

Master Calendar for External Data - Required Chancellor's Office/National Student Clearinghouse Reports

Recipient (External)	Report Name	Description	Internal Dept./Area	Approver	Date for Approver to review	Date for Approver sign off	External Due Date (one month after the end of each term)	Involve IT
Chancellor's Office	MIS Summer Term End	Student Basic File	Admissions	Bob Balestreri, Debbie Wiebers	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Student Enrollment File	Admissions	Bob Balestreri, Debbie Wiebers	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Course File	OIM	Cari, Dong	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Section/Session/Assign File	OIM	Cari, Dong	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Student Matriculation File	Matriculation	Greta Siegel	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Student Disability File	DSPS	Shiloh Cokinos and Chris Schultz	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Student EOPS file	CARE/EOPS	Candice Garretson	Not Submitted in Summer			
Chancellor's Office	MIS Summer Term End	Student CalWORKs File	CalWorks/EOPS	Candice Garretson	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Student Precollegiate Basic Skills File	No Longer Required		8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Student VATEA File	VTEA	Julie Oyle	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Summer Term End	Employee Demographic File	HR	Devon, Pearl	8/15/2010	8/20/2010	8/23/2010	
Chancellor's Office	MIS Annual	Program Award File	Admissions	Ron W., Debbie W.	8/5/2010	8/20/2010	9/1/2010	
National Student Clearinghouse	Degree Verify Report, Summer	At the end of each term the COM degrees and certificates rec'd. by students are sent to the National Student Clearinghouse. The information is sent in a specific format.	PRIE/Research Office	Melody Creel/Chialin Hsieh	9/1/2010	9/12/2010	9/16/2010	
National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	9/8/2010	9/12/2010	9/14/2010	Yes - computer scripts need to be run
Chancellor's Office	MIS Annual	Assessment File	Financial Aid	Greta Siegel	9/20/2010	9/27/2010	10/1/2010	
Chancellor's Office	MIS Annual	Financial Aid File	Financial Aid	David Cook	9/20/2010	9/27/2010	10/1/2010	
IPEDS - Fall	Institutional Characteristics, Completions, 12-month Enrollment	Data Uploaded from MIS Program Award file due September 1 and MIS data submitted from the prior year	PRIE	Melody	10/13/2010	10/15/2010	10/20/2010	Yes - Data uploaded from MIS
Chancellor's Office	MIS Employee Fall Collection	Employee Demographic File and Employee Assignment File (data uploaded to IPEDS)	HR	Devon, Pearl	Open 11/1/2010	12/15/2010	1/5/2011	
National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	11/9/2010	11/12/2010	11/14/2010	Yes - computer scripts need to be run

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Chancellor's Office	MIS Fall Term End	Student Basic File	Admissions	Bob Balestreri,	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student Enrollment File	Admissions	Bob Balestreri,	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Course File	OIM	Cari, Dong	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Section/Session/Assign File	OIM	Cari, Dong	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student Matriculation File	Matriculation	Greta Siegel	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student Disability File	DSPS	Shiloh Cokinos and Chris Schultz	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student EOPS file	CARE/EOPS	Candice Garretson	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student CalWORKs File	CalWorks/EOPS	Candice Garretson	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student Precollegiate Basic Skills File	No Longer		1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Student VATEA File	VTEA	Julie Oyle	1/7/2010	1/15/2010	1/17/2011	
Chancellor's Office	MIS Fall Term End	Employee Demographic File	HR	Devon, Pearl	12/1/2010	12/15/2010	1/17/2011	
National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	1/10/2011	1/12/2011	1/14/2011	Yes - computer scripts need to be run
IPEDS - Winter	IPEDS Human Resources	Data Uploaded from MIS Human Resources submittal. Fringe benefit data must be manually input. The MIS employee data can be uploaded beginning Nov 1 (EB and EJ files)	HR - Devon	Devon/Linda Beam	1/19/2011	1/21/2011	1/26/2011	Yes - Data uploaded from MIS submittal
National Student Clearinghouse	Degree Verify Report, Fall	At the end of each term the COM degrees and certificates rec'd. by students are sent to the National Student Clearinghouse. The information is sent in a specific format.	PRIE/Research Office	Melody Creel/Chialin Hsieh	2/9/2011	2/15/2011	2/17/2011	
National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	2/18/2011	2/20/2011	2/23/2011	Yes - computer scripts need to be run
IPEDS - Spring	Fall Enrollment, Finance, Graduation Rates, Student Financial Aid, 200% Graduation Rate	Data Upload from MIS submittals with various dates: Program Awards due Sept 1; Financial Aid due October 1; Fall enrollment due end of January; Finance manually input.	PRIE, Financial Aid, Finance	Melody, David Cook, Peggy Isozaki	4/6/2011	4/8/2011	4/13/2011	Yes - Data uploaded from MIS submittal

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National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	4/15/2011	4/20/2011	4/23/2011	Yes - computer scripts need to be run
Chancellor's Office	MIS Spring/Winter Term End	Student Basic File	Admissions	Bob Balestreri, Debbie Wiebers	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student Enrollment File	Admissions	Bob Balestreri, Debbie Wiebers	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Course File	OIM	Cari, Dong	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Section/Session/Assign File	OIM	Cari, Dong	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student Matriculation File	Matriculation	Greta Siegel	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student Disability File	DSPS	Shiloh Cokinos and Chris Schultz	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student EOPS file	CARE/EOPS	Candice Garretson	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student CalWORKs File	CalWorks/EOPS	Candice Garretson	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student Precollegiate Basic Skills File	No Longer Required		6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Student VATEA File	VTEA	Julie Oyle	6/13/2011	6/18/2011	6/28/2011	
Chancellor's Office	MIS Spring/Winter Term End	Employee Demographic File	HR	Devon, Pearl	6/1/2011	6/18/2011	6/28/2011	
National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	6/16/2011	6/20/2011	6/23/2011	Yes - computer scripts need to be run
ACCJC (WASC)	Annual report sent to ACCJC (WASC)	A required report that is sent to ACCJC (WASC) by June 30th each each. Usually receive it by email at the end of March beginning of April	ALO (PRIE)	Chialin	6/20/2011	6/28/2010	6/30/2011	
Chancellor's Office	Basic Skills Survey	A survey asking about placement in basic skills classes including English, ESL (Credit and noncredit) and math	PRIE	Melody/Chialin	6/20/2010	6/28/2011	6/30/2011	

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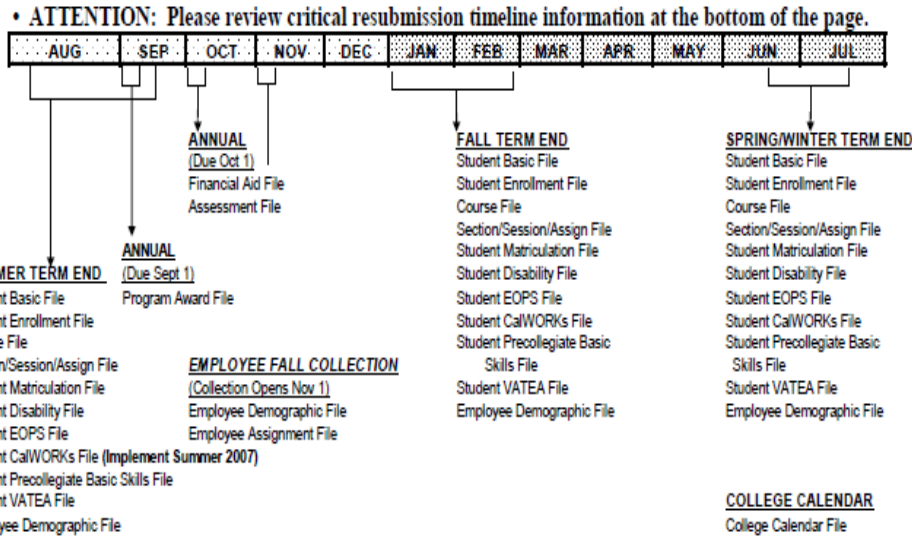
Recipient (External)	Report Name	Description	Internal Dept./Area	Approver	Date for Approver to review	Date for Approver sign off	External Due Date (one month after the end of each term)	Involve IT
National Student Clearinghouse	Degree Verify Report, Spring	At the end of each term the COM degrees and certificates rec'd. by students are sent to the National Student Clearinghouse. The information is sent in a specific format.	PRIE/Research Office	Melody Creel/Chialin Hsieh	7/1/2011	7/15/2011	7/17/2011	
National Student Clearinghouse	Enrollment Report	A file on enrolled students is sent to the National Student Clearinghouse (SFRNSLC) three times for fall and spring semesters and once for the summer term	PRIE/Research Office	Melody Creel/Chialin Hsieh	8/11/2011	8/15/2011	8/17/2011	Yes - computer scripts need to be run

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CALIFORNIA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SYSTEM

**MIS DATA SUBMISSIONS
TIMELINES**



- All term-end files are due within one month after the end of each term, with the following exceptions:
 - 1) Winter Quarter data is due at the same time as Spring Quarter data
 - 2) Districts with a Fall due date in January are not required to submit until the first Monday in February

• **THE LAST DAY TO RESUBMIT:**

Summer, Fall, and /or Spring term end files: for allocation purposes is the first Monday in August (by 5:00 p.m.). (Updated)

Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 p.m.).

Employee Fall Collection for inclusion in initial IPEDS data upload is the first Friday in December (by 5:00 p.m.).

Employee Fall Collection for inclusion in the final IPEDS data upload is the third Friday in January (by 5:00p.m.)