

# Information Technology Services

University System of Georgia Information Technology Services  
**Enterprise Data Management & Analytics**



## **Test Plan Academic Release 1.22**

**ADC Fall End-of-Term (EOT) 20262**

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## Test Plan for Academic Release 1.22

### Preparation for Testing

Academic Release 1.22 and Data Collections ETL (ZADMETL) 1.3 must be applied to your TEST database to prepare for testing. Please follow the steps below to prepare for testing the release:

#### Step 1

Apply Academic Release 1.22 to the Banner database using the parameters for Fall EOT 20262.

#### Step 2

Setup and/or identify test cases for testing the extraction and editor.

#### Step 3

In Banner, run the Data Collection Extraction process (ZADMETL) from Banner Job Submission (GJAPCTL).

#### Step 4

Turn on the ITS version of GlobalProtect VPN. For download, install, and login instructions, email [DW\\_Test@usg.edu](mailto:DW_Test@usg.edu).

#### Step 5

Run the USG Extract in the TEST environment using the following URL:

<https://appst.ds.usg.edu/ords/f?p=38576>

#### Step 6

Review the Data Submission Error report to validate changes included in the release in the Cognos TEST environment using the following URL:

<https://analyticst.ds.usg.edu/bi/>

## Initial Teacher Certification Code (ZITC)

### Purpose

Beginning with the Fall 2025 End-of-Term (EOT) 20262 Academic Data Collection, a new valid value, Initial Teacher Certification Code (ZITC), will be collected for the Regents Academic Interest Code (SPE015) data element. The 'ZITC' code will provide institutions with a solution for coding and tracking students enrolled in programs that lead to teacher certifications. This code will help the system office extract data uniformly across all our institutions. It will also help determine the progress made within the University System of Georgia regarding the teacher shortage.

All institutions with programs leading to teacher certifications are required to submit Initial Teacher Certification data beginning with the Fall End-of-Term (EOT) 20262 Academic Data Collection.

To allow flexibility in using current institutional business practices, the translation label 'RGTACIN' will be used on the Banner EDI Cross-Reference Rules (SOAXREF) page to translate an institutional major or program code to the Regents Academic Interest Code 'ZITC'. Institutions may create a new concentration code of 'ZITC' or identify an existing institutional major or program code that identifies a student in a program that leads to teacher certification. **Regardless of the method used, the institutional Banner value must be mapped to the Regents Academic Interest Code 'ZITC'.**

### Functionality delivered with this release:

Academic Release 1.22 includes the collection of a new valid value, Initial Teacher Certification Code (ZITC), for the Regents Academic Interest Code (SPE015) data element. The Business Practices for the Regents Academic Interest Code have been updated to include information on the Initial Teacher Certification Code (ZITC).

For information on how to translate the Regents Academic Interest Code(s) under the SOAXREF translation label 'RGTACIN', review the GeorgiaBEST Data Collections Creating Translations for Data Collections Business Process at

[https://www.usg.edu/georgia\\_best/application\\_development\\_and\\_support/business\\_processes](https://www.usg.edu/georgia_best/application_development_and_support/business_processes)

### Test Scenarios:

**Note:** Your institutional major code (Field of Study (FOS) Category Major, Minor, or Concentration) or program code must be translated to Regents Value 'ZITC' under SOAXREF translation label 'RGTACIN' prior to completion of Test Scenarios 2 – 5. This translation is required even if your institution is using 'ZITC' as a concentration code.

## Test Scenario 1: Updated Data Element

In Cognos, generate the Data Element Dictionary using the Data Dictionary > Download PDF option. Verify that the following highlighted changes exist for Regents Academic Interest Code (SPE015) in the DED:

Regents Academic Interest Code		SPE015																		
Category	Academic / Student / Student Program Enrolled / SPE015																			
Description	The Regents Academic Interest Code is used to track student programs of interest as needed for compliance or reporting purposes.																			
Data Type	A																			
Length	10																			
Format	X																			
Collection Period	<table border="1"> <thead> <tr> <th colspan="2">Current</th> <th colspan="2">Following</th> <th rowspan="2">Annual</th> <th rowspan="2">Monthly</th> <th rowspan="2">Other</th> </tr> <tr> <th>Mid-term</th> <th>End of Term</th> <th>Mid-term</th> <th>End of Term</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Current		Following		Annual	Monthly	Other	Mid-term	End of Term	Mid-term	End of Term	Y	Y					
Current		Following		Annual	Monthly	Other														
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Business Practices	<p>The Regents Academic Interest Code monitors student programs of interest to ensure compliance with federal or state regulations, including federal financial aid (Title IV), and assists the system office in extracting data consistently across all institutions.</p> <p>A Common Nursing Interest Concentration Code (ZNUI) has been created to monitor students' interest in nursing upon institutional admissions for funding compliance and reporting purposes. A translation table is available for institutions to translate their institutional major or program codes to the common code. All institutions using the common code 'ZNUI' must translate it to 'ZNUI' for collection purposes.</p> <p>For additional information, please refer to the "Maintaining the Nursing Interest Concentration Code" and "Creating Translations for Data Collections" Business Practices, which are available on the GeorgiaBEST Business Processes webpage.</p> <p>An Initial Teacher Certification Code (ZITC) has been created to track students enrolled in programs that lead to teacher certifications.</p>																			
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	SOAXREF Translation Code	RGACIN																		
Effective Terms	<p>Start: 20252</p> <p>End: (None)</p>																			
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Testing successful? (check one) ☐ Yes ☐ No

## Test Scenario 2: ZADMETL

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL is completed successfully, this test scenario is successful.

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 3: Cognos Table Dump Report

If ZADMETL completed successfully in Test Scenario 2, run the ADC extraction and verify that it runs successfully.

In Cognos, navigate to Submission Status > Submission Summary > Submission Term: 20262 – EOT > Student > Program Enrolled (*ods\_admstu\_prog\_enroll\_mimic*) > View / Download to review the Table Dump – Student Program Enrollment report.

Review the students that were collected with 'ZITC' as the REGENTS\_ACADEMIC\_INTEREST\_CODE to verify that the collected students' Institutional Major Code or Program Code matches the institutional code your institution translated to 'ZITC' and that the count of students matches the number of expected students.

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 4: Cognos Data Submission Errors

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20262 – EOT > Student > Program Enrolled (*ods\_admstu\_prog\_enroll\_mimic*) > View / Download to review the Data Submission Errors report for the validation error related to Regents Academic Interest Code.

Verify that the following validation error was not received:

- VSPE023 - If the Regents Academic Interest Code is present, it must be a valid value.

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 5: OPTIONAL

Temporarily change the Regents Value 'ZITC' under SOAXREF translation label 'RGTACIN' to something other than 'ZITC' or 'ZNUI' (i.e. 'NURS', 'EDUC') and save the record.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL completed successfully, run the ADC extraction. Verify that the ADC extraction runs successfully.

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20262 – EOT > Student > Program Enrolled (*ods\_admstu\_prog\_enroll\_mimic*) > View / Download to review the Data Submission Errors report for the validation error related to Regents Academic Interest Code.

Verify that the following validation error was received for the records with the incorrect translation:

- VSPE023 - If the Regents Academic Interest Code is present, it must be a valid value.

Testing successful? (check one) ☐Yes ☐No

If you changed the Regents Value for Test Scenario 5, please revert the translation back to 'ZNU' or 'ZITC'.

**If testing was unsuccessful, please explain the issues in detail here:**

[illegible]

Signature: \_\_\_\_\_

Title:



## CTAE Advanced Standing Hours Code

### Purpose

To comply with the requirements set forth in House Bill 192, the USG must be able to generate reports related to students receiving college credit through the completion of an approved Georgia Department of Education (GaDOE) Career, Technical, and Agricultural Education (CTAE) pathway.

### Functionality delivered with this release:

Academic Release 1.22 includes the collection of a new data element, Advanced Standing Hours – CTAE (STE116), for students who completed an approved GaDOE Career, Technical, and Agricultural Education (CTAE) pathway. The following valid value and validation rule codes and descriptions have been created to collect this advanced standing credit.

- Valid Value

Code	Description
999941	CTAE Pathway Completion hours

- Validation Rule

Code	Description
VSTE338	Advanced Hours Accepted – CTAE must be between 0 and 100

Data Element STE085, Advanced Standing Code, has been updated to include the new advanced standing code 999941: CTAE Pathway Completion Hours as a valid value and to incorporate it into the validation rule VSTE265.

For information on how to enter advanced standing hours in Banner as transfer credit on the Transfer Articulation Evaluation page (SHATAEQ), review the Data Collections Advanced Standing Credits Business Practice at

[https://www.usg.edu/georgia\\_best/application\\_development\\_and\\_support/business\\_processes](https://www.usg.edu/georgia_best/application_development_and_support/business_processes).

### Test Scenarios:

**Note:** The new advanced standing code 999941: CTAE Pathway Completion Hours must be added to the Source/Background Institution Code Validation (STVSBGI) page prior to completion of Test Scenarios 3 – 5.

## Test Scenario 1a: New Data Element

In Cognos, generate the Data Element Dictionary using the Data Dictionary > Download PDF option. Verify that the new element, Advanced Standing Hours – CTAE (STE116), is shown as below:

Advanced Standing Hours - CTAE				STE116																																				
Category	Academic / Student / Student Term Enrollment / STE116																																							
Description	The number of credit hours accepted from High School CTAE Pathway Completion.																																							
Data Type	N																																							
Length	6																																							
Format	X																																							
Collection Period	<table border="1"> <thead> <tr> <th colspan="2">Current</th> <th colspan="2">Following</th> <th rowspan="2">Annual</th> <th rowspan="2">Monthly</th> <th rowspan="2">Other</th> </tr> <tr> <th>Mid-term</th> <th>End of Term</th> <th>Mid-term</th> <th>End of Term</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Current		Following		Annual	Monthly	Other	Mid-term	End of Term	Mid-term	End of Term	Y	Y																					
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Business Practices	<p>Advanced Standing Hours accepted for CTAE Pathway Completion reflects the total number of hours accepted through High School Career, Technical, and Agricultural Education (CTAE) Pathways.</p> <p>To be sure the information is pulled correctly for CTAE Pathway Completion hours, the following program code should be used for CTAE: '999941'.</p>																																							
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Testing successful? (check one) ☐Yes ☐No

## Test Scenario 1b: Updated Data Element

In Cognos, generate a data element dictionary using the Data Dictionary > Download PDF option. Verify that the following highlighted changes exist for Advanced Standing Code (STE085) in the DED:

Advanced Standing Code		STE085																																		
Category	Academic / Student / Student Term Enrollment / STE085																																			
Description	A code that identifies which type of Advanced Standing is being credited.																																			
Data Type	N																																			
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Testing successful? (check one) ☐ Yes ☐ No

## Test Scenario 2a: Banner Set Up – SOAXREF

On the SOAXREF translation label 'RGTADPL', map an existing Advanced Standing source/background institution (SBGI) code (i.e., 999905-Other) to the CTAE Advanced Standing SBGI code, '999941'.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL completed successfully, this test scenario is successful.

Testing successful? (check one) ☐ Yes ☐ No

## Test Scenario 2b: Cognos Advanced Standing Summary Report

If ZADMETL was completed successfully in Test Scenario 2, run the ADC extraction and verify that it runs successfully.

In Cognos, run the Student Data Submission Review > Advanced Standing Summary report. Verify that the Advanced Standing – CTAE Pathway Completion Hours code 999941 cross referenced on SOAXREF is displayed on the report with values in the ADVANCED\_HOURS\_EARNED and Record Count columns.

Institution	ADVANCED_STANDING_CODE (ODS Column)	ADVANCED_STANDING_CODE (Reference Code)	ADVANCED_STANDING_DESCR	ADVANCED_HRS_EARNED	Record Count	Detail
	999901	AP	Advanced Placement Programs	1,060	174	<a href="#">Detail Data</a>
	999902	CLEP	College Level Examination Program	131	29	<a href="#">Detail Data</a>
	999903	ACE	Advanced Standing - ACE	76	6	<a href="#">Detail Data</a>
	999905	OTHER	Other Advanced Standing Programs	448	14	<a href="#">Detail Data</a>
	999906	IB	International Baccalaureate Diploma Completion Program	106	7	<a href="#">Detail Data</a>
	999941	CTAE	CTAE Pathway Completion hours	36	2	<a href="#">Detail Data</a>

Testing successful? (check one) ☐ Yes ☐ No

## Test Scenario 2c: Cognos Table Dump Report

In Cognos, navigate to Submission Status > Submission Summary > Submission Term: 20262 – EOT > Student > Advanced Standing (*ods\_admstu\_adv\_standing\_mimic*) > View / Download to review the Table Dump – Student Advanced Standing report.

Review the students that were collected with '999941' as the ADVANCED\_STANDING\_CODE to verify that the collected students match the institutional code your institution translated to '999941' and that the count of students matches the number of expected students.

Testing successful? (check one) ☐ Yes ☐ No

Remove the cross-reference from SOAXREF-RGTADPL.

### Test Scenario 3: Banner Set Up – SHATAEQ

Verify that the new advanced standing code 999941: CTAE Pathway Completion Hours has been added to the Source/Background Institution Code Validation (STVSBGI) page.

If able, identify students for Fall EOT who have successfully completed an approved high school CTAE pathway. If there are no Fall EOT students identified, temporarily create advanced standing hours credit for a sample of students using the Data Collections Advanced Standing Credits Business Practice at [https://www.usg.edu/georgia\\_best/application\\_development\\_and\\_support/business\\_processes](https://www.usg.edu/georgia_best/application_development_and_support/business_processes).

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL completed successfully, this test scenario is successful.

Testing successful? (check one) ☐Yes ☐No

### Test Scenario 4: Cognos Advanced Standing Summary Report

If ZADMETL was completed successfully in Test Scenario 2, run the ADC extraction and verify that it runs successfully.

In Cognos, run the Student Data Submission Review > Advanced Standing Summary report. Verify that the CTAE Pathway Completion Hours is displayed with values in the ADVANCED\_HOURS\_EARNED and Record Count columns:

Testing successful? (check one) ☐Yes ☐No

### Test Scenario 5: Cognos Table Dump Report

In Cognos, navigate to Submission Status > Submission Summary > Submission Term: 20262 – EOT > Student > Advanced Standing (*ods\_admstu\_adv\_standing\_mimic*) > View / Download to review the Table Dump – Student Advanced Standing report.

Review the students that were collected with '999941' as the ADVANCED\_STANDING\_CODE and verify that the collected students match the number of expected students.

Testing successful? (check one) ☐Yes ☐No

### Test Scenario 6: Cognos Data Submission Errors

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20262 – EOT > Student > Advanced Standing (*ods\_admstu\_adv\_standing\_mimic*) > View / Download to review the Data Submission Errors report for the following validation errors related to the Advanced Standing Codes.

Verify that the following validation error was not received for Advanced Standing Hours – CTAE (STE116):

- VSTE338 – Advanced Hours Accepted – CTAE must be between 0 and 100

Verify that the following validation error was not received for Advanced Standing Code (STE085):

- VSTE265 – Advanced Standing Codes can only be 999901, 999902, 999903, 999904, 999905, 999906, 999908, 999909, 999910, 9999AF, 9999AR, 9999CG, 9999DD, 9999MC, 9999NA, 999941.

Testing successful? (check one) ☐ Yes ☐ No

If you entered credit for 999941: CTAE Pathway Completion Hours to student records for testing purposes in any scenario above, please remove the credit from the student records.

**If testing was unsuccessful, please explain the issues in detail here:**

[illegible]

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## External Site Code Validation

### Purpose

Validation rule VSEC004 has been updated to ensure that the external site is valid and within range for the specific school. This validation rule is used by the Data Element External Site Code (SEC009).

### Functionality delivered with this release:

Academic Release 1.22 includes the following update to the External Site Code (SEC009) validation rule VSEC004 as shown below.

Code	Description
VSEC004	If External Site code is not null or "NONFIR", then it should be a valid code in approved list <b>for the institution</b> .

## Test Scenarios:

### Test Scenario 1: Updated Data Element

In Cognos, generate the Data Element Dictionary using the Data Dictionary > Download PDF option. Verify that the following highlighted changes exist for External Site Code (SEC009) in the DED:

External Site Code							SEC009
Category	Academic / Course / Course Section / SEC009						
Description	A code assigned to each external site (i.e., external to the reporting institution) where instruction is received by student(s) and/or conducted by institutions in the USG (includes both non-distance education and distance education sites).						
Data Type							
Length	7						
Format	X						
Collection Period	Current		Following				
	Mid-term	End of Term	Mid-term	End of Term	Annual	Monthly	Other
	Y	Y					
Business Practices	<p>When an institution offers a course at another USG institution, at a non-USG institution, at another external site or in another state or country, the Curriculum record for that course section must identify the external site by completing this field. The external or "off-campus" course activity may be through a faculty presence at the external site or through distance education technology delivered to that site.</p> <p><a href="http://www.usg.edu/research/students/cir/esl/">http://www.usg.edu/research/students/cir/esl/</a></p> <p>If you are using a new off-campus site for the first time, you must submit an External Site Survey form to the BOR/Office of Research and Policy Analysis to have the site coded and added to the External Site data base.</p>						
Validation Rules	Status: Active						
	Severity	Code	Description				
	Error	VSEC004	If External Site code is not null or "NONFIR", then it should be a valid code in approved list for the institution.				
Valid Values	(None)						
Data Source	Provider	Banner					
	Table	SSRMEET					
	Column	SSRMEET_BLDG_CODE					
	GUI Name	SSASECT					
	GUI Label	Meeting Times and Instructor tab>Times and Instructors tab>Meeting Loc and Credits tab>Building					
	SOAXREF Translation Code	RGTBLDG					
Effective Terms	Start: 19944 End: (None)						
Old DW Reference	EXTERNAL_SITE.EXTERNAL_SITE_CODE						
Legacy Element ID	C290						
Change History	ACADEMIC_TERM	CHANGE_DATE		CHANGE_NOTES			
	20204	Mar 31, 2020 12:00:00 AM		March Bundle: Populated GUI Label field.			
	20262	Nov 21, 2025 12:00:00 AM		Beginning in Fall EOT 2025, this Validation Rule VSEC004 was updated.			

Testing successful? (check one) ☐ Yes ☐ No



## Test Scenario 2: ZADMETL

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL completed successfully, this test scenario is successful.

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 3: Cognos Data Submission Errors

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20262 – EOT > Course > Class Session (*ods\_admcrrs\_cls\_session\_mimic*) > View / Download to review the relevant Data Submission Errors report.

Verify that the following validation error was not received:

- VSEC004 - If External Site code is not null or "NONFIR", then it should be a valid code in approved list for the institution.

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 4: Cognos External Site Usage Reference Report

If errors were received for this validation, note the CRN (*course\_sec\_identifier*) and the External Site Code for each distinct error.

In Cognos, navigate to Reference Tables > All Reference Tables > External Site Usage Reference Report. Verify that the External Site Code appears on the report and is within the From Term and To Term.

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 5: SOAXREF Translation

If the External Site Code does not appear on the External Site Usage Reference Report, check your translation in Banner for the given code.

In Banner, first navigate to Schedule (SSASECT). Enter the term and CRN for the course and select Go. Navigate to Meeting Times and Instructor > Meeting Location and Credits > Schedule, and note the value stored for Building.

Next, navigate to EDI Cross-Reference Rules (SOAXREF). In the key block, enter Cross-Reference Label RGTBLDG and select Go. Verify that an entry exists for the Banner Value that matches the Building Code from the previous step.

If no entry exists, you will need to establish the translation on SOAXREF using cross-reference label RGTBLDG.

If an entry already exists, verify that the Electronic Value matches the approved External Site Code

Testing successful? (check one) ☐Yes ☐No

## Test Scenario 6: Cognos Data Submission Errors

If any updates were made, rerun the ZADMETL process and then run the ADC extraction in APEX.

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20262 – EOT > Course > Class Session (*ods\_admcrrs\_cls\_session\_mimic*) > View / Download to review the relevant Data Submission Errors report. Verify that changes made to the data are reflected here.

Testing successful? (check one) ☐ Yes ☐ No

If testing was unsuccessful, please explain the issues in detail here:

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Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix A: Document Change History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
October 20, 2025	N/A	N/A	Initial release of beta test plan.