



Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Gary Chartrand
Tom Grady
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MEMORANDUM 30-2018-3

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: August 15, 2017
SUBJECT: Reporting Year 2017-18 Summer End-of-Term and Fall Beginning-of-Term Processing
DUE DATE: September 11, 2017

The summer end-of-term (T1E) and fall beginning-of-term (T2B) data submission windows will open on August 21, 2017. Processing will only occur in the server environment, using the college data submitted through the secure FTP process (TIBCO). The following databases and terms will be processed:

- Admissions Database summer end-of-term (T1E)
- Facilities and Capital Outlay Database summer end-of-term (T1E)
- Personnel Database summer end-of-term (T1E)
- Student Database summer end-of-term (T1E)
- Student Database fall beginning-of-term (T2B)

All colleges must successfully submit and load summer end-of-term and fall beginning-of-term data by the end of processing on September 11, 2017. The submission window closes by the end of processing on October 2, 2017. The scheduled processing times are documented within the [2017-18 Florida College System Data Submission Procedures](#) manual.

Certifications for these data submissions, and the Integrated Database, are due no later than October 3, 2017. The certification form is located on the [CCTCMIS Restricted Hub SharePoint site](#).

The 2017-18 reference files listed below, and associated file formats, are now available for download from the [FDOE/CCTCMIS website](#).

Facilities and Capital Outlay Database
PECO.T12018.txt

Personnel Database

DEV.T12018.txt

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
PINDCER.2018.txt
PSMSID.2018.txt
STATE.2018.txt
XFERINST.2018.txt

Please ensure that you have downloaded and are using the 2017-18 versions of the *Data Submission Procedures Guide* and database specific data dictionaries.

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

Data Processing Manager: [Kristopher Bice](#)

Admissions Database: [Ashlie Kraft](#)

Facilities Database: [Katie Mueller](#)

Integrated Database: [Katie Mueller](#)

Personnel Database: [Murray Cooper](#)

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

JM

Attachments

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

Admissions Summer End-Of-Term (1E) Data Submission Calendar

August 21, 2017	Open date. Submission period begins.
September 11, 2017	Load/Due date. Colleges must load no later than 5:00 p.m. Eastern.
September 12, 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the College's President.
October 2, 2017	Close date. Submission period ends. Summer End-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 3, 2017	Certification forms due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2017	If Certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Admissions Database Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description File	Name
Exceptions	EXCPLST
Admissions Headcount Report	ADMREPT

Student Summer End-of-Term (1E) and Fall Beginning-of-Term (2B) Data Submission Calendar

August 21, 2017	Open date. Submission period begins
September 11, 2017	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
September 12 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2017	Close date. Submission period ends. Summer End-of-Term and Fall Beginning-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 3, 2017	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2017	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Student Verification Reports List

The following reports are generated for every data submission and are available four times a -day turnaround basis.

Report Description	FNAM
* AA1A (AA1A)	AA1AREPT
* AA1B (AA1B)	
Pre-program Admittance Enrollment	AA1BPARA
Awaiting to Limited Access Program	AA1BPARB
* AA1C (AA1C)	
Special Category Enrollments	AA1CPARA
Special Needs Enrollments	AA1CPARB
Apprenticeship	AA1CPARC
* Completions (C2)	
Detail Report	C2REPT
Summary Report	C2SUM
Course Number Match	CRSEMTCH
* EA3 (EA3)	EA3REPT
Entry Level Test Summary	ALLTREPT
Exceptions	EXCPLST
Fall Enrollment (EF2)	
Detail	EF2REPT
Summary	EF2SUM
* Financial Aid Summary Headcount	FAIDSUM1
Frequency Zero	FRQZRO
* OA2	OA2REPT
Occupationally Specific Program Enrollments (EP)	
Detail	EPREPT
Summary	EPSUM
PSAV Readiness for College	PSAVRDYR
* Perkins	PERKINS
Readiness for College	READYRPT
* Career and Technical Education	
Program Completers	WFCMPRPT
Occupational Completion Points (OCP)	WFOCPRPT
Full Program Completions – No OCP	WFNOCPRP
Apprenticeship	WFAPPRPT
Literacy Completion Points	WFLCPRPT
Program Completers File	WFCMPFIL
Occupational Completion Points File	WFOCPFIL
Full Program Completions – No OCP File	WFNOCPFL
Apprenticeship File	WFAPPFIL
Literacy Completion Points File	WFLCPFIL
* Hours Attempted Report	HRATTREP
* Hours Earned Report	HREARREP
PSAV Readiness for College File	PSAVRDYF
* Perkins File	PERKINSF
Readiness for College File	READYFIL
Comparative Frequencies Report	COMPREQ
<i>(Five year comparison on specific fields)</i>	

Report Description	FNAM	FNAM
SSH/CHE	<i>BASE</i>	<i>FUNDED</i>
by ICS	FTCOLSB	FTCOLSF
by ICS by Waiver/Exemption Category	FTCATSB	FTCATSF
by ICS by Age Groups	FTAGESB	FTAGESF
by ICS by Residence	FTRESSB	FTRESSF
by ICS by Verified Disabled	FTVDSSB	FTVDSSF
by ICS by IT/Nursing	FTCRSSB	FTCRSSF
by ICS by High School Graduation Year	FTHSGSB	FTHSGSF
by ICS by Florida public high school Graduation Year	FTFHSSB	FTFHSSF
by ICS by Non-Florida public high school Graduation Year	FTNFHSB	FTNFHSF
by ICS by Site	FTSITSB	FTSITSF
by ICS for Upper Division Students Taking Lower Division Courses	FTUSLSB	FTUSLSF
By Waiver/Exemption Category for Lower Division	FTCATGSB	FTCATGSF
FTE	<i>BASE</i>	<i>FUNDED</i>
by ICS	FTCOLFB	FTCOLFF
by ICS by Waiver/Exemption Category	FTCATFB	FTCATFF
by ICS by Age Groups	FTAGEFB	FTAGEFF
by ICS by Residence	FTRESFB	FTRESFF
by ICS by Verified Disabled	FTVDSFB	FTVDSFF
by ICS by IT/Nursing	FTCRSFB	FTCRSFF
by ICS by High School Graduation Year	FTHSGFB	FTHSGFF
by ICS by Florida public high school Graduation Year	FTFHSFB	FTFHSFF
by ICS by Non-Florida public high school Graduation Year	FTNFHFB	FTNFHFF
by ICS by Site	FTSITFB	FTSITFF
by ICS for Upper Division Students Taking Lower Division Courses	FTUSLFB	FTUSLFF
by Program Area	FTECOLB	FTECOLF
by Waiver/Exemption Category	FTECATB	FTECATF
By Waiver/Exemption Category for Lower Division	FTCATGFB	FTCATGFF
by Age Groups	FTEAGEB	FTEAGEF
by High School Graduation Year	FTEHGSB	FTEHGSF
by High School Graduation Year	FTEHGSB	FTEHGSF
by Florida public high school Graduation Year	FTEFHSB	FTEFHSF
by Non-Florida public high school Graduation Year	FTENFHB	FTENHFH
by Site	FTESITB	FTESITF
Adult Cap	ADLTCAP	
Adult Cap File	ADCAPREC	
Unduplicated Headcount in Funded FTE Courses by College	HCTfCc	
Unduplicated Headcount in Funded FTE Courses by Dual Enrolled	HDtFcc	
Unduplicated Headcount in Funded FTE Courses by Disability	HVtFcc	
Unduplicated Headcount in Funded FTE Courses by FTE Categories (where t=term cc=college)	HWtFcc	

**Only generated at End-of-Term*

FLORIDA COLLEGE SYSTEM

Student Database Reference File Record Formats

FIPS STATE CODE FILE (STATE.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	FILLER	DFC
3	006-007	2	CHAR	STATE CODE	DFC
4	008-008	1	CHAR	FILLER	DFC
5	009-038	30	CHAR	STATE NAME	DFC

TRANSFER INSTITUTION FILE (XFERINST.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	FILLER	DFC
3	006-012	7	CHAR	FICE CODE	DFC
4	013-015	3	CHAR	FILLER	DFC
5	016-055	40	CHAR	INSTITUTION NAME	DFC

MASTER SCHOOL I.D. FILE (PSMSID.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-006	2	NUM	DISTRICT NUMBER	DPS
3	007-010	4	NUM	SCHOOL NUMBER	DPS
4	011-050	40	CHAR	SHORT SCHOOL NAME	DPS
5	051-070	20	CHAR	CITY OR TOWN	DPS
6	071-071	1	NUM	REGION	DPS
7	072-073	2	NUM	SCHOOL TYPE	DPS
8	074-079	6	NUM	ETS	DPS

NATION OF CITIZENSHIP FILE (NATION.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	FILLER	DFC
3	006-007	2	CHAR	COUNTY CODE	DFC
4	008-008	1	CHAR	FILLER	DFC
5	009-048	40	CHAR	COUNTRY NAME	DFC

FLORIDA COLLEGE SYSTEM

Student Database Reference File Record Formats

LCP FILE (LCP.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-007	3	CHAR	CIP CLUSTER	DFC
3	008-013	6	CHAR	CIP	DFC
4	014-015	2	CHAR	CIP UNIQUE ID	DFC
5	016-017	2	CHAR	LCP	DFC
6	018-082	65	CHAR	TITLE	DFC
7	083-083	1	CHAR	<i>FILLER</i>	DFC
8	084-123	40	CHAR	INSTRUCTION	DFC
9	124-163	40	CHAR	FUNCTION LEVEL	DFC

CIP FILE (CIP.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-015	11	CHAR	CIP	DFC
3	016-019	4	CHAR	<i>FILLER</i>	DFC
4	020-020	1	CHAR	APPRENTICE	DFC
5	021-021	1	CHAR	OCP	DFC
6	022-022	1	CHAR	<i>FILLER</i>	DFC
7	023-077	55	CHAR	CIP TITLE	DFC
8	078-081	4	CHAR	AWARD	DFC
9	082-082	1	CHAR	HOUR TYPE	DFC
10	083-088	6	NUM	PRIMARY HOURS	DFC
11	089-094	6	NUM	SECONDARY HOURS	DFC

¹⁰CIP is in columns 8-13.

LEVEL FILE (LEVEL.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	<i>FILLER</i>	DFC
3	006-009	4	CHAR	AWARD	DFC
4	010-010	1	CHAR	LEVEL	DFC

FLORIDA COLLEGE SYSTEM

Student Database Reference File Record Formats

DEGREE FILE (DEGREE.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	<i>FILLER</i>	DFC
3	006-009	4	CHAR	AWARD	DFC
4	010-010	1	CHAR	DEGREE	DFC

BACCALAUREATE CIP FILE (BACCIP.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	<i>FILLER</i>	DFC
3	006-011	6	CHAR	CIP	DFC
4	012-012	1	CHAR	<i>FILLER</i>	DFC
5	013-014	2	CHAR	CIP UNIQUE ID	DFC
6	015-015	1	CHAR	<i>FILLER</i>	DFC
7	016-017	2	CHAR	COLLEGE NUMBER	DFC

DOE CERTIFICATION FILE (CERT.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-005	1	CHAR	<i>FILLER</i>	DFC
3	006-007	2	NUM	COLLEGE NUMBER	DFC
4	008-008	1	CHAR	<i>FILLER</i>	DFC
5	009-019	11	CHAR	CIP	DFC
6	020-020	1	CHAR	<i>FILLER</i>	DFC
7	021-023	3	CHAR	DOE CERTIFICATION	DFC
8	024-024	1	CHAR	<i>FILLER</i>	DFC
9	025-074	50	CHAR	TITLE	DFC

FLORIDA COLLEGE SYSTEM

Student Database Reference File Record Formats

ICS FILE (ICS.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-002	2	CHAR	FILLER	DFC
2	003-006	4	NUM	YEAR	DFC
3	007-012	6	CHAR	FILLER	DFC
4	013-017	5	CHAR	ICS	DFC
5	018-018	1	CHAR	FILLER	DFC
6	019-039	21	CHAR	ICS SHORT TITLE	DFC
7	040-075	36	CHAR	ICS TITLE	DFC

FUNDABLE INDUSTRY CERTIFICATION FILE (PINDCER.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-008	8	CHAR	CERTIFICATION CODE	DCAE
2	009-009	1	CHAR	FILLER	DFC
3	010-077	68	CHAR	CERTIFICATION TITLE	DCAE
4	078-078	1	CHAR	FILLER	DFC
5	079-082	4	CHAR	AWARD	DCAE
6	083-083	1	CHAR	FILLER	DFC
7	084-085	2	CHAR	PROGRAM CIP CLUSTER	DFC
8	086-091	6	CHAR	PROGRAM CIP	DFC
9	092-093	2	CHAR	PROGRAM UNIQUE ID	DFC
10	094-094	1	CHAR	FILLER	DFC
11	095-162	68	CHAR	PROGRAM TITLE	DFC
12	163-163	1	CHAR	FILLER	DFC
13	164-166	3	CHAR	ARTC	DCAE
14	167-167	1	CHAR	FILLER	DFC
15	168-168	1	CHAR	GOLD	DCAE
16	167-167	1	CHAR	FILLER	DFC
17	170-170	1	CHAR	PERKINS	DCAE
18	171-171	1	CHAR	FILLER	DFC
19	172-172	1	CHAR	FUNDABLE	DCAE
20	173-173	1	CHAR	FILLER	DFC
21	174-174	1	CHAR	ARTWAI	DCAE
22	175-175	1	CHAR	FILLER	DFC
23	176-176	1	CHAR	WORKE	DCAE
24	177-177	1	CHAR	FILLER	DFC
25	178-187	10	CHAR	EXPIRATION DATE OF CERT	DCAE

FLORIDA COLLEGE SYSTEM

Student Database Reference File Record Formats

BACCALAUREATE PROGRAMS OF INTEREST AND INSTITUTION FILE (BACINST.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	CHAR	YEAR	DFC
2	005-005	1	CHAR	<i>FILLER</i>	DFC
3	006-011	6	CHAR	SIX DIGITS PROGRAM	DFC/SUS
4	012-012	1	CHAR	<i>FILLER</i>	DFC
5	013-096	84	CHAR	PROGRAM TITLE	DFC/SUS
6	097-098	2	CHAR	<i>FILLER</i>	DFC
7	099-105	7	CHAR	INSTITUTION FICE CODE	DFC/SUS
8	106-107	2	CHAR	<i>FILLER</i>	DFC
9	108-157	50	CHAR	INSTITUTION NAME	DFC/SUS

EPI SUBJECT AREA SPECIALIZATION (EPICERT.2018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR	DFC
2	005-048	44	CHAR	PROGRAM TITLE	BERDR
3	049-049	1	CHAR	<i>FILLER</i>	BERDR
4	050-053	3	NUM	DOE CERTIFICATION CODE	BERDR
5	053-065	13	CHAR	PROGRAM LEVEL	BERDR

SOURCE REFERENCE

DFC - DIVISION OF FLORIDA COLLEGES
DPS - DIVISION OF PUBLIC SCHOOLS
DCAE - DIVISION OF CAREER AND ADULT EDUCATION

Facilities Summer End-of-Term (1E) Data Submission Calendar

August 21, 2017	Open date. Submission period begins.
September 11, 2017	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
September 12, 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2017	Close date. Submission period ends. Summer End-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 3, 2017	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2017	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Facilities Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description	File Name
Site Inventory	SITEINIV
Facility Inventory	FACINV
Room Inventory	ROOMINV
Facilities Under Construction	FACCONST
Room Inventory by Space Category	RMSPCAT
Aggregate Room Area by Site	RMAGGSIT
Aggregate Room Area by Facility	RMAGGFAC
Room Area Difference	DIFAREA
Facility and Room Area Comparison	SUMAREA
PECO Sites Report	PECOSITE
Exception Report	EXCEPT
Comparative Frequencies	COMPREQ

FLORIDA COLLEGE SYSTEM

FACILITIES AND CAPITAL OUTLAY DATABASE REFERENCE FILE FORMAT

PECO FILE (PECO.T12018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-002	02	NUM	SCHOOL NUMBER	DFC
2	003-006	04	NUM	YEAR	DFC
3	007-007	01	NUM	TERM	DFC
4	008-009	02	NUM	SITE NUMBER	DFC
5	010-013	04	NUM	FACILITY NUMBER	DFC
6	014-028	15	CHAR	PECO NAME	DFC
7	029-048	20	CHAR	PECO TYPE	DFC
8	049-057	09	DATE	SITES DATE APPRO	DFC
9	058-058	01	CHAR	PECO FLAG	DFC

SOURCE REFERENCE

DFC - DIVISION OF FLORIDA COLLEGES

Personnel Summer End-Of-Term (1E) Data Submission Calendar

Record Types 1-5

(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

August 21, 2017	Open date. Submission period begins.
September 11, 2017	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
September 12, 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2017	Close date. Submission period ends. Summer End-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 3, 2017	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2017	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Personnel Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description File	Name
Exceptions Report	REXCPLST
Contact Hours taught by Full-Time FRS-Eligible Instructors	RCONTACT
Number of Courses with no Instructor by Site	RCRSEMIS
Instructors with Instruction/Reassign Record and FTE=0	RCRSEFTE
Instructors without Instruction or Reassign records	RCRSEINS
Totals for the three previous reports	RCRSETOT
Developmental Ed Course report	RDEVCRSE
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range by Primary Activity (DE1009)	RFTERANG
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range by Primary Activity (DE1009) Using EAM Indicator (DE 1096)	RFTEREAM
Number of Credit and Non-Credit Courses Taught by Site for Regular (FRS Eligible) and Temporary Full-Time/Part-Time Status	RCRSENUM
by Age Group	RHDAGEGR
by Contract Group	RHDCONTR
by Degree	RHDDEGRE
by Ethnicity and Gender	RHDEGEN
by Age Group	RHDAGEAM
by Contract Group	RHDCONEM
by Degree	RHDDEGEM
by Ethnicity and Gender	RHDETEAM
All Employees divided by Executive Staff	RRFALLEX
All Employees divided by Other Professional Staff	RRFALOTH
Instructional Faculty divided by Executive Staff	RRFINFEX
All Employees divided by Executive, Administrative, and Managerial Staff	RRFALEAM
Instructional Faculty divided by Executive Administrative, and Managerial Staff	RRFINEAM
Instructional Faculty and Other Professional divided by Executive Staff	RRFINOEX
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	RRFIOEAM
All Employees divided by Executive Staff	RRHALLEX
All Employees divided by Other Professional Staff	RRHALOTH
Instructional Faculty divided by Executive Staff	RRHINFEX
All Employees divided by Executive, Administrative, and Managerial Staff	RRHALEM
Instructional Faculty divided by Executive Administrative, and Managerial Staff	RRHINEAM
Instructional Faculty and Other Professional divided by Executive Staff	RRHINOEX
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	RRHIOEAM
Comparative Frequencies Report	COMPFREQ

FLORIDA COLLEGE SYSTEM

Personnel Database Reference File Record Format

DEVELOPMENTAL EDUCATION COURSE FILE (DEV.T12018) RECORD FORMAT

FIELD NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	04	NUM	YEAR	ARTIC
2	005-006	02	NUM	COLLEGE NUMBER	ARTIC
3	007-007	01	NUM	TERM	ARTIC
4	008-014	07	CHAR	COURSE NUMBER	ARTIC

SOURCE REFERENCE

ARTIC - DIVISION OF ARTICULATION

Integrated Summer End-Of-Term (1E) Data Submission Calendar

August 21, 2017	Open date. Submission Period Start Date. Colleges begin submitting Summer End-of-Term and Fall Beginning-of-Term data.
September 11, 2017	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
September 12, 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2017	Close date. End of Submission Period. Summer End-of-Term and Fall Beginning-of-Term data must be loaded no later than 5:00 p.m. Eastern. Database is closed out for the term.
October 3, 2017	Certification Forms are due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2017	If Certification Forms have not been received, the college's President is notified with a copy to the Reports Coordinator.

Integrated Database (1E, 2E, 3E) Verification Reports List

The following reports are generated for every data submission and are available several times a day. Refer to the Data Submissions Manual for the scheduled execution of edits.

Report Description	FNAM
EDIT REPORTS	
Critical Edit	ERRLST
Informational Edit	INFOLST
Error Summary	ERRSUM
*ROOM UTILIZATION REPORTS	
Room Use by Day and by Hour	RMDAYXHR
Room Use by Week	ROOMMATC
Classroom and Lab Use by Day and by Hour	DXHFAC
	DXHSIT
	DXHCOL
Classroom Use by Week	RCOLMATC
	RSITMATC
	RFACMATC
FCO Room with no Match in PDB	RINVONLY
PDB Course with Meeting Duplications	RMATCDUP
Room in PDB not meeting FCO utilization criteria	RSCHONLY
*SPACE UTILIZATION REPORTS	
Space Utilization	RSPCCOL
	RSPCSIT
	RSPCFAC
*FACULTY LOAD REPORT	
Headcount, Hours, Ratios for FT/PT Faculty	FACULTYLOAD
Number of Courses Taught by FT/PT Instructors	CRSECT
*DISTANCE LEARNING REPORTS	
Enrollment in Distance Learning Courses	DLENROL
Distance Learning Student Headcount	DLHDCNT
Non-Resident Enrollment in Distance Learning	DLENRNOR
Non-Resident Distance Learning Student Headcount	DLHDCNOR
Distance Learning SREB Report	IDPSREB
**Distance Learning FTE	FTEDSLB
	FTEDSLF
*BACCALAUREATE STUDENT MATCH WITH ADMISSIONS DATABASE	
Baccalaureate Match with ADB Report	ADMMTC
Baccalaureate Match with ADB File	FENRLxx
State Approved Teacher Prep - Enrollments File	TCTENRxx
State Approved Teacher Prep - Completions File	TCTCMPxx
*DEVELOPMENTAL EDUCATION ENROLLMENT REPORT	
File	DEVED
	DEVEDF

NOTES:

1. Reports are only generated at the End-of-Term data submissions.
2. *Verification reports are generated when all four Databases are loaded and there are no critical edits between the Facilities, Student, Personnel, and Admissions Databases.
3. **Criteria for the Distance Learning FTE report is located in the SDB Data Dictionary, Section III.