

Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Gary Chartrand
Ben Gibson
Tom Grady
Michael Olenick
Joe York

MEMORANDUM 30-2019-15

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: December 19, 2018

SUBJECT: Reporting Year 2018-2019 Fall End-of-Term and
Winter/Spring Beginning-of-Term Processing
(Due February 1, 2019)

The fall end-of-term (T2E) and winter/spring beginning-of-term (T3B) data submission windows will open on Friday, December 28, 2018. Processing will only occur in the server environment using the college data submitted through the secure FTP process called TIBCO®. The following databases and terms processed will be:

- Fall End-of-Term (T2E)
 - Admissions Database
 - Facilities and Capital Outlay Database
 - Personnel Database, and
 - Student Database

- Winter/Spring Beginning-of-Term (T3B)
 - Student Database

All colleges must successfully submit and load the T2E and T3B data by the end of processing on Friday, February 1, 2019. The submission window closes by the end of processing on Friday, March 8, 2019. The scheduled processing times within this submission window are documented in the [Florida College System Data Submission Procedures](#), Reporting Year 2018-2019 manual.

Certifications for these data submissions and the integrated database are due Monday, March 11, 2019. Certification forms are available on the [Community College & Technical Center Management Information Systems](#) (CCTCMIS) website. Submit certification forms using TIBCO® with the specified certification file name listed within the form. The 2018-2019 reference files listed below and associated file formats are now available for download on the [CCTCMIS Reference Files](#) website:

- Facilities and Capital Outlay Database

December 19, 2018

Page Two

- PECO.T22019.txt

- Personnel Database
 - DEV.T22019.txt

- Student Database
 - BACCIP.2019.txt
 - BACINST.2019.txt
 - CERT.2019.txt
 - CIP.2019.txt
 - DEGREE.2019.txt
 - EPICERT.2019.txt
 - ICS.2019.txt
 - LCP.2019.txt
 - LEVEL.2019.txt
 - NATION.2019.txt
 - NTRAD.2019.txt
 - PINDCER.2019.txt
 - PSMSID.2019.txt
 - STATE.2019.txt
 - XFERINST.2019.txt

Please ensure that you have downloaded and are using the 2018-2019 version of the [Florida College System Data Submission Procedures](#) manual and database specific data dictionaries.

If you have any questions, email the appropriate department staff listed below:

Data Processing Manager: [Kimberly Pippin](#)

Admissions Database: [Victoria Garcia](#)

Facilities Database: [Murray Cooper](#)

Integrated Database: [Murray Cooper](#)

Personnel Database: [Linda Wheatcraft-Smith](#)

Student Database: [Katie Mueller](#)

JM/jm

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