Mentis: SIS Integration for Student Enrollment Information in ELC

Important notes for flat file upload mechanism:
1. File format supported: .txt
2. Each dataset should be its own separate file
3. File should be named as yyyy_mm_dd_hh_mm_Dataset.txt, where yyyy is the year, mm is the month (01 for january), dd is the date (01 for the 1st), hh is the hour and mm is the minute. So a file uploaded on the 10th of January at midnight for Class dataset would be 2017_01_10_00_00_Class.txt.
4. The uploads are scheduled to run at intervals configured or selected by you. The system will only read the latest file available since the last upload.

Important notes regarding action feature:
1. If Action column is used for even one file, it is assumed it used for all files, in which case, records will be updated as indicated. If Action is not available for all files, then it is considered a complete refresh, in which case, existing records are overwritten.
2. Action are performed in order in which they appear in the file. For example, if a record has action A and the same record has a D, it will be added/updated first and then deleted.
3. If a record is marked as an A, but a similar record exists based on the key value pairs, the record is automatically updated.

R? = required, M?=multivalued (Y=Yes, and N=No)

ELCStudentEnrollment

Attribute	R?	M?	Restriction	Notes	Example
action	Y	N	= 1 character. Only accepts A, U or D. See notes for more information.	Use A for adding a new record, U for updating a new record and D for deleting a record. Records that are marked as D and are in use elsewhere are ignored.	A
term	Y	N	<=100 characters	term code that identifies a term uniquely	201710
class	Y	N	<=100 characters	class id or CRN number of class as provided in Class. See Class entity for more information	12345
program	N	N	<=255 characters. the student.	program name associated with the class for	Business Computing Program
cip_code	N	N	<=100 characters	unique, non-transferable, non-mutable identifier for the student.	12345
concentration	N	Y	<=255 characters.	concentration names, separated by | if multivalued	Finance|Information Systems
sis_id	Y	N	<=100 characters	unique, non-transferable, non-mutable identifier for the student.	13332323
ouid	N	N	<=100 characters	other identifier for the student that may be required by the institution	ABCU001
country	Y	N		ISO Alpha-2 representing the students country	US

| Attribute	R?	M?	Restriction	Notes	Example
state	Y	N		ISO code representing the students state	TX
zipcode	N	N		Standardized zip code if available for the student location.	75219

Class

| Attribute	R?	M?	Restriction	Notes	Example
action	Y	N	= 1 character. Only accepts A, U or D. See notes for more information.	Use A for adding a new record, U for updating a new record and D for deleting a record. Records that are marked as D and are in use elsewhere are ignored.	A
term	Y	N	<=100 characters	term code that identifies a term uniquely. See term_code in YearSemester entity definition.	201710
subject	Y	N	<=10 characters	subject identifier for the course.	CSE
number	Y	N	<=255 characters	number identifier for the course	1408
name	Y	N	<=100 characters	name for the class with section number in brackets.	Business Computing (A)
sis_id	Y	N	<=100 characters	class id or CRN number of class as provided in brackets	12345
instructional_method	Y	N	<=255 characters	instructional method for the class	ONLINE
campus	Y	N	<=255 characters	campus for the course	Main
schedule_type	Y	N	<=255 characters	Schedule type for the course	Lecture

YearSemester

Attribute	R?	M?	Restriction	Notes	Example
action	Y	N	= 1 character. Only accepts A, U or D. See notes for more information.	Use A for adding a new record, U for updating a new record and D for deleting a record. Records that are marked as D and are in use elsewhere are ignored.	A
name	Y	N	<=100 characters	Long name for the semester	Fall Semester
abbrevation	Y	N	<=100 characters	Short name for the semester. If not available default it to name.	Fall
term_name	Y	N	<=100 characters	If not available, it defaulted to term_code	2016-17
term_code	Y	N	<=100 characters	unique, non-mutable, non-transferrable, code identifying the term. Used to cross reference, class and student enrollment	201710

				records.	
session_name	Y	N	<=100 characters	If session_name and session_abbrevation are blank, then Regular Intersession and Regular will be used respectively for these fields as defaults.	Regular Interssion
session_abbrevation	Y	N	<=100 characters	If session_name and session_abbrevation are blank, then Regular Intersession and Regular will be used respectively for these fields as defaults.	Regular
start_date	Y	N	Should be in mm/dd/yyyy format	Start date for the term.	01/17/2017
end_date	Y	N	Should be greater than start date and in mm/dd/yyyy format	End date for the term	05/11/2017
census_date	Y	N	Should be between start date and end date and in mm/dd/yyyy format	Census date for the term. If not present, we default it to one day before the end_date	02/01/2017
last_drop_date	Y	N	Should be between start date and end date and in mm/dd/yyyy format	If not present, we default it to census_date	02/02/2017

File

Class.txt
- action
- term
- subject
- number
- name
- sis_id
- instructional_method
- campus
- schedule_type

Database

Subject
- id
- name
- abbr

Course
- id
- name
- subjectId
- number
- section

CampusMap
- id
- name
- abbr

Class
- id
- sisId
- term
- courseId
- instructionalMethod
- scheduleType
- campusMapId
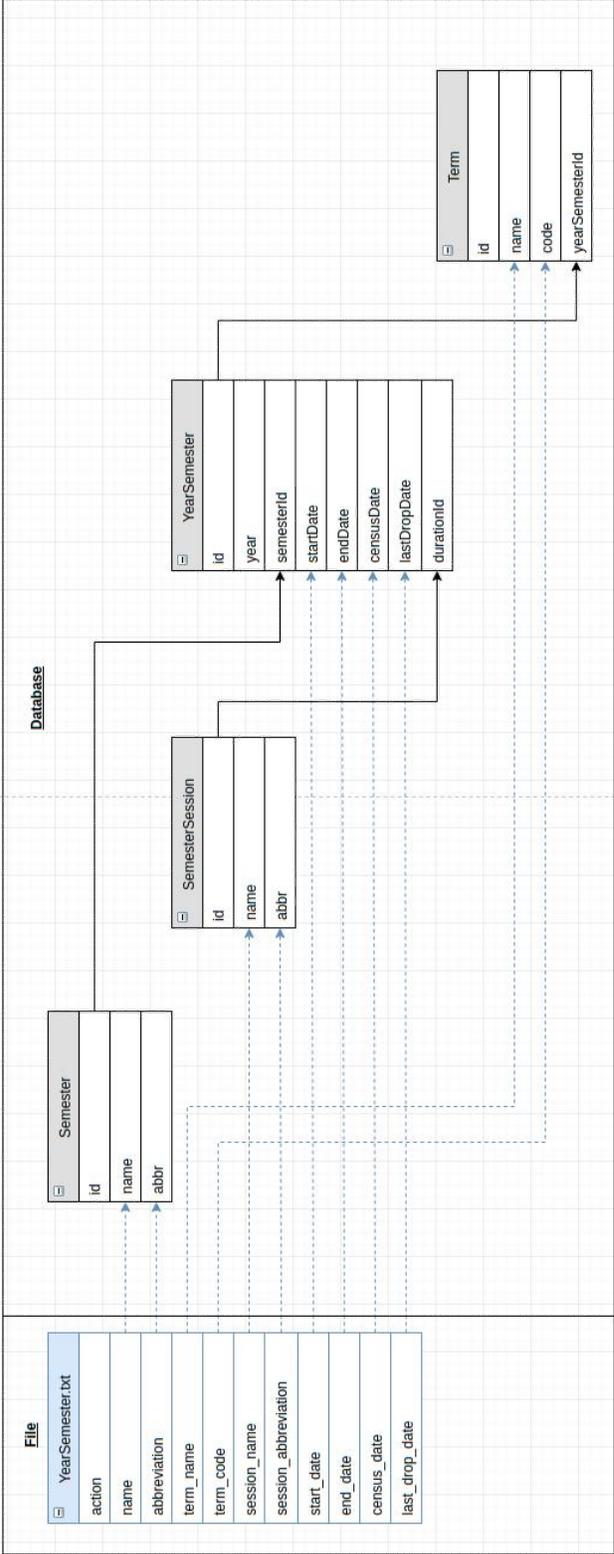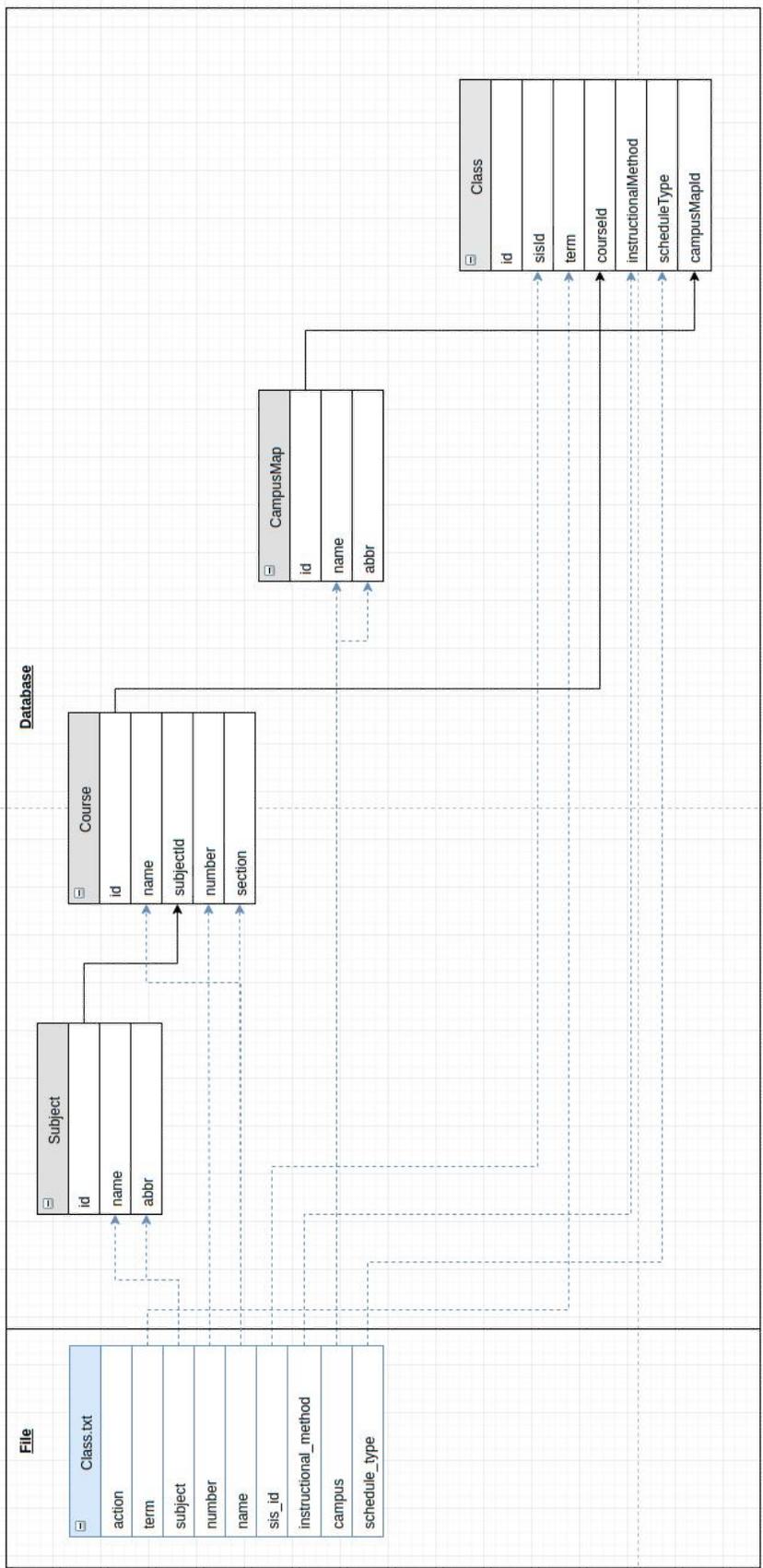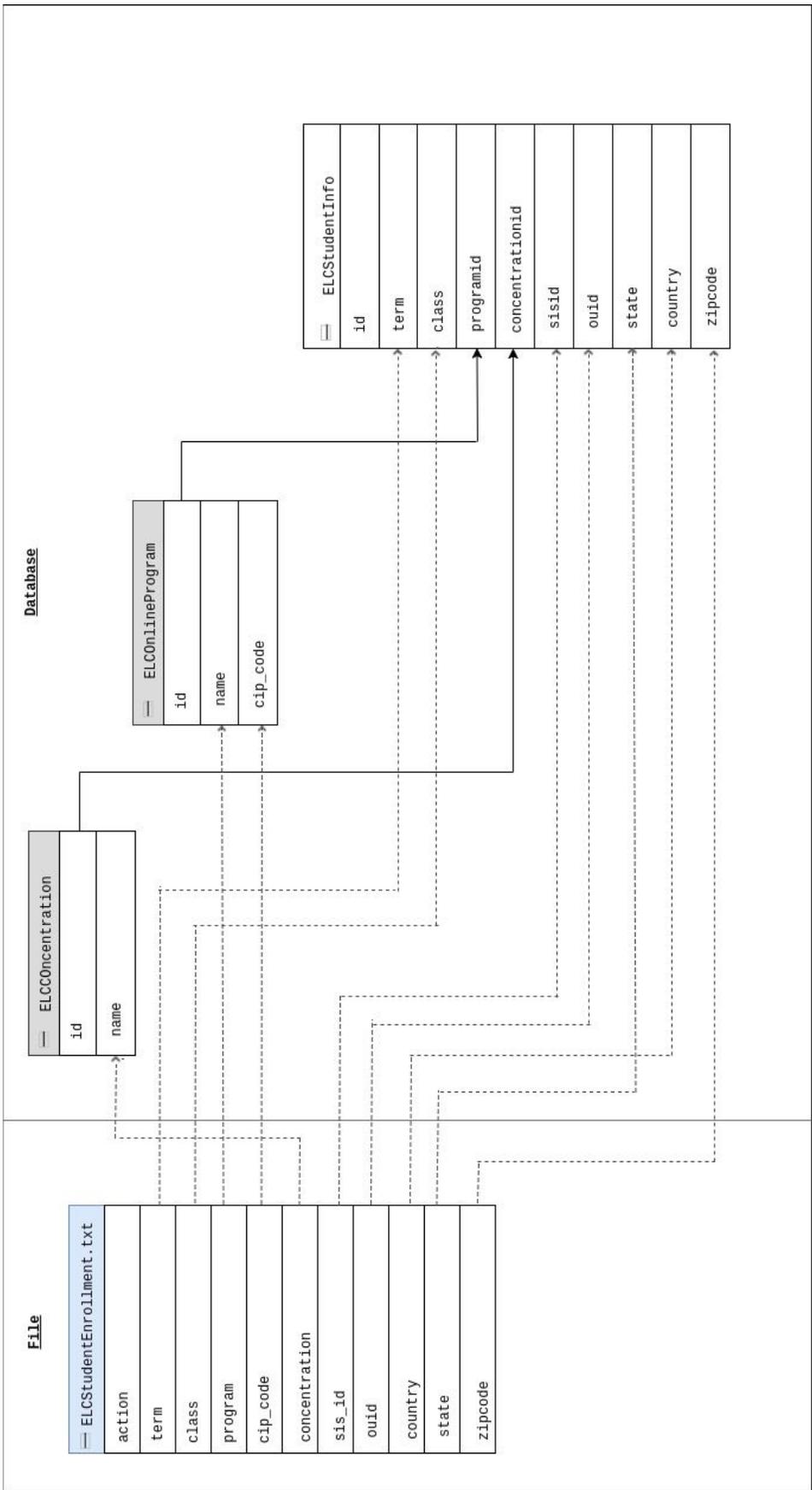
File

ELCStudentEnrollment.txt
- action
- term
- class
- program
- cip_code
- concentration
- sis_id
- ouid
- country
- state
- zipcode

Database

ELCConcentration
- id
- name

ELCOnlineProgram
- id
- name
- cip_code

ELCStudentInfo
- id
- term
- class
- programid
- concentrationid
- sisid
- ouid
- state
- country
- zipcode

Sample files for more information.

ELCStudentInformation Sample File

Class Information Sample File

Term Information Sample File

FAQs

1. Should each of the three files have a header record?

Yes. Each file should contain the header data as specified in the sample file.

2. Does the case of the column headers matter?

No. The text should be exactly as what is specified in the sample file. But you can provide the headers in lower case or upper case.

3. What should happen if there is no data on a given day?

You can skip days in which there is no new data available. If we don't see a new file we don't process it, if we see a file but it has no records it will be skipped. So it is completely up to you on how you would like to do this.

4. Do all the files in a set need to be sent even if there is no new information available for some of them?

No. You do not have to send all files. For instance, If there is no new information in class and year semester , you can only send the enrollment file. When there are any records in the enrollment file that don't have matching records in the class or semester file, we simply skip those records. The email reports include this information so that you can review and rectify as needed.