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MEMORANDUM 30-2018-19

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: April 2, 2018

SUBJECT: Reporting Year 2017-18 for Winter/Spring End-of-Term (T3E) Processing
Due May 10, 2018

Today, April 2, 2018, the winter/spring end-of-term (T3E) data early submission window opens. The official submission window opens on Monday, April 16, 2018. Processing will only occur in the server environment using the college data submitted via the department's secure file transfer called TIBCO®.

The following databases will be processed for winter/spring end-of-term (T3E):

- Admissions,
- Facilities and Capital Outlay,
- Personnel, and
- Student

All colleges must successfully submit and load winter/spring end-of-term data by Thursday, May 10, 2018. The submission window closes Monday, June 11, 2018. For details on the daily submission processing times, please see the [Florida College System Data Submission Procedures, Reporting Year 2017-18, Version 2.00](#). For the winter/spring end-of-term data submission calendar, please see the applicable data dictionary.

Certifications for these data submissions and the integrated database are due Tuesday, June 12, 2018. Certification forms are available on the [CCTCMIS' website](#) and should be submitted through TIBCO® using the specified certification file name.

The 2017-18 reference files and associated file formats are available for download from the [CCTCMIS' Reference Files website](#). These files are:

1. Facilities and Capital Outlay Database
PECO.T32018.txt
2. Personnel Database
DEV.T32018.txt

- 3. Student Database
 - BACCIP.2018.txt
 - BACINST.2018.txt
 - CERT.2018.txt
 - CIP.2018.txt
 - DEGREE.2018.txt
 - EPICERT.2018.txt
 - ICS.2018.txt
 - LCP.2018.txt
 - LEVEL.2018.txt
 - NATION.2018.txt
 - NTRAD.2018.txt
 - PINDCER.2018.txt
 - PSMSID.2018.txt
 - STATE.2018.txt
 - XFERINST.2018.txt

Important 2018 Reporting Dates At-a-Glance

Monday, April 2	Early Submission Window Opens
Monday, April 16	Official Submission Window Opens
Thursday, May 10	Winter/Spring End-of-Term Data Due
Monday, June 11	Submission Window Closes
Tuesday, June 12	Certifications Due

Please ensure that you have downloaded and are using the 2017-18 version 2 of the *Data Submission Procedures* and database-specific data dictionaries. All forms should be completed, printed, signed and scanned as PDF files and sent to CCTCMIS using TIBCO®.

If you have any questions, please email [Juan Mestre](#) and the appropriate staff below:

- Admissions Database: [Ashlie Kraft](#)
- Facilities Database: [Katie Mueller](#)
- Integrated Database: [Katie Mueller](#)
- Personnel Database: [Murray Cooper](#)
- Student Database: [Linda Wheatcraft-Smith](#)

JM/lS

cc: Florida College Executive Assistant to the President
Florida College Chief Information Officer