

IccClearingHouseRecords – Degree Verify Manual

Contents

Description.....	1
Installation.....	1
Running.....	2
Starting	2
Using.....	2
Student Records	2
Definitions	3
Modifications.....	3

Description

This document describes the lccClearingHouseRecordsDegreeVerify program.

The lccClearingHouseRecordsDegreeVerify is a windows program developed to do the following:

- load students records
- sort, filter, remove duplicate records
- export records into fixed width Clearing House Degree Verify records
- generate Header and Tailer records

Installation

- download the [lccClearingHouseRecordsDegeeVerify-installation.zip](#) file

- extract the following files into a folder:
 - lccClearingHouseRecordsDegreeVerify.exe
 - lccClearingHouseRecordsDegreeVerify-logic.txt

Running

The Logic File supplied should process the file correctly (at least according to LCC's needs). The only line(s) you may need to edit are the "lcc:deleteUACode" lines. Just add/edit/remove any codes you want the program to use. Any student with any of these UA codes will have all their records removed before exporting.

Starting

- run or double-click the lccClearingHouseRecordsDegreeVerify.exe

Using

- open the program: lccClearingHouseRecordsDegreeVerify
- click: Choose File (find/choose the file of student records, see Student Records section)
- click: Open
(the program will read, process, show the records)
- enter/change: (any fields as desired)
- enter/change: Export File (note: can include full path)
- click: Export File
(the program will display a pop-up message that is has exported the file)

Now you can upload that file to the Clearing House site.

There is an option file "deletedRecords.txt" that details any records removed before the export and why.

Student Records

The student records file should be in a Comma Delimited format (csv) and contain the following columns (in this order):

- SSN

- NAME (note: the name will be auto split into First, Last names by spaces)
- DOB
- DEGREE TITLE
- GRAD YRQ
- EPGM
- UA
- CIP

Definitions

Clearing House - National Student Clearing House (<http://www.nslc.org>)

Modifications

NAME	DATE	MODIFICATION
David Mielcarek	20180924	Created

End of document