Overview
This document should serve as a resource guide during your certification of the Data Validation reports. Each MT and EOT collection there are six reports you must review before certifying. In addition, during Fall MT you need to review a seventh report, the Preliminary IPEDS FTF report. We encourage you to review all the other Validation reports as well.

This resource guide provides information on how to access the Validation reports, how often each should be reviewed, where you can find the definitions used in each report, and an explanation of where the data is used for official reporting purposes. Screenshots of Validation Reports provided in this guide are for illustrative purposes only.

Note that your signed certification form is due on the same day as the collection closes.

General Resources
A list of all the data elements and valid values that are collected during the Academic Data Collection are available on the Research and Policy Analysis webpage at www.usg.edu/research under the Data Collection & Reporting Resources link on the lefthand navigation bar. In addition, there is a derived data elements document detailing how variables are constructed for reporting.

a. Data Element Dictionary with Valid Values
b. Functional and Technical Definitions of Derived Variables

If you have questions, please reach out to jennifer.mcmanus@usg.edu.

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I. Accessing Data Validation Reports

1. Visit [https://www.usg.edu/data_services/](https://www.usg.edu/data_services/) > Data Validation Reports
2. Logon using credentials
3. Choose Academic Data Collection tab
4. Reports are listed on left hand side of screen under the headings Course Data Submission Review and Student Data Submission Review
II. Course Data Submission Review

Review Credit Hours Generated by Budget Program Area and Semester Credit Hours Summary by clicking on the report titles

![Course Data Submission Review](image)

A. Credit Hours Generated by Budget Program Area
   
i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall and Spring.

   ii.) This report provides a summary of the credit hours produced by Fund Group (1...5,7) and Level (lower, upper, grad/prof) at your institution. The credit hour report is used to determine funding for the System, and these reports are delivered to the Governor’s Office of Planning and Budget. The official Credit Hour Reports are published online at [https://www.usg.edu/research/credit_hours](https://www.usg.edu/research/credit_hours).

   iii.) You can find information on how credit hours are grouped into Fund Groups and Levels, and other details in the Functional and Technical Definitions of Derived Variables document.
B. Semester Credit Hours Summary
   a. This report needs to be reviewed every MT and EOT collection for Summer, Fall and Spring.

   b. This report provides a summary of the total credit hours produced at your institution.
III. Student Data Submission Review

Review Attribute Summary, Dual Enrollment Students with Matriculation Term Issues-Summary, Fee Classification Summary, Preliminary SER and Preliminary IPEDS FTF by clicking on report title
A. Preliminary SER
i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, and Spring.

ii.) This report provides a summary of enrollment at your institution. The Semester Enrollment Report is widely circulated to USO employees, media, and the legislature. The official Semester Enrollment Report is published online at https://www.usg.edu/research/enrollment_reports. Definitions used in the SER can also be found on the same website.

iii.) The SER is only published using MT data but it is important that you check the report at both MT and EOT, since there can be students enrolled at EOT that were not at MT.

iv.) There are seven pages of the report to check. Click on each one to review the data.

Preliminary SER Report Page 1 - FTE Enrollment, Full Time Status
Preliminary SER Report Page 2 - Enrollment Count by Classification
Preliminary SER Report Page 3 - Enrollment Count by Level of Classification
Preliminary SER Report Page 4 - Enrollment Count by Self-Declared Race/Ethnicity
Preliminary SER Report Page 5 - New Student Enrollment Count by Classification
Preliminary SER Report Page 6 - Enrollment Count by Type of Residency and Tuition Status
Preliminary SER Report Page 7 - Enrollment Count by Selected Student Characteristics

Example Page 1
B. Attribute Summary

i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, and Spring.

ii.) This report displays the number of students who have been tagged with a particular student attribute. By clicking on Detail Data, you can see a list of students that are in a particular category.

iii.) A list of the valid student attribute codes is provided in the Data Element Dictionary with Valid Values.

iv.) These student attributes are used to determine which students are First Generation, Military, etc. and are used in reports that are widely circulated to USO employees, media, and the legislature.
C. Fee Classification Summary

i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, Spring.

ii.) This report displays the number of students who have been tagged with a particular fee class code.

iii.) There are two options for viewing Waiver Codes-All USG Valid Waiver Codes and Collected Waiver Codes. We suggest you look at All USG Valid Waiver Codes since this will list all USG codes even if there are no students with this code at your institution.

iv.) By clicking on Detail Data, you can see a list of students that are in a particular category.

v.) A list of valid fee class codes is provided in the Data Element Dictionary with Valid Values.

vi.) These fee class codes are used to determine which students are receiving tuition, book, and fee waivers. In particular, the number of students with tuition waivers is displayed on Page 6 of the Semester Enrollment Report. Reports using this information are widely circulated to USO employees, media, and the legislature.
<table>
<thead>
<tr>
<th>Institution</th>
<th>FEE_CLASS_CODE</th>
<th>EDI_DESC</th>
<th>Record Count</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>SHIP</td>
<td>Student Health Insurance Payment</td>
<td>181</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WSIF</td>
<td>Special Institutional Fee</td>
<td>159</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>SHIW</td>
<td>Student Health Insurance Waiver</td>
<td>133</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WOGA</td>
<td>Research, Teaching, or Graduate Assistant</td>
<td>120</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WITR</td>
<td>Tuition Remission Waivers</td>
<td>110</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WBCR</td>
<td>Border County Residents</td>
<td>107</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WMIL</td>
<td>Military - Military Personnel, Spouses, and Dep Children</td>
<td>95</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WRSM</td>
<td>Military - Recent Separated Military, Spouses, and Dep Child</td>
<td>52</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WVET</td>
<td>Veteran Waiver</td>
<td>38</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WATF</td>
<td>Presidential-Athletic Full (Superior Out-of-State)</td>
<td>20</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WEMD</td>
<td>Employee-Full Time USG Employee, Spouse, and Dep Children</td>
<td>15</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WACF</td>
<td>Presidential-Academic Full (Superior Out-of-State)</td>
<td>11</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WISC</td>
<td>Senior Citizen</td>
<td>11</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WADC</td>
<td>Reciprocal - Academic Common Market</td>
<td>5</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>Wfte</td>
<td>Employee-FT Pub School and TCSG Emp, Spouse, Dep Children</td>
<td>6</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WACP</td>
<td>Presidential-Academic Partial (Superior Out-of-State)</td>
<td>3</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WFMG</td>
<td>Economic Development-Econ Adv Emp, Spouses, and Dep Child</td>
<td>3</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WNGM</td>
<td>Military - GA Nat Guard, US Mil Reserv, Spouses, Dep Child</td>
<td>3</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WNRS</td>
<td>Non-Resident Students</td>
<td>2</td>
<td>Detail Data</td>
</tr>
<tr>
<td></td>
<td>WINF</td>
<td>Presidential-International Full</td>
<td>1</td>
<td>Detail Data</td>
</tr>
</tbody>
</table>
D. Dual Enrollment Students with Matriculation Term Issues

i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, Spring.

ii.) This report identifies former Dual Enrollment students at your institution with incorrect matriculation terms. When a student goes from being a Dual Enrollment student (student level nbr=11) to a non-DE student, their matriculation term should be updated to reflect the first term they enrolled after they stopped being student level nbr=11. See example below.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Level NBR</th>
<th>Academic Term</th>
<th>Incorrect Matriculation Term</th>
<th>Correct Matriculation Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>20162</td>
<td>20162</td>
<td>20162</td>
</tr>
<tr>
<td>1</td>
<td>11</td>
<td>20164</td>
<td>20162</td>
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</tr>
<tr>
<td>1</td>
<td>10</td>
<td>20172</td>
<td>20162</td>
<td>20172</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>20174</td>
<td>20162</td>
<td>20172</td>
</tr>
</tbody>
</table>

iii.) For all students that appear on the Matriculation Term Issues report, you need to correct the matriculation term in Banner and re-extract.

iv.) Matriculation date is used to determine which students are First Time Freshman (IPEDS and SER definitions). If a student’s matriculation term is not updated, this leads to incorrect counts of number of FTF. This affects the majority of reports published on the RPA website as well as IPEDS data submission. Reports using this information are widely circulated to USO employees, media, and the legislature.
E. Preliminary IPEDS FTF

i.) This report needs to be reviewed every Fall MT collection.

ii.) This report identifies the cohort of First Time Freshman at your institution (IPEDS definition).

iii.) By clicking on the blue value, you can drill down to the individual student level. Information is provided on student id, as well as all the variables which are used to determine if a student is IPEDS FTF.

iv.) You can find information on the IPEDS FTF definition in the Functional and Technical Definitions of Derived Variables document. Note that IPEDS FTF counts are widely reported to federal and state agencies.