

Associate Degree for Transfer eVerification User Instructions Community Colleges

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CALIFORNIA STATE UNIVERSITY, OFFICE OF THE CHANCELLOR

Questions or password reset email: csutransfer@calstate.edu

August 2024

Overview

The California Community Colleges Chancellor's Office and the California State University Office of the Chancellor 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 current community college practices. For pending/future degrees, verification considers official test or transfer credit received and awarded, completed units, and any in-progress courses at the time of verification. 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 uploaded applicant list represents the population of CSU applicants who self-report completion or planned completion of an Associate Degree for Transfer in the Extended Profile section of their Cal State Apply application and apply by the priority filing deadline or extended cut-off date determined by the CSU Chancellor's Office. Students who do not list their planned or completed ADT should be directed to contact the CSU campuses to which they applied to notify them of the missing degree information. In this scenario, the CCC assists the student with completing the paper verification form which the applicant submits to the CSU by the verification deadline.

The timelines for spring and fall Associate Degree for Transfer verifications are available on the ADT eVerify Information page. Once verification for an application term closes, CSU campuses will download the final data for inclusion in the admission evaluation processes. No updates to records can occur after this date. Some campuses begin downloading and reviewing data prior to the deadline. If any corrections, changes, or late verifications are needed, applicants will need to communicate directly with the CSU.

Accessing the ADT eVerify website

Request User Account

Access to the ADT eVerify site is granted by the CSU Chancellor's Office. Requests to add and/or remove users should be sent by the Chief Student Services Officer or equivalent administrative position at the community college to csutransfer@calstate.edu using the User Request Form available for download on the right hand column of the [ADT eVerify Information Page](#). Prior to each verification cycle the listing of active users is sent to the Transfer Center Directors by the CCC Chancellor's Office on behalf of the CSU Chancellor's Office.

CSU Data Security Policy

Before accessing the site review the security information provided here. For full details, click on the hyperlink from the site landing page.

Users are 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 indicates that you have read, understand and agree to comply with the [CSU Responsible Use Policy](#) and applicable [CSU Information Security Policies](#).

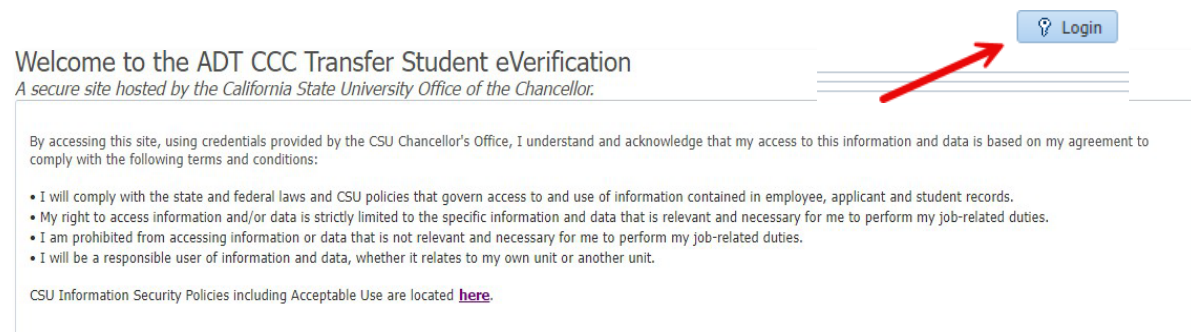
Specifically:

- 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.

If you have any questions about those policies and your responsibilities as a user of the site, you can send your questions to csutransfer@calstate.edu.

Logging In

From the ADT eVerify website at <https://www.calstate.edu/adt-verification>, users select the CCC User Login button to proceed to the verification site landing page. This page includes the acknowledgement language pertaining to data security and the Login icon/button at the top right of the page.



Before accessing the site for the first time, 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 to csutransfer@calstate.edu.

Hover over the Login button until it turns orange, then select to open the login page.



Enter Username, which is your institution email address, and the password sent to you when your account was created. Then select the Login button.

Once logged in, users will see the listing of applicants who reported ADT information in Cal State Apply. The list provides several student identifiers in addition to first and last name which the CCC can use to identify: a partial address, a phone number, email address, partial date of birth, and campus ID.

Note: When accessing the site remotely, users must use VPN access to clear firewall rules.

Features and Functionality


The site provides options for sorting and searching the entries to assist with managing workload and looking up information.

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
- 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 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.

The fall application cycle includes two applicant loads, one that captures applicants who applied by the priority filing deadline and a second load in early January to include additional applicants for CSUs that have extended deadlines. Aside from the second group of fall applicants, the total records amount does not increase. ADT applicants who apply after the cutoff for verification must

My Option(s) ▾ View ▾		 Detach				
Total record(s) found : 559						
Last Name	First Name	Phone	Email	DOB	ADT Degree Title (TMC)	Deg Typ
				10/22/xxxx	Studio Arts	AA-
				6/21/xxxx	Mathematics	AS-
				7/15/xxxx	Business Administration 2.0	AS-
				11/15/xxxx	Business Administration	AS-
				12/29/xxxx	Mathematics	AS-
				10/6/xxxx	English	AA-
				3/14/xxxx	Business Administration 2.0	AS-
				10/13/xxxx	Kinesiology	AA-

Search Options

1. Search by student's last name or first name
2. Search by ADT degree type (AA-T, AS-T)
3. Search by ADT Eligibility Status
4. Advanced search options allow you to include other data elements including Last updated and degree date.

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California Community Colleges - ADTCCS
eVerification of Transfer Applicants Eligibility Status (Fall 2024)

Welcome tatekawa_stephanie@sac.edu

Santa Ana College

Search

Match All Any

Last Name Degree Type

First Name ADT Eligibility Status

4 Advanced Saved Search AdtSivCriteria ▾

My Option(s) ▾ View ▾

Total record(s) found : 512

Last Name	First Name	Phone	Email	DOB	ADT Degree Title (TMC)	Degree Type	ADT Eligibility Status	Edit Status	Anticipated Degree Award Date	CCC ID	Applicant Local College ID	Last Updated by	Last Updated Date
Abarca				6/21/xxxx	Psychology	AA-T	In Progress, will complete by Spring.	Edit	6/28/2024		3598117		3/13/2024
Abejar				6/7/xxxx	Biology	AS-T	In Progress, will complete by Spring.	Edit	6/12/2024		2057054		2/14/2024
Abundiz				7/4/xxxx	Psychology	AA-T	Completed; degree posted.	Edit	6/9/2024		2572819		1/26/2024
Aceves				1/16/xxxx	Mathematics	AS-T	In Progress, will complete by Spring.	Edit	6/7/2024				3/6/2024
Aceves				1/16/xxxx	Physcis	AS-T	In Progress, will complete by Spring.	Edit	6/7/2024		2361138		3/6/2024
Aguilar				2/14/xxxx	Elementary Teacher Education	AA-T	Not verified - Earned/earning different degree.	Edit	6/9/2024		2481251		3/13/2024
Aguilar-Lozano				2/21/xxxx	English	AA-T	In Progress, will complete by Spring.	Edit	2/9/2024		2631226		2/14/2024
Aguilera				6/22/xxxx	Sociology	AA-T	In Progress, will complete by Spring.	Edit	6/7/2024		2600115		2/14/2024
Agundez				1/8/xxxx	Psychology	AA-T	In Progress, will complete by Spring.	Edit	4/7/2024	1098726	1098726		2/14/2024
Alarcon				10/9/xxxx	Computer Science	AS-T	In Progress, will complete by Spring.	Edit	6/7/2024		2470870		2/14/2024
Alba				8/23/xxxx	Psychology	AA-T	In Progress, will complete by Spring.	Edit	6/14/2024		2397872		2/14/2024
Alcala				1/14/xxxx	Biology	AS-T	In Progress, will complete by Spring.	Edit	6/9/2024				2/14/2024
Alcala				1/14/xxxx	Business Administration	AS-T	Other ADT Version-In progress, will complete by Spring.	Edit	6/9/2024		2230460		2/14/2024
Alfaro				6/12/xxxx	Studio Arts	AA-T	Completed; degree posted.	Edit	12/10/2023		2561776		1/26/2024
Alvarez				2/24/xxxx	Business Administration	AS-T	Other ADT Version-In progress, will complete by Spring.	Edit	6/4/2024	Aa84901	2339030		2/14/2024
Alvarez				2/19/xxxx	Computer Science	AS-T	In Progress, will complete by Spring.	Edit	6/9/2024		2175391		2/14/2024
Andrade				5/25/xxxx	Psychology	AA-T	In Progress, will complete by Spring.	Edit	6/9/2024		2073898		2/14/2024

The California State University
OFFICE OF THE CHANCELLOR

California Community Colleges - ADTCCS
eVerification of Transfer Applicants Eligibility Status (Fall 2024)

Santa Ana College

Search

Match All Any

Last Name

First Name

Degree Type

ADT Eligibility Status

Completed; degree posted.

In Progress, will complete by Spring.

In Progress, will complete after Spring.

Not verified - Did not apply for graduation.

Not verified - Earned/earning different degree.

Not verified - Missing requirements and/or Missing Units.

Not verified - Other.

Verification provided to student.

Other ADT Version-Completed.

Other ADT Version-In progress, will complete by Spring.

Column Sort

The sort by option is available for several columns. Hovering over the header field, those with the up and down arrows can be sorted by ascending or descending values. Hover over the desired sort action until triangle turns orange, then select.

The screenshot shows a report interface with several tables. The top table has columns: Last Name, First Name, Phone, Email. The middle table has columns: Edit Status, Anticipated Degree Award Date, CCC ID, Applicant Local College ID, Last Updated. The bottom table has columns: Last Name, First Name, Phone, Email, DOB, ADT Degree Title (TMC), Degree Type, ADT Eligibility. Red boxes highlight the sorting options for 'Last Name', 'Last Updated Date', and 'Anticipated Degree Award Date'.

Detach Report

In the left corner of the report panel, users can “Detach” the report from the report panel. The free-floating detached report can then be resized, moved or downloaded and exported to an Excel .csv file. Column sort options are still available in the detached view.

The screenshot shows the 'Santa Ana College' report interface. The top header includes the CSU logo and the text 'California Community Colleges - ADTcCS eVerification of Transfer Applicants Eligibility Status (Fall 2024)'. Below the header is a search section with fields for Last Name, First Name, Degree Type, and ADT Eligibility Status. A 'Detach' button is highlighted in yellow. The main table displays student information with columns: Last Name, First Name, Phone, Email, DOB, ADT Degree Title (TMC), Degree Type, and ADT Eligibility.

Download

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.

Entering Students Eligibility Status

Users can enter students’ verification status throughout the verification window. Users can also change the ADT Eligibility status submitted within the open submission period. Communication is sent to applicants to alert them that a status was entered and to check their Cal State Apply account to see the reported degree status. Waiting until close to the deadline to submit all of the verifications is discouraged as applicants may not have time to resolve issues to update their status. Changes to verification status after the deadline will need to be submitted via a verification form directly to the CSU.

The system defaults to a blank status. Leaving the status blank means the record has not been reviewed and will be treated as Not Verified by the CSU.

Three steps to posting the degree status.

1. Select the “Edit” icon under the Edit Status column to open the record
2. Under ADT Eligibility Status, use the down arrow to see the list of available statuses and select the corresponding status. For details on the different statuses and when they apply, see the [ADT eVerify Eligibility Status Descriptions](#) document.
3. Select the submit button. The button changes to orange color when selecting. Once submitted, the status is saved.

Degree Type	ADT Eligibility Status	Edit Status	Anticipated Degree Award Date	CCC ID	Applicant Local College ID	Last Updated by	Last Updated Date
AA-T	Completed; degree posted.	Edit	6/8/2016		1886691	CSU202210	
AS-T	Completed; degree posted.	Edit	7/1/2019		2093675	CSU202010	
AA-T	Completed; degree posted.	Edit	12/15/2019		2255945	CSU202301	
AA-T	Completed; degree posted.	Edit	6/1/2020		2306936	gorlato_christine@sac.edu	3/12/2024
AA-T	Completed; degree posted.	Edit	6/7/2020		2103473	gorlato_christine@sac.edu	1/26/2024
AA-T	Completed; degree posted.	Edit	12/15/2020		1224729		
AS-T	Not verified - Other.	Edit	12/17/2020			gorlato_christine@sac.edu	3/14/2024
AS-T	Completed; degree posted.	Edit	6/1/2021	2267752	2267752	CSU202310	
AA-T	Completed; degree posted.	Edit	6/4/2021		2422277	CSU202210	
AA-T	Not verified - Earned/earning different degr...	Edit	7/17/2021		2372654	wilson_gina@sac.edu	3/6/2024

ADT Student Eligibility Verification Status Submission Form

Last Name: [Redacted]
 First Name: [Redacted]
 Street: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip: 5[Redacted]
 Phone: 1[Redacted]
 Email: y[Redacted]
 DOB: 10/22/xxxx
 ADT Degree Title (TMC): Studio Arts
 Degree Type: AA-T
 Anticipated Degree Award Date: 5/17/2024
 CCC ID: [Redacted]
 Applicant Local College ID: [Redacted]
 CollegeName: Diablo Valley College
 CollegeCeeb: 4295
 ADT Eligibility Status: v

Submit Cancel

- Completed; degree posted.
- In Progress, will complete by Spring.
- In Progress, will complete after Spring.
- Not verified - Did not apply for graduation.
- Not verified - Earned/earning different degree.
- Not verified - Missing requirements and/or Missing Units.
- Not verified - Other.
- Verification provided to student.
- Other ADT Version-Completed.
- Other ADT Version-In progress, will complete by Spring.

ADT Student Eligibility Verification Status Submission Form

Last Name: [Redacted]
 First Name: [Redacted]
 Street: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip: [Redacted]
 Phone: [Redacted]
 Email: [Redacted]
 DOB: 10/22/xxxx
 ADT Degree Title (TMC): Studio Arts
 Degree Type: AA-T
 Anticipated Degree Award Date: 5/17/2024
 CCC ID: [Redacted]
 Applicant Local College ID: [Redacted]
 CollegeName: Diablo Valley College
 CollegeCeeb: 4295
 ADT Eligibility Status: Not verified - Other.

Submit Cancel