

Good morning!

- This is the 2025 MIS Data Submission Training Webinar 4
- We will begin at 11am
- The webinar will be recorded
- The slides will be shared after the webinar

2025 MIS Data Submission Training Webinar 4

Todd Hoig, Director of MIS

Webinar Housekeeping Notes

- This webinar is being recorded.
- Questions: Please submit questions using the Q&A tab. The MIS and Research teams will be monitoring the Q&A to respond to questions during the presentation and we will also reserve time at the end of the presentation for additional questions and responses.
- The presentation slides and a link to the recording will be made available at <https://webdata.cccco.edu/>

Agenda

- Background and general info regarding MIS data submission
- Student Program Awards data file
- Student Financial Aid data files
- Student Nursing data file
- District Staffing data files
- Student Placement data file
- Adult Education Assessment data file
- Common errors and troubleshooting tips
- Questions

MIS Data Submission



CCCCO MIS Data Collected from Districts

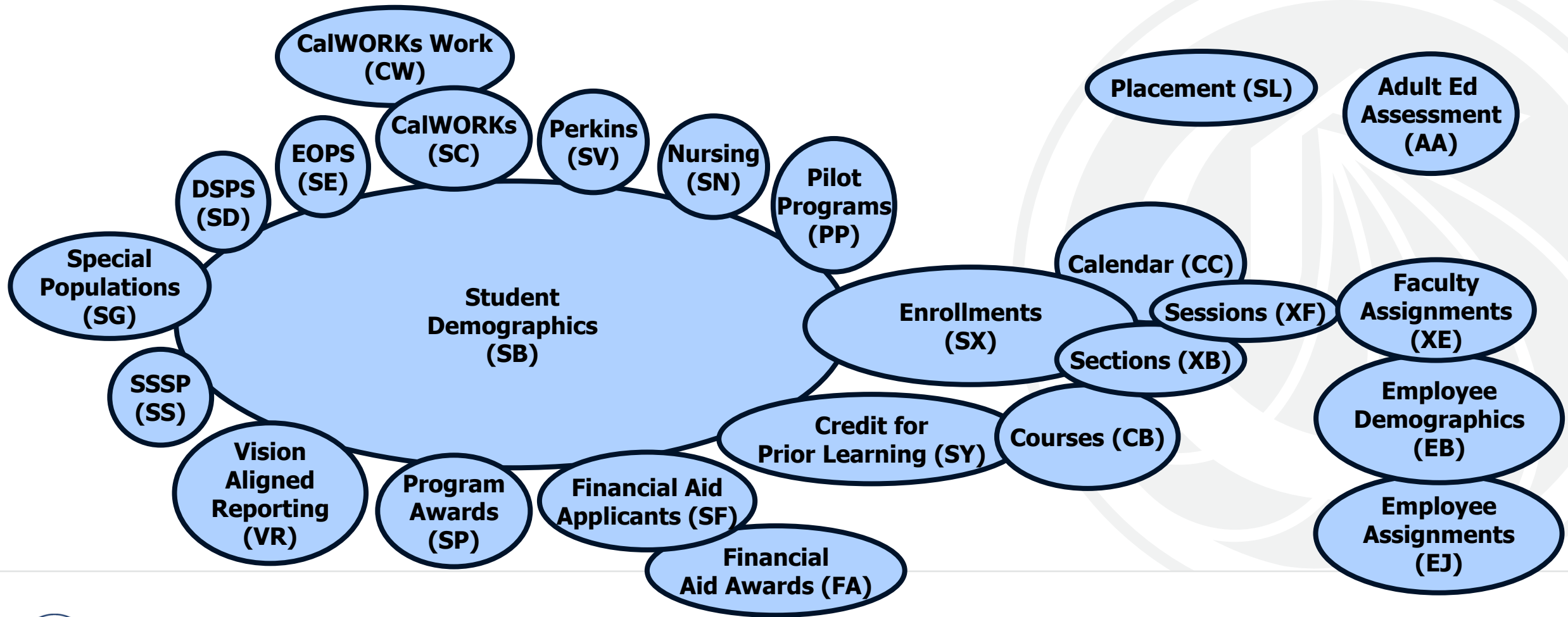
- Student, Course, Enrollment, Program Award, Financial Aid, Employee, etc.
- Data submitted on a term or annual basis depending on the type of data

CCCCO MIS Data Element Dictionary (DED)

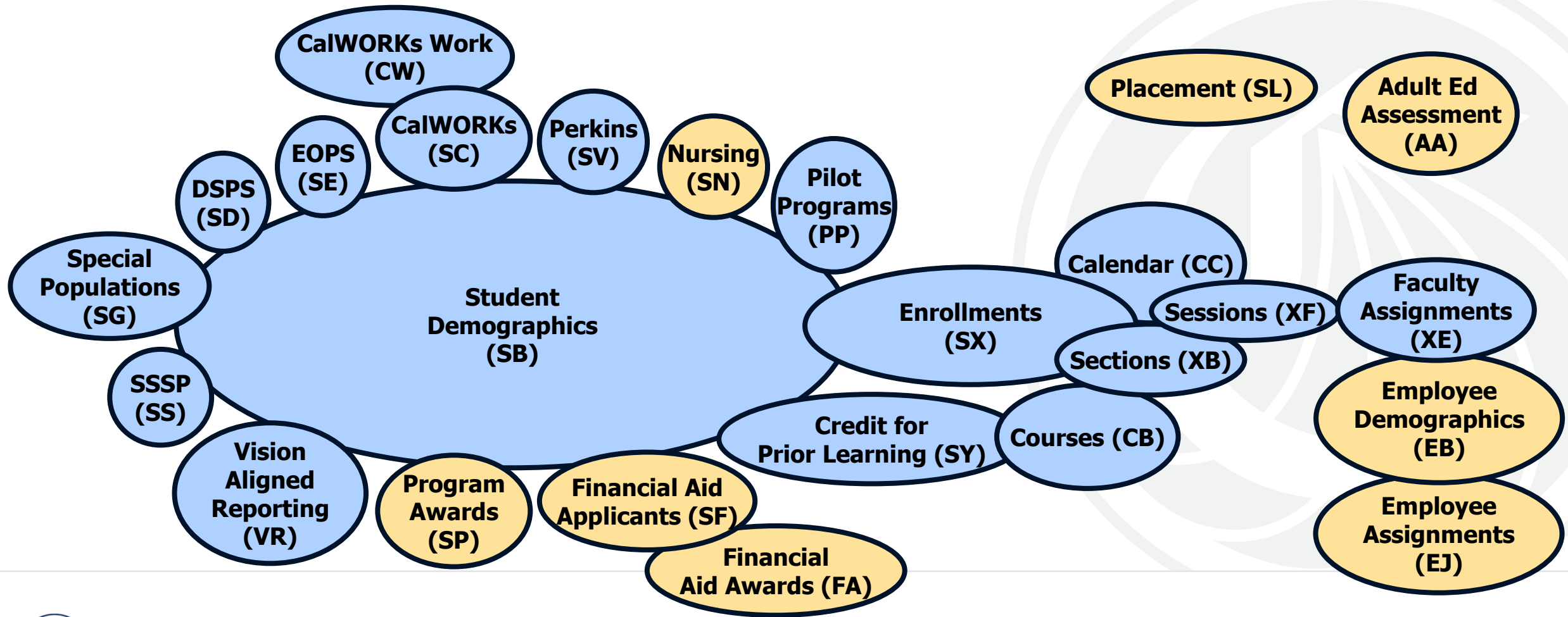
webdata.cccco.edu/ded

- Specifications for MIS data submission, including file domains, formats, element definitions, edits, history

MIS Data Files



MIS Data Files



Student Program Award (SP) File

Student Program Award (SP) File

- Submitted annually after end of academic year
- Contains one record per college/term (annual)/student/program award
- Records should be reported for every program award meeting domain criteria
- Elements include program award parameters such as award type and date

Student Program Award (SP) File Domain

- Include a record for every program award that was earned by a student in the reporting period
- Program award dates should encompass the preceding academic year (July 1 through June 30)
- Multiple program awards of the same type earned by a student at the college in a program on the same date can be reported using an assigned unique Record-Number-Identifier (GI92)

SP File Error Troubleshooting

- SP file edits include syntax, integrity, and referential edits
- Student Program TOP Code (SP01) must be a valid TOP code
- Student Program Control Number (SP04) must be reported as a valid program control number, 'YYYYY' for non-CDCP noncredit awards, or 'AAAAA' for a catalog rights award
- Student Program Award (SP02) must agree with Student Program Control Number (SP04)

Student Financial Aid (SF/FA) Files

Student Financial Aid (SF/FA) Files

- Submitted annually after end of academic year
- Student Financial Aid Applicant (SF) file contains one record for each distinct combination of college/term (annual)/student for students who applied for financial aid at the college during the year
- Elements include applicant parameters such as budget category, applicant status, and dependency status
- Student Financial Aid Award (FA) file contains one record for each distinct combination of college/term (annual)/student/term award received/award type for all financial aid awards provided during the year
- Elements include award parameters such as term received, award type, and amount

Student Financial Aid (SF/FA) File References

- Students included in the SF file must have a corresponding record in the SB file for at least one term in the academic year
- Student included in the FA file must have a corresponding record in the SB file for each received financial aid, then a SB record must have been reported for each term an award was received
- Be aware of student ID updates

CCPG Fee Waiver Reporting

Report a CCPG Fee Waiver for every case where...

- Student was determined eligible to receive a CCPG Fee Waiver
- Student was assessed fees
- Student attended at least one meeting a course for which fees were waived

CCPG Fee Waivers are the only award that can be reported as \$0

Attendance vs. Enrollment

Enrollment does not necessarily equate to attendance...

- Local Enrollment Record: Generated when a student enrolls in a course
- Attendance: Student attends a class meeting of a course in which they enrolled
- CCCCO Enrollment Record: Reported only if a student attends class past census date, attends at least 1 class meeting of positive attendance, or results in a notation on the student's transcript

EFC vs. SAI

- Based on updates to the FAFSA, the Student Aid Index (SAI) has replaced the Expected Family Contribution (EFC)
- SF23 Student-Aid-Index was added to the SF file in August 2025 to allow districts to report the SAI
- For 2024-25 (term 250) and subsequent annual terms, SF17 Student-Aid-Expected-Family-Contribution can be reported as '999999' (unknown)

SF/FA File Error Troubleshooting

- SF/FA file edits include integrity and referential edits
- Student ID has never been reported to MIS
- Student not enrolled during term award was received
- Awards received but SF01 <> 1
- SF01 = 1 but no awards reported
- Award received but no applicant record

Student Nursing (SN) File



Student Nursing (SN) File

- Submitted annually after end of academic year
- Contains one record per college/term/student/program
- Records should be reported for every applicant and/or participant of a nursing program at the college during the academic year
- Elements include applicant/participant parameters such as program participation status and examination results

Student Nursing (SN) File Domain

- One record is submitted for each distinct combination of college, term (annual), student, Program Control Number (SP04) for which a student applied for and/or participated in a nursing program (TOP code = 1230.##) at the college during the reporting year

SN File Error Troubleshooting

- SN file edits are currently syntactical and integrity
- NCLEX-Status (SN03) must agree with NCLEX-Date (SN04)

District Staffing (EB/EJ) Files

District Staffing (EB/EJ) Files

- Submitted annually during Fall term to reflect annual district staffing
- Employee Demographic (EB) file contains one record for each distinct combination of college/term (annual)/employee for district employees during the Fall term
- Elements include employee parameters such as birthdate, gender, and employment classification
- Employee Assignment (EJ) file contains one record for each distinct combination of college/term (annual)/employee/assignment for district employees during the Fall term
- Elements include employee assignment parameters such as assignment type, account code, and FTE

Employee Assignment (EJ) File Domain

Include a record for each distinct combination of...

- District-College-Identifier (GI01)
 - District code for assignments occurring at the district office
 - College Code for assignments occurring at a college
- Employee-Assignment-Type (EJ01)
 - Report separate assignment records for each specific assignment type
- Employee-Assignment-Leave-Type (EJ02)
 - Report separate assignment records for each specific type of leave
- Employee-Assignment-Account-Code (EJ03)
 - Report separate assignment records for each specific assignment account (ASA or TOP code)

EB/EJ File Error Troubleshooting

- EB/EJ file edits are syntactical, integrity, referential, and quality
- Employee EEO6 (EB07) and Classification (EB08) must agree
- Annual Salary (EB12), Additional Compensation (EB13), Classification (EB08), Assignment Type (EJ01), and Leave Type (EJ02) must agree
- Employee EEO6 (EB07) quality edit requires at least one record for classified support staff
- Assignment FTE (EJ08) should be reported as a percentage

Student Placement (SL) File



Student Placement (SL) File

- Submitted annually after end of academic year
- Contains one record per college/term (annual)/student/placement
- Records should be reported for every student placement in English, mathematics, and/or ESL occurring during the preceding academic year (July 1 – June 30)
- Elements include placement parameters such as placement date, type, source, and level

SL File Error Troubleshooting

- SL file edits are syntactical and integrity
- Placement Type (SL02) and Source Test (SL05) must agree

Adult Education Assessment (AA) File

Adult Education Assessment (AA) File

- Submitted annually after end of academic year
- Contains one record per college/term (annual)/student/assessment
- Records should be reported for every adult education assessment occurring during the preceding academic year (July 1 – June 30)
- Elements include assessment parameters such as date and result

AA File Error Troubleshooting

- AA file edits are syntactical only



Previous Webinar Recordings

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- Available at webdata.cccco.edu

Data Submission Webinars

[2025 MIS Data Submission Training Webinar Series](#)

7/24/2025 MIS Data Submission Webinar 1 [Slides](#) [Recording](#)

8/13/2025 MIS Data Submission Webinar 2 [Slides](#) [Recording](#)

9/12/2025 MIS Data Submission Webinar 3 [Slides](#) [Recording](#)

4/17/2025 MIS Update Presentation [Slides](#) [Recording](#)

Questions



Thank you

