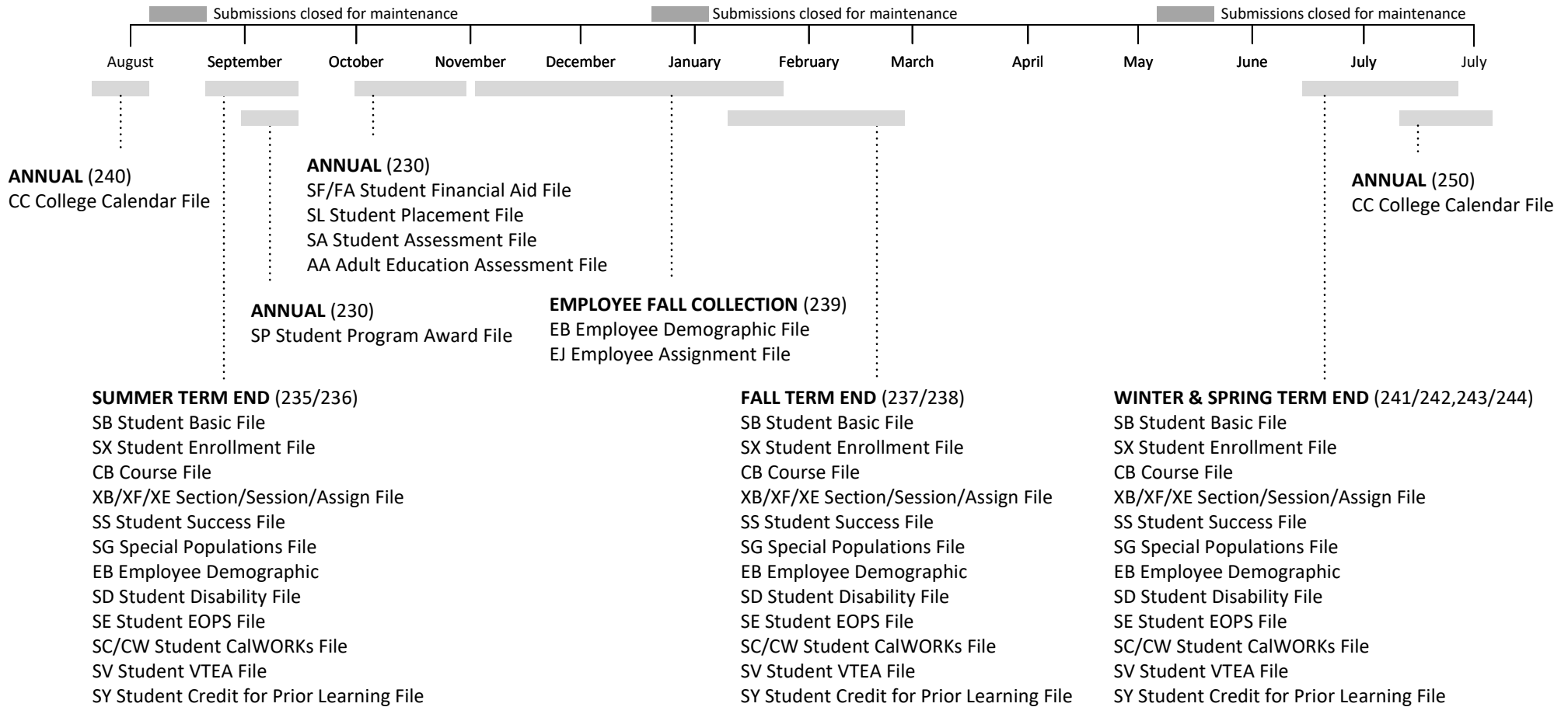California Community Colleges Chancellor's Office
Management Information System
MIS DATA SUBMISSION TIMELINE 2023-24

Submissions closed for maintenance   Submissions closed for maintenance   Submissions closed for maintenance

August   September   October   November   December   January   February   March   April   May   June   July   July

ANNUAL (240)
CC College Calendar File

ANNUAL (230)
SF/FA Student Financial Aid File
SL Student Placement File
SA Student Assessment File
AA Adult Education Assessment File

ANNUAL (250)
CC College Calendar File

ANNUAL (230)
SP Student Program Award File

EMPLOYEE FALL COLLECTION (239)
EB Employee Demographic File
EJ Employee Assignment File

SUMMER TERM END (235/236)
SB Student Basic File
SX Student Enrollment File
CB Course File
XB/XF/XE Section/Session/Assign File
SS Student Success File
SG Special Populations File
EB Employee Demographic
SD Student Disability File
SE Student EOPS File
SC/CW Student CalWORKs File
SV Student VTEA File
SY Student Credit for Prior Learning File

FALL TERM END (237/238)
SB Student Basic File
SX Student Enrollment File
CB Course File
XB/XF/XE Section/Session/Assign File
SS Student Success File
SG Special Populations File
EB Employee Demographic
SD Student Disability File
SE Student EOPS File
SC/CW Student CalWORKs File
SV Student VTEA File
SY Student Credit for Prior Learning File

WINTER & SPRING TERM END (241/242,243/244)
SB Student Basic File
SX Student Enrollment File
CB Course File
XB/XF/XE Section/Session/Assign File
SS Student Success File
SG Special Populations File
EB Employee Demographic
SD Student Disability File
SE Student EOPS File
SC/CW Student CalWORKs File
SV Student VTEA File
SY Student Credit for Prior Learning File

SUBMISSION DUE DATES
Summer term data is due 30 days after end of Summer term
Fall term data is due 30 days after end of Fall term
Winter and Spring term data is due 30 days after end of Spring term
Annual Program Awards data is due September 15
Annual Financial Aid data is due October 31
Annual Placement and Assessment data is due October 31
Annual Employee data is due January 31

SUBMISSION SYSTEM MAINTENANCE WINDOWS
August 9 through August 23
December 13 through January 3
May 6 through May 17

SUBMISSION DEADLINES FOR SPECIFIC DATA USES
Term data for categorical allocation purposes is the first Monday in August (by 5:00 PM)
Annual Program Awards data for IPEDS purposes is September 15 (by 5:00 PM)
Term/Annual Program Awards/Annual Financial Aid data for SCFF preliminary apportionment purposes is
    December 1 (by 5:00 PM)
Term/Annual Program Awards/Annual Financial Aid data for SCFF final apportionment purposes is
    January 14 (by 5:00 PM)
Fall Term data for IPEDS purposes is January 31 (by 5:00 PM)
Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 PM)

College Calendar file (240) covering 2023-24 must be submitted before any other 2023-24 data is submitted
College Calendar file (250) covering 2024-25 must be submitted before any other 2024-25 data is submitted