

PROCEDURE

Number: 7.2.2.1
Related Policy: 7.2.2
Title: State Board Required Data Base Reporting Elements
Responsibility: Vice President of Information Technology

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President

I. TECHNICAL EDUCATION STUDENT ENROLLMENT REQUIREMENTS

CENSUS DATES

Data must be submitted according to the following reporting deadlines:

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

Procedure

A. Student Enrollment Data

Consists of four data and record types. Four related to Technical Education students (EE, ET, ES and EA). The complete definitions and file layouts are found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx. The ES and EA records are specific to the Technical College System and is not transmitted to CHE.

B. Disbursement Data

Consists of fifteen data and record types (ED, EN, ET, EE, EX, EF, EP, EW, EB, EA, ER, EG, EQ, EY, and EJ). Students reported in this file are receiving Legislative Incentive for Future Excellent (LIFE), Lottery Tuition Assistance, Need Base, Pell Grant Foster Care Incentive, National Guard, Promise, SC WINS, GED by 23, Workforce Future, ESSER for Dual Enrollment, and Workforce Scholarships and Grants. The EX record is

specific to the Technical College System and is not transmitted to CHE. The complete definitions and file layouts can be found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx.

C. Completions Data

Consist of one data type (F) and reports all degrees conferred by your institution during the previous academic year. All of the degrees that are conferred between September 1 and August 31 of one academic year. The complete definition and file layout are found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx.

D. Course Data

Consists of eight record and data types. Four for technical education students (CS, CE, CI, CM) and four for Continuing Education students (AS, AE, AI, AM). The complete definitions and file layouts are found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx.

E. Facility Data

Consists 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 file layouts are found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx.

F. Faculty Data

Consist of one record and data type (FF). The file consists of required information on all employees of the institution. The complete definition and file layout are found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx.

G. Local Catalog of Approved Courses (CAC)

Consist of one record and data type (SL). The file consists of both technical education courses and continuing education offered during reported year and semester. The complete definition and file layout are found at https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx.

II. CONTINUING EDUCATION STUDENT ENROLLMENT REQUIREMENTS

CENSUS DATES

Colleges must submit data according to the following reporting deadlines:

Fall	-	March 15
Spring	-	August 15
Summer	-	November 15

Continuing Education Data

Consist of three data types and record types (NS, NB and NC) and reports all students and courses taught during the specified reporting period. The complete definitions and file layouts are found at

https://sctechsystem.sharepoint.com/sites/tweb/data_and_reporting/data_elements/default.aspx