ITT Tech Transfer
Coding Instructions
Effective Fall Quarter 2016

Colleges will track students who attended ITT Tech between July 1, 2015 and September 6th, 2016 and enrolling at a CTC fall quarter 2016 or later.

Legacy Instructions

The ITT Tech transfer students are identified through the Unusual Action code. You must first add the new unusual action code to the Unusual Action Code table in SMS (SM5021). Use unusual-action value “TI”. Enter the value for the student on the Student Unusual Action screen (SM5003). For the YRQ value, use the YRQ that the student first enrolled at the college. The students will only need to be coded with the Unusual Action one time.

PeopleSoft Campus Solutions Instructions

The ITT Tech transfer students are identified through a Student Group code of “SITT”. Effective date the Student Group code to reflect the first quarter the student transferred into your institution after July 1, 2015. The students will not need to be inactivated from this Student Group.

If you have any question on the use of this code please contact dataservices@sbctc.edu.