tab	Table	Specific Points of Review	Issues/Comments
Submission, Degree	Degree Warehouse View/Degree Submission Period Description	Use the selectors to choose the degree submission period that you will compare with the submission you are reviewing (make sure you select both the reporting year and whether it is the summer award or the fall-spring award submission). The Degree Warehouse View will show historical data from the Warehouse and the Degree Submission View shows the current submission. Explore data for significant changes in the number of degrees awarded and contact campus if needed. Note that Campuses may have a better understanding of when to expect spikes and decreases in number of degrees awarded by program and should carefully review this dashboard tab.	

## 7. Extras for System Administration Reviewers

Reviewers can see the status of all their submissions by accessing DTS. Once you have accessed DTS, you will get a screen that shows a tab for each type of submission and a list of every campus with details about the reviewer, term, status (open, locked, approved, exported) and date when the submission was last modified. You can filter the submissions by any of the details. The screen below is filtered by reviewer.

The screenshot displays the SUNY Data Transfer System (DTS) interface. At the top, a yellow banner reads "Welcome:: GUERRESA Campus: 28650 - SYSTEM ADMINISTRATION". Below this is a blue header with the SUNY SECURE logo and the title "Data Transfer System". A navigation menu on the left includes links for Home, Data Submission, Utility, Reports, Surveys, Help, and Admin. The main content area is titled "Submission Status" and features a tabbed interface with categories: Student, EOT, Term/Section, Degree, Financial Aid, Student Rev., Student Survey, Course, and NY Alert. The "Financial Aid" tab is active, showing a table of submissions. A red box labeled "Submission" points to the "Financial Aid" tab, and another red box labeled "Filter" points to the "Reviewer" dropdown menu in the table's header. The table lists submissions for various institutions, all reviewed by "Santiago Guerrero".

Institution Name	Reviewer	Description	Status	Last Modified
Canton	Santiago Guerrero	Spring 2016	Locked	2/5/16 2:14 PM
Dutchess	Santiago Guerrero	Spring 2016	Open	2/19/16 5:42 PM
Monroe	Santiago Guerrero	Spring 2016	Open	2/18/16 11:02 AM
New Paltz	Santiago Guerrero	Spring 2016	Open	2/19/16 5:40 PM
North Country	Santiago Guerrero	Fall 2015	Exported	12/14/15 4:46 PM

At the bottom of the page, the SUNY logo is displayed alongside the text "The State University of New York" and "Copyright © 2016 The State University of New York. All rights reserved. Contact Us :: WEB ACCESSIBILITY :: Privacy Policy".

**Approve Submission/ Unlock Submission** - To approve a submission go the Submission Detail page, select the desired option from the Select An Action drop-down menu, and click on Go.

Welcome:: GUERRESA Campus: 28850 - SYSTEM ADMINISTRATION

**SUNY SECURE**

Home **Data Transfer System**

**Submission Detail**

**Submission Summary**

Institution Name	Type	Description	Status	Records	Err		View Students Add Student View Contacts View History
					Fatal	Warn	
	Student	Spring 2016	Locked	3021	0	116	

Select An Action : **Lock Submission** Go

**Submission Messages**

Severity	Element	Error Message	Occurrence	Edit
Warning	High School CEEB Code	Must be a valid code.	74	Edit
Warning	Higher Education History	If HEH is 4 or 7, student must have prior enrollment at your campus.	17	Edit
Warning	Accumulated Credit Hours	Value Exceeds 200.00	12	Edit
Warning	Higher Education History	If HEH is 2, student must not have prior enrollment at your campus unless prior HEH is 8.	7	Edit
Warning	High School Graduation Year	Required when High School Status is High School Graduate, Home School Graduate, or GED Recipient.	4	Edit
Warning	Total Credit Hours	Value exceeds 24.00	1	Edit
Warning	Student Home Institution Code	If Admission Status is 9, Student Home Institution Code must be a non-SUNY institution.	1	Edit

Back

Now you will be taken to the Approve Submission page where you just need to click on Approve Submission when you are ready to approve it.

Welcome:: GUERRESA Campus: 28850 - SYSTEM ADMINISTRATION

**SUNY SECURE**

Home **Data Transfer System**

**Current Submission**

Institution	Type	Status	Fatal Errors	Warnings	Thresholds
Canton	Student	Locked	0	116	0

**Approve Submission**

**Information**

If you elect to approve this submission, all the data contained within it will be loaded as official data. Approving this campus's submission also prevents any further editing of the data contained within.

- You Will No Longer Be Able To Edit This Submission
- You Are Indicating That This Data Meets the Standards of SUNY System Administration
- You Are Notifying All Contacts Contained In This Submission That It Has Been Approved
- You Are Confirming That You Have Reviewed Your Data And That It Is Accurate

If you are ready to approve this submission please click the button below.

Back Approve Submission

**Utilizations Tabs on Dashboards** - As part of the review process, SIRIS coordinators can check whether the campus users that submitted the data have reviewed the dashboards. This can be found on the Utilization tabs of the Dashboard. Here you can check if the Campus you are reviewing has used the different reports (dashboard queries) contained in the dashboard. It is strongly recommended that campuses access every dashboard query of a submission dashboard to look for anomalies before locking the submission. SIRIS Coordinators should review this tab to determine if campuses are using the dashboards before locking their submissions.

Submission, Term Section | Home | Catalog | Favorites | Dashboards | New | Signed in As: GUERRESA-System Admin

Introduction | DTS Errors | Exceptions | Summary of Submission | Trend Reports | Sections | Faculty | PSI | Comparison of Data in End of Term and Term/Section | **UTILIZATION**

### UTILIZATION TRACKING

Campus: System Admin

Campus	Dashboard Page	User Name	Dashboard Queries
Adirondack	Comparison of Data in End of Term and Term/Section	SMITHDM	8
	DTS Errors	SMITHDM	9
	Exceptions	SMITHDM	6
	Faculty	SMITHDM	2
	PSI	SMITHDM	2
	Sections	SMITHDM	3
	Summary of Submission	SMITHDM	3
Albany	Comparison of Data in End of Term and Term/Section	INRLBM	6
	DTS Errors	INRLBM	18
	Exceptions	INRLBM	2
	PSI	INRLBM	2
	Summary of Submission	INRLBM	2
Alfred State	Comparison of Data in End of Term and Term/Section	KERNANLA	6
	DTS Errors	KERNANLA	3
	Exceptions	KERNANLA	4
	Faculty	JARDINDO	1
	PSI	KERNANLA	2
	Sections	CLAIREDA	1
	Summary of Submission	KERNANLA	3
		CLAIREDA	1
		JARDINDO	2
		KERNANLA	2
		KERNANLA	2

Rows 1 - 25

Dashboard Name is equal to / is in /shared/SIRIS Submissions/\_portal/Submission, Term Section and TIMESTAMPDIFF(SQL\_TSI\_DAY, Start Date, CURRENT\_TIMESTAMP(0)) is less than or equal to 30

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

#### Dashboard Queries

User	Comparison of Data in End of Term and Term/Section	DTS Errors	Exceptions	Faculty	PSI	Sections	Summary of Submission	Trend Reports	Utilization
BILLECS	10		4			1	3	4	
BRICKMPD	6	9	6	2	1	3	3	6	
DIBBLEDE	4		2			1	2	2	1
DUTTFIEST	2	3	8		1	1	1		
GUERRESA	28	33	24	7	4	8	7	16	3
HORNJO	8	15	8	3	3	4	4	8	2
LAMPHEDA	10	12	10			2	3	4	
LJJI	2	3	2			1	1		
MONTIELI	4	3	4	1	1	2	2	6	
ROZZIATV	26	34	20	3	2	2	3	4	2
SCHWARAU	12	18	16	6		7	7	14	
WILNERPA	6	15	8	3	2	3	3	6	

Dashboard Name is equal to / is in /shared/SIRIS Submissions/\_portal/Submission, Term Section and TIMESTAMPDIFF(SQL\_TSI\_DAY, Start Date, CURRENT\_TIMESTAMP(0)) is less than or equal to 30

[Analyze](#) - [Print](#) - [Refresh](#) - [Print](#)

Exploring submission warnings using SUNY IDs. - Below are the steps for a way of exploring submission warnings using the SUNY IDs to display only the records that have warnings.

### How to copy SUNY IDs (or Local IDs) to explore warnings

The warning is displayed in the DTS Errors tab of the Early Student dashboard. Click on the warning for a list of the records with the warning.

Click to see a list of the records that have this warning

Error Severity	Error Message	Data Element Causing Error	Error Count
<b>Warning Total</b>			<b>280</b>
Warning	If HEH is 1, student must not have prior enrollment at your campus unless prior HEH is 5 or 10.	Higher Education History	5
Warning	If HEH is 2, student must not have prior enrollment at your campus unless prior HEH is 8.	Higher Education History	113
Warning	If HEH is 4 or 7, student must have prior enrollment at your campus.	Higher Education History	63
Warning	If HEH is 5, Award Level Must be 8	Primary Academic Award Level	32
Warning	The award level must be consistent with HEH (SE020).	Primary Academic Program Id	32
Warning	Value Exceeds 200.00	Accumulated Credit Hours	1
Warning	Must be a valid code.	High School CEEB Code	4
Warning	Required when High School Status is High School Graduate, Home School Graduate, or OED Recipient.	High School Graduation Year	28
Warning	If Value is -1 Admission Status should not be any of Cross-Reg(7-10)	Study Abroad Program ID	2

The next step is to export the list of records in a format you can open in excel for copying the Student ID (or Local ID) of the records that trigger the warning.

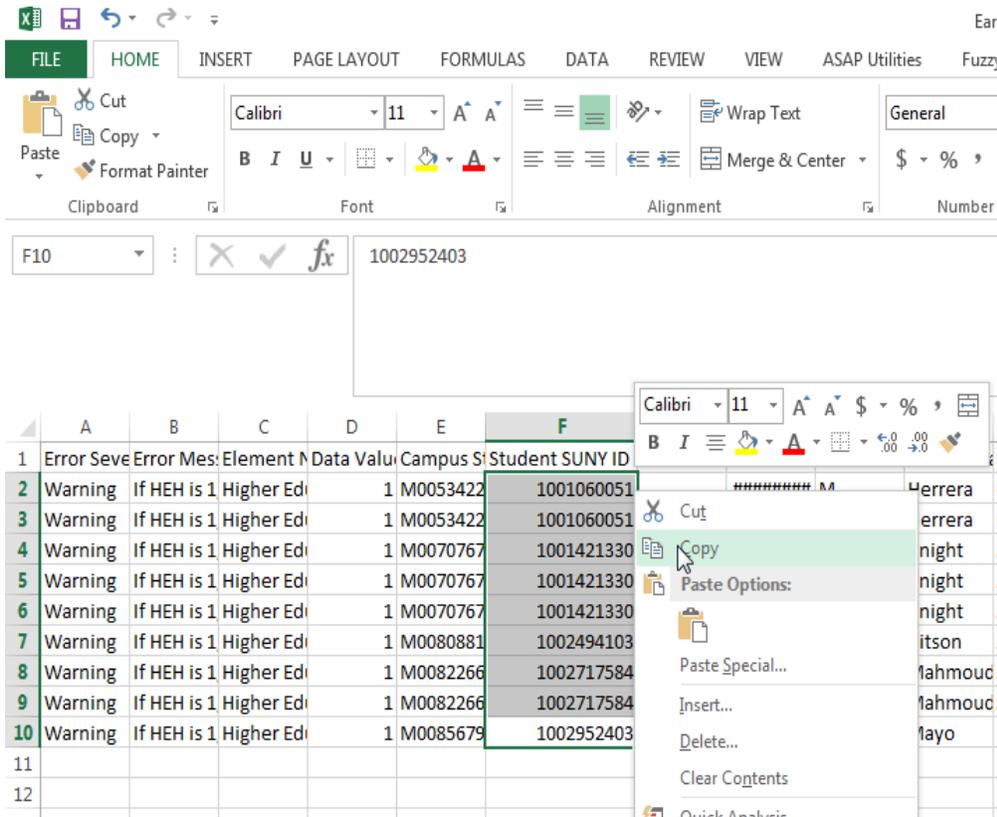
Click here to export the report and save it in your preferred format

Error Message	Data Element Causing Error	Data Value Causing Error	Campus Student ID	Student SUNY ID	Admission Status	Higher Education History	Student Last Name	Special Population Code	Primary Academic Program ID	Primary Academic Award Level	Secondary Academic Program ID	Student Home Institution Code
If HEH is 1, student must not have prior enrollment at your campus unless prior HEH is 5 or 10.	Higher Education History	1	M00534221	1001060051	1	1	[redacted]	4	783	2		
			M00707674	1001421330	1	1		9	783	2		
								4	6830	2		
								7	6830	2		
								9	6830	2		
									6830	2		
			M00808810	1002494103	1	1		6830	2			
			M00822666	1002717584	1	1		4	6830	2		
							9	6830	2			
			M00856797	1002952403	1	1		4	6830	2		

Export - Create Bookmark Link

- PDF
- Excel
- Powerpoint
- Web Archive (.mht)
- Data
  - CSV Format
  - Tab delimited Format
  - XML Format

After doing this, open the exported file in excel and copy all of the Student IDs to the clipboard.



Now you can use these SUNY IDs as a filter in queries to explore the details of the students with the particular warning being explored. There are queries that you can use to explore particular warnings. These queries are saved in the folder below:

