



QARS REPORT GUIDE

DATA SERVICES

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Revisions

Change reference	Date	Version
Original	12/08/2020	1.0
Updated numbering system and added additional IPEDS report information.	02/12/2025	2.0
Added Report 5020 The Z List	04/16/2024	3.0

Contacts

Data Services

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Purpose

The Quality Assurance Reporting System (QARS) is an application that provides reports to help prevent mistakes that impact state and federal reporting. Most of the reports are Error and Warning reports, but there are also some Summary reports. The source of the data is the SBCTC Master Data Views built using replicated PeopleSoft data. Using this source allows for errors to be corrected in advance of the snapshots taken for enrollment, personnel, transcripts, etc.

This document is to help evaluate and correct errors and warnings in preparation for reporting.

Things to Remember

As you prepare for and release finals, here are a few things to remember.

- Snapshots are taken each quarter based on the DW Snapshot Calendar.
- Program coding needs to be done before the end of the term in order for the students to be counted in the correct programs for the term.
- The mass assign jobs for student groups run nightly through the end of the term. This is one of the reasons program coding should be done prior to the end of the term.
- The FTE job runs nightly to process FTES into the PS_CTC_STDNT_FTE table.
- ALL enrollments count, even CNED. This has always been the case, but it is more obvious in ctcLink because of the separate CNED career.
- Errors will need to be corrected before finals (QARS), even for CNED classes.
- Warnings will need to be reviewed before finals.
- FTES can be monitored with QARS Campus Solutions reports and program queries from the Report Catalog

CS DW Snapshot Error Reports

These reports include Configuration, Class, and Student Error Reports. The reports indicate what is missing or incorrect for the classes and/or students to be included in the Data Warehouse. The Configuration Error Reports are numbered below 1000. Class Error Reports are numbered in the 1000 series, and the Student Error Reports are numbered in the 2000 series. The reports are numbered in the order they should be reviewed. There is an Error Summary Report that indicates the number of records on each report, so that you know which reports need to be reviewed.

CS DW Snapshot Errors Summary

The Errors Summary report lists all the Error reports and the number of records on each report, so that you know which reports need to be reviewed and corrected.

Configuration Errors

Configuration errors are missing or inaccurate information at a foundational level that needs to be added or corrected for reporting for the Data Warehouse.

0001 - Configuration Errors: Invalid Acad Year

The Academic Year field in the Term/Session Table must equal the calendar year during which the term takes place.

Correction:

Correct the ACAD_YEAR in the Term/Session Table.

Resources: [Maintaining the Term/Session Table QRG](#).

Class Errors

Class errors are missing or inaccurate information at the class level that needs to be added or corrected for the FTE calculation and/or reporting for the Data Warehouse.

1020 - Class Errors: Missing Class Dates

Classes need start and end dates to have accurate census dates for the FTE calculation. This report returns the classes missing class or start end dates.

Correction:

Check the Meeting Pattern to see if the class start or end date is missing. If so, they need to be added. Classes need to have their start and end dates before being combined with other classes.

Note: Classes must have start and dates if Standing Meeting Pattern is Arranged (ARR).

Resources: [Modifying Scheduled Class Meetings QRG](#)

1040 - Class Errors: Pre-college Course Numbers Over 100

Per the SBCTC Policy Manual, pre-college Catalog Numbers must be under 100, so this report lists classes with catalog numbers 100 or above that have a pre-college CIP code.

Correction:

You will need to work with your college to get the Catalog Number corrected.

Resources: SBCTC [Policy Manual–Chapter 4.10](#)

1050 - Class Errors: Shared Fund Source No Ext Funding

This report returns the classes that have the SFND attribute with attribute value of “3” for shared funding, but no SXTF attribute for percentage externally funded.

Correction:

Verify if this is the correct fund source for the class. If it is shared funding, then the class must also be assigned the percentage externally funded. You can do this by assigning the SXTF attribute with the appropriate value for percentage externally funded. If there is no external funding, change the SFND attribute value to reflect the correct funding source.

Resources: [Adding or Changing Course Attributes and Values QRG](#) and SBCTC [Policy Manual - Chapter 5.20.10](#)

1060 - Class Errors: Missing Instructor Role

Each class should have at least a primary instructor, so this report returns all classes with enrollments missing an instructor role.

Correction:

Check the class meeting pattern to see if the instructor is listed. If there is no instructor, add the instructor, if possible. If there is no instructor, please verify the class is not state funded.

Resources: [Add Instructor Assignment to Schedule of Class QRG](#)

1070 - Class Errors: Missing Course Intent

The Course Intent Course/Class Attribute identifies the intent (type) of the class. This report returns the classes missing a Course Intent Course/Class Attribute.

Correction:

Check for the SINT class attribute. If the SINT attribute is missing for the class, the attribute needs to be added with the appropriate value.

Note: Classes can only have one SINT attribute and value.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

1071 - Class Errors: More than One Attribute Value

Each class can only have one Attribute Value for the Class Attributes SINT, SBST, SFND, and SXTF, so this report displays classes with more than one Attribute Value for these Class Attributes

Correction:

Check the Class Attributes and Values on the class. Remove the incorrect attribute and value.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

1080 - Class Errors: Inactive CIP Code on Course

All courses must have an active CIP Code, so this report returns any classes with enrollments with an inactive CIP code.

Correction:

Check the CIP Code in Course Offer. If the CIP is inactive, the CIP Code needs to be changed to the current CIP code.

Note: CIP Code changes should be dated between terms.

Resources: [Approved 2020 CIP Codes](#)

1081 - Class Errors: Invalid Fund Source for CIP Like 36

Courses with CIP Codes in the 36 series must have the Fund Source of Self-Support, so this report displays any classes with a 36 series CIP Code that is not coded as Self-Support.

Correction:

Check to find out if the fund source or the CIP code is incorrect for the class. Correct the fund source on the class or correct the CIP in Course Offer.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

1082 - Class Errors: Non-Credit Class with Weekly Contact Hours over Five

For non-credit classes (units min and max are both zero), the contact hours are used to calculate FTES. This report returns the classes with over 5 weekly contact hours.

Correction:

Check the classes on the report to verify that the weekly contact hours are correct (total hours for the term divided by 11). If the contact hours are incorrect, correct them. If they are correct and over 5, the records can remain in the report.

Note: Even though this is an error report, the valid classes that remain in the report will be reported to the Data Warehouse.

Resources: [Adjusting Contact Hours for a Class QRG](#)

1089 - Class Errors: College in HS or Direct Funded HS Not Contract Funded

College in the High School and Direct Funded high school classes should be contract funded. They cannot be reported as state funded. This report returns classes that have the SCHS or SAHS class attributes and are coded as state funded.

Correction:

If the class is a College in the High School class or Direct Funded High School class, the SFND attribute will need to be changed. If the class is not supposed to be coded as one of these, then the SCHS or SAHS class attribute needs to be removed.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

1090 - Class Errors: DOC Classes State Funded

DOC classes must be reported as contract or self-support. They cannot be reported as state funded. This report returns classes that have a DOC location and are coded as state funded.

Correction:

If the class is offered at a DOC location, change the SFND attribute value to be either contract or self-support, whichever is correct. If the class is not offered at a DOC location, then the location of the class needs to be changed.

Resources: [Adding or Changing Course Attributes and Values QRG](#) and [Managing Locations QRG](#)

1100 - Class Errors: Canceled Class with Enrollments

Enrollments in canceled classes cannot be reported, so this report lists canceled classes with enrollments.

Correction:

Drop students from the canceled class and enroll them in the appropriate class, if needed.

Resources: [Dropping Student Enrollment QRG](#)

1110 - Class Errors: FTE Exceptions

The class exceptions report displays the class related FTE exceptions from the CTC_FTE_EXCEPT field in the CTC_STDNT_FTE table.

CNED_CREDIT_BEARING:

Credit-bearing classes cannot be offered in CNED per SBCTC Policy Manual 4.90.

Correction:

The credits will need to be removed to make it a non-credit bearing class.

Resources: [Apply Course Catalog Changes to Student Enrollment QRG](#) and [SBCTC CNED Course and Coding Manual](#)

CNED_CAT_NBR_100_499:

College level classes are defined in the SBCTC Policy Manual 4.10 as those with a Catalog Number between 100 and 499. CNED classes must have Catalog Numbers outside this range.

Correction:

You will need to work with your college to get the Catalog Number corrected.

Resources: [Apply Course Catalog Changes to Student Enrollment QRG](#) and [SBCTC CNED Course and Coding Manual](#)

CNED_GRD_BASIS_NON:

The grading basis is "NON," which is not applicable for CNED.

Correction:

Change grading basis to NOG (not graded), PNP (pass/no pass), or SUS (satisfactory/unsatisfactory)

Resources: [Apply Course Catalog Changes to Student Enrollment QRG](#) and [SBCTC CNED Course and Coding Manual](#)

CNED_GRD_BASIS_GRD:

The grading basis is "GRD," which is not applicable for CNED.

Correction:

Change grading basis to NOG (not graded), PNP (pass/no pass), or SUS (satisfactory/unsatisfactory)

Resources: [Apply Course Catalog Changes to Student Enrollment QRG](#) and [SBCTC CNED Course and Coding Manual](#)

MISSING_CENSUS_DATE:

Check to see if the class is DYN or OEE. If so, check to see if the dynamic date process has been run to set the census date. If not, it needs to be ran for the class.

Note: If the class is non-enrolled, non-credit-bearing, and dynamic, the system cannot calculate a census date. You must override it and enter the census date manually.

Resources: [Dynamic Dates and Specific Class Sections QRG](#)

MISSING_CONTACT_HOURS:

Check the contact hours in Course Catalog, Course Component, and Class Component. If the hours are missing from any one of these, they need to be added. If the class is credit-bearing, check to make sure that the students have units taken.

Resources: [Adjusting Contact Hours for a Class QRG](#)

MISSING_CIP_CODE:

The CIP Code needs to be added in Course Offer.

Note: CIP Code changes should be dated between terms.

Resources: [Approved 2020 CIP Codes](#)

MISSING_SFND_ATTR (Fund Source):

The SFND Course/Class Attribute is on the course and/or class, so it needs to be added.

Note: Classes should only have one SFND attribute and value.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

OTHER_ENROLL_NON:

There is a mismatch between the class type (Enroll) and the grading basis NON, which should only be used on the non-enroll section. So, either the class type or the grading basis needs to be changed.

Resources: [Apply Course Catalog Changes to Student Enrollment QRG](#)

OTHER_ENROLL_UNIT_0:

There is a mismatch between the grading basis (is not NON), but the units are set to 0. The grades and credits should be on the enrolled class, so it is likely the grading basis needs to be changed.

Resources: [Apply Course Catalog Changes to Student Enrollment QRG](#)

Student Errors

Student errors are missing or inaccurate information at the student level that needs to be added or updated for the FTE calculation and/or reporting for the Data Warehouse.

2030 - Student Errors: Acad and Course Career Mismatch

Students are term activated in one plan stack per term per career. This report returns students where the student's academic career doesn't match the course career.

Correction:

Check the student's term activation, plan, and enrollment. Was the plan changed, but the term activation was not? Correct the plan stack or term activation for the student.

Resources: [Term Activate a Student after the Term Begin Date QRG](#)

2060 - Student Errors: Running Start Enrollment & Billing

This report lists students with Running Start billing units greater than the units enrolled.

Correction:

Check the enrolled units for the students and verify that the billing units were not overridden and changed.

Note: Billing units are set by the nightly FTE job, so overriding them can impact the calculation of FTES.

Resources: QCS_SR_RSBILLING – query that provides Running Start billing unit information.

2070 - Student Errors: Running Start Multiple Student Groups

This report lists students with both Running Start Student Groups, instead of one.

Correction:

Check the student's Running Start status and remove the incorrect student group.

Resources: [Add, Inactivate and View Student Groups QRG](#)

2080 - Student Errors: Running Start in IBEST

Running Start students should not be enrolled in I-BEST classes, so this report lists Running Start students enrolled in an I-BEST class.

Correction:

Drop the student from the I-BEST class and add the student to a non-I-BEST class. If the SBST attribute value is BASICSKILL, you will need to work with your Basic Skills office to get the students removed from WABERS.

Resources: [Drop Student Enrollment QRG](#)

2090 - Student Errors: Invalid EMPLID Enrolled in Class

Invalid EMPLIDs start with the letter "X." This report returns invalid EMPLIDs enrolled in a class.

Correction:

Remove the student enrollment from the class and check to see if there is a valid EMPLID associated with the student. The removal of the enrollment must be backdated prior to the census date of the class to keep the Invalid EMPLID from generating FTES.

Resources: [Drop Student Enrollment QRG](#)

2110 - Student Errors: FTE Exceptions

The student exceptions report displays the student FTE exceptions from the CTC_FTE_EXCEPT field in the CTC_STDNT_FTE table.

Resources: [Student FTE Calculation Overview](#)

NON_MIS_WVR:

Students with a non-MIS reportable waiver, which will not generate FTES. The number represents the waiver number. This is not an error to be corrected, but to be reviewed for accuracy.

Resources: QCS_SR_FTES_EXCEPT_NON_MIS_WVR – query that lists students enrolled in non-MIS waiver and waiver codes per term.

REPEAT_NO_FTE:

Students with the repeat code, so the enrollment will not generate FTES. This is not an error to be corrected, but to be reviewed for accuracy.

Resources: [Policy Manual–Chapter 5.30.25](#), [Repeat Course Rule Policy Document](#), [Manually Adjusting a Student Repeat Code QRG](#)

ENRL_AFTER_CENSUS:

Check the records to see if any of the students were in classes that may have had coding issues, AND if the census date for the class makes sense – just in case it is a census date issue.

Note: For students that were truly enrolled after census date, their records should remain on this report. Since they were enrolled after census, they should not generate FTES. This is not an error to be corrected, but to be reviewed for accuracy.

Resources: [Policy Manual–Chapter 5.40.10 Determining the quarter census date for regular session classes](#)

MISSING_PLAN_STACK:

Check the program plan stack for the student. Was the plan changed, but the term activation was not? Is the effective date correct for the term? Correct the plan stack or term activation for the student.

Resources: [Maintaining Student's Academic Program QRG](#)

CS DW Snapshot Warning Reports

There are also Class and Student Warning Reports in QARS display classes and/or students that will be included in the Data Warehouse (incorrectly). These reports should be reviewed for accuracy. The Class Warning Reports are numbered in the 1500 series, and the Student Warning Reports are numbered in the 2500 series. The reports are numbered in the order they should be reviewed.

CS DW Snapshot Warnings Summary

The Warnings Summary report lists all the Warnings reports and the number of records on each report, so that you know which reports need to be reviewed and corrected.

Class Warnings

Class warning reports are to assist with getting class coding correct for the Data Warehouse.

1510 – Class Warnings: Multiple Primary Instructors

Only one primary instructor is included in the Data Warehouse. If there is more than one primary instructor, only one will be captured in the Data Warehouse.

Correction:

Should there be more than one primary instructor, or should some be secondary instructors? Update accordingly.

1530 – Class Warnings: IBEST Invalid CIP

The I-BEST course attribute should not be applied to basic skills (32 series CIP) or developmental (33 series CIP) classes. There are some cases where a developmental class has been approved, so please verify any classes listed with a 33 series CIP is on the approved I-BEST application.

Correction:

If the I-BEST attribute is on a basic skills class or a non-approved developmental class, the attribute will need to be removed. If it is on an approved developmental class, it is okay to remain in the report.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

1540 – Class Warnings: Basic Skills Class Not Using BGB Grading Basis

Per the SBCTC Coding Manual, all basic skills classes must have the Basic Skills (BGB) Grading Basis.

Correction:

If you have records on this report, you will need to correct the grading basis for the classes.

Resources: [SBCTC Coding Manual](#) and [Updating a Course Grading Basis QRG](#)

1550 – Class Warnings: Academic Corrections Ed Classes w/o Self Support Fund Source

Per the SBCTC Coding Manual, academic classes outside the DOC contract must be coded as self-support.

Correction:

If you have records on this report, you will need to check to see if the academic class is part of a vocational program and being paid for by DOC or if the academic classes are paid with Second Chance PELL or other third parties. If not paid for by DOC, the SFND Class Attribute Value needs to be changed to 5 (self-support).

Resources: [Adding or Changing Course Attributes and Values QRG](#)

1570 – Class Warnings: Non-Number Catalog_NBR

Per the SBCTC Policy Manual, Catalog Numbers must be numbers, so this report lists any classes with non-numeric Catalog Numbers.

Correction:

If you have records on this report, you will need to work with the college to correct the Catalog Numbers.

Resources: [SBCTC Course Coding Guidelines](#)

Student Warnings

Student warning reports are to assist with getting student coding correct for the Data Warehouse.

2510 – Student Warnings: Units Taken Outside Range

This report shows students that have units taken that are outside of the units min and units max that are set for the course/class.

Correction:

If you have records on this report, you will need to check if the class is being ran for less or more units (credits) than listed in the Course Catalog and update the min and max units in Course Catalog accordingly.

2520 – Student Warnings: DOC Location No SDOC Group

The SDOC Student Group is set based on the location of the class. Each Department of Corrections (DOC) site has a standard location code.

Correction:

Check to make sure that the correct DOC location is on the class. If it is not, update it to the correct DOC location.

Resources: [Adding or Changing Course Attributes and Values QRG](#)

2540 – Student Warnings: SDOC Group No DOC Location

The SDOC Student Group is set on the DOC Location of the class, so it should be rare to see students in this report.

Correction:

Check to see if the student was manually added to the SDOC Student Group. If so, is it because the location code is not correct?

Resources: [Adding or Changing Course Attributes and Values QRG](#) and [Add, Inactivate and View Student Groups QRG](#)

2550 – Student Warnings: Worker Retraining

This report lists students coded as Worker Retraining that are not in a Workforce Plan Code.

Correction:

Check to see if the student is currently Worker Retraining, and if the student is in the correct plan.

Correct the student coding or plan accordingly.

Note: This report does not include students that are “exclusively enrolled in basic skills,” so you may see basic skills plan codes show up on this report. If so, verify that the student is only enrolled in basic skills classes for the term, and they can stay on the report. The student will be counted as Worker Retraining in the processing of the finals snapshot data.

Resources: [Add, Inactivate and View Student Groups QRG](#) and [Maintaining Student's Academic Program QRG](#)

2552 – Student Warnings: Student with Item Type and No Student Group

This report is to help find students that have a program Item Type without a corresponding Student Group. For example, the student has an Item Type for the Emergency Assistance Grant but does not have a SEAP student group.

Correction:

If the Item Type is correct, add the student to the appropriate student group. If a student needs the Early Achievers Student Group (SEAG) added, you will also need to enter or request the STARS ID to be entered for the student.

Resources: [Add, Inactivate and View Student Groups QRG](#)

2560 – Student Warnings: Running Start Invalid CIP

Running Start students cannot be registered in basic skills and should not be registered in development classes, so this report returns students coded as Running Start in classes with a 32 series CIP Code (basic skills) or with a 33 series.

Correction:

Review records in the 33 series to make sure they are accurate. If they are, they can stay on the report. Students enrolled in the 32 series need to have their Running Start coding changed or dropped from the basic skills class.

Resources: [Approved CIP Descriptions](#) and [Add, Inactivate and View Student Groups QRG](#)

2570 – Student Warnings: More than One Plan in Active Plan Stack

If students have more than one plan in an active plan stack, all plans will not be completed until the plan stack is completed. If students earn a certificate within the stack, but it is not awarded until the

plan stack is completed, it can impact completions for the term/year. Completions are used for federal and state reporting, SAI, etc.

Correction:

Best practice is to have individual plans assigned to a single stack so that they can be marked as completed when the completion occurs instead of after completing all plans.

Resources: [Maintaining Student's Academic Program QRG](#)

2580 – Student Warnings: Multiple Vet Benefits

Only one Vet Benefit code is captured in the Data Warehouse for the term.

Correction:

If more than one benefit is listed, check to make sure they do not contradict each other. Then check if all the codes are for the current term, and which one is best to keep for the term.

Resources: [SBCTC Student & Course Coding Manual](#)

2590 – Student Warnings: Multiple Student Attribute Values

Only one Student Attribute Value per program is allowed for the term, as only one will be captured in the Data Warehouse.

Correction:

If a student has multiple attribute values for the same term, check to see which should be kept for the term and remove the others for the term.

Resources: [Managing Student Attributes QRG](#)

2600 – Student Warnings: Student Program Mismatches

This report compares the term-activated program with student enrollments. If a student is in a PRFTC plan taking academic courses, or in an ACADM plan taking workforce classes, the student may not be term-activated in the correct program.

Correction:

Check the term-activation for the student to make sure it is correct. If it is not, the term-activation should be moved to the correct plan stack.

Resources: [Term Activate a Student after the Term Begin Date QRG](#) and [Maintaining Student's Academic Program QRG](#)

Facilities Reports

SBCTC Finance staff work with college facilities staff using these reports. These reports are updated monthly.

5000 - Facility ID in CS and not in the Data Warehouse

This report compares CS Facility information with DW Location ID.

5010 - Facility ID in Finance and not in the Data Warehouse

This report compares FIN Facility information with DW Location ID.

5020 - The Z-List

This report provides Z-List Room Records from the Facilities DW.

Finance Reports

These reports are in support of CapTrack.

6000 - CapTrack Capital Expenditure Detail

This report provides expenditures by SBCTC Project ID and fiscal year.

6010 - CapTrack Missing SBCTC Project ID

This report lists PS Project IDs with no SBCTC Project ID.

CS Reports

Most of these reports provide summary information for monitoring FTE, but there are a couple that provide information for maintenance of student records.

7000 - CNED Headcount and FTES by Fund Source

Provides summary headcount and FTE information for CNED.

7010 - Duplicate SSN by Term – More than One EMPLID

Provides EMPLID and college for students with more than one EMPLID. Please verify the SSN and submit a [Reporting Verified Student](#) ticket. If the SSN cannot be verified, please remove it.

7020 - FTE by Institutional Intent and Funding Source SR2101

Provides summary FTE by Institutional Intent and Funding Source similar to SR2101.

7030 - FTE by Program

Provides summary FTE by Program and Funding Source.

7040 - Non-Converted Legacy Students for Rebuild

Provides information to assist with the rebuild for non-converted Legacy students.

7050 - Summarized Intent

Provides summarized Intent for the previous term.

HCM Reports

8000 - Headcount and FTE by EMPL_CLASS

Provides summary headcount and FTE information by EMPL_CLASS.

8010 - Headcount and FTE by EMPL_CLASS and Funding Source

Provides summary headcount and FTE information by EMPL_CLASS and funding source.

8020 - Headcount and FTE by Funding Source and EMPL_CLASS

Provides summary headcount and FTE information by funding source and EMPL_CLASS.

8030 - Employee with High FTE Value Assigned

Provides summary by EMPL_CLASS with high FTE values.

HCM IPEDS Reports

Please review IPEDS HR Reporting Procedures for more information on IPEDS reporting.

IPEDS Prelim Reports

To provide a tool to help with the review and corrections of ctcLink HCM data in preparation for the annual submission of the IPEDS HR Survey, the SBCTC will perform a Preliminary IPEDS Data Upload.

The SBCTC will do a preliminary upload of your HR data approximately two weeks prior to the final upload. The exact date will be communicated in the annual Reminder & Instructions e-mail. This will allow you to review your data and identify any IPEDS flagged errors, allowing you to modify your HCM data in ctcLink during the data review/cleanup period prior to the "Final Upload".

Any changes made in ctcLink HCM will be reflected immediately in the QARS HCM IPEDS Prelim Reports.

4510 – Employee Warnings: Employee with Undefined Sex

Employee has undefined sex. Valid values are F, M, or X.

9000 - IPEDS HR PART A2

Full-time Instructional Staff by Function.

9010 - IPEDS HR PART B2

Full-time Non-instructional Staff by Occupational Category and Tenure Status.

9020 - IPEDS HR PART D3

Part-time Staff by Occupational Category and Tenure Status.

9030 - IPEDS HR PART D4

Part-time Non-instructional Staff by Occupational Category and Tenure Status.

9040 - IPEDS HR PART G1

Instructional Staff Counts by Months Worked.

9050 - IPEDS HR PART G2

Salary Outlays for Instructional Staff.

9060 - IPEDS HR PART G4

Salary Outlays for Non-Instructional Staff.

9070 - IPEDS HR PART H1

New Hires, Full-time Instructional Staff by Tenure Status.

9080 - IPEDS HR PART H2

New hires by Occupational Description and Gender/Ethnicity.

9090 - IPEDS HR: JOBCODE Count of IPEDS S Codes by EEO Category

Count of IPEDS S Codes by EEO Category.

9099 - IPEDS HR: JOBCODE with IPEDS S Code of N or Missing

JOBCODE with IPEDS S CODE of N or is Missing.

IPEDS Final Reports

To view prior years' data submitted to IPEDS, the same QARS reports are available under the category of "HCM IPEDS Final Reports". The data in these reports reflects the values uploaded to IPEDS and will not reflect modifications made on the IPEDS pages.

9110 - IPEDS HR PART A2

Full-time Instructional Staff by Function.

9120 - IPEDS HR PART B2

Full-time Non-instructional Staff by Occupational Category and Tenure Status.

9130 - IPEDS HR PART D3

Part-time Staff by Occupational Category and Tenure Status.

9140 - IPEDS HR PART D4

Part-time Non-instructional Staff by Occupational Category and Tenure Status.

9150 - IPEDS HR PART G1

Instructional Staff Counts by Months Worked.

9160 - IPEDS HR PART G2

Salary Outlays for Instructional Staff.

9170 - IPEDS HR PART G4

Salary Outlays for Non-Instructional Staff.

9180 - IPEDS HR PART H1

New Hires, Full-time Instructional Staff by Tenure Status.

9190 - IPEDS HR PART H2

New hires by Occupational Description and Gender/Ethnicity.

Useful Resources

QARS Support

- [QARS Access Request Form](#)
- [QARS Quick Reference Guide QRG](#)
- dataservices@sbctc.edu

PS Query Support

If the FTE reports are not looking accurate, there are supporting queries for many programs that provide a list of all the students and their FTE. These may be helpful when trying to find the students that are not being counted correctly for the program and/or student missing the required program coding.

- [Report Catalog](#) – has full list of supporting program queries and more!
- Other useful PS Query Information and tools:
- [metaLink](#) – contains Data Dictionary and Query/Report/View Script Search
 - A login is not required to use the search tools, but it is required to use the Data Dictionary function.
- [Using metaLink Data Dictionary](#) – guide to using the metaLink Data Dictionary function

General Support

- Coding Listserv: http://lists.ctc.edu/mailman/listinfo/ctclink-coding_lists.ctc.edu
- The [ctcLink Reference Center](#) – information and Quick Reference Guides (QRGs)
- [Data Services page](#) - includes links to the following:
- Data Alerts – sign up to get alerts about coding changes and see past alerts.
- Coding and Reporting Guidelines – includes coding manuals, CIP information, and program specific coding guidelines and memos.
- Data Warehouse – includes the Data Warehouse data dictionaries and an inventory of the Data Warehouse tables available in dataLink.



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Washington State Board for Community and Technical Colleges