Associate Degree for Transfer

eVerification User Instructions

Community Colleges

ACADEMIC AFFAIRS - STUDENT ACADEMIC SERVICES
CALIFORNIA STATE UNIVERSITY, OFFICE OF THE CHANCELLOR

QUESTIONS OR PASSWORD RESETS EMAIL: CSUTRANFER@CALSTATE.EDU

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Overview

The California Community Colleges Chancellor’s Office and the CSU Office of the Chancellor have collaborated on the development of an online portal by which Community Colleges may access the roster of CSU applicants who have indicated they are pursuing an ADT and also provide the opportunity to verify the status of ADT degrees for students directly with CSU campuses.

It is expected that current community college students will petition for graduation with the Associate Degree for Transfer and that community colleges will follow their existing local communication processes with these students. Evaluations of ADT degree status should be based upon the existing processes at the community college and the courses completed and official test or transfer credit received and awarded. The use of the ADT eVerify site will allow the verification of the degree status to be electronically submitted to all CSU campuses to which the student has applied without dependence on the student sending hard copies of the degree evaluation to each CSU campus.

The applicant lists provided represent the population of CSU applicants who self-reported their planned completion of an Associate Degree for Transfer in the Extended Profile section of their Cal State Apply application. Students who did not list their planned or completed ADT should be directed to contact the CSU campuses to which they applied to notify them of this update. CSU campuses are able to add additional applicants to the ADT eVerify database once this information is received. Most do not though so the CCC can provide a paper verification.

The timelines for winter, spring, and fall Associate Degree for Transfer verifications are available on the SB1440.org website. Once the deadline for verification entries has passed, CSU campuses will download the final data for inclusion in the admission evaluation processes. No updates to records should occur after this date. Some campuses begin downloading and reviewing data prior to the deadline.
CSU Data Security Policy

You are being provided access to sensitive data as defined by the CSU Information Security Data Classification Standard. Your use of the credentials provided, and access of, CSU Information Assets indicate that you have read, understand and agree to comply with the CSU Responsible Use Policy and applicable CSU Information Security Policies.

Specifically:

- I will be a responsible user of information and data,
- I will store information and data that I obtain under secure conditions
- I will maintain the privacy and confidentiality of the information and data that I obtain
- Before sharing the information or data with others, electronically or otherwise, I will ensure that the recipient is authorized to receive that information or data and understands his/her responsibilities as a user
- I will keep my password (s) to myself and will not disclose them to others unless authorized by applicable CSU authority and that authorization is in writing
- I will dispose of confidential reports in a manner that will preserve their confidentiality when I have finished using them
- I will not misuse personal or confidential data that I obtain through my employment.
- If at anytime an unauthorized breach or disclosure of CSU information occurs I will notify the CSU Information Security Management Office immediately.
Accessing the ADT eVerify website

The ADT eVerify website address:
https://eVerify.calstate.edu/ccc

Upon landing on the eVerify CCC user home page, you will be asked to sign on using the following credentials:

**User Login:** Institution Email Address

**User Password:** CSU Chancellor’s Office Assigned Password

The site utilizes “pop-ups”, ensure you disable “pop-up” blockers
Before accessing the site review the security information.

Click on the hyperlink to be taken to the CSU data security webpage for full details.

If you have any questions about those policies and your responsibilities as a user of the site, you can send your questions directly from the [http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml](http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml)

You may also email the Student Academic Services unit at csutransfer@calstate.edu

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**Welcome to the ADT CCC Transfer Student eVerification**

A secure site hosted by the California State University Office of the Chancellor.

By accessing this site, using credentials provided by the CSU Chancellor's Office, I understand and acknowledge that my access to this information and data is based on my agreement to comply with the following terms and conditions:

- I will comply with the state and federal laws and CSU policies that govern access to and use of information contained in employee, applicant and student records.
- My right to access information and/or data is strictly limited to the specific information and data that is relevant and necessary for me to perform my job-related duties.
- I am prohibited from accessing information or data that is not relevant and necessary for me to perform my job-related duties.
- I will be a responsible user of information and data, whether it relates to my own unit or another unit.

CSU Information Security Policies including Acceptable Use are located [here](http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml).

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After You have Read the CSU data security policy proceed to Login button at top right of page. On Login page enter user name and password.
Student data is populated for each California community college based on applicants who applied indicating ADT information in their Extended Profile in Cal State Apply and applied by the priority deadline. Additional applicants may be added afterwards but are not guaranteed to be included.

**eVerify Report Features:**

- Download report in an Excel format spreadsheet
- Search for a student record
- View total count of students self-reported ADTs by for your institution
- Two options to enter students verification status
- Ability to sort the records by columns including the “Last Updated” to pick up where you left off
- Unanchor report panel with the “Detach” feature for easier use
The **Total record(s) found** on the top left of the report, is a count of the total number of students that have self-identified on the Cal State Apply application that they have or will earn an ADT at your institution.
There are multiple options to search for a student record.

1. Search by student’s last name or first name
2. Search by ADT degree
3. Sort by Column
4. Sort by “Last Updated Date”
1. In the left corner of the report panel, users can “Detach” the report from the report panel.

2. The free floating detached report can then be resized, moved or downloaded and exported to an Excel .csv file.
Upon login to the site, CCC users will see a list of students that identified on the Cal State Apply application they have completed or are in the process of completing an AA-T or AS-T based upon the institution which was self-reported on the application. In addition to the prospective students’ names, the list provides four identifiers for the prospective student: a partial address, a phone number, email address, and campus ID which the CCC can use to identify.

On the top left of the screen is the institution name and the total number of students records associated with the institution on the online report.

Users can us the “Back” or “Next” navigation button to page forward or backward through the report.

Colleges can enter students verification status information throughout the verification timeline and access the site in multiple sessions. However, to save the verifications status information entered for each session, the user must click the “Submit” button on the bottom of the report page.

CCC users can change information previously entered and submitted within the open submission period.
To prepare for the online entry users have the option to download the ADT eVerify report for the institution to an Excel .csv (comma separated values)"report format.

Simply click on the “Download Report” link on the top menu. An “open or save file” download dialog box will open. If the dialog box does not appear, make sure to check that the computers “pop-up” blocker feature is turned off.
1. Users can enter the student’s verification status directly on the list using the pull-down menu for each record. The verification data entry pull-down menu is located on the far right column of each record row.

The system defaults to a blank status. Leaving the status blank means the record has not been reviewed.

When ready to enter verification status, select and enter the appropriate verification response from the drop down list on the ‘Status’ column for each transfer applicant listed on your colleges report page.
2. User can click on the “Edit Profile” icon and select the status from the drop-down list and submit. Below are options available for applicants:

- Completed, Degree posted
- In progress, will complete by end of fall term [YEAR]
- In progress, will complete by end of summer [YEAR]
- Verification provided directly to student
- Not verified

The status of Not verified is used when the CCC has reviewed student record and could not verify the degree was completed or is on track for the term indicated. Reasons may include, but are not limited to:
  (1) Student did not complete ADT
  (2) Student has not applied for ADT
  (3) Student is not on track to complete requirements by term indicated
  (4) Student will complete degree after the date reported.
  (5) Cannot locate student based on information provided
3. To save the verifications status information entered for each session, the user must click the “Submit” button on the bottom of the report page.

Community colleges will be able to evaluate, enter data, edit data, and submit until the published deadline for each term. CSU campuses will download the results for applicants who applied to respective campus and include the status in the admission evaluation. Changes to verification status after the deadline will need to be submitted via a verification form.

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