

Orange/Osceola/Valencia Tech Prep Consortium Valencia Enrollment Tracking Flowchart

Background: Data on Tech Prep students is collected from the school districts for tracking and joint assessment purposes. This data is used to determine which students have entered the college. In addition, the result is then cross-referenced with our assessment history data in order to determine which students will require posting of Tech Prep credits to their transcripts. The process below is handled in the Tech Prep office at the college. The Tech Prep office uses Microsoft Access for managing the Tech Prep database. The college uses SCT Banner Student Information System. For information contact: Beverlee Andrews email: bandrews@valenciacc.edu

Weekly	
Procedure	Method used
Applicant report is run which includes all applicants to the college that week.	Using the college's Banner reporting tool called Cognos, data is downloaded in text format or an Excel spreadsheet.
Data is cross-referenced with the high school data - SSN is key	Data is imported into the Tech Prep database which is in Microsoft Access. A query matching high school students with Applicants determines our Tech Prep applicants.
A printed report is generated and students are given an attribute of TPRP in Banner.	The Tech Prep Records Specialist uses the printed report to look at individual student's records and assigns the Tech Prep attribute. The Banner form used is SGASADD .
A Tech Prep institution is assigned to the student's record. Our code is TECHPR	The Tech Prep Records Specialist assigns the Tech Prep institution to the student's records. This establishes a place for the credits to be held until the student enrolls in his first semester at the college <u>after</u> high school graduation. The Banner form used is SHATRNS .
If students passed assessment for Tech Prep credits, credits are placed <u>in holding</u> on student's record.	The Tech Prep Records Specialist assigns the appropriate credits to the student's transfer institution record. The Banner form is SHATAEQ . These credits are taken from the Tech Prep institution course equivalency catalog which is updated each year with Tech Prep articulation. This Banner form is SHATATR .

After Drop/Add each Term	
Procedure	Method used
Current Enrollment report is run which includes information on all students who have a Tech Prep attribute of TPRP .	Using the college's Banner reporting tool called Cognos, data is downloaded in text format or an Excel spreadsheet.
The current TPRP data is documented and analyzed. Tech Prep credit-earners are identified.	The data is cross-referenced with the Tech Prep Assessment History file to determine which students passed an assessment and should have their credits posted. A printed report is generated.
The student's record is verified.	The Tech Prep Records Specialist verifies that the student is currently enrolled (after drop/add) and is not currently taking the class for which he will receive Tech Prep credits. The Banner form used is SFAREQQ .
The credits are "rolled to history" on the student's record.	In SHATAEQ , the Tech Prep Records Specialist performs the articulation and transfers the college course earned through Tech Prep onto the student's transcript.
Send student welcome letter. Produce reports.	Students receive letter showing the credits that are posted. A cohort chart is produced showing current Tech Prep enrollment. Major information, etc. is detailed as well as remediation and other student success measures.