



# ADHE Student Information System Updates

June AIRO Meeting 2018

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# Overview

- Page 4 – Overview of Revisions
- All revisions affect AY2019 data unless otherwise noted

# College ID Required

- College ID is now required for all files where previously optional
- Will be required beginning July 1<sup>st</sup>
  - Including AY2018 Annual Files & resubmissions of older data
- ID must be left justified if less than 10 characters
- Must be included in the Term Instructor files for all terms

# New SSN & College ID Change File

- Page 12 of Manual
- Replaces .SSN and .SSN2 files
- New file to be used effective July 1st
  - Traffic Cop will no longer process .SSN or .SSN2 once the new file goes live
- Pre-formatted Excel Spreadsheet will be located on the ADHE website

# ID Change File, cont.

Current SIS ssn_id *	New SIS ssn_id	College ID *	Academic Year	Term	Student / Instructor *
123456789	123456788	0012345678			1
111223333		0087654321			1
987654321		0023456789	2018	1	4

# Gender

- New option for reporting Gender
  - 1=Male
  - 2=Female
  - 3=Unknown/Not Reported
- Applies to all files reporting Gender
- 3=Unknown/Not Reported expected to be no more than 5% of students reported



# Annual Financial Aid File

- New fund code added for Arkansas Workforce Challenge Scholarship
- Phased out scholarship codes removed

# Perkins II

- Page 107 – Public Institutions Only
- Assessment Codes No Longer to be Reported
- This change is effective for AY2018 data to be reported in August!!



# Non-Credit Workforce Education

- New file type added – Non-Credit Workforce Education Student File
  - .WRKS extension
  - Student Level Reporting for all institutions reporting Non-Credit Workforce and participating in the Arkansas Workforce Challenge Scholarship
- Additional Details to be Provided June 19<sup>th</sup> at ADHE

# Other Changes to Note

- SSNs will no longer be reported in Error Reports
  - College ID will be used
- Deadline for Minority Recruitment and Retention Report – Moved to July 11<sup>th</sup> (one week later than usual)

# General Reminders

- Resubmissions only allowed for current and 1 previous academic year
  - Resubmissions of earlier data must be pre-approved by ADHE
- Data Summaries are available for download on demand from [modelsis.adhe.edu](http://modelsis.adhe.edu) website
  - Please review after each file submission!
- Fall Preliminary Enrollment Report – Online
  - Please review field definitions closely!
- Exception Requests should all be submitted via the RP server

# General Reminders, cont.

- Update contact lists and system access with every applicable employee change
  - To update this information, email [beth.stewart@adhe.edu](mailto:beth.stewart@adhe.edu)
- Updated institutional data packages will be provided in July.
  - Date of release TBD