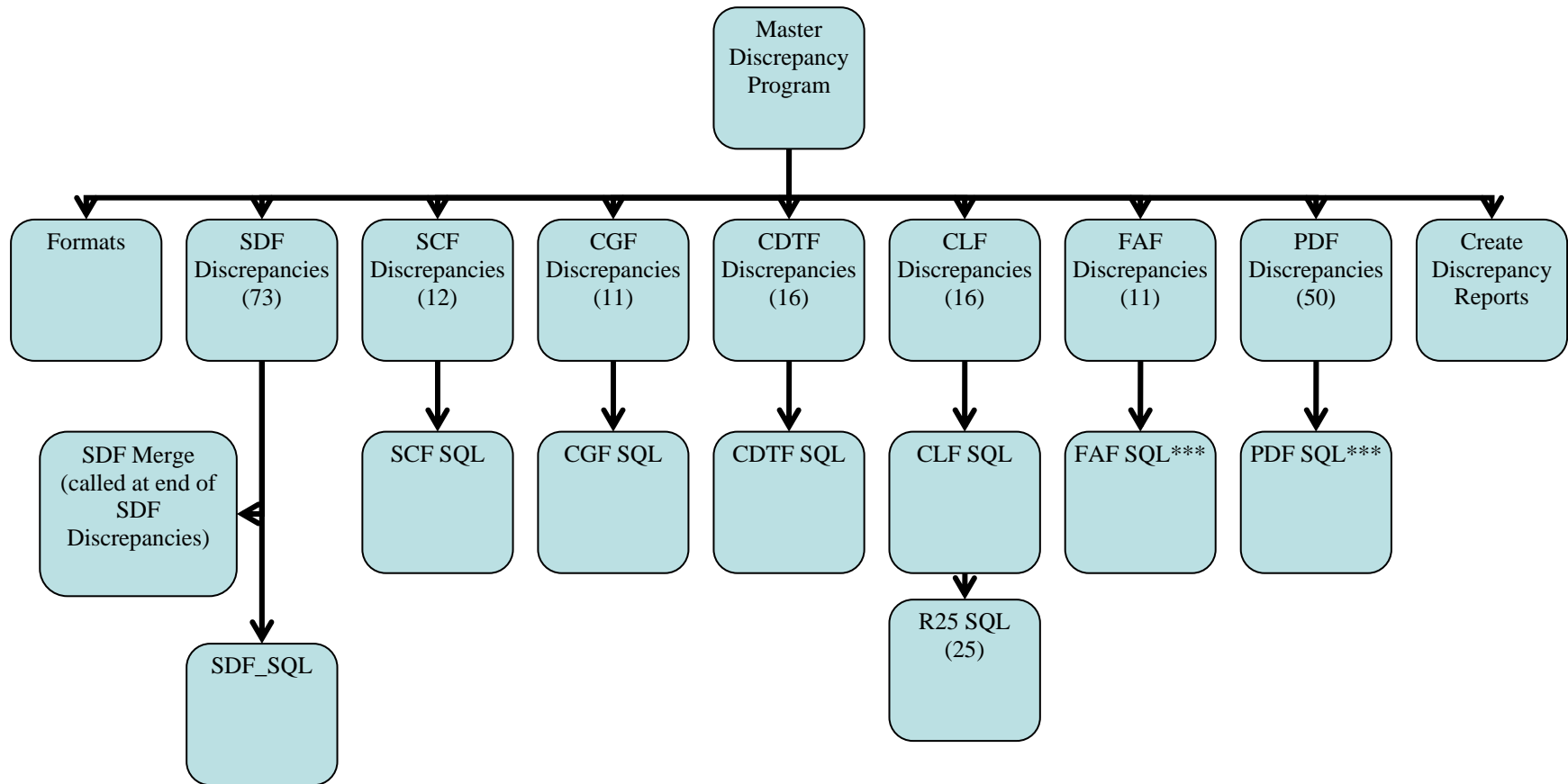


Official WCU Report Program Framework



* Each program in the flow chart calls those below it before running itself. The “Formats” program is run before all of the discrepancy and SQL programs. The “Create Discrepancy Reports” program is run last and only if the SDF, SCF, CGF, CDTF, and FAF programs are run.

** The numbers in () in the “Discrepancies” programs are the numbers of discrepancies checked for.

*** These programs have not been created yet.

Description of File Structure:

- **Student Data File (SDF)**

The final form of this file is created on the tenth day of every fall, spring, summer I, and summer II term. It contains information on all enrolled students and new applicants (at both the undergraduate and graduate levels). The file is split into three parts: an admissions part, enrollment part, and graduate part (only for the graduated SDF). The final form of the graduated SDF is created at the very end of June and again at the very end of August.
- **Course Description Table File (CDTF)**

The final form of this file is created on the tenth day of every fall, spring, summer I, and summer II term. It contains information on every course offered with enrolled students (including credit hours, course attributes, and the SSN and percent responsibility of every faculty member teaching the course). At the end of every term when the CGF is run the CDTF is run again as a CDTF Update. This file is split into two parts, a resident credit part and a distance education part.
- **Student Courseload File (SCF)**

The final form of this file is created on the tenth day of every fall, spring, summer I, and summer II term. The SCF is split into two parts, a resident credit part and distance education part. It contains information on every enrolled student and the courses that student is enrolled in. Every student in this file should have a record in the SDF, and every course in this file should have a record in the CDTF.
- **Course Grade File (CGF)**

The final form of this file is created at the end of every fall, spring, summer I, and summer II term. It is similar to the SCF except that it contains the quality points the student has earned for each course the student took. Each course in this file should have a record in the CDTF Update file.
- **Course Location File (CLF)**

The final form of this file is created on the tenth day of every fall term. It contains every course offered locally, the location of the course, meeting time of the course, and other course attributes. A building file and room file are submitted at the same time as the CLF (each containing only buildings and rooms on campus).
- **Financial Aid File (FAF)**

The final form of this file is created on the tenth day of every fall term and contains all students offered financial aid, the program of aid offered and amount, student and parental income, household size and number in college, and financial need information for the academic year and for summer school.
- **Personnel Data File (PDF)**

The final form of this file is due by November 15 and contains information on every graduate assistant, EPA employee, and SPA employee as of October 1. It contains salary, FTE, hire, tenure, and degree data.

Program Descriptions*:**

- **Master_Discrepancy_Program.sas**

This program calls Formats.sas, then each XXX_Discrepancies.sas program which the user wants to run and Create_Discrepancy_Reports if the SDF, SCF, CGF, CDTF, and FAF programs are run.
This program is where the user specifies usernames and passwords to connect to the databases, years, semesters, and directories.
- **Formats.sas**

This program reads in CEEB codes, FICE codes, county codes, building codes and numbers, and CIP codes from the Formats.mdb database for use in coding (cross-walks) and discrepancy checks. The Formats.mdb database needs to be kept up-to-date with any code changes.
- **XXX_Discrepancies.sas**

These programs call the corresponding XXX_SQL.sas programs before running. Then the programs create the appropriate flat file.
These programs then check for discrepancies (similar to the way UNC_GA checks for discrepancies on FRED) and dumps individual reports specific to the functional areas (Admissions, Registrar, Graduate School, R25, Human Resources, Financial Aid, and Nursing) containing errors per Banner ID and course, and a summary containing the total number of records with errors per error message.
Finally, these programs create SAS datasets and adds these datasets to the data mart.
- **XXX_SQL.sas**

These programs first dump data from the database using SQL select queries. The SQL code contains appropriate WHERE clauses to dump only appropriate data and does not use many joins. Joining and merging the data is done in SAS, which is local, in order to save memory and processor power on the server. These programs then code the data dumped specific to a file's layout and coding requirements.
The R25_SQL.sas program dumps data from R25 and codes this data specific to the building and room flat files that are submitted to GA with the CLF. The R25_SQL.sas program also runs and creates discrepancy reports on the building and room files.
- **SDF_Merge.sas**

This program takes the admissions, enrollment, and graduated student data files for the given year and term and merges them into a SAS data set in the data mart.
- **Create_Discrepancy_Reports.sas**

This program checks for unmatched records between the data files (SDF, SCF, CGF, CDTF, and FAF) and creates discrepancy reports with the unmatched records.

*** The Alliance Perl scripts were used as a starting point in creating the XXX_SQL.sas programs. The Perl scripts do not do any discrepancy checks and do not create any of the discrepancy reports that the XXX_Discrepancies.sas programs create. The Perl scripts also do not connect to R25 and dump the building and room files and perform discrepancy checks on those files.

How To:

- Running the Master Discrepancy Program will run every XXX_Discrepancies program below it on the flow chart not commented out. The user needs to specify their Oracle username and path information, R25 username and path information, directories, and the year and semester on which to run the programs for. Only have this program run the “Create Discrepancy Reports” program if the SDF, CGF, SCF, CDTF, and FAF discrepancies programs are run. Comment out each program at the bottom that you don’t want to run (Formats.sas should be run every time, so do not comment this one out).
- The Formats.mdb database (used by Formats.sas) should be updated any time there is a CEEB, FICE, county, building, or CIP code change, addition, or removal.
- If the coding changes for an existing variable on one of the files, this change should be made in the appropriate XXX_SQL program. The corresponding XXX_Discrepancies program needs to be updated with this change as well so false errors are not printed in the discrepancy reports.
- If a variable is added or removed from a file then this variable needs to be added (and coded appropriately) or removed from the appropriate XXX_SQL programs and XXX_Discrepancies programs. Make sure the DATA _NULL_ steps in the XXX_Discrepancies programs reflect these changes, since the layout of the files will probably change because of this.