

How to Utilize the Enrollment Checking Program

In order to make the enrollment reporting process easier for both TICUA and our member institutions, a program was created in Visual BASIC for Applications (VBA) to use for checking enrollment data files for errors in quick and automatic way. It is designed for use in Microsoft Excel XP/2003, but will probably work fine in all Excel versions from 2000 on up.

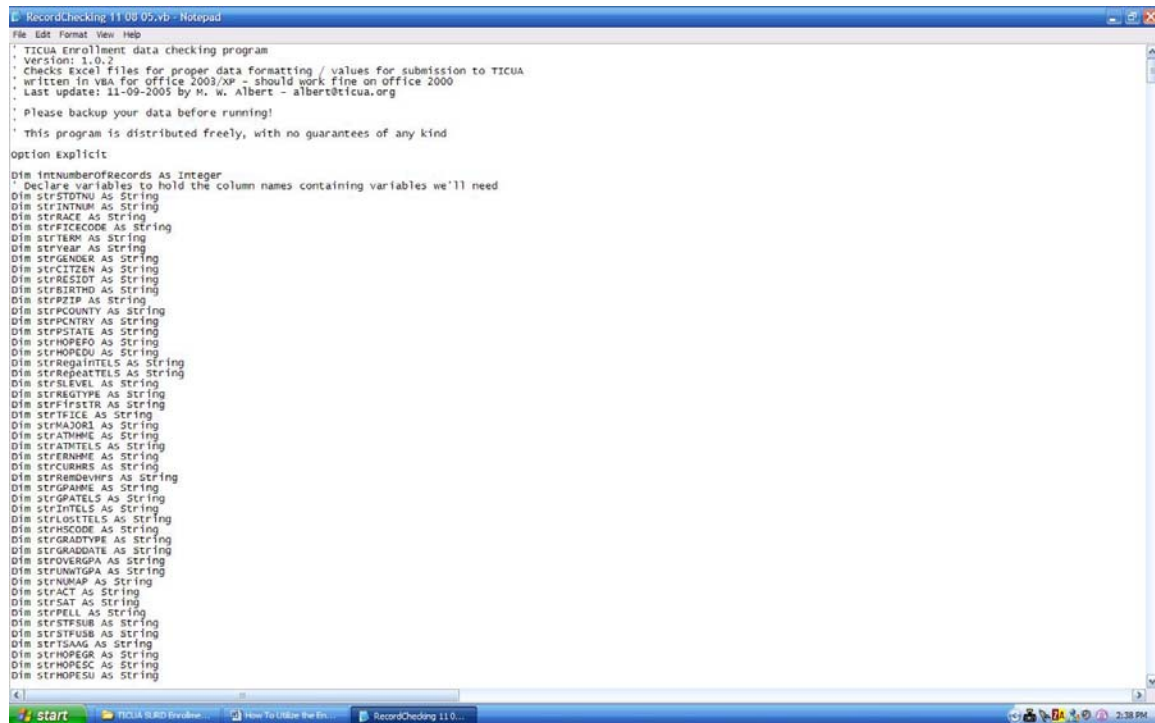
It is not a standalone application like a traditional program (meaning, you do not run it by double-clicking an .EXE file) – rather it is a compilation of VBA code that the user can insert into their spreadsheet and run like an MS Office macro.

How to import the code into your spreadsheet

Visit the TICUA Research / Data Collection page at http://www.ticua.org/data_collection and download the latest version of the program, and also make sure you are using the latest version of the Enrollment Reporting template (also available on the data collection page).

It is very important that the version of the template and the version of the program that you are using match. The columns in your worksheet must match the order of the columns found in the 'Blank Enrollment Report' sheet – if not the checks and formatting will be performed on the wrong columns and result in false errors.

Once downloaded, open the .VB file with a text editor, such as Notepad. It should look something like the below picture:



```
RecordChecking 11.02.vb - Notepad
File Edit Format View Help
' TICUA Enrollment data checking program
' version: 1.0.2
' Checks Excel files for proper data formatting / values for submission to TICUA
' written in VBA for office 2003/XP - should work fine on office 2000
' Last update: 11-09-2005 by M. W. Albert - albert@ticua.org
'
' Please backup your data before running!
'
' This program is distributed freely, with no guarantees of any kind

option explicit

Dim intNumberOfRecords As Integer
' Declare variables to hold the column names containing variables we'll need
Dim strSTDTNU As String
Dim strINTNUM As String
Dim strTRACE As String
Dim strFICECODE As String
Dim strTRBN As String
Dim strYear As String
Dim strGENDER As String
Dim strCITIZEN As String
Dim strRESIDT As String
Dim strBIRTHD As String
Dim strPZIP As String
Dim strPCOUNTY As String
Dim strPCNTY As String
Dim strPSTATE As String
Dim strHOPEFO As String
Dim strHOPEFU As String
Dim strRegainINTEL As String
Dim strRepeatTEL As String
Dim strLEVEL As String
Dim strREGTYPE As String
Dim strFIRSTR As String
Dim strFICE As String
Dim strMAJORI As String
Dim strATHML As String
Dim strATHML As String
Dim strERNAME As String
Dim strCURRES As String
Dim strREDEVIRS As String
Dim strGRAME As String
Dim strPATELS As String
Dim strINTELS As String
Dim strLOSTELS As String
Dim strHSCODE As String
Dim strGRADTYPE As String
Dim strGRADDATE As String
Dim strOVERGPA As String
Dim strUNWTPA As String
Dim strNMAP As String
Dim strACT As String
Dim strSAT As String
Dim strPELL As String
Dim strSTESUB As String
Dim strSTFUSB As String
Dim strTSAG As String
Dim strHOPEGR As String
Dim strHOPESC As String
Dim strHOPEFU As String
```

[Image 1 - .VB file opened with Notepad]

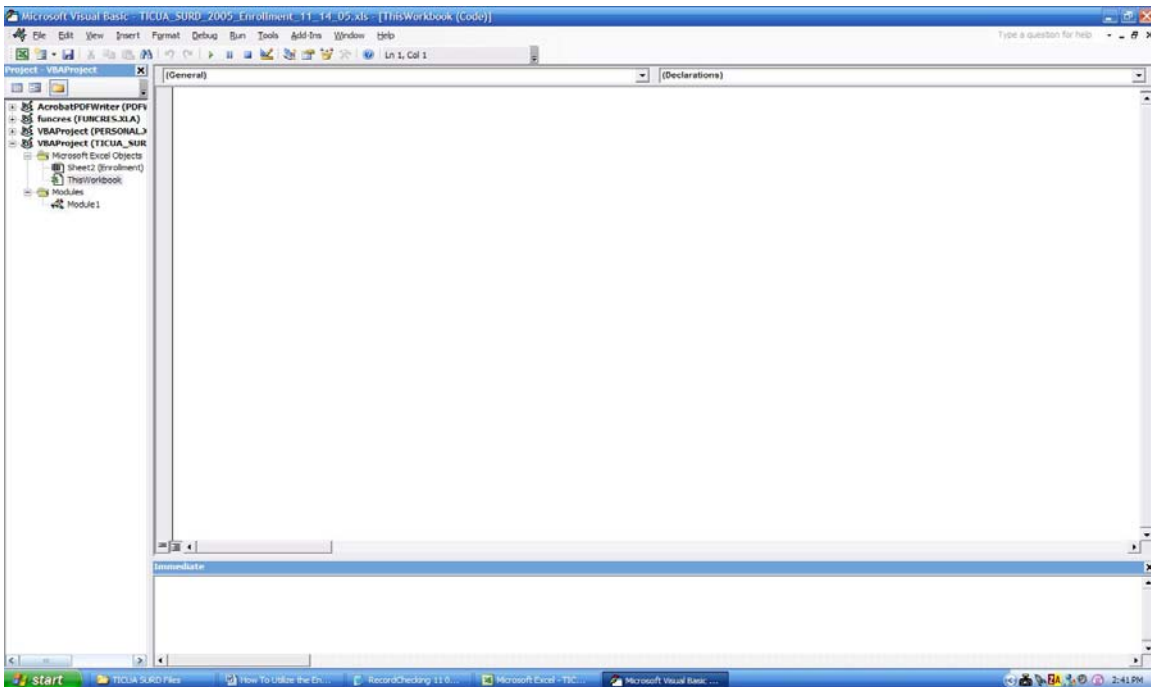
Now click **Edit->Select All**, then click **Edit->Copy** (while these directions are written for Notepad, the process is often the same in different programs – basically, what you're doing it selecting the entire file and copying it to the Clipboard)

Open the Excel file containing your enrollment report. Make sure that the worksheet (note: work***sheet***, not work***book*** – the name of the workbook (the filename) doesn't matter in this case) containing your report is titled "Enrollment", as below – or the program will generate an error.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	FICECODE	INTNUM	STOTNU	TERM	YEAR	RACE	GENDER	CITIZEN	RESIDT	BIRTHD	PZIP	PCOUNTY	PSTATE	PCNTY	SLEVEL	REGTYPE	FirstTR	TFICE	MAJOR1	ATMHME	ATMTELS	ERNHME	CURHRS	RemDe
2	003400	PA1111111	123-45-6789	Sp	2005	6	M	Y	I	09/17/1981	38472	033	TN	US	1	6	N	240199	14	14	14	14	16	0
3	003400	PA1111112	123-45-6789	Sp	2005	6	F	Y	I	09/18/1981	38477	035	TN	US	1	6	N	240199	14	14	14	14	12	0
4	003400	PA1111113	123-45-6789	Sp	2005	6	F	Y	I	09/19/1981	38301	037	TN	US	1	6	N	310504	14	14	14	14	16	0
5	003400	PA1111228	123-45-6789	Sp	2005	6	F	Y	I	09/20/1981	37388	039	TN	US	1	6	N	260101	14	14	14	14	16	0
6	003400	PA1111115	123-45-6789	Sp	2005	6	M	Y	I	09/21/1981	38460	041	TN	US	1	6	N	380299	14	14	14	14	16	0
7	003400	PA1111116	123-45-6789	Sp	2005	6	M	Y	I	09/17/1981	37082	043	TN	US	1	6	N	240199	15	15	15	15	13	0
8	003400	PA1111117	123-45-6789	Sp	2005	6	F	Y	I	09/17/1979	37412	045	TN	US	1	6	N	131202	15	15	15	12	16	0
9	003400	PA1111211	123-45-6789	Sp	2005	6	F	Y	I	09/17/1981	38477	047	TN	US	1	6	N	240199	3	3	3	3	7	0
10	003400	PA1111119	123-45-6789	Sp	2005	6	F	Y	I	09/23/1982	38478	047	TN	US	1	6	N	240199	3	0	3	3	3	0
11	003400	PA1111120	123-45-6789	Sp	2005	6	F	Y	I	09/19/1981	38478	049	TN	US	5	6	N	240199	3	0	3	3	3	0
12	003400	PA1113321	123-45-6789	Sp	2005	6	F	Y	I	09/20/1981	38468	051	TN	US	1	6	N	301701	6	6	6	6	6	0
13	003400	PA1111122	123-45-6789	Sp	2005	6	F	Y	I	09/21/1981	38468	053	TN	US	1	6	N	301701	6	6	6	6	6	0
14	003400	PA1111123	123-45-6789	Sp	2005	6	F	Y	I	09/17/1981	38401	055	TN	US	1	6	N	131202	6	6	6	6	6	0

[Image 2 - open Excel file – make sure your worksheet is named Enrollment like above!]

In Excel, click **Tools -> Macro -> Visual Basic Editor**. The Visual Basic Editor should open and look something like the below picture.



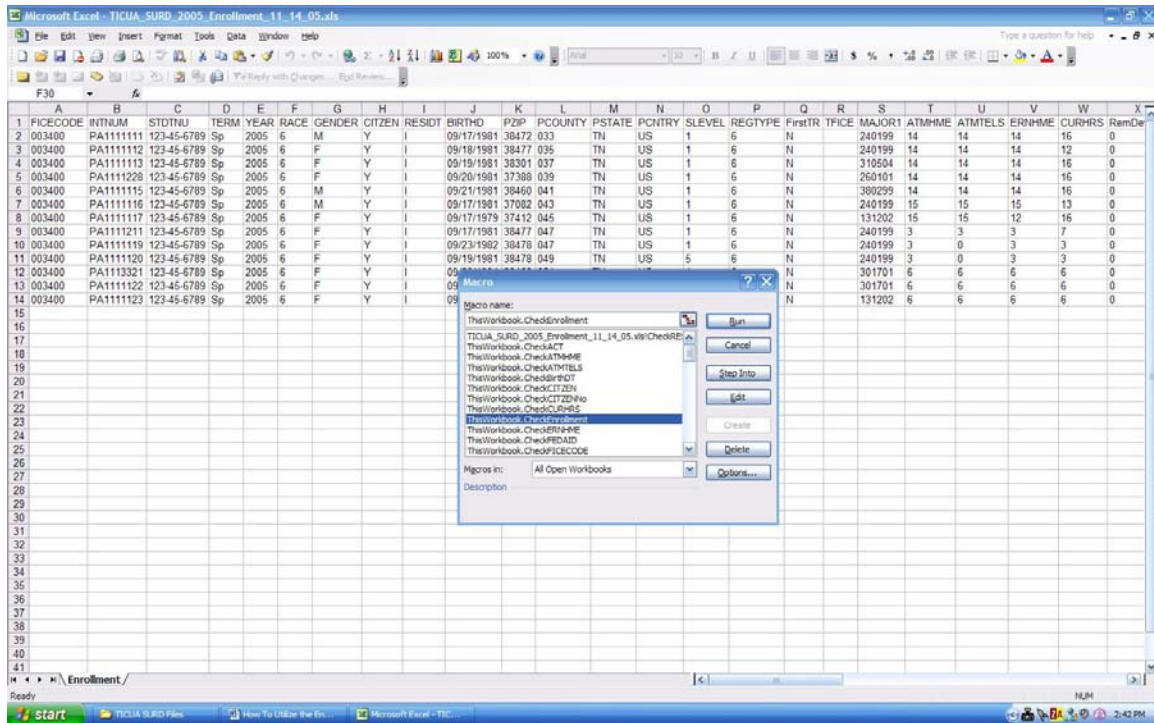
[Image 3 - The Visual BASIC Editor]

Make sure that the workbook titled “ThisWorkbook” is selected, on the left-hand side of the screen. If not, double click it to select it.

If there is any existing code from older versions of the program already in the file, you’ll need to select it all and delete it. (If there is code from something other than the enrollment checking program, you probably won’t want to delete it)

Click **Edit->Paste** to paste the program code into your worksheet. Now you can close the editor window by clicking the “X” in the top right of the screen, or by clicking **File->Close and Return to Microsoft Excel**.

Now that the code is in the worksheet, you can run the program just like any Office macro. Click **Tools->Macro->Macros**. This will bring up a menu similar to the one below.



[Image 4 - Macro selection menu]

Make sure that the first column in your spreadsheet is the “FICECODE” column and not the “Questions” column from any previous runs of the program– or else it will insert a second “Questions” column and problems will ensue.

Also make sure that your data does not have any ‘Numbers stored as text’ in it – these are number columns that have records preceeded by apostrophes (‘) and are denoted by a little green triangle appearing in the upper left-hand corner of the cells. This will throw off the error checks, and also cause the last digit of the PZIP column to be deleted (a function designed to remove the end of 9-digit zip codes in the form of 12345-6789). If you have any numbers stored as text, select them and click the error box and click “Convert to Number” as shown below.

Select the ThisWorkBook.CheckEnrollment macro from the menu, and click **Run**.

The program will then proceed to run, running formatting and data checks. It may take a few minutes, depending on the speed of your computer and the number of records in the file.

Should all go as planned, and no errors encountered, you should see a pop-up box starting that “Enrollment checking is completed”. A column titled “Questions” will be inserted at the beginning of the file. This column will contain any error messages relating to the record contained in that row.

Should you edit a record and need to re-run the program, simply delete the “Questions” column and repeat the steps above, from the point of clicking Tools->Macro->Macros.

Make sure to delete the ‘Questions’ column or errors may result!

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