



QARS REPORT GUIDE

DATA SERVICES

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Purpose

The Quality Assurance Reporting System (QARS) is an application that provides error and warning reports to help prevent mistakes that impact state and federal reporting. 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 be taken for finals, 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.

- Finals data will be snapshotted from ctcLink, as that is where grading will occur.
- The coding for several programs is not converted, so 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

Error Reports

There are Class and Student Error Reports in QARS display classes and/or students that will not be included in the Data Warehouse, unless the errors are resolved.

The 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.

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.

How to correct:

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).

Additional resources: [Modifying Scheduled Class Meetings \(ORG\)](#)

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.

How to correct:

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.

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#) and [Chapter 5.20.10](#) of the SBCTC Policy Manual

1060 - Class Errors: Missing Instructor

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

How to correct:

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.

Note: All state-funded classes must have a primary instructor designated.

Additional resources: [Add Instructor Assignment to Schedule of Class \(ORG\)](#)

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.

How to correct:

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.

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#)

1071 - Class Errors: More than One SINT Attribute

Each class can only have one Course Intent attribute, so this report displays all the classes with more than one SINT attribute.

How to correct:

Check the SINT attributes and values on the class. Remove the incorrect attribute and value.

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#)

1080 - Class Errors: Missing or Inactive CIP Code

All courses must have a current CIP Code, so this report returns any classes with a missing or inactive CIP Code.

How to correct:

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

Note: CIP Code changes should be dated between terms.

Additional 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 displaying any classes with a 36 series CIP Code that is not coded as Self-Support.

How to correct:

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.

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#)

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.

How to correct:

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 on the report.

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

Additional resources: [Adjusting Contact Hours for a Class \(ORG\)](#)

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.

How to correct:

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 isn't supposed to be coded as one of these, then the SCHS or SAHS class attribute needs to be removed.

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#)

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.

How to correct:

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.

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#) and [Managing Locations \(ORG\)](#)

1100 - Class Errors: Canceled Class with Enrollments

Enrollments in canceled classes cannot be reported, so this reports list canceled classes with enrollments.

How to correct:

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

Additional resources: [Dropping Student Enrollment \(ORG\)](#)

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.

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.

Note: For multi-component classes, the total contact hours of the components should total the contact hours listed in the Course Catalog.

Additional resources: [Adjusting Contact Hours for a Class \(ORG\)](#)

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.

Additional resources: [Dynamic Dates and Specific Class Sections \(ORG\)](#)

Missing SFND Attribute (Fund Source):

Check to see if the SFND Course/Class Attribute is on the course and/or class. If the attribute is missing, it needs to be added.

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

Additional resources: [Adding or Changing Course Attributes and Values \(ORG\)](#)

Missing CIP Code:

Check the CIP Code in Course Offer. If the CIP Code is missing, it needs to be added.

Note: CIP Code changes should be dated between terms.

Additional resources: [Approved 2020 CIP Codes](#)

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.

How to correct:

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

2060 - Student Errors: Running Start Enrollment & Billing

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

How to correct:

Check the enrolled units for the students and verify that the billing units weren't overridden and changed.

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

2070 - Student Errors: Running Start Multiple Student Groups

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

How to correct:

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

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.

How to correct:

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 folks to get the students removed from WABERS.

2090 - Student Errors: Invalid EMPLID Enrolled in Class

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

How to correct:

Remove the student enrollment from the class and check to see if there is a valid EMPLID associated to 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.

2110 - Student Errors: FTE Exceptions

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

Enrollment 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.

Missing Plan Stack:

Check the program plan stack for the student. Was the plan changed, but the term activation wasn't? Correct the plan stack or term activation for the student.

Non-reportable Waiver:

Student has a non-MIS reportable waiver, which cannot generate FTE. The number represents the waiver number.

RFTE Repeat:

Student has the RFTE repeat code, so the enrollment will not generate FTES.

Other Exception

Catching any non-FTE enrollments that aren't one of the listed exceptions.

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 (possibly 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. There is also a Warning Summary Report that indicates the number of records on each report, so that you know which reports need to be reviewed.

Class Warning Reports

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.

What to check/correct:

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

1520 – Class Warnings: PreColl Course Numbers Over 100

Per the SBCTC Policy Manual, pre-college Catalog Numbers must be under 100, so this report lists classes with pre-college CIP code over 100.

What to correct:

You will need to work with your college to get the Catalog Number corrected. If unable to correct for the current term, please make sure it is corrected for the upcoming term.

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.

What to correct:

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 on the report.

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.

What to correct:

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

1570 – Class Warnings: Non-Number Catalog_NBR

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

What to correct:

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

Student 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 (possibly 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. There is also a Warning Summary Report that indicates the number of records on each report, so that you know which reports need to be reviewed.

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.

What to correct:

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 DOC site has a standard location code.

What to check/correct:

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

2530 – Student Warnings: SDOC Group No DOCID

The DOCID for corrections students is the identifier DOC uses to send basic skills student hours to SBCTC to be entered into the basic skills reporting system (WABERS).

What to correct:

Add missing DOCID for basic skills students in corrections education.

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 on this report.

What to check/correct:

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

2550 – Student Warnings: Worker Retraining

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

What to check/correct:

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.

2551 – Student Warnings: Active Attribute with No Student Group

This report is to help find students that have an Active Student Attribute with No Student Group.

What to check/correct:

Check to see if the student attribute listed is active for the term and if the student should be counting in the Student Group. If the student should be in the Student Group, check to make sure the Student Attribute is on the term-activated plan stack for the student. If the Student Attribute has been removed prior to the term and should not count, the records can stay on the report.

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.

What to check/correct:

Review in 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.

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 isn't 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.

What to check/correct:

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.

2580 – Student Warnings: Multiple Vet Benefits

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

What to check/correct:

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

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.

What to correct:

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.

Additional resources: [Managing Student Attributes \(ORG\)](#)

2600 – Student Warnings: Student Program Mismatches

Per the SBCTC Policy Manual, Catalog Numbers must be numbers.

What to correct:

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

Aggregate Reports

There are aggregate reports available in QARS under the Campus Solutions category. These reports can be helpful in looking at FTE by Program, FTE by Intent and Fund Source, headcounts, etc.

QARS Resources

There are aggregate reports available in QARS under the Campus Solutions category. These reports can be helpful in looking at FTE by Program, FTE by Intent and Fund Source, headcounts, etc.

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

Supporting PS Queries

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 if 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!

PS Query Resources

A login is not required to use the search tools, but it is required to use the Data Dictionary.

- [metaLink](#) – contains Data Dictionary and Query/Report/View Script Search
- [Using metaLink Data Dictionary](#) – guide to using the metaLink Data Dictionary
- Coding eList: http://lists.ctc.edu/mailman/listinfo/ctclink-coding_lists.ctc.edu
- The [ctcLink Reference Center](#) – anything and everything ctcLink related
- [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