

# Information Technology Services

University System of Georgia Information Technology Services

**Data & Reporting Services**

## **Academic Data Collection Process Overview**

**Data & Reporting Services**

**Information Technology Services  
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## Contents

|   |     |
|---|-----|
| Academic Data Collection .....                          | 2   |
| Overview .....  | 2   |
| Academic Data Calendar .....                            | 3   |
| Graduation Data Collection .....                        | 5   |
| Graduation Data Elements Collected .....                | 5   |
| Course Data Collection .....                            | 6   |
| Collection Process for Course Curriculum .....          | 6   |
| Course Curriculum Data Elements Collected .....         | 6   |
| Collection Process for Student Course Enrollment .....  | 7   |
| Student Course Enrollment Data Elements Collected ..... | 7   |
| Student Data Collection .....                           | 9   |
| Collection Process for Student Enrollment .....         | 9   |
| Student Enrollment Data Elements Collected .....        | 9   |
| Collection Process for Student Test Scores .....        | 11  |
| Appendix A: Document History .....                      | A-1 |

## Academic Data Collection

### Overview

The Academic Data Collection populates data related to Students, Course Curriculum and Graduation.

**Course** information being populated relates to Course Curriculum and Student Course Enrollment.

**Student** information populated relates to Student Enrollment/Headcounts, their demographic information, test scores and other miscellaneous student data.

**Graduation** information populated relates to Student Majors and Degrees Awarded, Cumulative hours and GPAs for the graduated students and updated student demographic data at the time of graduation. In addition to these data for graduating students, annually their address and email information are collected.

The following sections provide detailed information related to the academic data that is populated, as well as outlines the process for the ADC collection.

Information in this document is presented as currently defined.

- Academic Data Collection Calendar
- ADC Graduation Data Collection Overview
- ADC Course Collection Overview
- ADC Student Collection Overview

## Academic Data Calendar

Academic data are captured from campus transactional Student Information systems at both Midterm and End of Term for the three designated terms throughout the fiscal year. Once all data for a specific collection period have been reviewed by appropriate institutional authorities and approved by the University System Officials, data can be loaded into the data warehouse and used for official reporting purposes.

The following table depicts the data that are populated during each collection period.

|   | Midterm Data Collection Period  | End of Term Data Collection Period   |
|---|---|--|
| <b>Current Term Data</b>                          | <b><u>Course Curriculum</u></b>   | <b><u>Course Curriculum</u></b>  |
| Collection populated based on Current Term's Data | All Course Catalog, Active Course Sections/Class Session, Course Faculty for Census 1 and Census 2 prior to Midterm Census 1 date | All Course Catalog, Active Course Sections/Class Session, Course Faculty for Census 2 Courses  |
|   | <b><u>Student Course Enrollment</u></b>   | <b><u>Student Course Enrollment</u></b>  |
|   | Course enrollment data for students registered in Census 1 and Census 2 courses prior to Midterm Census 1 date                    | Course Data for students registered in Census 2 Courses  |
|   | <b><u>Student Enrollment</u></b>  | <b><u>Student Enrollment</u></b>   |
|   | Student Data for Students Registered in Census 1 and Census 2 Courses prior to Midterm Census 1 date                              | Student Data for Students Registered in Census 2 Courses after the Midterm Census 1 date<br><br>Updates For Midterm Students exclusive to Census 2: data includes Student Test Results and Learning Support/USG Requirements |

|   |  |
|---|--|
| <p><b>Previous Term Data</b></p> <p>Collection populated based on Previous Term's Data as these data are available at a later point in time</p> | <p><u>Student Course Enrollment</u></p> <p>Course Grades for Previous Term Census 1 and Census 2 Courses (This collection allows the capture of data that may not have been available at last Midterm collection. These data are collected for the student population collected in previous term to complete the course data for that population.)</p> <p><u>Student Enrollment</u></p> <p>Updates for Previous Term; including Student Test Results, Learning Support/USG Requirements, and Student Cumulative Data (This collection allows the capture of data that may not have been available in the last Midterm collection. These data are collected for the student population collected in previous term to improve data completeness)</p> <p><u>Graduation</u></p> <p>New Graduation records for student graduated in Previous Term; including Degrees/Majors Awarded, Cumulative Hours, cumulative data, and their most recent demographic data.</p> |
| <p><b>Annual Data</b></p> <p>Data populated Annually during Summer Midterm collection</p>   | <p><u>Graduation Address</u></p> <p>Graduate Student Mailing Address and Email Address for Previous Year Graduates</p>   |

**Current Term Collected** – Data is being collected as of the current term date, both Census 1 and Census 2.

**Previous Term Collected** – Data is being collected from the previous term data. This allows for the population of data that may not have been available during the initial term's data collection period.

**Annual Collection** – Data is being collected annually during Summer Midterm

Census and Due dates are posted on RPA's web site at the following location:  
[https://www.usg.edu/research/reporting\\_resources/adc\\_due\\_dates](https://www.usg.edu/research/reporting_resources/adc_due_dates)

## Graduation Data Collection

The Graduation collection includes data for the students who have graduated from a degree program area. These data are used for generating the graduation reports by Degree Programs and Majors and Student Demographics. Collection process for Student Graduation.

The Graduation data collection includes the Student Majors and Degrees Awarded in for the graduated population for the previous term, along with their cumulative hours and GPAs and updated demographic information at the time of graduation. Annually in the Summer Midterm collection, the address and email information are collected for graduate salary survey administration purposes.

Graduation records are populated using the data from the previous term. During the current Midterm collection, data are referenced to determine those records that must be updated with graduation data from the previous term's collection. This Midterm collection contains the students' degrees received, cumulative hours and GPAs earned, as well as the demographic information associated with the student.

This annual collection captures the students' addresses and email addresses at the time of graduation.

### Graduation Data Elements Collected

| Collection Window      |                 | Current Academic Term |             | Previous Academic Term |             | Annual         |
|------------------------|-----------------|-----------------------|-------------|------------------------|-------------|----------------|
|                        |                 | Midterm               | End of Term | Midterm                | End of Term | Summer Midterm |
| All Graduated Students | Demographics    |                       |             | X                      | X           |                |
|                        | Cumulative      |                       |             | X                      | X           |                |
|                        | Degrees Awarded |                       |             | X                      | X           |                |
|                        | Address         |                       |             |                        |             | X              |
|                        | Email           |                       |             |                        |             | X              |

| Symbol | Meaning   |
|--------|-----------|
| X      | Collected |

The Student Graduation records are collected only when the student graduation record has an award status indicator of 'A' (Awarded).

## Course Data Collection

The Course data collection populates all data related to Course Curriculum and Student Course Enrollment.

- Course Curriculum is a complete list of the course curricula at an institution, such as a course catalog. Course Curriculum data provides a complete offering of courses, including Course, Course Section and Class Session Levels for a specific term.
- Student Course Enrollment data provides information related to the courses in which a student is enrolled for the current term.

### Collection Process for Course Curriculum

Course Curriculum is collected twice per academic term, Midterm and End of Term. At Midterm, the full course curriculum is collected for all Census 1 and Census 2 data stored at the Midterm collection. At the End of Term, all Census 2 data are collected for the term.

### Course Curriculum Data Elements Collected

| Collection Window           |                   | Current Academic Term |             | Next Academic Term<br>(Data collected from Previous Term) |             |
|-----------------------------|-------------------|-----------------------|-------------|---|-------------|
|                             |                   | Midterm               | End of Term | Midterm   | End of Term |
| <b>Census 1 Course Data</b> | Course Curriculum | X                     |             |   |             |
|                             | Course Section    | X                     |             |   |             |
|                             | Class Session     | X                     |             |   |             |
|                             | Course Faculty    | X                     |             |   |             |
| <b>Census 2 Course Data</b> | Course Curriculum |                       | X           |   |             |
|                             | Course Section    |                       | X           |   |             |
|                             | Class Session     |                       | X           |   |             |
|                             | Course Faculty    |                       | X           |   |             |

| Symbol | Meaning   |
|--------|-----------|
| X      | Collected |

Data for the Course Curriculum is collected only when:

- The status indicator on SCACRSE must be set to A for active to pick up the course.
- The status indicator on SSASECT must be set to A for active to pick up the course section.

## Collection Process for Student Course Enrollment

Student Course Enrollment data are captured in the Midterm and End of Term collection periods. At Midterm, course data are collected for students registered in Census 1 courses. During the End of Term collection, data are captured only for students registered in Census 2 courses.

Course Grade Mode Code and Course Grades differ slightly than the rest of the Course Enrollment collection. Course Grade Mode Codes are regularly collected at the Midterm and End of Term but are collected again during the following Midterm to receive any changes that may have been made to the previous term's data. Data from the current term are referenced to determine those records which must be updated with the previous term's Grade Code Mode data. Those records are then collected from the previous term's data, including the required Grade Mode Code. The data captured from the previous term is stored separately from the initial current term collection.

In addition, Course Grades are not captured during the current term collection. In addition, Course Grades, Course Hours and Grade Mode Code, the current term data are used to reference those records which must be updated with the previous term's Course Grade data. Those records are then collected from the previous term's data, updating the required Course Grades data.

Using the previous term's data to populate these specific data elements (Course Grade Code Mode, Course Grade) allows institutions more time to enter the information in their systems and have it successfully captured in a timely manner.

## Student Course Enrollment Data Elements Collected

| Collection Window           |                              | Current Academic Term |             | Next Academic Term<br>(Data collected from Previous Term) |             |
|-----------------------------|------------------------------|-----------------------|-------------|---|-------------|
|                             |                              | Midterm               | End of term | Midterm   | End of Term |
| <b>Census 1 Course Data</b> | Course Curriculum            | X                     |             |   |             |
|                             | Course Section               | X                     |             |   |             |
|                             | Class Session                | X                     |             |   |             |
|                             | Course Faculty               | X                     |             |   |             |
|                             | Course Enrollment            | X                     |             |   |             |
|                             | Course Technology Codes – DE | X                     |             |   |             |
|                             | Course Attributes - DE       | X                     |             |   |             |
|                             | Course Grade Mode Code       | X                     |             | (merged)  |             |
|                             | Course Grades                |                       |             | X   |             |
| <b>Census 2 Course Data</b> | Course Curriculum            |                       | X           |   |             |



| Collection Window |                              | Current Academic Term |             | Next Academic Term<br>(Data collected from Previous Term) |             |
|-------------------|------------------------------|-----------------------|-------------|---|-------------|
|                   |                              | Midterm               | End of term | Midterm   | End of Term |
|                   | Course Section               |                       | X           |   |             |
|                   | Class Session                |                       | X           |   |             |
|                   | Course Faculty               |                       | X           |   |             |
|                   | Course Enrollment            |                       | X           |   |             |
|                   | Course Technology Codes - DE |                       | X           |   |             |
|                   | Course Attributes -DE        |                       | X           |   |             |
|                   | Course Grade Mode Code       |                       | X           | (merged)  |             |
|                   | Course Grades                |                       |             | X   |             |

| Symbol   | Meaning  |
|----------|--|
| X        | Collected  |
| (merged) | Merged means the column is updated for the previous collection |

Data for Student Course Enrollment is collected only when:

- Course hours attempted must be greater than zero, or
- Student credit hours must be greater than zero, or
- Course enrollment indicator must be set to 'CNTENRLY'
- The status indicator on SCACRSE must be set to an active status to pick up the enrollment in the course.
- The status indicator on SSASECT must be set to an active status to pick up the enrollment in the course section.
- At midterm, only pull courses if the registration date is set to or before the census one date.
- At end of term, only pull courses if the registration date is set after the census one date.

If the course registration date is set to or before the Census 1 date, the record is collected as a Census 1 course. If the course registration date is set after the Census 1 date, it is collected as a Census 2 course.

## Student Data Collection

Student data collection populates data related to Student Enrollment and Student Test Scores.

- Student Enrollment data relates to student registration and headcount.
- Student Test Scores data provides information related to admissions and graduate level testing.

### Collection Process for Student Enrollment

Student Enrollment data are collected at Midterm and End of Term collections. Student Enrollment will have the ability to match the Course Enrollment headcount by collecting students at both census points. Even though enrolled students are collected at both midterm and end of term, it is important to note that only the students collected at midterm are reported as the official headcount. By collecting LS (Learning Support), CPE and CPC data at separate collection windows, it will allow trend analysis of how the students' progress over time.

Cumulative Hours and GPA data are collected the following Midterm to allow institutions additional time to have these submitted into their system. The current term data is used to reference those records which must be updated with the previous term's Cumulative Hours and GPA data. Those records are then collected from the previous term's data, updating the required Cumulative Hours and GPA data.

### Student Enrollment Data Elements Collected

| Collection Window   |                              | Current Academic Term |             | Next Academic Term<br>(Data collected from Previous Term) |             |
|---|------------------------------|-----------------------|-------------|---|-------------|
|   |                              | Midterm               | End of term | Midterm   | End of Term |
| <b>All Students collected at Midterm. Enrollment in C1 or C2 courses.</b> | Demographics                 | X                     |             |   |             |
|   | Student Attributes           | X                     |             |   |             |
|   | Fee Classification           | X                     |             |   |             |
|   | Student Admission Attributes | X                     |             |   |             |
|   | Advanced Standing            | X                     |             |   |             |
|   | Student Transfer             | X                     |             |   |             |
|   | Degree Enrolled              | X                     |             |   |             |
|   | Student Enrollment           | X                     |             |   |             |
|   | LS Enroll                    | X                     |             | (merged)  |             |
|   | LS/CPE/Exit Dates            | X                     | (merged)    | (merged)  |             |
|   | LS/CPC USG Requirements      | X                     | (merged)    | (merged)  |             |
|   | Student Cumulative Hours/GPA |                       |             | X   |             |

|   |                              |  |   |  |          |
|---|------------------------------|--|---|--|----------|
| <b>Students collected at End of Term with Census 2 Courses Only</b> | Demographics                 |  | X |  |          |
|   | Student Attributes           |  | X |  |          |
|   | Fee Classification           |  | X |  |          |
|   | Student Admission Attributes |  | X |  |          |
|   | Advanced Standing            |  | X |  |          |
|   | Student Transfer             |  | X |  |          |
|   | Degree Enrolled              |  | X |  |          |
|   | Student Enrollment           |  | X |  |          |
|   | LS Enroll                    |  | X |  | (merged) |
|   | LS/CPE/Exit Dates            |  | X |  | (merged) |
|   | LS/CPC USG Requirements      |  | X |  | (merged) |
|   | Student Cumulative Hours/GPA |  |   |  | X        |

| Symbol   | Meaning   |
|----------|-----------|
| X        | Collected |
| (merged) | Merged    |

Filters are placed on the Student Enrollment data to verify that the student is legitimately enrolled for the official headcounts.

Data is collected only when:

- Enrollment status code must be HEADCNTY or CO
  - If enrollment status code is HEADCNTY:
    - Institutional term hours attempted must be greater than zero.
    - Student must have a current term course enrollment record.
    - The student’s course enrollment indicator must be CNTENRLY (Cross Reference).
    - Their course enrollment record must have course hours greater than zero.
  - If enrollment status code is CO:
    - Institutional term hours attempted must be greater than zero.

## Collection Process for Student Test Scores

Multiple test scores are captured for each student which allows reporting on Admissions and Enrollment tests, such as SAT, MAT, LSAT, GRE, ACT, GMAT, GED, MCAT, GAHS, and CPE.

The process for the collection of Student Test Scores is based on the test type. Collection of Admissions type tests (SAT, ACT, GRE, MAT, etc.) are based on the matriculation term of the student. If the student's matriculation term is the same as the current term being submitted, then the test scores are captured at both Midterm (Census 1 and 2) and End of Term (Census 2 only) collection periods for the current term. The test scores are collected again the following Midterm to receive any changes that may have been made to the previous term's data. This will allow schools more time to submit the data.

Enrollment type tests (CPE) are based on the enrollment status. If the student is enrolled during the term being submitted, then the test scores will be collected at both Midterm (Census 1 and 2) and End of Term (Census 2 only).

## Appendix A: Document History

| Date               | Page/Process | Page | Update Description                                |
|--------------------|--------------|------|---|
| <b>Summer 2011</b> | All          | All  | Original Document                                 |
| <b>Summer 2018</b> | xx           | xx   | Updated   |
| <b>Spring 2023</b> | All          | All  | Complete document review with updated screenshots |
|                    |              |      |   |
|                    |              |      |   |