

Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics



Academic Data Collection (ADC)

Data Submission & Reporting User Guide

January 2026

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Academic Data Collection (ADC) Data Submission & Reporting User Guide

Purpose

The Academic Data Collection (ADC) includes information on enrolled students, courses, schedules, and graduation. Data is submitted twice each term, at midterm and end of term, based on the published collection calendar.

Target Audience

This document is designed for institutional staff responsible for submitting data to the Academic Data Collection. This includes the Points of Contact (POCs) for each institution for the ADC and any other staff with roles and access to complete a data extraction and review data related to the ADC.

Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Academic Data Collection:

- Academic Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Submission Review
- Data Dictionary
- Reference Code Reports
- Request Error Relief
- Data Collection Certification

More Information and Support

For emergencies, business interruptions, or other production down situations, immediately call USG Service Desk at 877-251-2264.

For noncritical issues, log in with your username and password at <https://usg.service-now.com/usgsp> to submit a ticket.

Resources

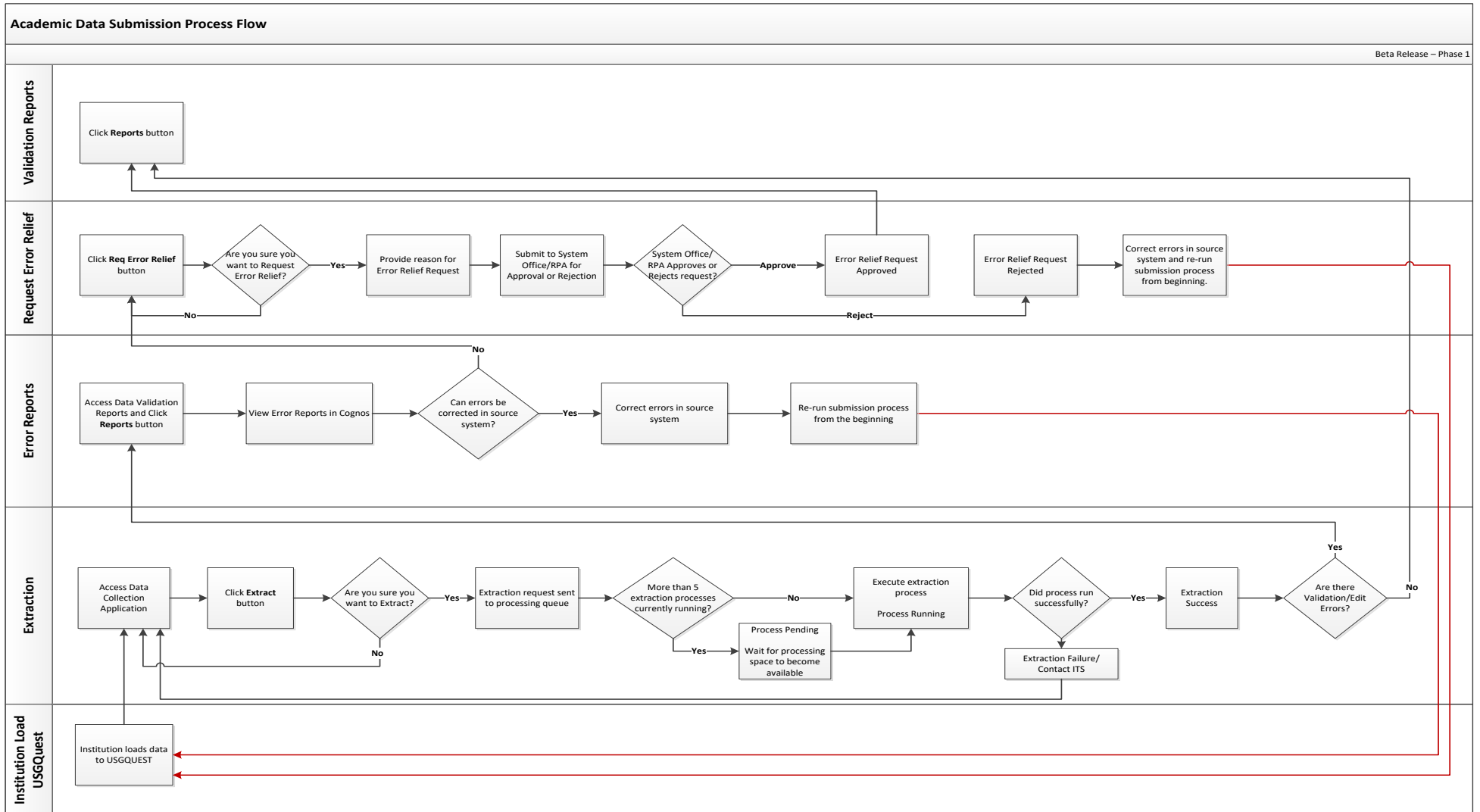
Information about ITS Service Level Guidelines and the maintenance schedules can be found at https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit <https://status.usg.edu>.

Academic Institutional User Roles

The following section explains the Academic Institutional User Roles that must be defined for the institution to successfully complete Academic Data Collections.

Role Title	Role	Role Functions
Institution Academic Extractor	usg_aca_extractor	Extract Academic Data View Academic Error Reports/Logs Request Error Relief Provide Error Relief Comments
Role Description		
<p>The Extraction process collects data from the Academic campus Operational Data Store (ODS). If any errors are returned during the extraction process, the data warehouse user interface alerts the user. These errors must be corrected before data can be accepted by the Office of Research and Policy Analysis (RPA) and loaded into the relational data warehouse.</p> <p>In exceptional cases where an error cannot be corrected, Error Relief can be requested from RPA. Comments must be provided explaining why the error is to be considered an exception. RPA approves or rejects the request(s).</p>		
Role Title	Role	Role Functions
Institution Academic Data Submission Reviewer	usg_aca_ods_reviewer	Review Academic Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
Academic Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes. Once reports have been reviewed and accepted as accurate, the institution can notify the Office of Research and Policy Analysis (RPA) that data is ready for load.		
Role Title	Role	Role Functions
Institution Academic Reviewer	usg_aca_reviewer	Review standard, pre-built Official Academic Reports for accuracy.
Role Description		
Once data has been loaded into the relational data warehouse, pre-built (canned) Academic reports can be reviewed.		

Data Submission Process Flow



Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS_ODS_ADM_ETL_INSTALL)
- ✓ Run the Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

Confirm Installation of the Current Academic Release

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Academic Release (CAMPUS_ODS_ADM_ETL_INSTALL) must be installed.

For the release documentation and the current ETL Execution Parameters, refer to the Academic tab under Data Collections Documentation on the Enterprise Data Management & Reporting Services site:

https://www.usg.edu/edma/data_collections/documentation/academic_documentation

Data Collection Extraction Process (ZADMETL)

In Banner, run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution's designated database. The ZADMETL process initiates the Academic Data Mart (ADM) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process from the Process Submission Controls (GJAPCTL).

1. In the Parameter Values section, populate parameter number 01 (Data Collection to Extract?) with the value 'A' to extract data for the ADC.
2. With the cursor in the Submission section, click Save to execute the process.

Process: ZADMETL Data Collection Extraction Parameter Set: Start Over

PRINTER CONTROL

Printer: DATABASE Submit Time: PDF Font Size:
 Special Print: MIME Type: None Delete After Days:
 Lines: PDF Font: Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Data Collection to Extract?	A

Record 1 of 1

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Enter A (Academic), F (Facilities), or B (Both)

SUBMISSION

☐ Save Parameter Set as Hold / Submit ☐ Hold ☒ Submit

Name: Description: SAVE

- Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

Process: ZADMETL Data Collection Extraction Parameter Set:

PRINTER CONTROL

Printer: Submit Time: PDF Font:

Special Print: MIME Type: Plain Text Delete After:

Lines: PDF Font: Delete After:

PARAMETER VALUES

Number *	Parameters	Values
01	Data Collection to Extract?	A

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter A (Academic), F (Facilities), or B (Both)

SUBMISSION

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]
- Review Email Status [GCAMAIL]

Job: ZADMETL Data Collection Extraction User ID: BWATTS

Start Over

JOB SUBMISSIONS REPORTS

Download File

Job Name	File Name	Job Number	Create Date	Created By User	Printer Code	Print Date	MIME Type *	PDF Font	Font Size	Delete After Days	Delete A
ZADMETL	zadmetl_2021083.lis	2021083	05/02/2024 11:34:08 ...	BWATTS			Plain Text			999	01/26/2
ZADMETL	zadmetl_2021082.lis	2021082	05/02/2024 11:13:23 ...	BWATTS			Plain Text			999	01/26/2

Record 1 of 2

ITS University
Data Collection Extraction

10/23/2019 14:59:33

ZADMETL Page: 1

**** Control Report ****

Data Collection to Extract?: A
Version: 1.3

**** Parameter Table ****

Data Mart	Regents Setid	Banner Term	Coll Term	MT Type	Census Date	EOT Census Date	Prev Regents Term	Prev Banner Term	Annual Collection Year	Prev Aid Year	Last Updated
ADC	98200	20164	201602	EOT	02/22/2016	05/12/2016	20162	201508	2015	1516	10/23/2019 07:04:59

**** Mimic Table Counts ****

Data Mart	Table Name	Record Count	Table Name	Record Count
ADC	ODS_ADMSTU_ADMISSIONS_MIMIC	0	ODS_ADMCRS_CATALOG_MIMIC	444
ADC	ODS_ADMSTU_ADV_STANDING_MIMIC	1175	ODS_ADMCRS_CLS_SESSION_MIMIC	2641
ADC	ODS_ADMSTU_ATTRIBUTES_MIMIC	40449	ODS_ADMCRS_ENROLL_MIMIC	41993
ADC	ODS_ADMSTU_CONFIDENTIAL_MIMIC	11137	ODS_ADMCRS_FACULTY_MIMIC	2229
ADC	ODS_ADMSTU_ENR_ADDRESS_MIMIC	24704	ODS_ADMCRS_GRADE_MIMIC	85117
ADC	ODS_ADMSTU_ENR_CUM_MIMIC	11439	ODS_ADMCRS_SECTION_MIMIC	2404
ADC	ODS_ADMSTU_ENR_MATRIC_MIMIC	11137	ODS_ADMCRS_SECTION_ATTR_MIMIC	1
ADC	ODS_ADMSTU_ENR_REQ_MIMIC	10609	ODS_ADMGRAD_ADDRESS_MIMIC	795
ADC	ODS_ADMSTU_FEE_CLASS_MIMIC	760	ODS_ADMGRAD_CONFIDENTIAL_MIMIC	303
ADC	ODS_ADMSTU_PROG_ENROLL_MIMIC	11164	ODS_ADMGRAD_PROGRAM_MIMIC	304
ADC	ODS_ADMSTU_REG_CPC_MIMIC	10612	ODS_ADMGRAD_STUDENT_MIMIC	303
ADC	ODS_ADMSTU_STE_ATTR_MIMIC	11137		
ADC	ODS_ADMSTU_TEST_RESULTS_MIMIC	61066		
ADC	ODS_ADMSTU_TRANSFER_MIMIC	26310		

ITS University
Data Collection Extraction

10/23/2019 14:59:33

ZADMETL Page: 1

** Return Status **

Data Mart

Process Status

ADC SUCCESS

** Log Information **

Data Mart	Step Name	Status	Start Time	End Time	Error
ADC	OVERALL	SUCCESS	10/23/2019 14:59:34	10/23/2019 15:00:09	
ADC	DELETE MIMICS	SUCCESS	10/23/2019 14:59:34	10/23/2019 14:59:39	
ADC	SORXREF CHECK	SUCCESS	10/23/2019 14:59:39	10/23/2019 14:59:39	
ADC	UPDATE POPULATION TABLES	SUCCESS	10/23/2019 14:59:39	10/23/2019 15:01:12	
ADC	ODS_ADICRS_CATALOG_MIMIC	SUCCESS	10/23/2019 15:01:12	10/23/2019 15:01:13	
ADC	ODS_ADICRS_CLS_SESSION_MIMIC	SUCCESS	10/23/2019 15:01:13	10/23/2019 15:01:15	
ADC	ODS_ADICRS_ENROLL_MIMIC	SUCCESS	10/23/2019 15:01:15	10/23/2019 15:01:22	
ADC	ODS_ADICRS_FACULTY_MIMIC	SUCCESS	10/23/2019 15:01:22	10/23/2019 15:01:25	
ADC	ODS_ADICRS_GRADE_MIMIC-CURRTERM	SUCCESS	10/23/2019 15:01:25	10/23/2019 15:01:31	
ADC	ODS_ADICRS_GRADE_MIMIC-PREVTTERM	SUCCESS	10/23/2019 15:01:31	10/23/2019 15:01:46	
ADC	ODS_ADICRS_SECTION_MIMIC	SUCCESS	10/23/2019 15:01:46	10/23/2019 15:01:50	
ADC	ODS_ADICRS_SECTION_ATTR_MIMIC	SUCCESS	10/23/2019 15:01:50	10/23/2019 15:01:50	
ADC	ODS_ADISTU_ADV_STANDING_MIMIC	SUCCESS	10/23/2019 15:01:50	10/23/2019 15:01:55	
ADC	ODS_ADISTU_ATTRIBUTES_MIMIC	SUCCESS	10/23/2019 15:01:55	10/23/2019 15:02:21	

For information on ZADMETL .lis output, including error messages, please refer to the Data Collection Extraction user documentation available at:

[GeorgiaBEST Knowledge - Functional User Documentation - University System of Georgia](#)

Access the Data Collection Application

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the academic data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

1. Access the Data Collection Site at the following URL: https://www.usg.edu/edma/data_collections.
Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.
2. Click the Data Collection Application link in the navigation column.
3. Select the Data Collection Application link (Includes ADC, Facilities, and Financial Aid).

ENTERPRISE DATA MANAGEMENT & ANALYTICS
Information Technology Services

Home
Data Governance +
Data Collections x
Overview
Data Collection Application
Data Validation Reports
Documentation +

Data Collection Application

After the institutional data is successfully loaded into the USGQUEST schema, institutional users need to access the Data Collection Application (APEX) to extract data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

Click the link below to open the Data Collection Application for the Academic, Financial Aid, and Facilities Inventory Data Collections. The application will open in a new tab.

- <https://apps.ds.usg.edu/ords/f?p=38576>

Note: The Data Collection Application requires DUO security verification upon login. For assistance with DUO, please contact the USG Service Desk at 877-251-2644.

- Enter Username and Password and click Login.

Note: This link opens the login page for the DUO application. Logging into the Apex application requires a DUO security step. If you do not have DUO installed on your device, please contact the USG Service Desk at 877-251-2644.

Completion of the DUO step will lead directly to the APEX application page.

Note: The direct URL for APEX is <https://apps.ds.usg.edu/ords/f?p=38576>.

- The Overview tab will display the SETID, the name of the institution, and the last successful actions per data mart.

Welcome: SUPPORT.USG982 Logout

Overview

- Select Datamart -

Setid: 98200 - Board of Regents Test Institution

Helpful Links

- USG Customer Service
- ITS Data and Reporting Services

Announcements

No announcements.

Last Successful Actions

Datamart	Collection Term	STATUS	START TIME	END TIME	Process Description
ADM	20242-EOT	SUCCESS	04/22/2025	04/22/2025	Extraction/Edit
FADM	2223-YRLY	SUCCESS	02/18/2025	02/18/2025	Extraction/Edit
FIDM	20234-ST	SUCCESS	05/02/2024	05/02/2024	Extraction/Edit

- In the upper left corner of the Overview tab, click the Select Datamart dropdown list. The datamarts displayed are based on permissions assigned to the user's login. Select the Academic option.
- A new Academic Data Collection tab appears next to the Overview tab. Click on the Academic Data Collection tab to reach the ADC home page.

Overview

- Select Datamart -

Select Datamart -

- Academic
- Facilities
- Financial Aid

Setid:

Announcements

No announcements.

Helpful Links

The Academic Data Collection tab displays the institution's SETID and name, current collection and ETL package version, extraction processing steps, and last successful actions for the datamart.

Welcome: SUPPORT.USG982 Logout

Overview | **Academic Data Collection**

Home

Extract

Req. Error Relief

Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20224 - MT

Current ETL Package Version: 1.18

NOTE TO USER:
Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Perform an Extraction

- On the Academic Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending on the state of the current collection.
 - Home
 - Extract
 - Req. Error Relief
 - Start Over
- To perform an extraction, click the Extract button.

Overview Academic Data Collection

Welcome: SUPPORT.USG982 Logout

Home
Extract
 Req. Error Relief
 Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20224 - MT
 Current ETL Package Version: 1.18

NOTE TO USER:
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

- A confirmation prompt will display: “Are you sure you want to extract?” Click OK to continue with the extraction or Cancel to return to the Home page.

Overview Academic Data Collection

Welcome: SUPPORT.USG982 Logout

Home
 Extract
 Req. Error Relief
 Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20224 - MT
 Current ETL Package Version: 1.18

NOTE TO USER:
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Confirm extract

Are you sure you want to extract?

- The extraction request is submitted to the process queue that manages the number of extraction requests submitted by all institutions.

Note: If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

- The message “Extraction request successfully submitted to the process queue!” will be displayed along with an OK button. Click OK to return to the Home page.

Overview Academic Data Collection

Welcome: SUPPORT.USG982 Logout

Home Extract Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20224 - MT

Current ETL Package Version: 1.18

NOTE TO USER:
Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Extraction request successfully submitted to the process queue!

OK

- If more than 5 extraction processes are running, a new request will be placed in the queue. In this case, the Academic ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20224-MT	PENDING	-	-
4	Request Load to DW	ADM	20224-MT	-	-	-
7	Institution Certify	ADM	20224-MT	-	-	-

- If the extraction request is executes successfully, the Status in the Academic ETL Summary window will display RUNNING.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20224-MT	RUNNING	04/23/2024 13:57:26	-
4	Request Load to DW	ADM	20224-MT	-	-	-
7	Institution Certify	ADM	20224-MT	-	-	-

8. When the extraction process completes, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to the next step in the process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20224-MT	SUCCESS	04/23/2024 13:57:26	04/23/2024 13:59:49
2	Error Relief Request	ADM	20224-MT	-	-	-
4	Request Load to DW	ADM	20224-MT	-	-	-
7	Institution Certify	ADM	20224-MT	-	-	-

9. Verify whether the extraction has been completed with Validation/Edit errors.

If no Validation/Edit errors have been produced, the Req. Error Relief button will be grayed out and inaccessible. This confirms that no errors are present, and Data Submission Reports are ready for review.

10. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors exist that cannot be resolved in the source system.

NOTE: If the Req. Error Relief button is clicked by mistake, the Start Over button should be used, and the extraction process will need to be restarted.

Overview

Academic Data Collection

Home

Extract

Req. Error Relief

Start Over

Current C

Current E

Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

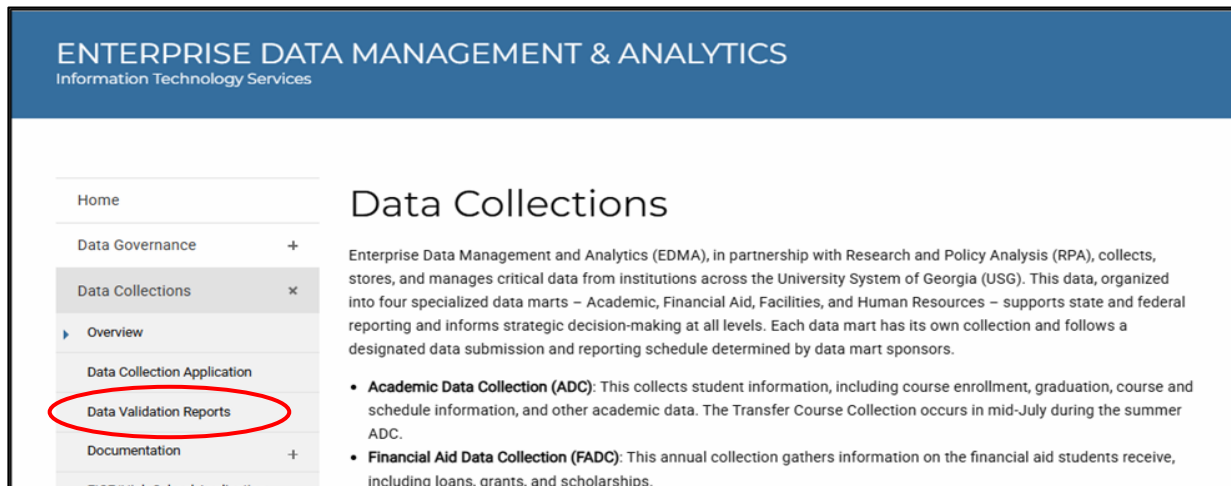
Data Validation Reports

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

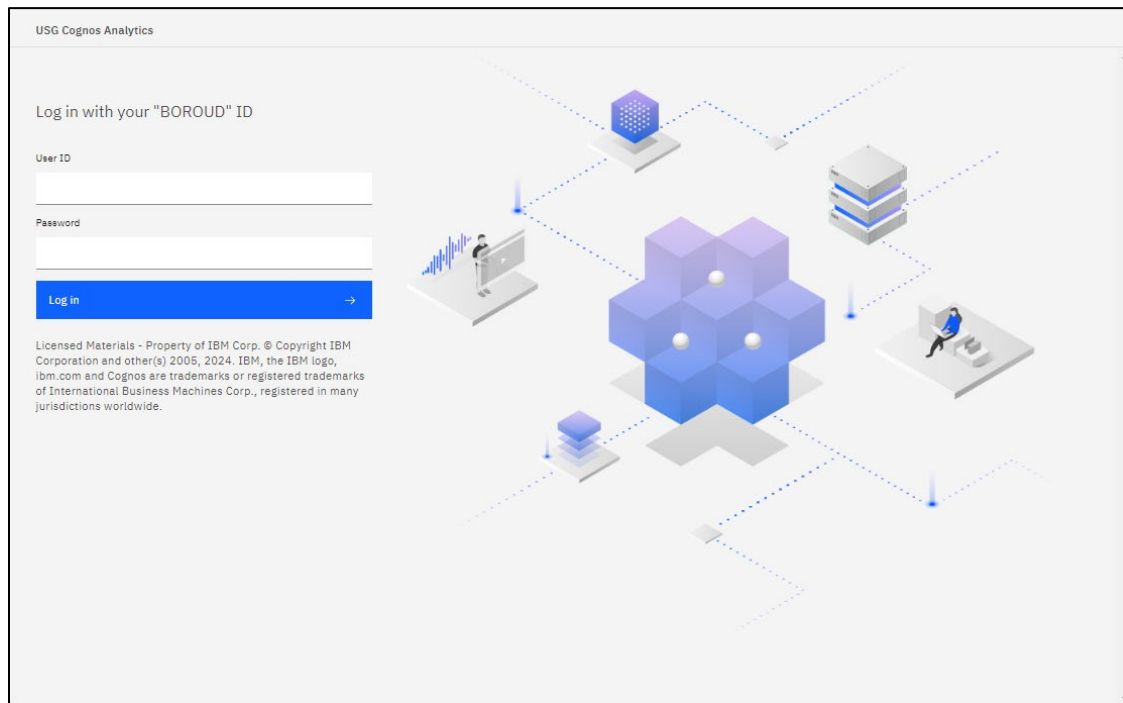
These reports should be used to validate the data.

Accessing Reports

1. Access the Data Collection Site at: https://www.usg.edu/edma/data_collections.
Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.
2. Select the Data Validation Reports link in the navigation column.
Note: All users accessing Cognos reports are required to connect through a secure network. Users can connect directly through their on-campus network, campus VPN, or USG GlobalProtect VPN. Those without campus or USG VPN access should contact their local IT support to arrange secure access.



3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.



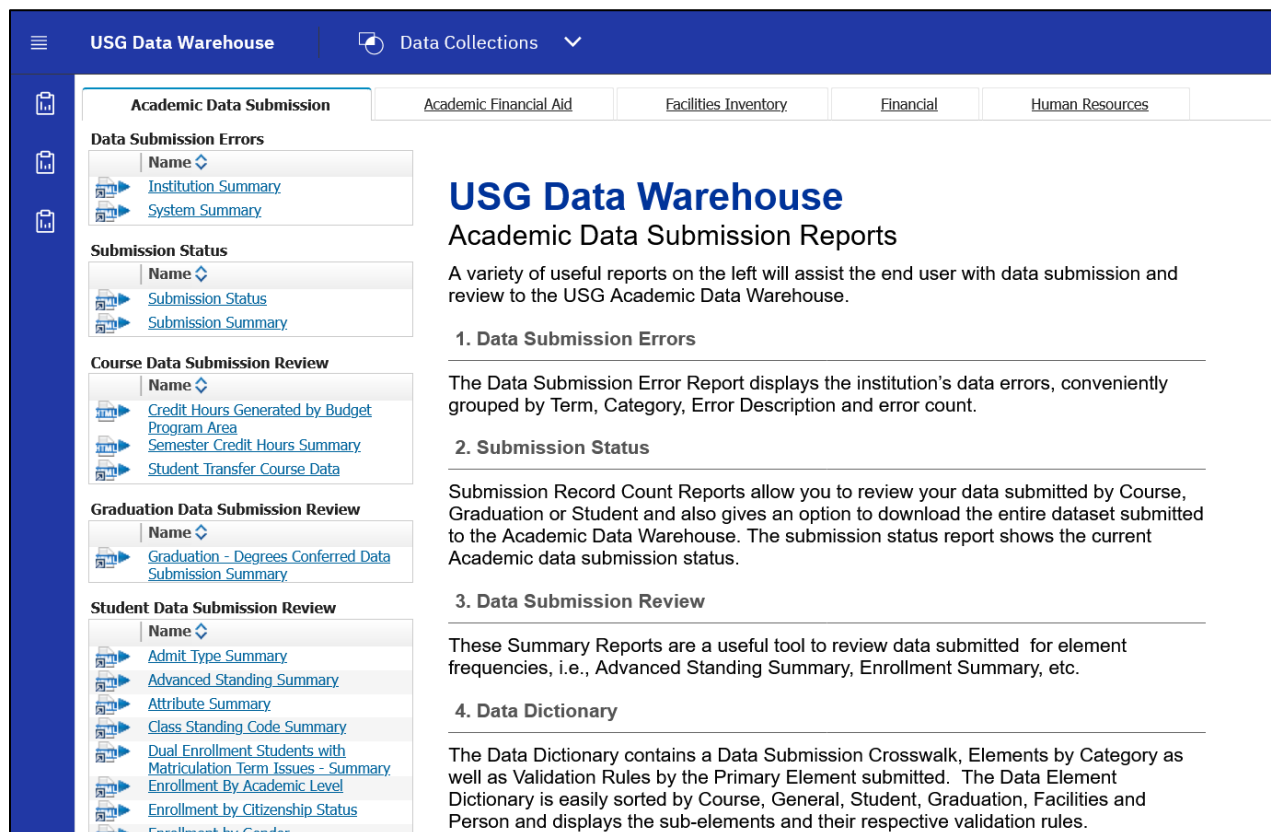
4. The Cognos home page is displayed.



5. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.



6. All Data Validation Reports can be accessed from the Cognos dashboard.
Note: The datamart tabs displayed are based on permissions assigned to the user's login. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.

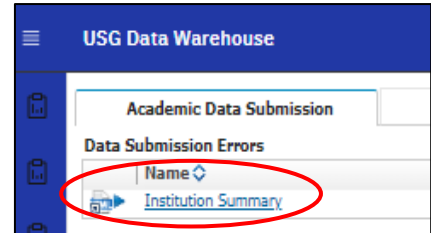


Data Submission Errors

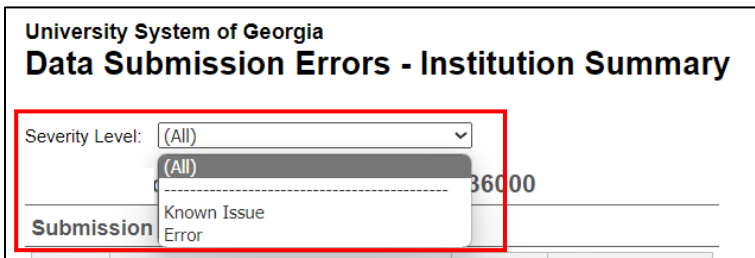
The Data Submission Errors are located in the left navigation column of the Academic Data Submission tab.

Institution Summary

Under Data Submission Errors, The Institution Summary report allows the user to view the details of Validation/Edit errors encountered during the extraction.



There are three options to view errors: (All), Known Issue, and Error. Selecting (All) will display all reported known issues and errors. Known Issue will only be shown if there are active known issues within the current collection. Error will only be shown if there are active errors that have not been cleared.



Error reports are grouped by Category and Record Type. They can be viewed and downloaded by record type or as a summary of all errors.

Click the View/Download link in the View and Download column to see detailed Business Rule errors for a specific Record Type, Category, and Primary Element. Click the View and Download all errors for [current term] link at the bottom of the errors table to view a detailed summary of all Business Rule errors.

University System of Georgia
Data Submission Errors - Institution Summary

Severity Level: (All)

Submission Term: 20241 - MT

Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Class Session (ods_admcra_cls_session_mimic)	3	View / Download
Student	Enrollment (ods_admstu_ste_att_mimic)	28	View / Download
	Program Enrolled (ods_admstu_prog_enroll_mimic)	7	View / Download
	(summary_error)	1	View / Download
Total		59	

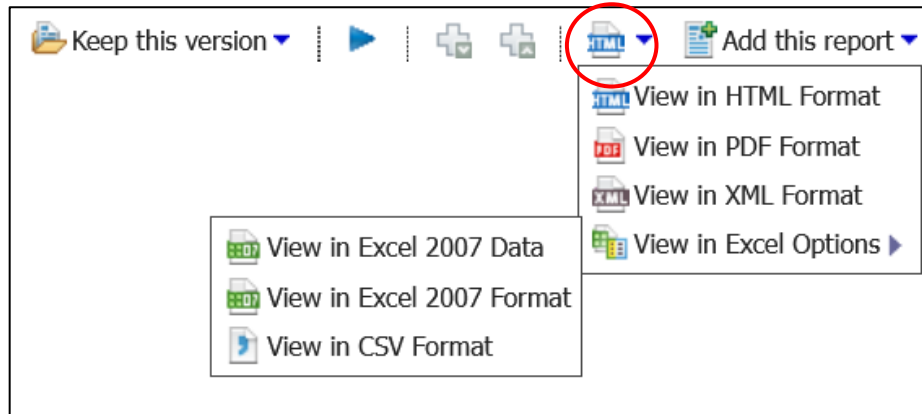
[View and download all errors for 20241 - MT](#)

Submission Term: 20244 - EOT

Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Class Session (ods_admcra_cls_session_mimic)	249	View / Download
Total		249	

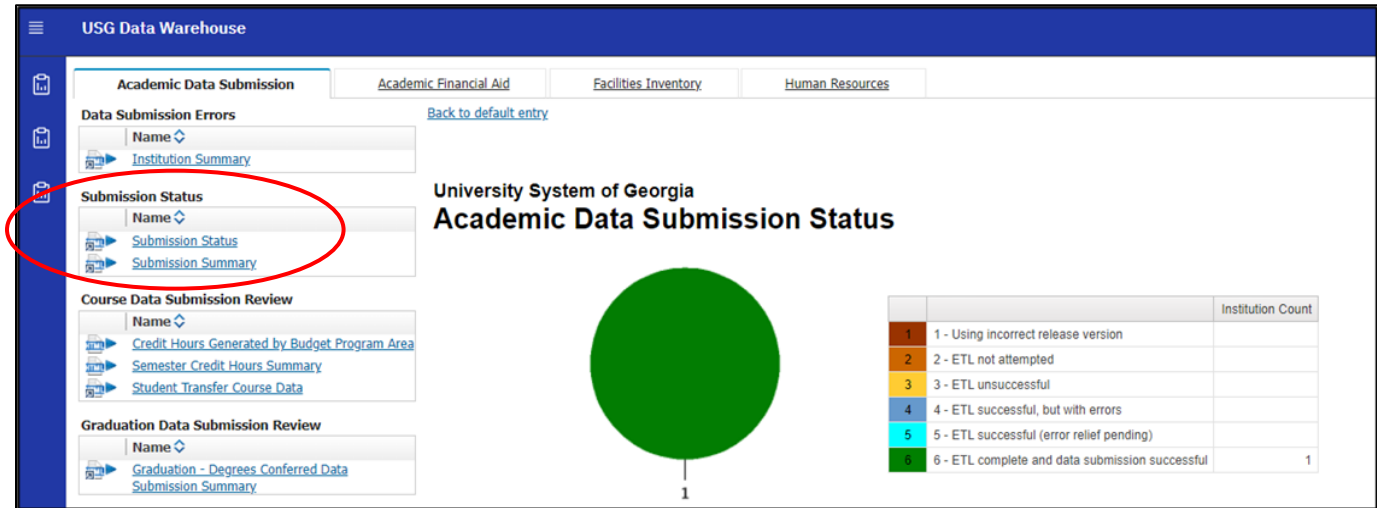
[View and download all errors for 20244 - EOT](#)

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.



Submission Status

The Submission Status is located in the left navigation column of the Academic Data Submission tab. The status displays a high-level overview of the collection status.



Submission Summary

The Data Submission Record Counts - Submission Summary Report provides details of each record submitted per collection category (Course, Graduation, and Student), grouped by table name.

Submission Term: 20244 - EOT			
Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table (ods_common_sorxref_mimic)	1,479	View / Download
Course	Catalog (ods_admcrcs_catalog_mimic)	1,207	View / Download
	Class Session (ods_admcrcs_cls_session_mimic)	2,706	View / Download
	Enrollment (ods_admcrcs_enroll_mimic)	37,091	View / Download
	Faculty (ods_admcrcs_faculty_mimic)	2,208	View / Download
	Grade (ods_admcrcs_grade_mimic)	34,318	View / Download
	Section (ods_admcrcs_section_mimic)	2,521	View / Download
	Section Attributes (ods_admcrcs_section_attr_mimic)	776	View / Download
	Section Attributes (ods_admcrcs_section_attr_mimic)	776	View / Download
Graduation	Address (ods_admgrad_address_mimic)	0	View / Download
	Confidential (ods_admgrad_confidential_mimic)	887	View / Download
	Cumulative (ods_admgrad_student_mimic)	887	View / Download
	Program Awarded (ods_admgrad_program_mimic)	1,128	View / Download
Student	Address (ods_admstu_enr_address_mimic)	24,132	View / Download
	Advanced Standing (ods_admstu_adv_standing_mimic)	815	View / Download
	Attributes (ods_admstu_attributes_mimic)	9,287	View / Download
	Confidential (ods_admstu_confidential_mimic)	9,440	View / Download
	CPC and Regents Tests (ods_admstu_reg_cpc_mimic)	6,042	View / Download
	CPC and Regents Tests (ods_admstu_reg_cpc_mimic)	6,042	View / Download

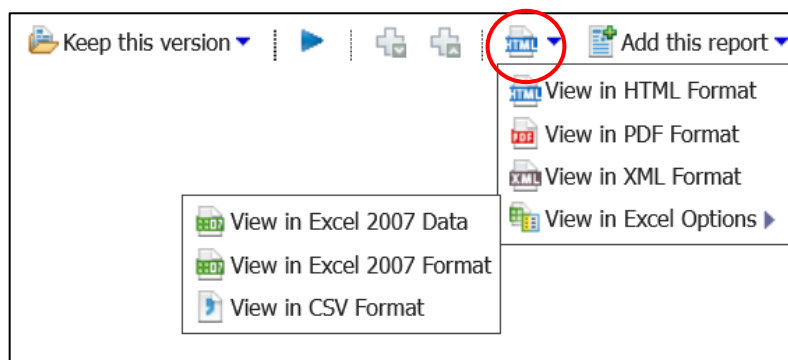
Below is an example of the Data Submission Record Count – Submission Summary by Course. Click the View/Download link to access the record detail. This provides all records in a specific table.

Submission Term: 20244 - EOT

Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table (<i>ods_common_sorxref_mimic</i>)	1,437	View / Download
Course	Catalog (<i>ods_admcrcs_catalog_mimic</i>)	358	View / Download
	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	1,320	View / Download
	Enrollment (<i>ods_admcrcs_enroll_mimic</i>)	14,719	View / Download
	Faculty (<i>ods_admcrcs_faculty_mimic</i>)	680	View / Download
	Grade (<i>ods_admcrcs_grade_mimic</i>)	13,569	View / Download
	Section (<i>ods_admcrcs_section_mimic</i>)	1,203	View / Download
	Section Attributes (<i>ods_admcrcs_section_attr_mimic</i>)	983	View / Download

USG ODS Data Validation Report					
This report uses preliminary data during the data submission and validation process and should not be considered official.					
University System of Georgia Table Dump - Course Section Attributes (<i>ods_admcrcs_section_attr_mimic</i>) SETID: 57000 ACADEMIC_TERM: 20244					
SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_SEC_IDENTIFIER	COURSE_SEC_ATTR_CODE	COLL_TERM_TYPE
20244	EOT	30001	ZNCM		
20244	EOT	30002	ZNCM		
20244	EOT	30003	ZNCM		
20244	EOT	30004	ZNCM		
20244	EOT	30005	ZNCM		
20244	EOT	30006	ZNCM		
20244	EOT	30007	ZNCM		
20244	EOT	30008	ZNCM		
20244	EOT	30009	ZNCM		
20244	EOT	30010	ZNCM		
20244	EOT	30011	ZNCM		
20244	EOT	30012	ZNCM		
20244	EOT	30013	ZNCM		
20244	EOT	30014	ZNCM		
20244	EOT	30015	ZNCM		
20244	EOT	30016	ZNCM		

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.



Data Submission Review

The Data Submission Review Reports are preliminary reports used to review data prior to loading it into the data warehouse. These reports are grouped by category and based on element types.

Course Data Submission Review

Name

[Credit Hours Generated by Budget Program Area](#)
[Semester Credit Hours Summary](#)
[Student Transfer Course Data](#)

Graduation Data Submission Review

Name

[Graduation - Degrees Conferred Data Submission Summary](#)

Student Data Submission Review

Name

[Admit Type Summary](#)
[Advanced Standing Summary](#)
[Attribute Summary](#)
[Class Standing Code Summary](#)
[Dual Enrollment Students with Matriculation Term Issues - Summary](#)
[Enrollment By Academic Level](#)
[Enrollment by Citizenship Status](#)
[Enrollment by Gender](#)
[Enrollment by Program](#)
[Enrollment in Learning Support](#)
[Enrollment Summary](#)
[Fee Classification Summary](#)
[First Generation Summary](#)
[Focus Area Summary](#)
[Learning Support - Students with Learning Support Requirements After 30 Hours](#)
[Learning Support Req](#)
[Military Summary](#)
[Preliminary IPEDS FTE](#)
[Preliminary SER](#)
[State/Country Summary](#)
[Student Level Number and Admit Type Summary](#)
[Student Level Number and Student Type Summary](#)
[Student Level Number Summary](#)
[Student Type Summary](#)
[Test Code Summary](#)

Course Data Submission Review

The Course Data Submission reports are preliminary reports that can be used to validate course credit hours by term.

The Credit Hours Generated by Budget Program Area report provides a summary of the credit hours generated by Fund Group and Level at the individual institution. Click the hyperlinks within the table for specific course information pertaining to the Fund Group and Level.

USG ODS Data Validation Report

This report uses preliminary data during the data submission and validation process and should not be considered official.

University System Of Georgia

Credit Hours Generated by Budget Program Area

Academic Term 20244 EOT Census 2 Courses Only

Institution	Total Credit Hrs No Military	Total Military	Total Credit Hrs With Military	Total Credit Hrs Not Counted	Lower Group 1	Upper Group 1	Grad/Prof Group 1	Total Group 1	Lower Group 2	Upper Group 2	Grad/Prof Group 2	Total Group 2	Lower Group 3	Upper Group 3	Grad/Prof Group 3	Total Group 3	Lower Group 4	Upper Group 4	Grad/Prof Group 4	Total Group 4	Lower Group 5	Upper Group 5	Grad/Prof Group 5	Total Group 5
	9,848	0	9,848	0	2,246	1,651	0	3,897	2,057	2,631	409	5,097	660	177	17	954	0	0	0	0	0	0	0	0

The Semester Credit Hours Summary provides a summary of the total credit hours produced at the institution.

USG ODS Data Validation Report					
This report uses preliminary data during the data submission and validation process and should not be considered official.					
University System of Georgia Semester Credit Hours Summary Academic Term 20244 EOT Census 2 Courses Only					
Institution	Credit Hours	Total Credit Hrs Lower	Total Credit Hrs Upper	Total Credit Hrs Grad/Prof	Total Credit Hrs Not Counted
	9,848	4,963	4,459	426	0

Click on the hyperlinks within the table for specific course information related to the level of instruction (Lower, Upper, Grad/Prof).

For information on how credit hours are categorized and other related details, refer to the ADC Functional and Technical Definitions of Derived Variables document at https://www.usg.edu/research/data_collection_and_reporting_resources/academic_data_collection_and_reporting.

Graduation – Degrees Conferred Data Submission Review

The Graduation – Degrees Conferred Data Submission Summary is a preliminary report that can be used to validate graduation data. It provides a record count of graduates by Field of Study. Click the Number of Distinct Graduates for a detailed listing of students per Degree program Area.

USG ODS Data Validation Report				
This report uses preliminary data during the data submission and validation process and should not be considered official.				
University System of Georgia Graduation - Degrees Conferred Data Submission Summary				
Field of Study Category Filter: (All) Finish FOS_CATEGORY: ALL				
Institution Name: SE Graduation Term: 20242				
CIP Code	Degree Acronym	Degree Level Code	Number of Graduates	
00000000	MAT	M	8	
05020100	BA	B	1	
05020700	BA	B	3	
09010100	BFA	B	1	
09010101	BA	B	1	
09010101	BFA	B	14	
09010201	BFA	B	15	
09010201	MAC	M	2	
11010101	BA	B	1	
11010101	BS	B	16	
11040101	BS	B	4	
13030100	EDD	D	2	
13040101	EDD	D	1	
13040301	EDD	D	3	
13040401	EDS	S	5	
13040401	MED	M	4	
13050101	EDS	S	11	
13050101	MED	M	13	
13100101	EDS	S	7	
13100101	MAT	M	8	
13100101	MED	M	2	
-----	---	-	-	

Student Data Submission Reports

The Student Data Submission Reports provide detailed data on commonly used elements. These reports can be used to validate student data.

Student Data Submission Review	
Name	
Admit Type Summary	
Advanced Standing Summary	
Attribute Summary	
Class Standing Code Summary	
Dual Enrollment Students with Matriculation Term Issues - Summary	
Enrollment By Academic Level	
Enrollment by Citizenship Status	
Enrollment by Gender	
Enrollment by Program	
Enrollment in Learning Support	
Enrollment Summary	
Fee Classification Summary	
First Generation Summary	
Focus Area Summary	
Learning Support - Students with Learning Support Requirements After 30 Hours	
Learning Support Req	
Military Summary	
Preliminary IPEDS FTF	
Preliminary SER	
State/Country Summary	
Student Level Number and Admit Type Summary	
Student Level Number and Student Type Summary	
Student Level Number Summary	
Student Type Summary	
Test Code Summary	

Reports provide data based on Record Count or Enrollment. The Record Count Report provides a complete record count based on the element, and all reports follow the same format for accessing report details.

For example, the Attribute Summary report provides all records containing a Student Attribute Code and are grouped based on the code. Click Detail Data to access the record(s) detail information as stored in the database table.

University System of Georgia Student Data Submission - Attribute Summary			
Submission Term: 20174 - MT			
Institution	STUDENT_ATTRIBUTE_CODE	Record Count	Detail
Test Banner 11G University	MAA		Detail Data
	P1BD	1	Detail Data
	P2HS	1	Detail Data
	RV	1	Detail Data
	UCOL	10	Detail Data

University System of Georgia

Table Dump - Student Attributes (ods_admstu_attributes_mimic)

SETID

98200

ACADEMIC_TERM

20174

STU_INST_UID

(All)

Filter: STUDENT_ATTRIBUTE_CODE = MAA

SETID	ACADEMIC_TERM	COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	STUDENT_ATTRIBUTE_CODE	STUDENT_ATTRIBUTE_TYPE	STUDENT_ATTRIBUTE_SUBTYPE
98200	20174	MT	30061	900010061	MAA	ADMISSIONS	MILITARY

Enrollment By reports provide data based on student enrollment count, and all reports follow the same format for accessing report details.

For example, the Enrollment by Academic Level report provides details for all enrolled students based on current Academic Level. Click Detail Data to access the record(s) detail information as stored in the database table.

University System of Georgia
Student Data Submission - Enrollment By Academic Level

Submission Term: 20174 - MT

Institution	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	Enrollment Count	Detail
Test Banner 11G University	GS	60	11	Detail Data
	GS - Total		11	
	US	10	2	Detail Data
		20	2	Detail Data
		30	1	Detail Data
		40	5	Detail Data
	US - Total		10	
Test Banner 11G University - Total			21	
Research Universities - Total			21	
20174 - MT - Total			21	

University System of Georgia
Table Dump - Student Enrollment (ods_admstu_ste_attr_mimic)

SETID: 98200
 ACADEMIC_TERM: 20164
 STU_INST_UID: (All)

Filter: STUDENT_LEVEL_NBR = 50

SETID	ACADEMIC_TERM	COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	ADMIT_TYPE	INST_STUDENT_ACADEMIC_LEVEL	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	STUDENT_TYPE_CODE	CLASS_STANDING_CODE
98200	20164	EOT	142534	900122514	TN	US	US	50	X	FR

Data Dictionary

The Data Dictionary reports provide a technical reference for all academic data elements. Reports provide a drill-down option for crosswalk information, elements by category, and elements with associated validation rules (Business Rules).

Click "Download PDF" to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.

Data Dictionary

Name
DED Derived Field Appendix
ADC Overview Document
Data Submission Element Crosswalk
Download PDF
Elements by Category
Validation Rules by Primary Element
Validation Rules with Data Source

Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.

Reference Code Reports

Name

All Reference Tables

Selecting “All Reference Tables” will expand to provide all available reference table reports.

Reference Tables

Name

HTML

 Academic Focus Area Reference Report

HTML

 Academic Level Reference Report

HTML

 Academic Term Reference Report

HTML

 Accrediting Agency Reference Report

HTML

 Advanced Standing Reference Report

HTML

 Banner Translation Labels Report

HTML

 Campus Code Reference Report

HTML

 Citizenship Reference Report

HTML

 Collection Period Reference Report

HTML

 Country Reference Report

HTML

 County Reference Report

HTML

 Course Grade Reference Report

HTML

 Course Registration Status Reference Report

HTML

 Course Section Attribute Reference Report

HTML

 Credit Hours Indicator Reference Report

HTML

 Degree Acronym Reference Report

Below is an example of the County Reference Report.

County Reference Code Report

All Counties

County Description	County Code	County Seat	FIPS Code
Appling	001	Baxley	001
Atkinson	002	Pearson	003
Bacon	003	Alma	005
Baker	004	Newton	007
Baldwin	005	Milledgeville	009
Banks	006	Homer	011
Barrow	007	Winder	013
Bartow	008	Cartersville	015
Ben Hill	009	Fitzgerald	017

Request Error Relief

This section provides detailed instructions for Requesting Error Relief. This includes:

- ✓ Accessing the Error Relief Page
- ✓ Entering Error Relief Reasons
- ✓ Receiving Acceptance or Rejection of Request

If it is determined that errors were produced during the extraction process that cannot be corrected in the source system for an error-free extraction, use the Request Error Relief process to allow data to load into the data warehouse.

The Academic Data Collection Application (Apex) can be accessed from the EDMA website at https://www.usg.edu/edma/data_collections or the direct URL <https://apps.ds.usg.edu/ords/f?p=38576>.

1. From the Academic Data Collection tab, click the Req. Error Relief button to begin the error relief process.

2. A confirmation prompt will display: "Are you sure you want to request Error Relief? All records will be marked for Error Relief. Extract option will no longer be available for this data submission." Click OK to continue or Cancel to return to the homepage.

NOTE TO USER:
Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User 1	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User 2	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Confirm error relief request
Are you sure you want to request Error Relief?
All records will be marked for Error Relief. Extract option will no longer be available for this data submission. OK Cancel

- Validation errors have been flagged for Error Relief. Submit reason(s) for Error Relief Request. On the Errors Requested for Relief window, click the notepad icon on each row to open the data entry page for that specific error.




42131 error records requested for relief. Please add reasons for relief.

Errors Requested for Relief

Error Type

All

Request Batch Relief

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered	
	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532 3558 Rosebud Park Court	10/22/2019	PENDING	N
	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900112938 956 Martin Heights Drive	10/22/2019	PENDING	N
	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900021569 815 Summer Ridge Lane	10/22/2019	PENDING	N

- The data entry page will display for the selected error. Enter the reason for the Error Relief Request in the provided text box and click Update Reason.

Error Relief Request

Set ID 98200
Data Mart ADM
Term 20164
Type EOT
Error Current Mailing Address - Street 2 must not be null when Street 3 is provided
Status PENDING
Date Created 10/22/2019
Error Rec Type ODS_ADMSTU_ENR_ADDRESS_MIMIC
Attribute List STUDENT_INST_ID|ADDRESS_STREET2|ADDRESS_STREET3
Attribute Content 900088532||3558 Rosebud Park Court

Reason

Update Reason Cancel

- You will be returned to the Errors Requested for Relief window. The Reason Entered column now displays Y for this record.


Reason updated for error relief.

Errors Requested for Relief

Error Type

All

Request Batch Relief

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered
 98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532 3558 Rosebud Park Court	10/22/2019	PENDING	Y

- Continue to enter a reason for all errors that require error relief. The Academic ETL Summary will show a status of Error Relief Request – PENDING for REASONS until all errors have a reason recorded and saved.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	PENDING for REASONS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

7. When all errors have a recorded reason, the ETL Summary will display a status of Error Relief Request – SUCCESS, and an email will generate and notify RPA of the request(s).

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	SUCCESS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

8. When RPA has approved or rejected the Error Relief Request, the ETL Summary will display one of the following status messages:

- a. RPA Error Approval – SUCCESS

Current Collection: 20114 - MT						
ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	SUCCESS	02/07/2012 14:17:05	02/07/2012 14:20:14
4	Request Load to DW	ADM	20114-MT	-	-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

- b. RPA Error Approval – REJECTED

Current Collection: 20114 - MT						
ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	REJECTED	02/07/2012 14:17:05	02/07/2012 14:17:38
4	Request Load to DW	ADM	20114-MT	-	-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

11. If error relief is rejected, RPA will notify the Point of Contact with additional information. The Start Over button will then need to be used, as the extraction process will need to be restarted.

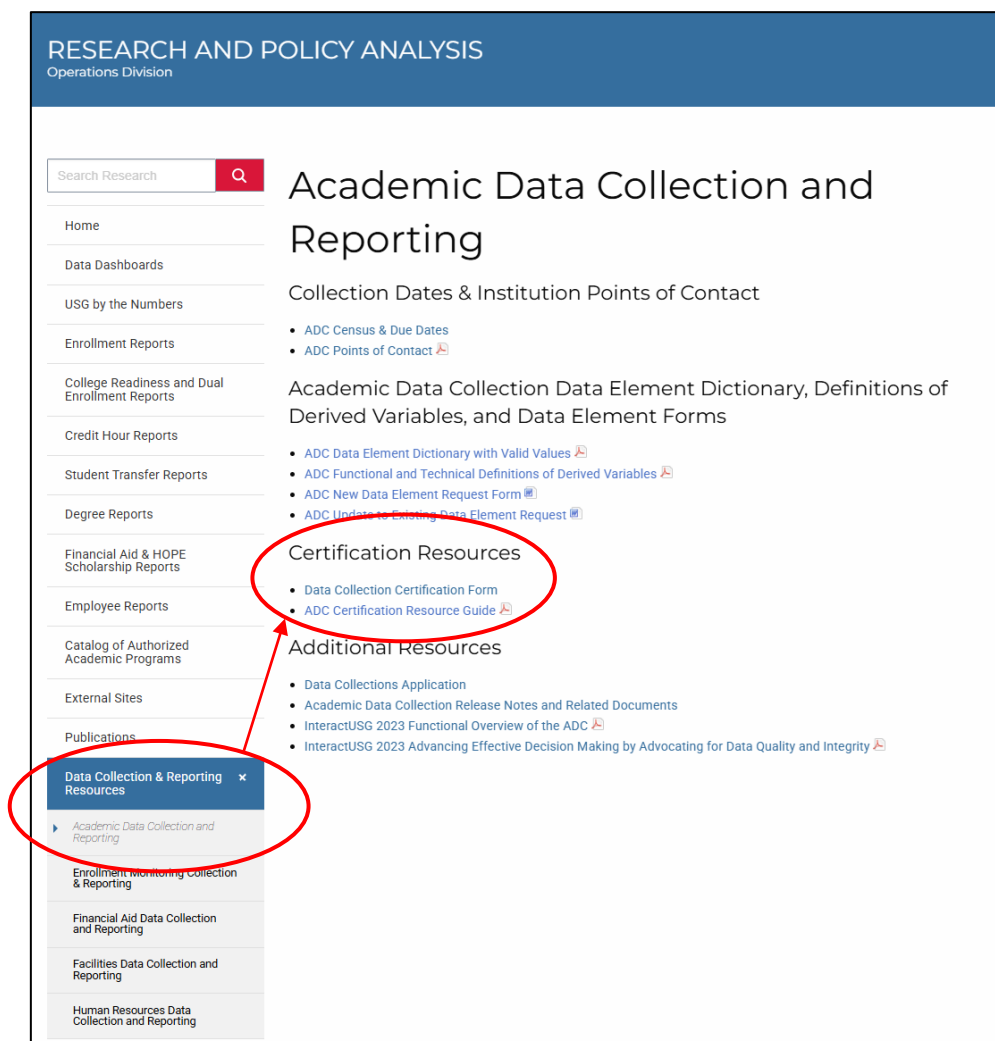
Academic Aid Data Collection Certification

All institutional staff responsible for submitting data to the Academic Data Collection must also submit the Data Collection Certification Form to complete a successful submission.

1. Access the Data Collection Certification Form and the ADC Certification Resource Guide on the Research and Policy Analysis (RPA) webpage at <https://www.usg.edu/research/>.
2. Click the Data Collection & Reporting Resources link in the navigation column and select Academic Data Collection and Reporting.
3. The Academic Data Collection and Reporting webpage has multiple resources, including the Data Collection Certification Form and the ADC Certification Resource Guide.

The Data Collection Certification Form is to be submitted on the same day the collection closes.

The ADC Certification Resource Guide provides detailed information on the validation reports to be certified, how often they should be reviewed, and how the data is used for official reporting purposes.



Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Page/Process	Page	Update Description
October 2018	N/A	N/A	Update to reflect GeorgiaBEST standards
October 2019	N/A	N/A	Updated to reflect current GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated screen captures and site information
May 2024	N/A	N/A	Updated screen captures and site information
January 2025	N/A	N/A	Updated screen captures and site information. Updated to include security enhancement information.
April 2025	N/A	N/A	Updated screen captures, DUO and site information.
August 2025	N/A	N/A	Updated screen captures and website information
January 2026	NA	NA	Updated GeorgiaBEST Knowledge link for ZADMETL