STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER:	**3-3-101.1**
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TITLE:	**REQUIRED DATA BASE REPORTING ELEMENTS**
POLICY REFERENCE NUMBER:	**3-3-101**
DIVISION OF RESPONSIBILITY:	**Information Technology**

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DATE OF LAST REVISION:	**January 13, 2011**

TECHNICAL EDUCATION STUDENT ENROLLMENT REQUIREMENTS
Date Last Revised: 3/21/08

TECHNICAL EDUCATION REPORTING DEADLINES

Colleges must submit their technical education data records according to the following reporting deadlines:

Ending Summer /Opening Fall	- October 15
Ending Fall /Opening Spring	- March 15
Ending Spring Opening Summer	- July 31
Completions (Graduates)	- September 15
Faculty	- December 1

Colleges are responsible for insuring that technical education (TE) data are free of EDSS errors, verified for accuracy by college staff, and submitted by these dates. The SCTCS and The Commission on Higher Education (CHE) have a two week window after the due dates for further state level validations. In the event CHE identifies errors in a college's data, the college will be notified to correct these errors and resubmit the data. Reminder notifications will be emailed out to the Chief Business Officers' peer group and other key personnel prior to each deadline.

 PROCEDURE

The Student Enrollment Data consists of four data and record types (EE, ET, ES, and EA). The ES and EA records are specific to The Technical College System and are not transmitted to CHE. The complete definitions and Files Layouts are found at:
https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx.

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The Disbursement Data consists of ~~six~~ seven data and record types (ED, EN, ET, EE, EX, EF, & EJ). Students reported in this file are receiving state or federal financial assistance. The EX record is specific to The Technical College System and is not transmitted to CHE. The complete definitions and files Layouts are found at:
https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx

The Completions Data consist of one data type (F) and reports all degrees conferred by your institution during the previous academic year between September 1 and August 31. The complete definitions and file layouts are found at:
https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx.

The Course Data consist of four record and data types (CS, CE, CI, CM). The complete definitions and files layouts are found at:
https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx.

The Facility Data consist of two record and data types (AR and BR). The file contains data for building and rooms for a given year and semester. The complete definitions and files layouts are found at: https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx.

The Faculty Data consist of one record and data type (FF). The file consists of required information on all employees of the institution. The complete definitions and files layouts are found at: https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx.

The Local Catalog of Approved Courses (CAC) consist one record and data ~~types~~ (SL). The file consists of Technical Education Courses offered during reported year and semester. The complete definitions and Files Layout are found at:
https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx.

CONTINUING EDUCATION STUDENT ENROLLMENT REQUIREMENTS
Date Last Revised: 10/28/2010

CONTINUING EDUCATION REPORTING DEADLINES

Colleges must submit data according to the following reporting deadlines:

Fall	- April 15
Spring	- August 15
Summer	- November 15

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Colleges are responsible for insuring that Continuing Education (CE) data are free of EDSS errors, verified for accuracy by college staff, and submitted by these dates. Reminder notifications will be emailed out to the Chief Business Officers' peer group and other key personnel prior to each deadline.

PROCEDURE

The Continuing Education Data consist of one file containing three record types (NS, NB, & NC) and reports all student and course taught during the specified reporting period. The complete definitions and file layouts are found at:
https://tweb.sctechsystem.edu/data_and_reporting/data_elements/default.aspx