



Marva Johnson, *Chair*  
Andy Tuck, *Vice Chair*  
*Members*  
Gary Chartrand  
Ben Gibson  
Tom Grady  
Rebecca Fishman Lipsey  
Michael Olenick

## MEMORANDUM 30-2018-15

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** December 21, 2017  
**SUBJECT:** Reporting Year 2017-18 for Fall End-of-Term (T2E) and  
Winter/Spring Beginning-of-Term (T3B) Processing  
**Due January 29, 2018**

The fall end-of-term (T2E) and winter/spring beginning-of-term (T3B) data submission windows will open on December 26, 2017. The official submission open date will open on January 2, 2018. Processing will only occur in the server environment using the college data submitted using the secure file transfer called TIBCO®.

The following databases and terms will be processed:

- Admissions Database fall end-of-term (T2E)
- Facilities and Capital Outlay Database fall end-of-term (T2E)
- Personnel Database fall end-of-term (T2E)
- Student Database fall end-of-term (T2E)
- Student Database winter/spring beginning-of-term (T3B)

All colleges must successfully submit and load fall end-of-term and winter/spring beginning-of-term data by 10 p.m. (EDT), January 29, 2018. The submission window closes at 10 p.m. (EDT), March 5, 2018. For details on processing times, please see the [2017-18 Data Submission Procedures Guide](#). For the fall end-of-term and winter/spring beginning-of-term data submission calendar, please see the applicable data dictionary.

Certifications for these data submissions, and the integrated database are due no later than 5 p.m. (EDT), March 6, 2018. Certification forms will be 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 now available for download from the [CCTCMIS Reference File website](#).

Facilities and Capital Outlay Database  
PECO.T22018.txt

Personnel Database  
DEV.T22018.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 version of the *Data Submission Procedures Guide* and database-specific data dictionaries.

If you have any questions, please email [Kristopher Bice](#) 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