



# **CHECS Preparing to Go Live** **(College HOPE Eligibility Calculation Service)**

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## **GSFC State Training**

*October 16, 2018*



# Friendly Reminders

- Be social with GSFC
  - Like/Follow us and find tips, resources, event information and much more about planning, preparing and paying for college
- Create a GAfutures account
  - Students can check their HOPE GPA and find out more information on eligibility for the HOPE and Zell Miller Scholarship



**GAfutures**  
Explore. Plan. Succeed.

# CHECS Track at State Training

**9:00 – 11:45**

- Welcome & Introductions
- Background, Testing & Going Live Preparations, Files & Transmissions - Andy
- CHECS Requirements, Setup & Student Scenarios (with Demo) - Pennie

**11:45 – 12:30      Lunch**

**12:30 – 1:30**

- Results, Return Files, and Error Resolution - Bob
- Questions & Answer

# Goals for Today's Session

- Give you the info you need to complete testing
- Give you the info you need to successfully launch CHECS
- Hear from the colleges about concerns, issues, or suggestions that impact CHECS launch

# CHECS Survey



To participate...

Text **GSFC** to **22333** once to join

Respond online at **PollEv.com/gsfc**

# Historical Context

- Since 2007, GSFC has calculated initial student eligibility for the HOPE Scholarship and Zell Miller Scholarship programs.
  - Over 700 public and private Georgia high schools submit transcripts each year to support this effort.
  - GSFC has received almost 2.5M transcripts during this time and has determined eligibility for 1.17M high school seniors.
- The 83 HOPE-eligible postsecondary institutions have been solely responsible for the calculation of a student's on-going HOPE eligibility since the inception of the HOPE program – the first 25 years.

# What is CHECS?

- In 2017, GSFC was asked to lead the initiative to create CHECS... the College HOPE Eligibility Calculation Service. CHECS creates a shared responsibility!
- Very first meeting with leadership from OPB, USG, TCSG and GICA was March 29, 2017.
- First work meeting with System and College stakeholders (JAD Meeting) was May 12, 2017.

# Introduction of the CHECS JAD Team

- Tracy Ireland, USG
- Rich Loftus, USG
- Karen Nunn, USG-ITS
- Jill Brady, USG-ITS
- Chad Purcell, USG-ITS
- Scott Rule, TCSG-IT
- Lori Burnette, TCSG-IT
- Holly Bates, TCSG
- Dr. Susanna Baxter, President of GICA
- Claudia George, IT, Brenau
- Drew Allison, IT, Berry
- Bryce Durbin, Registrar, Berry
- Emily Tallant, Asst. Registrar, Emory
- Kurt Haas, IT, Emory
- Angie Wright, Registrar, Wesleyan



# What is CHECS?

- The College HOPE Eligibility Calculation Service (CHECS) is designed to provide a centralized HOPE GPA calculation system for the academic eligibility of HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, and Zell Miller Grant students attending HOPE-eligible postsecondary institutions (PSIs) throughout the state of Georgia.
- CHECS will provide a GAfutures view for students to check their HOPE/Zell Miller Scholarship or Grant statuses.

# Purpose of CHECS

- Centralize the process for determining HOPE academic eligibility at the postsecondary level and ensure standardization
- Reduce compliance findings
- Improve the ability to track transfer and transient students
- Utilize GAfutures to improve communication with individual students regarding their continued HOPE eligibility

# What is CHECS?

- The calculations will include the HOPE GPA, Checkpoints, Attempted Hours and Paid Hours for the students.
- CHECS only addresses academic eligibility, not other program eligibility requirements as defined in the Program Regulations.
- CHECS uses a set of GPA and hours calculation business rules developed according to current program regulations.

# What is CHECS?

- Go Live: Effective Fall 2018, the HOPE-eligible PSIs are required to submit student course-level transcript data through CHECS for the calculation of academic eligibility for HOPE/Zell Miller Scholarship or Grant programs.
  - Georgia Military College will be the first college to submit Fall 18 transcript data around November 7.
- The calculated HOPE GPA with Checkpoint and Hours information will then be provided to the PSI who will use the GPA, along with other eligibility criteria, to make future HOPE award determinations.
- The calculated HOPE GPA with Checkpoint and Hours information will be made available to the student through the student's GAfutures user account.

# What is CHECS?

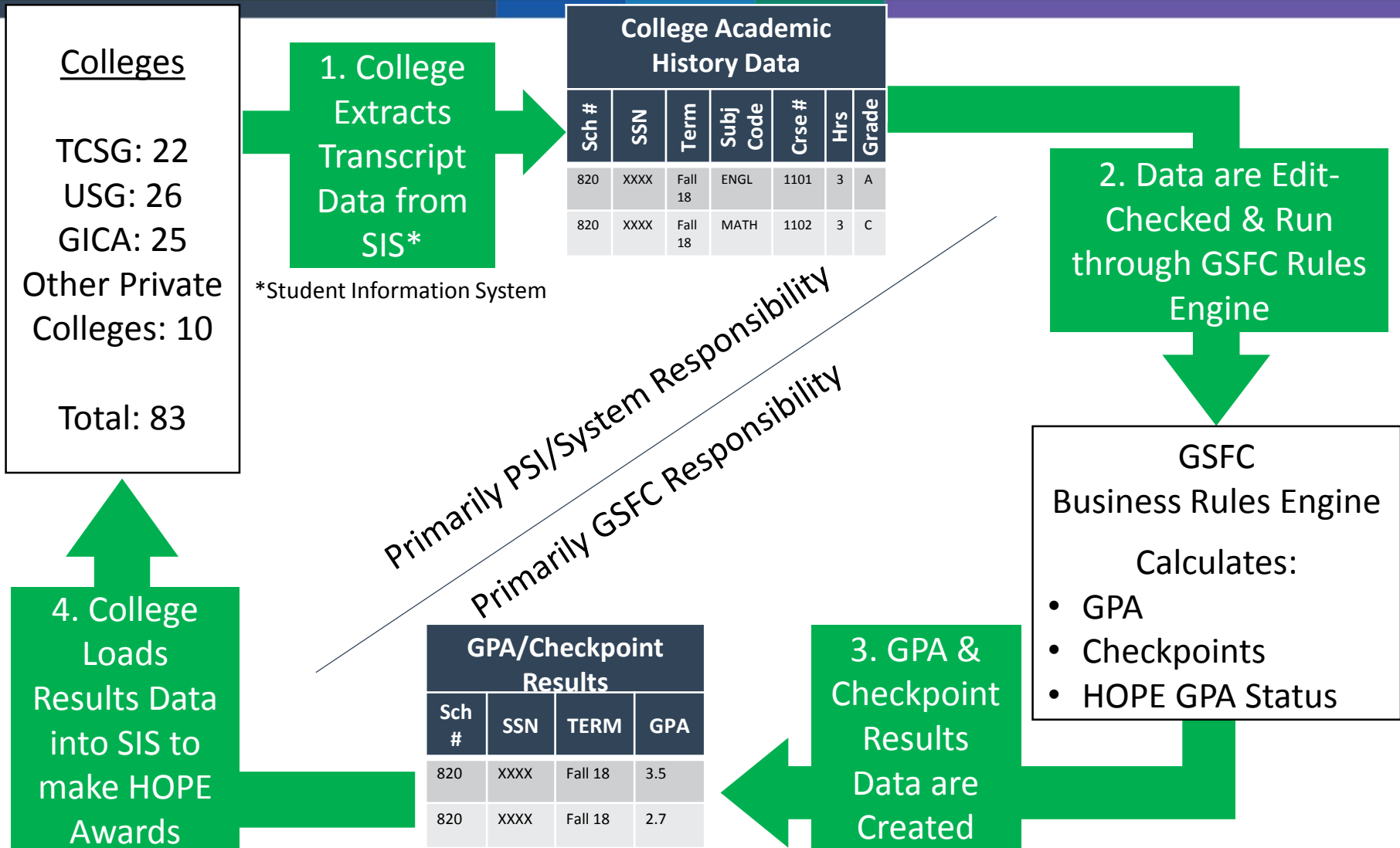
A couple of notes...

- HOPE eligible PSIs must report courses taken at their institution
- Do not report courses taken at another HOPE eligible institution effective Fall 2018
- Transient courses taken at a HOPE Eligible institution are reported by that institution
- Courses taken at a non-HOPE Eligible Institution are reported by the HOPE Eligible Institution the student is attending or transferring to for upcoming term
  - All attempted degree level courses must be reported

# What CHECS is NOT!

- CHECS does not remove the college from the GPA/Checkpoint calculation process
- Hands Free
- A Magic Bullet for all your HOPE problems
- A Perfect Solution for all Scenarios

# CHECS Model



# Line in the Sand

**Beginning of HOPE thru Summer 2018**

**College's Responsibility**

**Reported to CHECS via Historical Snapshot File**

**Fall 2018 and Forward**

**GSFC's & College's Shared Responsibility**

**Reported to CHECS via Transcript Data File**



# CHECS Terms... the Saga!

- **Null or 000000** - GSFC originally had a bug in the program and returned you null/empty values for the 3 term fields in the file. The USG ITS solution converted those null values to 000000.
- **Summer 2018** – Bug fixed! But this field was longer than the some solutions allowed (so some of these records rejected).
- **Summer 18** – Format currently being returned

# CHECS Terms... the Saga!

Sample Quarter CHECS College		CHECS				Sample USG College			
Term Code	Term Description	Term Order	Term Code	Term Description	Term Calendar Year		Term Code	Term Description	
18F1CMP	Fall 1	→	146	201901	Fall 1	2018	✖		
18FAMNC	Fall	→	147	201902	Fall	2018	→	201808	Fall
19WNMNC	Winter	→	148	201903	Winter	2019	✖		
19WNMNC	Spring	→	149	201904	Spring	2019	→	201901	Spring
19SUMNC	Summer	→	150	201905	Summer	2019	→	201905	Summer

# CHECS Testing & Go Live Schedule

- October
  - Submit TEST Historical Snapshot Files
  - Submit TEST Transcript Data Files
  - Validate GPA & Checkpoint Results
  - Complete Testing by Signing Acceptance Form (Presidents)
    - Will be sent out in DCL by October 19

# CHECS Testing & Go Live Schedule

- October
  - CHECS PRODUCTION Environment Soft Launch – October 15
  - Submit PRODUCTION Historical Snapshot Files (thru Summer 18)... email [CHECShelpdesk@gsfc.org](mailto:CHECShelpdesk@gsfc.org) once submitted!
  - Submit PRODUCTION Historical Transcript Data Files (thru Summer 18)
  - USG Institutions: Install and test Banner Production Release 9.4 (release scheduled for 10/19)

# CHECS Testing & Go Live Schedule

- November
  - Georgia Military Goes Live Nov 7-9
  - Lanier Tech Goes Live Nov 29
- December
  - Most every other college Goes Live



# CHECS Files & Transmission



# CHECS Supported File Types

- Pipe delimited (Ex: 005601 | 123456789 | Robert | Smith | ...)
  - CHECS Request File
  - Transcript Data File
  - Historical Snapshot File
  - Historical Transcript Data File
- Comma Separated Values (CSV Ex: 005601,123456789,...)
  - Historical Snapshots Only
- JavaScript Object Notation - JSON (USG ETHOS Solution)
  - CHECS Request File
  - Transcript Data File

# CHECS Supported File Transfer Options

- Upload Files using SURFER's secure Upload Files feature. Access and rights to this function on SURFER are required.
- Secure File Transfer Protocol (SFTP): Allows the institution to use their SFTP product to set up an automated file transfer between their secure server and the GSFC secure server.
- Ellucian's Ethos Integration solution for USG Colleges
- Manual data entry (Historic Snapshot and Transcript Data)



# Data Transmission: Private Institutions

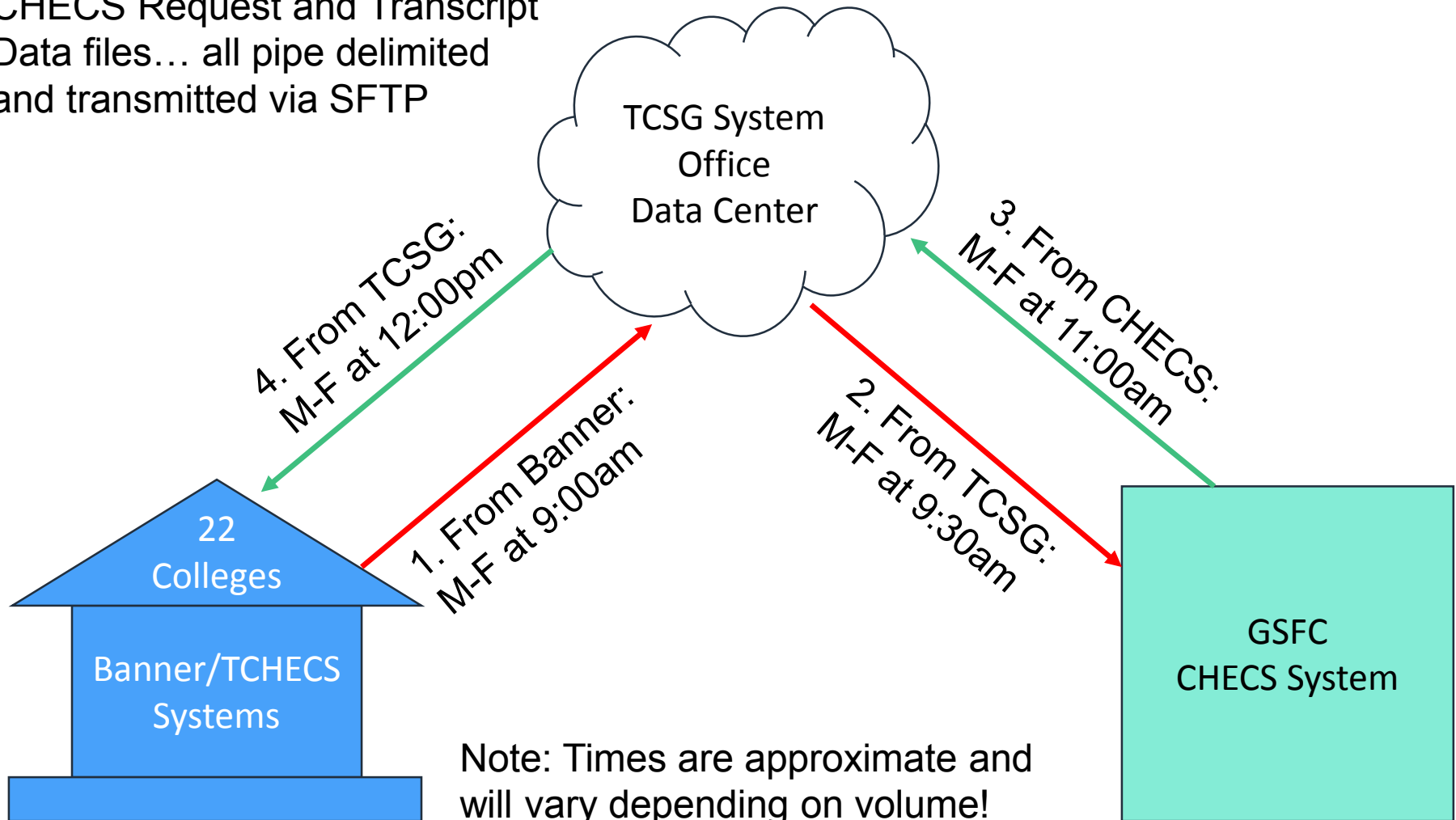
- PSI Submits Historical Snapshot files through SURFER's Upload File process
  - Pipe Delimited, CSV
- PSI Submits Transcript Data files and CHECS Request files based on your Data Transmission selection in the Institutional Profile
  - Manually through SURFER's Upload File process
  - SFTP (requires some initial configuration)
- Return Files:
  - Readable Reports and Pipe Delimited Files will be provided in the Institution's SURFER Inbox or via SFTP

# Private/Independent Colleges' Status

- Onsite Testing scheduled for 10/18
- Test Historical Snapshots Submitted:
  - 32 of 35 received
  - 15 in QA, 6 Ready for QA – awaiting UT file, re-working 11 others
- Test Transcript Data Submitted:
  - 29 of 35 received
  - 15 in QA, re-working 14 others
- Production Historical Snapshots Submitted: 5
- Production Historical Transcript Data Submitted: 1
  
- Focus at the Moment:
  - Getting colleges through the Testing process.

# Data Transmission: TCSG Colleges

CHECS Request and Transcript Data files... all pipe delimited and transmitted via SFTP



# Data Transmission: TCSG Colleges

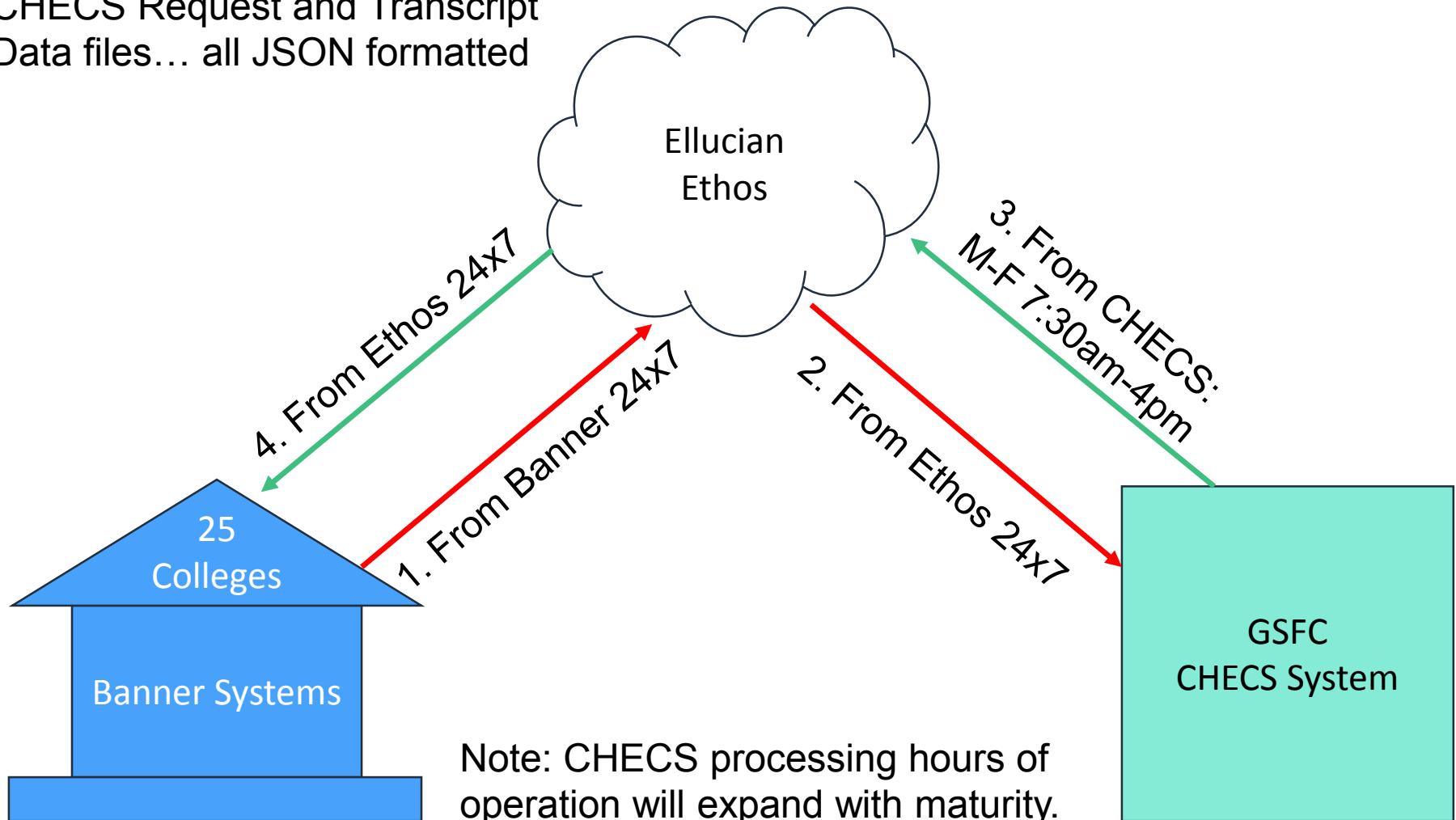
- All CHECS files are exchanged between the TCSG System Office and CHECS
- No CHECS files will be sent directly from a college or received by a college
- **CHECS Historical Snapshot** - TCSG will submit the Snapshot files for each TCSG College
- **CHECS Transcript Data** - TCSG will submit the Transcript Data files for each TCSG College at the end of each term after the grades are final. Any grade changes will be automatically identified and reported to CHECS via the transcript file.
- **CHECS Request Data** - The following students will be automatically extracted from each college's Banner system by TCSG and included in the daily CHECS Request Data file.
  - 1) All students with current or future term admissions application. (Note: Receipt of admissions application only, official admittance is not required for this process.)
  - 2) All students with current or future term registration.
  - 3) All students with HOPE or Zell Miller Grant or Scholarship awarded for the current or future aid year.
- **GPA Calculation/Checkpoint** – Provided by CHECS (*Automated file import process into Banner and displayed via TCHECS web application.*) This file is created as the result of TCSG submitting either the CHECS Request file or the Transcript Data file. Data from this file is used for awarding of HOPE/Zell Miller Scholarship and Grant programs.

# TCSG Colleges' Status

- UAT in Progress w/ Onsite UAT scheduled for 10/25
- Successfully transmitting and receiving data
- Test Historical Snapshots Submitted: 100%
- Test Transcript Data Submitted: 100%
- Production Historical Snapshots Submitted: 100%
- Production Historical Transcript Data Submitted: 0
  
- Focus at the Moment:
  - Getting colleges through the Testing process.

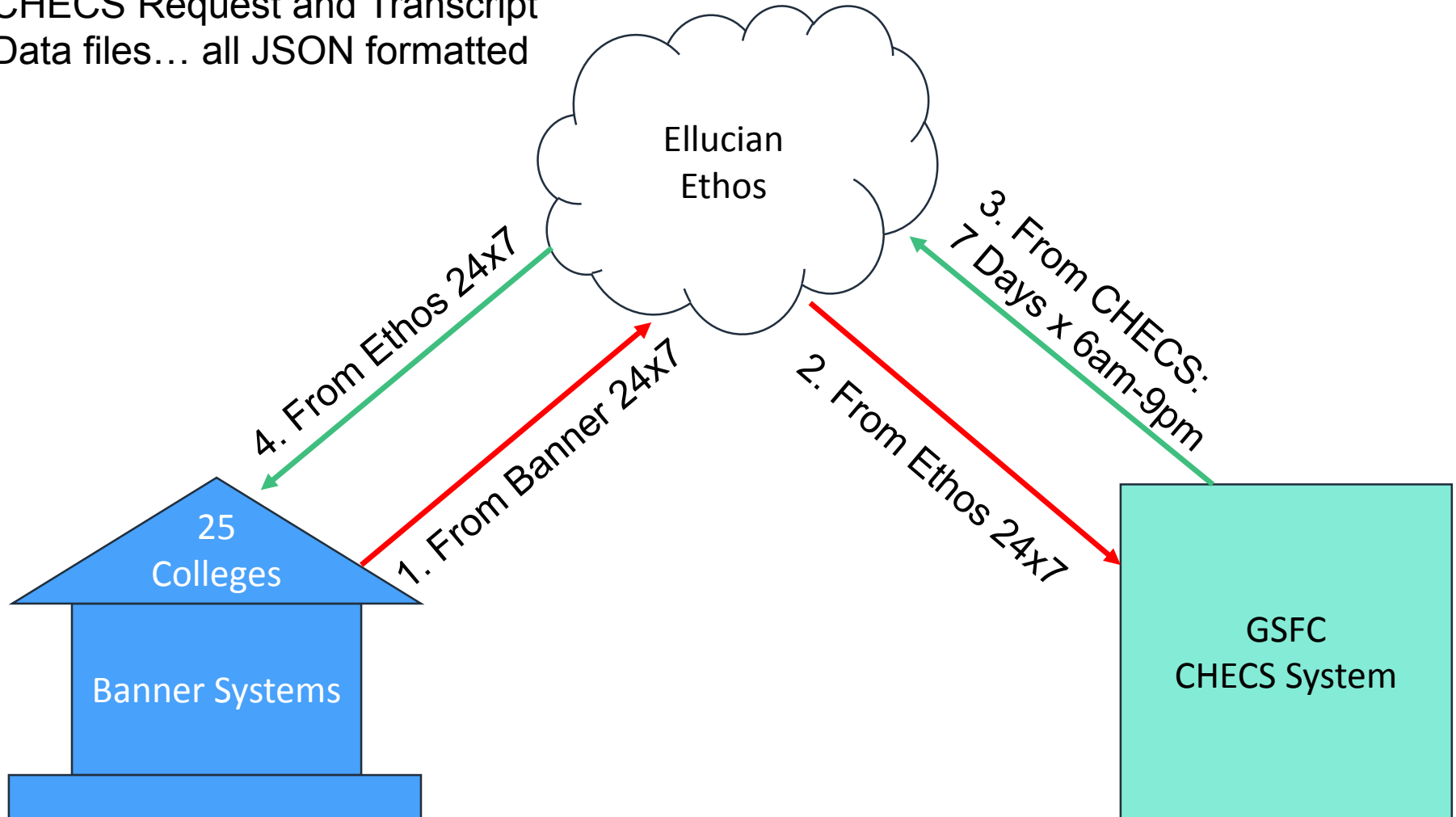
# Data Transmission at Launch: USG Colleges

CHECS Request and Transcript  
Data files... all JSON formatted



# Data Transmission at Maturity: USG Colleges

CHECS Request and Transcript Data files... all JSON formatted



# USG Institutions Only

- Submit Historical Snapshot files through SURFER's Upload File process
- Submit Historical Transcript Data files through SURFER's Upload File process
- Submit Transcript Data and CHECS Request files using the Banner-Ethos solution
- Return Files:
  - The GPA/Checkpoint file will be provided to the PSI via the Ethos solution (includes any error codes)
  - No other return files are provided.



# USG Banner Production 9.4 Testing

- Testing USG's Production 9.4 Solution
  - Due for release on October 19th
- At a minimum, testing will include:
  - Providing Production API Key to GSFC
  - Submit via Ethos a Request File with a sample of students
  - Receive via Ethos the GPA/Checkpoint return file
  - Confirm that data loaded into Banner and is accurate
- Pending the outcome of the above test items, additional items may be added.

# USG Colleges' Status

- Completed 3 UAT Sessions and Testing Continues
- Test API Keys Submitted: 100%
- Test Historical Snapshots Submitted: 100%
- Test Transcript Data Submitted via Ethos: Missing 1
- Production Historical Transcript Data Submitted: 13
- Production Historical Snapshots Submitted: 5
- Focus at the Moment:
  - Ensuring successful delivery and receipt of data via Ethos
  - Complete Testing. Prepare to test USG Production setup.



# CHECS Historical Snapshot Record/File



# Historical Snapshot Record/File

- The Historical Snapshot (Snapshot file or US file)
  - CHECSUS18LSN.TXT sent to CHECS through SURFER Upload File
  - Return: only an Error file: CHECSDS provided through SURFER Inbox
- Reports the student's HOPE/ZM status (including GPA, Attempted Hours, Quality Points, and Most Recent Checkpoint and Eligibility through the Most Recent Term of Enrollment - with academic history)
- CHECS will use the Snapshot to begin HOPE/Zell Miller Scholarship or Grant Calculations for students with academic history before Fall term 2018
  - Do not include students with only dual or joint enrollment courses prior to high school grad or home school completion

# Historical Snapshot Record/File

- Always submit status through Summer 2018 or last term enrolled if it occurred prior to Summer 2018
- Never includes status beyond Summer 2018
  - CHECS performs the calculations starting Fall term 2018 and after
- Provided by a HOPE Eligible Institution, student's status, through Summer term 2018 or most recent term of enrollment whichever is most current, used as a starting point to continue calculating academic eligibility
- May be provided by file or manually in the CHECS Calculation Record

# Historical Snapshot Record/File

## Include and not to Include

- Include students:
  - Receiving (eligible) HOPE or Zell Miller Scholarship or Grant,
  - Previously received HOPE or Zell Miller and could regain eligibility, and
  - Not currently eligible but could gain eligibility with time
- Exclude students:
  - 1) Permanently lost eligibility,
  - 2) Only has courses while in high school,
  - 3) Will never be eligible,
  - 4) No postsecondary academic history (no attempted hours beyond high school) prior to Fall term 2018

# Historical Snapshot Record/File

- For Testing Purposes: Pilot I Group: Historical Snapshot records are through Spring term 2017
- For Testing Purposes: Pilot II Group: Historical Snapshot records are through Fall term 2017
- For Testing include a number of students that reasonably represent your total student population

*Note: if your institution's test Snapshot file with a few errors is used for testing:*

*Records with errors will not load*

*Be sure you understand the errors, you may see them again from the Go Live Snapshot File*

# Historical Snapshot Record/File

- **Live: CHECS Calculations start with Fall term 2018**
- All Historical Snapshots are through Summer term 2018
  - or most recent term of enrollment
- Scholarship Snapshots
  - Attempted hours prior to Fall term 2018 must be reported through a Snapshot record
  - Must include all previously attempted hours including from other institutions (HOPE eligible and non-HOPE eligible)
- Grant Snapshots
  - Must include all HOPE Grant Hours



# Historical Snapshot Record/File

*Yes, new Snapshot records will still be needed after Fall 2018*

- *Case 1: Snapshot submitted in Fall 2018, however, a grade change has occurred on student record for course prior to Fall 2018*
  - *Recalculate the updated Snapshot and resubmit*
- *Case 2: Fall 2019 student transfers to USG college after attending college in Alabama in 2017-18 and 2018-19*
  - *College calculates Snapshot through Summer 2018*
  - *College submits Transcript Data for terms after Summer 2018*



# CHECS Historical Transcript File



# Historical Transcript Data File

- The Historical Transcript Data File
  - File Name: **CHECSUHLN.TXT**
  - Not required for testing
  - Sent to CHECS through SURFER Upload File
  - No Return provided
  - No edit checks preformed on the data - loaded as is
- Provided to support the (Go Live) Historical Snapshot records provided
- Reports the course and grade info for the terms the student attempted credit hours through Summer term 2018
  - Submit data which is available within the SIS
- **The Historical Transcript Data File never includes courses after Summer term 2018**

# Historical Transcript Data File

- Historical Data (Summer 2018 and earlier): The Transcript Data file layout should also be used to submit student-level historical data to CHECS. NOTE: File name is different than transcript file CHECSUH###.TXT
- In the best case scenario, the PSI will submit transcript data records for all the students that are submitted as part of the Historical Snapshot file.
- While these data, Summer 2018 and earlier, will not be used to perform the GPA/Checkpoint calculations, they will be helpful for students and PSI administrators to reference as we transition to CHECS.

# Historical Transcript Data File

- For example, if a student transfers to your institution and you have questions about a student's HOPE eligibility, you'll be able to view the student's historical snapshot and individual transcript data records within the CHECS module
- PSIs are only expected to submit student/course-level transcript data on students that are a part of your current Student Information System (SIS)
- This also includes course-level data located in your SIS that was taken at non-HOPE-eligible institutions

# Historical Transcript Data File

- Historical course-level records (Summer 2018 and earlier) will be used for informational purposes only, to help explain the GPA calculations to students and for research purposes
- There will be no compliance audits of the historical course-level detail provided to GSFC by PSIs



# CHECS Transcript Data Record/File



# Transcript Data File/Record

- The Transcript Data record/file (Transcript or TD file)
- File name: CHECSUTLSN.TXT
- Required for Testing
- Submit files using SURFER, SFTP or Ethos-Banner
- Return files: Errors: CHECSDE & GPA/Checkpoint File
- Reports course and grade info for a specific term
  - Going live will typically submit the Transcript Data file at the end of the term after grades are processed
  - Yes, may have to submit an updated Transcript Data file when something changes with the course(s)



# Transcript Data Record/File

- Include and not to Include
- Include students:
  - Receiving (eligible) HOPE or Zell Miller Scholarship or Grant,
  - Previously received HOPE or Zell Miller and could regain eligibility, and
  - Not currently eligible but could gain eligibility with time
- Exclude students:
  - 1) Permanently lost eligibility previously
  - 2) Only has high school courses,
  - 3) Will never be eligible,
  - 4) No academic history (no attempted hours beyond high school) prior to Fall term 2018

# Transcript Data File/Record

- For Testing Purposes: Pilot I Group: Transcript Data Files for Summer term 2017, Fall term 2017 and Winter/Spring term 2018
- For Testing Purposes: Pilot II Group: Transcript Data File for Spring/Winter Term 2018 only
  - Not to include previous terms
- CHECS will preform Calculation as of the end of Spring
  - PSI verify it is correct

# Transcript Data Record/File

- HOPE Eligible PSIs must submit student/course-level data for courses taken at non-HOPE-eligible institutions beginning with Fall 2018
- For example, if the student took courses at Auburn University, the CHECS reporting PSI must submit those courses/hours via the transcript data file or manually add the courses in CHECS

# Transcript Data Record/File

- Credit hours must be reported in the same “Term Type” as they appear on the transcript report of the PSI where the coursework was taken
- GSFC will perform any needed conversion from quarter to semester or semester to quarter
- For example... if the student went to an out-of-state college on the quarter system, and the student attended Winter, Spring & Fall quarters, the CHECS reporting PSI must submit those hours as quarter hours for Winter, Spring & Fall quarters so that CHECS will calculate the GPA & Checkpoints correctly.

# Transcript Data Record/File

- Transient, Cross Registration & ARCHE Programs: Beginning with Fall 2018, if a student is taking courses under any of these types of agreements, the courses/hours must be submitted to CHECS by the PSI where the course was taken – provided they are a HOPE-eligible PSI
- If the PSI is not HOPE-eligible, then the home institution must submit/enter the courses into CHECS

# Transcript Data Record/Files

- Term Sequence: It is very important for the PSI to submit complete academic records for students at the time that the GPA/Checkpoints are calculated.
- For example, if a student attends Spring, Summer and Fall of 2020, the PSI must enter/submit these records in the order that they occurred or else the GPA and Checkpoints will be calculated incorrectly.
- If the records for all three terms are submitted at the same time, that is ok, but they cannot be submitted individually out of order with GPAs/Checkpoints calculated at each submission.

# Transcript Data Record/Files

- STEM Weighting: For CHECS to accurately award the additional weight for all eligible STEM courses, it is imperative that the course details be submitted to CHECS exactly as they appear on the transcript.
- CHECS will then compare the record to the STEM Weighted Courses Directory (approved course list) and will apply additional weight, if any, per program regulations.

# Transcript Data Record/Files

- Submitting New Records vs Entire History each Term: At the end of each term, the PSI must submit new courses to CHECS to be included in the GPA and Checkpoint calculations.
- It is considered a best practice that the PSI only submit new courses to CHECS, and not resubmit prior-term courses, since courses taken previously will have already been submitted and included in the student's calculation record.
- If prior term courses are resubmitted to CHECS, it will slow down the processing of the entire CHECS system. However, if a PSI submits courses that were previously submitted to CHECS, the system will read those records, determine that they exist already, and then will ignore them.



# Transcript Data Record/Files

- **Course-Level Changes:** The Transcript Data file can be used to submit course-level record changes as needed for the following fields: Course Title, Grade, Credit Hours, Learning Support, Dual Enrollment and Joint Enrollment.
- To do so, resubmit the Transcript Data file course record to CHECS with the updated information and CHECS will replace the originally submitted record. The OPEID, Term, Subject, Course Number and Section must all be the same as previously submitted for the change to take effect.
- The PSI that submitted the original record must be the PSI to update the record. An institution cannot change another institution's record.

# Transcript Data File/Record

- Add, Edit, and Count Toward Degree (CTD) functions for courses can be submitted in a Transcript Data file
- Deactivate a course can NOT be submitted in a Transcript Data file (must be entered manually)



# Request File



# CHECS Request File

- CHECS Request File
- Filename: CHECSUR###.TXT
- Not required for testing
- Sent to CHECS through SURFER, SFTP, Ethos
- Return file is the GPA/Checkpoint File
- Edits:
- Purpose is to request from CHECS the current GPA and Checkpoint data on file for the student(s)
- For example, if the PSI has 50 students accepted as transfers for Fall term 2019 and wants to request their HOPE GPA and Checkpoint status from CHECS
  - Load those 50 students into the CHECS Request data file and submit to CHECS
  - CHECS will provide the PSI with a GPA/Checkpoint file that contains the most recent GPA and Checkpoint data on file for those 50 students

# CHECS Request File

- PSIs can submit the CHECS Request data file as often as they like with any combination of students that are needed
- This file does not load any transcript data into CHECS and it doesn't trigger any GPA or Checkpoint calculations
- The results file only returns to the PSI any data that are known in CHECS for the given set of students



# GPA/Checkpoint File



# GPA/Checkpoint File

## GPA/Checkpoint File (Results file)

- Filename: CHECSDC###.TXT
- For testing, provided when an acceptable test Transcript data file and Snapshot file are received
- Sent to PSI through SURFER, SFTP, Ethos (based on Data Transmission option)
- This file is created as the result of the PSI submitting either the CHECS Request file or the Transcript Data file
- This file is designed to be loaded into the PSI Student Information System (SIS) to assist with future awarding of HOPE/Zell Miller Scholarship and Grant programs


# GPA/Checkpoint File

- Each time the PSI submits a CHECS Request file or the Transcript Data file, CHECS will return all data that has been submitted and processed for the given set of students that are in CHECS
- The file contains fields for the most recent Scholarship and Grant Checkpoints/GPA data as well as fields for the current GPA (which may be more recent than the last Checkpoint GPA)
- For example, if a student enrolled in Spring term and then again in Fall term, and the End of Spring checkpoint was conducted, and no checkpoint was conducted at the end of Fall, the file for this student would include the End of Spring checkpoint/GPA as well as the current GPA inclusive of the Fall hours




# End of Term Process

- Submit the Transcript Data file for the term after your Academic grades have rolled or are processed
  - Keep in mind: 83 institutions have different end of term dates
  - GSFC SAS will contact institutions that have not submitted a Transcript Data file representative of their institution in a timely manner
- Upcoming term HOPE and Zell Miller Scholarship and Grant Invoices will not be paid until the CHECS Transcript Data records are received and processed
  - Invoices will be held with status of CHECS Requirement Not Met



# Break – part 2



# Communications

- [CHECShelpdesk@gsfc.org](mailto:CHECShelpdesk@gsfc.org)
  - Use this if you have specific questions related to your institution
  
- [CHECSlistserv@mail-list.com](mailto:CHECSlistserv@mail-list.com)
  - Use this if you have a question or information that you'd like to share with all CHECS institutions (83 institutions)



# CHECS Access and Setup



# Access – Postsecondary Functions

- GAfutures QA Test Site



Navigation bar with icons and labels: Home, HOPE & State Aid Programs, Federal Aid & Scholarships, College Planning, Career Exploration, Resources, About Us, My GAfutures

Postsecondary Functions	User Info & Messages	Admin Functions	
<b>Institutional Profile</b> Institution Data Contacts Grade Scale Terms	<b>CHECS</b> Calculation Record Add Course Edit Course	<b>Reports</b> CHECS Reports PSI Profile Reports	<b>Resources</b> <b>SURFER</b> <b>Edit College</b>

# CHECS Access

- For Testing Purposes
  - GAfutures QA Test Site: <https://gafqa.gsfc.org>
  - Institutional Admin gives access to institutional users in the Admin Functions tab
  - Use your GAfutures Username and Password
- For Go Live
  - Site: [GAfutures.org](https://GAfutures.org)
  - Institutional Admin gives access to institutional users in the Admin Functions tab
  - Use your GAfutures Username and Password

# Going Live

- GAfutures (production) Postsecondary Functions tab has been updated
  - Institutional Profile – data, contacts, grades and terms (completed months ago in QA site) rolled over to production site.
    - No student data from testing will be in the CHECS live site
  - CHECS – Calculation Record, Add, Edit
  - Resources
- Admin Functions tab has new options for Institutional Administrators to grant rights to institutional users for Institutional Profile, CHECS and Resources

# Going Live

- GAfutures (production) site will be updated again
  - Scheduled for December
  - Corrections Requests
    - Student Demographics
    - CHECS data
  - Upload Files
  - CHECS Inbox



# Go Live Postsecondary Functions

- Planned for December, Live Postsecondary Functions menu options

The screenshot displays the GAfutures web application interface. At the top left is the GAfutures logo with the tagline "Explore. Plan. Succeed." Below the logo is a navigation bar with icons and labels for: Home, HOPE & State Aid Programs, Federal Aid & Scholarships, College Planning, Career Exploration, Resources, About Us, and My GAfutures. Below this is a main content area with three columns: Postsecondary Functions, User Info & Messages, and Admin Functions. The Postsecondary Functions column includes Institutional Profile, Institution Data, Contacts, Grade Scale, and Terms. The User Info & Messages column includes CHECS, Calculation Record, Add Course, Edit Course, Correction Requests, Student Demographics, and CHECS Data. The Admin Functions column includes Upload Files, Inbox, Reports, CHECS Reports, and PSI Profile Reports. To the right of the Admin Functions column, there is a separate section for Resources, SURFER, and Edit College.

Postsecondary Functions	User Info & Messages	Admin Functions	
<b>Institutional Profile</b>	<b>CHECS</b>	<b>Upload Files</b>	<b>Resources</b>
Institution Data	Calculation Record	<b>Inbox</b>	<b>SURFER</b>
Contacts	Add Course	<b>Reports</b>	<b>Edit College</b>
Grade Scale	Edit Course	CHECS Reports	
Terms	<b>Correction Requests</b>	PSI Profile Reports	
	Student Demographics		
	CHECS Data		

# Resources

- GAfutures QA test site and production site
  - Postsecondary Functions **Resources** tab includes downloadable:
    - CHECS File Layouts
    - CHECS Edit Checks/Error Codes List
    - PowerPoints of recent trainings
    - 1 pagers of various topics
  - CHECS Listserv
  - Go Live CHECSlist released Sept 19 to everyone on CHECS Listserv and on Postsecondary Functions Resources tab
    - Updates will be provided as details develop

# Going Live

- CHECS Calculation Going Live
  - Historical Snapshot file through Summer term 2018
    - credit hours, quality points, attempted hours, etc.
    - **Email CHECShelpdesk when you are submitting your true Go Live Snapshot File(s)**
  - Transcript Data File for Fall term 2018
    - grade, credit hours, quality points, course status
  - Ongoing
    - Every time CHECS receives transcript data (new or different) the calculation will be performed

# Go Live – Corrections

- Postsecondary Functions Online Request for Corrections
  - Student Demographics Correction Request
    - Includes name, SSN, DOB, High School Graduation Date, & Expiration Date
    - A US Address must be reported in the Transcript Data record/file but reporting changes is not required
    - College ID correction made by reporting in a TD File
  - CHECS Student Record Correction
    - Includes request for review of calculation or transcript data reported by your institution or another institution
  - All Corrections processed by Student Aid Services

# Request Student Demographics Correction

- After searching, current student data is shown on screen and the edit boxes are made available

**Student Search**

**Request a Student Demographic Correction**

If your institution has determined Student Demographic Data is incorrect on CHECS, perform a Student Search using the current data and enter your correction(s).

SSN	DOB	First Name (no titles)	Last Name (no suffixes)
255-44-5555	04/11/1998	Marianne	Robertson
<input type="text"/>	<input type="text" value="📅"/>	<input type="text"/>	<input type="text"/>
College Student ID	GTID	Address1	Address2
9002128844		18 Baker St	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	ZIP	High School/Home Study/GED Date
Smyrna	GA	30084-1254	05/01/2015
<input type="text"/>	Select State ▼	<input type="text"/>	<input type="text"/>

# Request CHECS Data Review/Correction

- HOPE Eligible Institution will be able to submit online CHECS Data Review/Correction for a student's CHECS record:
  - Believed data is incorrect based on documentation
  - Submit new information that cannot be submitted by file or onscreen
  - Request another PSI be contacted to provide needed CHECS data

# Institutional Profile

- Each PSI's Institutional Profile screens
  - Collecting Institutional Data in one place
    - Institutional Data – Includes PSI's choice to receive and send CHECS data
    - Contacts – Various institutional positions
      - GSFC uses for communication
      - CHECS contacts shared with other HOPE Eligible Institutions
    - Terms – Institutional terms and CHECS equivalencies
      - Terms provided for testing will rollover for Go Live CHECS
    - Grades – Institutional grades and CHECS equivalencies
      - Grades provided for testing will rollover for Go Live CHECS

# CHECS Grades & Terms

- The Calculation Record will display the institutional Grade and the CHECS equivalent Term
- In the My HOPE/Zell Miller Info Student page
  - The institutional grade and grade equivalence will be displayed
  - The CHECS term equivalence will be displayed
  - Indicators will be included if the course counts in the GPA Calculation and/or the Attempted Hours Calculation



# CHECS Grades

- In CHECS, grades are not used to identify a type of student or type of course
  - All Dual and Joint Enrollment courses are identified with the Dual Enrolled and Joint Enrolled fields
    - Includes non funded dual enrollment courses
  - Learning Support courses are identified with the Learning Support field
  - Grades only given for AP or IB courses not needed since high school courses are not to be reported
  - CHECS Grade Equivalencies exclude + and – since they're not used in HOPE Calculation
  - STEM weight added by CHECS

# CHECS Terms

- Submit terms in which the HOPE GPA Calculation would be performed
  - Fall, Spring, Summer Semesters
  - Fall, Winter, Spring, Summer Quarters
  - Mini-terms are to be included within the actual semester or quarter
- CHECS allows term equivalencies three years in advance
- Currently, CHECS terms are thru Summer Term 2021
  - Any terms after Summer 2021 can be entered but will not have equivalencies
- Each Spring time, scheduled for March, a year of CHECS equivalent terms will be added on the Terms screen of CHECS
  - Example: In March 2019 the Fall 2021, Winter 2022, Spring 2022 and Summer 2022 term equivalencies will be added

# CHECS Student Access

- Student HOPE & Zell Miller Information Screen
  - Student's GAfutures Account must include SSN and DOB
  - PSIs cannot send a reset password or username email

# Student HOPE/Zell Miller Info

## CHECS GPA

The College HOPE Eligible Calculation Service (CHECS) provides the HOPE calculated GPA and Checkpoint Eligibility used for HOPE Scholarship, Zell Miller Scholarship, HOPE Grant and Zell Miller Grant eligibility while enrolled in college.

Most Recent Eligibility Status for [Pennie SampleHGS](#)

Scholarship Grant

 Scholarship & Calculation Eligibility Rules

Scholarship Eligibility Status: **HOPE Scholarship - Eligible** 

Zell Miller Scholarship - Below GPA Not Eligible

Most Recent Checkpoint:	60 Hour	Most Recent Term Reported:	Fall 2020
Checkpoint Term:	Spring 2020	Term Calculation Date:	12/10/2020
Checkpoint Calculation Date:	07/25/2020	Term Calculated GPA:	3.66
Checkpoint Calculation GPA:	3.26	Total Attempted Hours:	77.00
High School/Home Study/GED Date:	05/15/2018	Next Attempted Hour Checkpoint: 	90 Hour
Scholarship Expiration Date:	06/30/2023	Total Scholarship & Grant Combined Paid Hours:  77 Hours as of Fall 2020	Processed 12/10/2020

- Students will be able to check their academic eligibility status through their GAfutures account
- Select Scholarship or Grant status



# CHECS Requirements



# Regulations and CHECS

- FY 2019 Program Regulations - HOPE and Zell Miller Scholarship and Grant
  - Sections 109, 209, 4009, 309 & 3009 College HOPE Eligibility Calculation Service (CHECS) Reporting Requirements
    - New - College HOPE Eligibility Calculation Service (CHECS) Requirement section notifying eligible postsecondary institutions of requirement to submit student academic transcript data for HOPE and Zell Miller Scholarship and Grant GPA calculation, checkpoint and hours

# Regulations and CHECS

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# Regulations and CHECS

- Update to HOPE and Zell Miller Scholarship and Grant Program Regulations coming in November 2018
  - Adding references related to CHECS
  - Academic transcripts still required
  - Institutions must continue to perform due diligence
  - Invoice disbursements for upcoming terms pending if Transcript Data not received for previous term
  - Paid invoice disbursement for term updated to academically ineligible status; if later, the transcript data for previous term is received and the calculation results in academic ineligible



# Preparing to Go Live

- Each HOPE Eligible Postsecondary Institution must complete the GSFC CHECS Readiness Acceptance Form
  - Indicating testing has been completed
  - Institution is in agreement with CHECS calculations
  - Institution is prepared to go live with the end of Fall term Transcript Data file/records in a timely manner
- CHECS Acceptance (Sign-off) Form
  - To be signed by College President
  - Scheduled to be released on Oct 19 in a DCL
    - Will be sent to Financial Aid Director and President listed on Institutional Profile

# Annual Setup

- Each Spring time, scheduled for March
  - Each PSI must review Institutional Profile screens, make on-screen updates as needed, complete on-screen confirmation info is up-to-date
  - Institutional Data - update as needed
  - Contacts - update as needed
  - Terms - add new terms as the institution approves them and set the equivalencies
  - Grades - add new grades as the institution approves them and set the equivalencies
  - *Note: term and grade files are not used going forward. Those files were only for the initial setup in early 2018.*



# Edit Checks & System Interactions



# Permanently Ineligible Edit Checks

- Second loss at Checkpoint based on the GPA
  - PSIs must continue to submit HOPE and Zell Miller Scholarship losses based on checkpoints through Summer term 2018 in SURFER, per program regulations
  - Losses occurring Fall term 2018 and after will be calculated by CHECS and recorded in CHECS, PSI does not report in SURFER
- Scholarship Attempted Hours Maximum
  - PSIs will continue to track Attempted Hours and report them in the Historical Snapshot through Summer term 2018
  - Beginning with Fall term 2018, Attempted Hours will be calculated by CHECS utilizing the Attempted Hours reported in the Historical Snapshot Scholarship and through the reporting of Transcript Data Files or on screen entry of term specific course information

# Permanently Ineligible Students

- Scholarship Expiration Date
  - GSFC's System maintains the HOPE and Zell Miller Scholarship seven year expiration date based on the high school graduation date, GED completion date, or home study completion date, whichever occurred first.
    - Based on date on the high school, home study or GED transcript received
    - Students with an extended expiration date due to military service is maintained. The request and documentation is submitted to GSFC and GSFC approves and updates the expiration date.
  - GSFC's System maintains the HOPE or Zell Miller Scholarship Recipients that have no expiration date due to having received a disbursement of the fund prior to Summer term 2011.
  - Expiration Date and High School Graduation Date will be displayed
    - CHECS Calculation Record
    - Provided in the GPA/Checkpoint file
    - Provided to the student on My HOPE & Zell Miller Info page

# Permanently Ineligible Status

## Current Status

HOPE/Zell Miller Scholarship	
<b>Permanently Ineligible - BACH - Bachelor Degree</b>	
Current HOPE/Zell Miller Scholarship Calculated GPA:	2.52
Most Recent Calculation Date:	05/03/2018
Scholarship Total Attempted Hours:	8.33
Scholarship Total Paid Hours:	
Most Recent Term with GPA Data:	Fall 2017
Scholarship Expiration Date:	
High School/Home Study/GED Date:	05/24/2016
Scholarship Most Recent Checkpoint Status	
Checkpoint: ?	
Most Recent Checkpoint Calculation Term:	
HOPE Scholarship GPA Eligibility: ?	
Zell Miller Scholarship GPA Eligibility: ?	
Most Recent Checkpoint GPA:	



# CHECS Student Search & Demo



# CHECS Student Search

- Student Search
  - SSN & DOB - searches the CHECS database
    - Use if student is new to your institution
  - College ID - searches within your institution's CHECS records
    - Must first submit the student's college id (for your institution) in a Historical Snapshot or Transcript Data file
  - Name – searches within your institution's CHECS records
    - May search with first 2 letters and %



# CHECS Calculation Record

- CHECS Calculation Record
  - Exists for each student with CHECS Historical Snapshot and/or Transcript Data records
  - Populated based on Postsecondary Institutional transcript data provided by file or manual entry on screen
  - Documents individual student's academic eligibility for HOPE and Zell Miller Scholarship and Grant at the Postsecondary level

# CHECS Calculation Record

- **Calculation Record**

- **Current Status** - Most recent term and most recent checkpoint information with hours and gpa
- **Historical Snapshot** – Provided by a HOPE Eligible Institution, student's status, through Summer term 2018, CHECS uses as a starting point to continue calculating academic eligibility
  - Logic used to determine selected Snapshot to be used, most recent term and total hours
  - Option to add a historical snapshot manually
- **Historical Transcript** – displays any historical course and term records provided to support the Snapshot and student's academic record prior to Fall term 2018
  - No edits performed on the data
- **Transcript History** – all terms submitted to CHECS since Fall term 2018
- **Checkpoint History** – all checkpoints calculated since Fall term 2018
- Note: Historical refers to data prior to CHECS – Fall term 2018

# CHECS Add Course

- Add Course

- To add a course(s) directly into CHECS (not using a file)
- If adding courses for a term, enter all courses for the term
- Courses will appear in the Pending Courses Section
- Opportunity to review then Submit for Calculation
- Courses listed in Pending Course Section will remain for 30 calendar days
  - After 30 days the pending course information will be deleted, cannot be obtained and are not applied to the Calculation

# CHECS Edit Course

- Edit Course

- To edit a course(s) listed in the Transcript History section (previously submitted by file or added directly into CHECS)
- If editing more than one course for a term, edit all and the edits will appear in the Pending Courses Section
- Opportunity to review then Submit for Calculation
- Courses listed in Pending Course Section will remain for 30 calendar days
  - After 30 days the pending course information will be deleted, cannot be obtained and the edits will not applied to the Calculation

# CHECS Deactivate Course

- Deactivate Course
  - To deactivate a course go to Edit Course and select the course and click the Deactivate box
    - Must list a reason for the deactivation
  - Course will be placed in Pending Courses section
  - If a different course needs to added for that term, add it next, before selecting Submit for Calculation
  - Deactivated course will be removed from Calculation
  - Courses listed in Pending Course Section will remain for 30 calendar days
    - After 30 days the pending course information will be deleted, cannot be obtained and the original course will not remain in the Calculation

# CHECS Pending Courses

- Pending Courses section - within the Add/Edit/Deactivate Course screens
  - Pending courses are not included in the Calculation
  - Can be deleted or edited again
  - Pending courses are deleted after remaining in Pending Status for 30 calendar days
  - If adding and/or editing courses for a term, enter all the changes before clicking Submit for Calculation
  - Every time Submit for Calculation is clicked a calculation is recorded
  - Calculations are not to be performed on a term that does not have all known information at that time

# CHECS Pending Courses

- When pending courses exist on a student's record, then a transcript data file is submitted for the student
  - If the pending course and Transcript Data file is from the same PSI, the PSI will receive an error in response to the Transcript Data file
    - PSI needs to determine action on the pending course(s) entered on screen
  - If the pending course is from one PSI and the Transcript Data file is from a different PSI, the transcript data will be processed
  - If Request File is submitted
    - CHECS provides the current calculation, does not include pending courses

# Historical Snapshot

- Option to add a Historical Snapshot on screen in CHECS

Calculation Record  Add Course Edit Course

**Student Search** First Name: Pennie MI: Last Name: SampleHGS Institution College ID: 0123456789 SSN: xxx-xx-7890 DOB: 02/22/2000 [View Activity Log](#)

Current Status [Excel](#) [PDF](#) [Print](#)

HOPE/Zell Miller Scholarship	
Current HOPE/Zell Miller Scholarship Calculated GPA:	3.310
Most Recent Calculation Date:	12/10/2020
Scholarship Total Attempted Hours:	77.00
Scholarship Total Paid Hours:	9.00
Most Recent Term with GPA Data:	Fall 2020
Scholarship Expiration Date:	06/30/2023
High School/Home Study/GED Date:	05/15/2018

HOPE/Zell Miller Grant	
Current HOPE/Zell Miller Grant Calculation GPA:	3.260
Most Recent Calculation Date:	07/25/2020
Grant Total Paid Hours:	68.00
Most Recent Term with GPA Date:	Summer 2020

Most Recent Checkpoint Status	
Checkpoint:	2HRC
Most Recent Checkpoint Calculation Term:	Spring 2020
HOPE Scholarship GPA Eligibility:	HSG
Zell Miller Scholarship GPA Eligibility:	NEE
Most Recent Checkpoint GPA:	3.260

Most Recent Checkpoint Status	
Checkpoint:	2PHC
Most Recent Checkpoint Calculation Term:	Summer 2020
HOPE Grant GPA Eligibility:	MXG
Zell Miller Grant GPA Eligibility:	MXG
Most Recent Checkpoint GPA:	3.260

Combined Scholarship & Grant Total Paid Hours	
Combined Total Paid Hours:	77.00

**CHECS Historical Snapshot through Summer 2018**  
CHECS Historical Snapshot includes data provided by your college(s) of your academic eligibility through Summer 2018. The data is used for CHECS to calculate your academic eligibility going forward.

[Add Historical Snapshot](#)

- May be needed for:
  - Small number of students to report
  - Need to report a Snapshot later (after you have submitted your Historical Snapshot file) due to student attending again, after a long break in enrollment
  - Need to report an updated or corrected Snapshot



# Historical Snapshot – Scholarship

## Add Historical Snapshot



Select the Historical Snapshot Calculation Type. If a previous Snapshot exists, the CHECS logic will compare the data of the existing Snapshot with the newly submitted one in displaying the most recent data. The Historical Snapshot requires the following fields.

First Name:                      MI:                      Last Name:                      Institution College ID:                      SSN:                                           DOB:

**Reporting Institution**

Georgia State University

**OPEID**

001574

**Hours Type:**

Semester ▼

**Calculation Type:**

Scholarship ▼

**Scholarship Most Recent**

**Term of Enrollment:**

Select ▼

**HOPE Scholarship**

**GPA Eligibility:**

Select ▼

**Zell Miller Scholarship**

**GPA Eligibility:**

Select ▼

**Scholarship Most Recent**

**Checkpoint:**

Select ▼

**Scholarship Total Attempted**

**Hours:**

**Scholarship Current GPA:**

**Scholarship Total GPA Hours:**

**Scholarship Total Quality Points:**

Save

Close

# Historical Snapshot – Grant

## Add Historical Snapshot



Select the Historical Snapshot Calculation Type. If a previous Snapshot exists, the CHECS logic will compare the data of the existing Snapshot with the newly submitted one in displaying the most recent data. The Historical Snapshot requires the following fields.

First Name:                      MI:                      Last Name:                      Institution College ID:                      SSN:                      DOB:

**Reporting Institution**

Gwinnett Technical College

**OPEID**

022884

**Hours Type:**

Semester

**Calculation Type:**

Grant

**Grant Most Recent**

**Term of Enrollment:**

Select

**HOPE Grant**

**GPA Eligibility:**

Select

**Zell Miller Grant**

**GPA Eligibility:**

Select

**Grant Most Recent**

**Checkpoint:**

Select

**Zell Miller Grant Most Recent**

**Checkpoint:**

Select

**Grant Current GPA:**

**Grant Total Checkpoint Hours:**

**Grant Total GPA Hours:**

**Grant Total Quality Points:**

Save

Close


# CHECS Historical Transcript

- Historical Transcript link will be displayed if data was submitted by a HOPE Eligible Postsecondary Institution

## CHECS Historical Snapshot through Summer 2018

CHECS Historical Snapshot includes data through Summer Term 2018 as of the date provided by the postsecondary institution. The Snapshot indicates the eligibility of the student as of the end of Summer Term 2018. CHECS is using the data to determine continued eligibility.

To add a new Scholarship or Grant Snapshot or update a current one, click the "Add Historical Snapshot" button below.

Add Historical Snapshot 

SCHOLARSHIP							
Reporting Institution	SSN	First Name	Last Name	DOB	College Student ID	Hours Type	Snapshot Received
Altamaha Technical College	***-**-4444	PENNIE	SAMPLEHGS	01/01/1990	0123456789	S	09/06/2018
Scholarship Most Recent Term of Enrollment	HOPE Scholarship GPA Eligibility 	Zell Miller Scholarship GPA Eligibility 	Scholarship Current GPA	Scholarship Most Recent Checkpoint 	Scholarship Total Attempted Hours	Scholarship Total GPA Hours	Scholarship Total Quality Points
	NCC	NEE		NCC	77.00	0.00	0.00

[View Reported Historical Transcript Data](#)

# CHECS Count Toward Degree

- Count Towards Degree (CTD)
  - Certificate/diploma-level courses to be counted toward a degree
  - Student completed 20 hours in a diploma program that are part of his HOPE Grant GPA, those hours do not automatically count towards a degree-level program
  - PSI must mark the individual diploma-level courses as CTD in CEHCS or a Transcript Data file
  - Courses are then included in the HOPE Scholarship calculation

# CHECS Count Toward Degree

- PSI marks a “Y” (Yes) in the CTD field and lists the Count Towards Degree Effective Term Code (the term at which the course is being included as part of the degree program – not the term it was taken)
- CHECS will count this course in the Scholarship GPA/Checkpoint Calculation from this effective term forward
  - The OPEID, Term, Subject, Course Number, and Section must all be the same as previously submitted for the CTD to take effect

# CHECS Transfer and Transient Students

- Courses taken at a HOPE Eligible Institution
  - Courses attempted Fall term 2018 and after must be reported as Transcript Data by the HOPE Eligible Institution where the course is taken/attempted
  - Courses attempted prior to Fall term 2018 must be reported in the Snapshot
    - The Institution submitting a Snapshot must include all attempted hours (at own institution and previous institutions)
- Courses from a Non HOPE Eligible Institution
  - Courses are reported by the HOPE Eligible Institution the student accepted for admission as a transfer

# Scholarship Eligibility from high school

- Not Eligible from high school
  - PSI continues to use SURFER and GAD file for status from high school
  - Going Live CHECS will not report the high school status
  - CHECS logic will consider status from high school
  - Zell Miller Scholarship not eligible code: NEE
    - If GPA and test scores from high school are not on record at GSFC
    - Note: this status could change as updated eligibility information is received

# Scholarship Eligibility from high school

- Gain HOPE or Zell Miller Scholarship eligibility retroactively
  - SAS will use CHECS calculation and update student record and notify PSI
- Gain HOPE Scholarship academic eligibility after 30/45 hours
  - CHECS will track GPA and hours as PSI reports Transcript data files, PSI will receive calculation and make award based on eligibility





# Break – part 3





# Errors & Return Files/Reports



# Edits Checks & Errors

- List of CHECS Error Codes is available on Resources under the Postsecondary Functions tab
  - The CHECS Error Codes list is updated periodically as development and testing is conducted
    - Check the list periodically

# Snapshot Edits & Errors

- 204 - The Snapshot record submitted was not selected as the active record. The CHECS record for the student already has an active Snapshot that contains current data.
- 309 - If Scholarship Most Recent Checkpoint has a Checkpoint reported then HOPE Scholarship GPA Eligibility cannot be NCC and cannot be NULL.
- 329 – If eligibility code "1HL" or "2HL" is reported then 1HL vs 2HL will be checked in SURFER. Reported GPA Eligibility Loss not previously reported in SURFER.
- 350 – **CHECS is Deleting this Check** - Only NCC should be reported when "Scholarship Total GPA Hours" is zero.

# Snapshot Edits & Errors

- 312 – If "Scholarship Total Attempted Hours" is greater than or equal to 30/45, then "Zell Miller Scholarship GPA Eligibility" and "HOPE Scholarship GPA Eligibility" can't both be NCC.
- 135 – Scholarship Most Recent Term of Enrollment field is invalid. Check Institution's CHECS Terms in Institutional Profile.
- 122 – Scholarship Most Recent Term of Enrollment field must be prior to Fall 2018.
- 300 – The SSN on file doesn't match the DOB reported. A different DOB on record.
- 313 - "HOPE Scholarship GPA Eligibility" can't have eligibility code "MXS" if field "Scholarship Total Attempted Hours" is less than 127 for semester or 180 for quarter.

# Snapshot Edits & Errors

- 311 – If "Scholarship Total Attempted Hours" is greater than or equal to 30/45 then "Scholarship Most Recent Checkpoint" can't be NCC
- 112 – Last Name Field does not take titles, suffixes, or prefixes.
- 345 – CHECS system indicates student is presently ineligible. Student Permanently ineligible due to Max Attempted Hours, Max Paid Hours, 2nd Loss, Expiration Date passed, or Bach Degree earned.
- 127 - If attempted hours is greater than zero, then Scholarship or Zell Miller Scholarship GPA Eligibility field is required.

# Snapshot Edits & Errors

- 304 – If Total Attempted Hours reported are greater than or equal to 90/135 than field "Scholarship Most Recent Checkpoint" can't report a 1HRC, 2HRC or NCC.
- 303- If Total Attempted Hours reported are greater than or equal to 60/90 but less than 90/135, "Scholarship Most Recent Checkpoint" can't report 1HRC, 3HRC or NCC.
- 302 – If Total Attempted Hours reported are greater than or equal to 30/45 but less than 60/90 then codes 2HRC, 3HRC, or NCC cant be reported in "Scholarship Most Recent Checkpoint".
- 132 – If Total GPA Hours are greater than zero then "Scholarship Total GPA Hours" has to be less than or equal to "Scholarship Total Attempted Hours".
- 118 - GTID field must include numbers only, (no dashes, characters or spaces)

# Transcript Edits & Errors

- 193 – No High School/Home Study/GED Date on file. Must be reported. And in correct format MMDDYYYY
- 348 - No Changes in the course record
- 180 - Grade not listed in Grade Scale or Blank. Check Institution's CHECS Grade Scale in Institutional Profile.
- 198 - Record not processed due to another course within the record has error(s). Student record cannot have an error code for any course(s) submitted.
- 352 - Courses taken at another HOPE eligible institutions must be reported by that institution. Course has not been loaded.



# Transcript Data Edits & Errors

- 345 – CHECS system indicates student is Permanently Ineligible due to Max Attempted Hours, Max Paid Hours, 2nd Loss, Expiration Date passed, or Bach Degree earned.
- 351 – Student cannot be enrolled in both dual and joint for the same course.
- 166 - A valid CIP Code is required

# Edits & Errors

- **Upcoming Transcript Data Edit Checks for Go Live:**
- Transcript Data - Grant Invoice hours check
  - 355 - No reported invoice hours for the term reported. Credit hours for the transcript term reported must have reported Grant invoice hours.
  - 356 - Student does not have any reported Grant invoice hours
  - 357 - Total credit hours reported are not equal to or greater than the reported Grant invoiced hours and no prior calculation has been performed for the term

# Edits & Errors

- **Upcoming Snapshot Edit Checks for Go Live:**
- Historical Snapshot – Paid hours
  - 358 - Attempted hours in Snapshot must be equal to or greater than the paid invoice Scholarship hours through Summer 2018
- Transcript Data – Missing Snapshot
  - 359 - Student must have an Active Snapshot if Paid Scholarship hours on S&G system
- *Edit Checks are subject to updates as development and testing deems necessary*

# Return Files & Reports

- Error files and/or GPA/Checkpoint Results files will be provided for Transcript and Request files
- Error file will be provided for Historical Snapshot files processed
- Based on Data Transmission selection in Institutional Profile
  - Readable Reports and Pipe Delimited Files will be provided in the Institution's SURFER Inbox or via SFTP

# CHECS Test Return Files

- For Testing Purposes
- CHECS return files in SURFER Inbox
  - Zipped for security

# GO Live (Dec) – CHECS Inbox & Files

- New on Postsecondary Functions
- Upload File Module (only for CHECS files)
- CHECS Inbox with new Password format to unzip return files

# Go Live (Dec) – CHECS Inbox

Postsecondary Functions	User Info & Messages	Admin Functions	
<p><b>Institutional Profile</b></p> <ul style="list-style-type: none"> <li>Institution Data</li> <li>Contacts</li> <li>Grade Scale</li> <li>Terms</li> </ul>	<p><b>CHECS</b></p> <ul style="list-style-type: none"> <li>Calculation Record</li> <li>Add Course</li> <li>Edit Course</li> </ul> <p><b>Correction Requests</b></p> <ul style="list-style-type: none"> <li>Student Demographics</li> <li>CHECS Data</li> </ul>	<p><b>Upload Files</b></p> <ul style="list-style-type: none"> <li><b>Inbox</b></li> <li><b>Reports</b></li> <li>CHECS Reports</li> <li>PSI Profile Reports</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li><b>SURFER</b></li> <li><b>Edit College</b></li> </ul>

Inbox

Draft Mock Up

**CHECS Return Files and Reports**

Date Generated	Reports/Files Name	File Size	View	Download
09/12/2018	CHECSDS159_20180912161519.RPT.zip	820	Click to View	Download
09/12/2018	CHECSDS159_20180912161519.TXT.zip	587		Download

# Go Live (Dec) – CHECS Upload Files

Postsecondary Functions	User Info & Messages	Admin Functions	
<b>Institutional Profile</b> Institution Data Contacts Grade Scale Terms	<b>CHECS</b> Calculation Record Add Course Edit Course <b>Correction Requests</b>	<b>Upload Files</b> (circled) <b>Inbox</b> <b>Reports</b> CHECS Reports PSI Profile Reports	<b>Resources</b> <b>SURFER</b> <b>Edit College</b>

## Upload File

### Draft Mock Up

Before uploading files, please make sure that you have properly named your file.

CHECS file names: Historical Snapshot: CHECSUS18, Transcript Data File: CHECSUT and Request File: CHECSUR. All file names must be followed by ###.TXT. The ### is your institution's LSN assigned by GSFC. For example, INU123.TXT.

By clicking the "Browse" button, it will allow you to select the file you would like to upload. Once you have selected the file, click the button labeled 'Upload File'. Average processing time is one hour. However, actual processing time is based on the volume of incoming CHECS files. At the end of term a very high volume of files is expected.

Browse

Upload File



# Fall 2018 Training & Events

- October 3 & 4                      GASFAA Fall Workshop, Macon, Mercer University
- October 15                              RACSFA, Macon, Middle Georgia State University
- October 16                              GSFC State Training, Athens Technical College
- **Oct 18 & 23**                              **CHECS Testing-Privates, GSFC**
- **Oct 25**                                      **CHECS Testing-TCSG, CGTC Milledgeville Campus**
- **Conference calls with individual Institutions available**

# CHECS Questions

[CHECShelpdesk@gsfc.org](mailto:CHECShelpdesk@gsfc.org)

Comes to staff working on CHECS

[CHECSlistserv@mail-list.com](mailto:CHECSlistserv@mail-list.com)

Share questions & comments with GSFC CHECS team and  
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# Our Mission



To promote and increase access to education beyond high school for Georgians.