# 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 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.

Running the Checking Program

Visit the TICUA Research / Data Collection page at https://ticua.org/page/datacollection and download the latest version of the Enrollment Reporting Template. The template has the checking program embedded as a macro. If you wish to import the code into your own file, skip down to the "How to import the code into your spreadsheet" section.

Now that the code is in the worksheet, you can run the program just like any Office macro. In Excel, click the **Developer** tab, then select **Macros**. This will bring up a menu similar to the one below. (If you do not see a Developer tab, you can add it by right-clicking on the ribbon and selecting "Customize the Ribbon". From here, you will check the box next to "Developer" to add the Developer tab.)
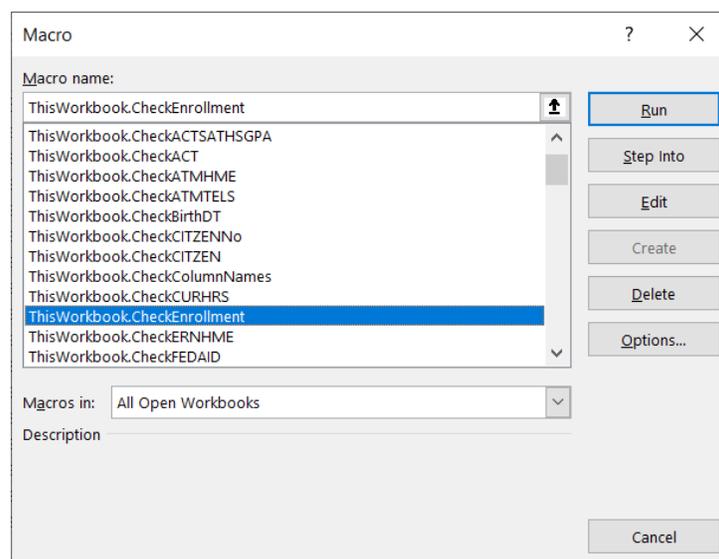
[Image 1 - Macro selection menu]

The worksheet (note: work***sheet***, not work***book*** – the name of the workbook (the filename) doesn't matter in this case) containing your report must be titled "Enrollment" or the program will generate a "Subscript Out of Range" error.

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.

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 stating 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 Macros on the Developer tab.

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

Data Tips for Successfully Running the Enrollment Checking Program

The following errors are common yet easily fixed:

Yes/No fields such as RegainTELS, RepeatTELS, & NonTradHOPE for TELS students should not be left blank. If the value is No or False make sure that a 'N' is reported. Blank values are interpreted as missing/unknown and missing data errors will result.
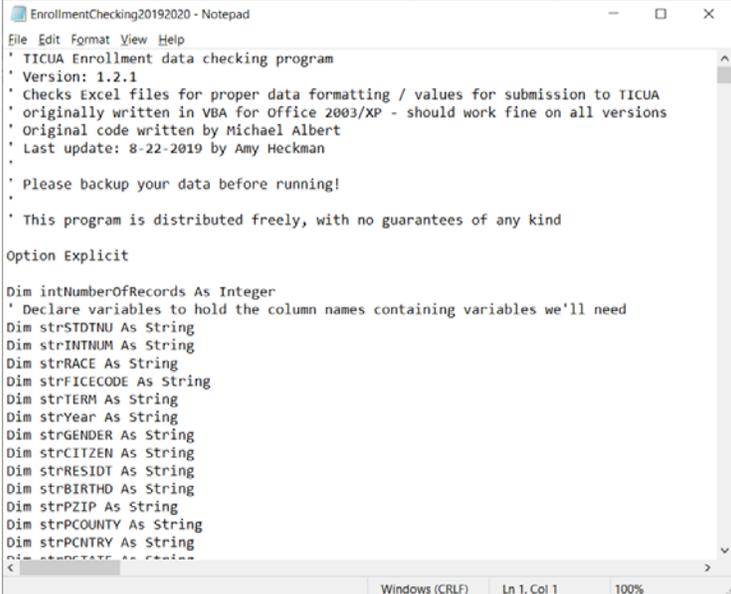
Along these same lines, the financial aid award fields (from FEDAID to TOTLOA) should not be left blank, instead report a zero for students who have not been awarded a particular type of aid. Otherwise, missing data errors will result.

How to import the code into your spreadsheet

If you are not using the Enrollment Reporting Template, download the latest version of the Enrollment Data Checking Program (also available on the data collection page) and follow the steps below.

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:


[Image 2 - .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. Rename the worksheet containing your data to "Enrollment".

Enable the Developer tab if it is not enabled. To do this, right click the ribbon and select "Customize the ribbon". Check the box next to **Developer**, then click **OK** and you are ready to go. Once the Developer tab is enabled, open the Visual Basic Editor by selecting the **Developer** tab, then **Visual Basic**.

The Visual Basic Editor should open and look something like the picture below.
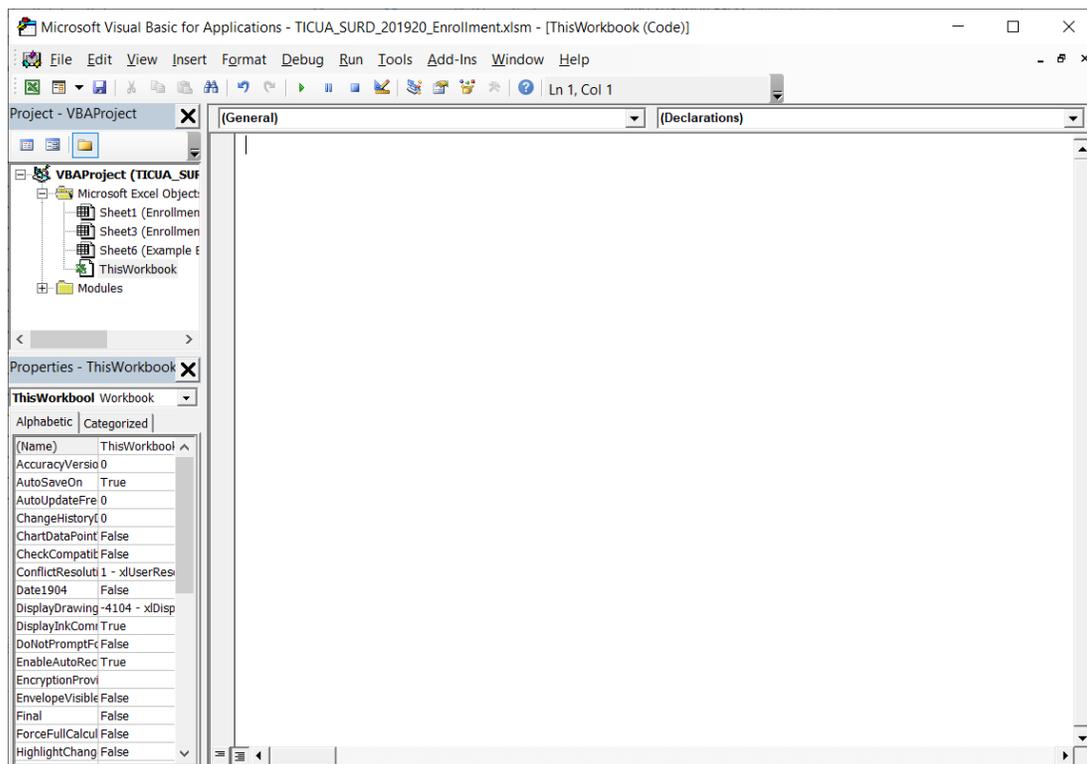
[Image 3 - The Visual BASIC Editor]

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**.

From here, follow the directions in the "Running the Checking Program" section above.