



California
Community
Colleges

Management Information System (MIS) Data Submission User Manual

Digital Innovation & Infrastructure Educational Services & Support Divisions

Updated: July 15, 2021

Version: 1.1

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Version History

Date	Version	Updated By	Description of Changes
06/04/2021	1.0	Jim Kelly	Document Release

Glossary

Term/Acronym	Definition
CCC	California Community Colleges
CCCCO	California Community Colleges Chancellor's Office
CSV	Comma Separated Value
DED	Data Element Dictionary
DII	Digital Innovation and Infrastructure Division
IPEDS	Integrated Postsecondary Education Data System
NCES	National Center for Education Statistics
MIS	Management Information System
PM	Project Manager
SCFF	Student Centered Funding Formula
SME	Subject Matter Expert
VC	Vice Chancellor
WEDD	Workforce & Economic Development

1.0 Introduction

1.1 Purpose of this Manual

This manual is written to support the California Community College (CCC) districts in their submission of data into the California Community College Chancellor's Office Management Information System (abbreviated here as MIS).

The target audience for this document are college and district staff involved in the handling of educational and institutional data. This document is written assuming that the reader knows nothing of MIS but should also be valuable as reference to experienced MIS submission staff.

1.2 Purpose for MIS Data Submission

1.2.1 Who is MIS?

The CCC Management Information System is led by the Director of MIS and is part of the Digital Innovation and Infrastructure (DII) division of the CCC Chancellor's Office. DII is led by the Vice Chancellor of DII who reports to the Deputy Chancellor and the Chancellor.

The MIS team is primarily responsible for collecting MIS data from CCC districts. It is also responsible for development of data systems and data warehousing. The MIS team reports data to federal and state agencies and provides ad hoc data querying and reporting to support Chancellor's Office policy and decision making.

1.2.2 Why Does MIS Collect Data?

The data collection function of MIS is mandated by legislation (see section [1.3 Legislation](#)). The data collected by MIS provides accountability for the functioning of the CCC to governing bodies and drives funding.

1.2.3 MIS Data Uses

MIS data supports accountability in the form of the Student Success Metrics Dashboard, annual State of the System report, and various reporting to the Legislature and Governor.

MIS data is used to calculate the supplemental and student success portions of district apportionments and allocations for various student services programs.

MIS data is used in the fulfillment of various federal and state government reporting requirements, such as completion rates, transfer rates, and net price calculators for Student Right to Know and Integrated Postsecondary Education Data System (IPEDS) reporting to the National Center for Education Statistics (NCES) on the federal level, and California Student Aid Commission SB70 reporting at the state level.

Researchers at the Chancellor's Office and other partner organizations throughout the state and country also depend on MIS data to conduct research in support of the CCC system.

1.3 Legislation

In California Education Code (EDC) Title 3, Division 7 covering California Community Colleges there are two sections, EDC § 71020.5 & 84754.5, that relate to the **collection of data** from the community college system by the California Community College Chancellor's Office.

1.3.1 EDC § 71020.5

In EDC Title 3, Division 7, Part 44, Chapter 1 covering the California Community College Board of Governors, Article 2 describes the powers and duties of the Board of Governors. Article 2, Section 71020 describes an accountability system that measures the performance of community colleges in meeting the postsecondary educational needs of students. The educational and fiscal accountability system is intended to provide **performance data on students, programs, and institutions**.

The accountability system helps all participants in the community college system, including students, faculty, staff, administrators, local governing boards, the chancellor, the state board of governors, the public, and other interested constituencies, in identifying the educational and fiscal strengths and weaknesses of colleges in order to improve educational quality in community colleges.

The statute states that successful implementation of the above system is, in part, dependent upon an **adequate data collection and reporting system**.

See [Appendix A – EDC § 71020.5](#) for the complete statute.

1.3.2 EDC § 84754.5

In EDC Title 3, Division 7, Part 50, Chapter 5 covering community college apportionment, Article 2 describes program-based funding. Article 2, Section 84754.5 establishes a program for annual reporting and evaluation of district-level performance.

This section describes community college districts **providing data** for the purpose of the annual report to the Legislature and for the purposes of providing the means for both internal and external assessment of the district's educational offerings in meeting the high-priority educational goals of the state. **This data is expected to be in a format and according to a schedule specified by the California Community College Chancellor's Office.** Providing this data is a condition of receiving funds in the annual Budget Act to encourage district-level accountability efforts.

See [Appendix B – EDC § 84754.5](#) for the complete statute.

2.0 Data Submission Details

2.1.1 Security

Each district has been assigned a username and password to be used by district staff to login to critical MIS data submission applications.

2.1.2 Data Submitted

The types of data collected by MIS include Student, Course, Enrollment, Program Award, Financial Aid, Employee, etc. Data is submitted on a term or annual basis depending on the type of data.

Table 2-1 is a list of the file types submitted to MIS and the purpose for each.

Data File and Domain	Domain(s)	Purpose
College Calendar File	CC	Defines term calendars at the college
Course File	CB	Contains details for courses offered
Section/Session/Faculty File	XB/XF/XE	Contains details for course sections offered, course sessions scheduled, and faculty assigned to scheduled sessions
Student Basics File	SB	Contains characteristics and demographic details for students
Special Populations File	SG	Contains information on specific populations with which a student is identified or participating
Student Enrollment File	SX	Contains information on enrollments
CalWORKs Application File	SC	Contains details of students served by the CalWORKs program
CalWORKs Work File	CW	Contains detail of students CALWORKs associated work activities
Student DSPS File	SD	Contains details of students served by the DSPS program
Student EOPS File	SE	Contains details of students served by the EOPS program
Student Matriculation File	SM	Contains matriculation service details provided to students
Student Success File	SS	Contains matriculation and student success service details provided to students
Student VTEA File	SV	Contains details of students served by the Perkins/VTEA program
Student Assessment File	SA	Contains information on student assessments
Financial Aid Application File	SF	Contains information on financial aid applicants
Financial Aid Awards File	FA	Contains information on financial aid awards
Student Program Award File	SP	Contains information on program awards conferred to students
Employee Demographic File	EB	Contains characteristics and demographic details for district employees
Employee Assignment File	EJ	Contains work assignment details for district employees

Table 2-1 Data Files

Figure 2-1 shows visually how the MIS data files relate.

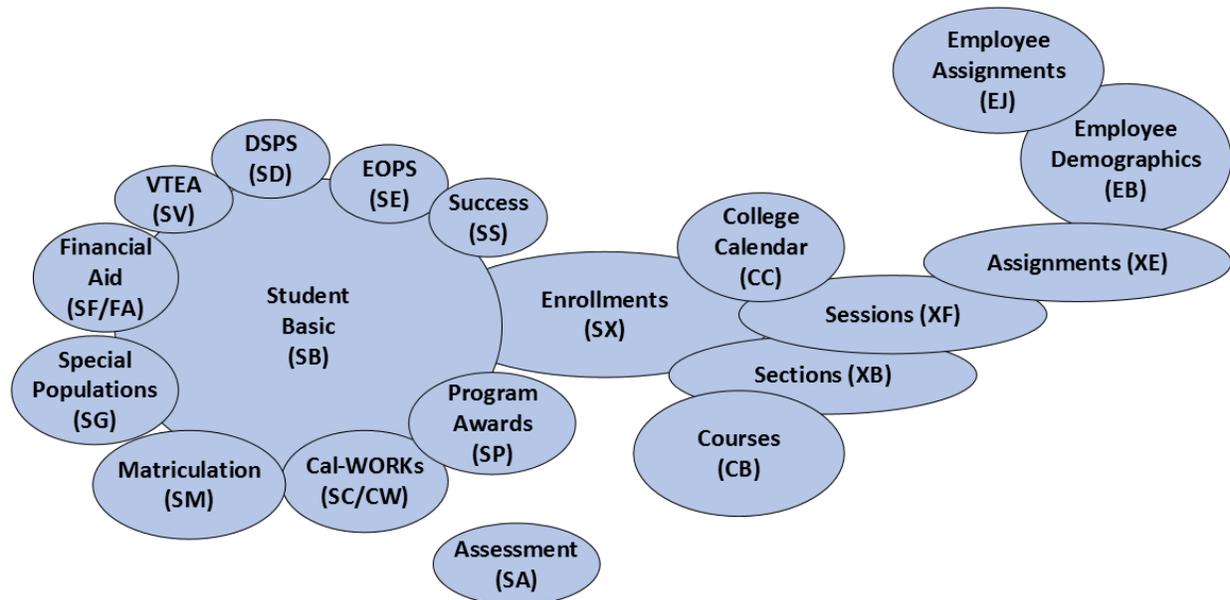


Figure 2-1 Data File Diagram

For each file, a set of data elements are defined. These can be found in the MIS Data Element Dictionary (referred to in this document as the “DED”). The DED is a series of PDF documents and can be found at <https://webdata.cccco.edu/ded/>.

2.1.3 Data File Example

Each file to that can be submitted is defined in the DED. One of the files is “Student Enrollment”, which uses the “SX” identifier. District use this file to report student enrollment information. That entire file is described at https://webdata.cccco.edu/ded/sx/sx_all.pdf.

Table 2-2 shows the “Student Enrollment” file defined in the DED.

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SX	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(3)	03-05
GI03	TERM-IDENTIFIER	X(3)	06-08
SB02	STUDENT-NAME-PARTIAL	X(3)	09-11
SB00	STUDENT-IDENTIFIER	X(9)	12-20
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	21-32
XB00	SECTION-IDENTIFIER	X(6)	33-38
SX01	ENROLLMENT-EFFECTIVE-DATE	9(6)	39-44
SX02	ENROLLMENT-DROP-DATE	9(6)	45-50
SX03	ENROLLMENT-UNITS-EARNED	99V99	51-54
SX04	ENROLLMENT-GRADE	X(3)	55-57
SX05	ENROLLMENT-POSITIVE-ATTENDANCE-HOURS	9999V9	58-62
CB00	COURSE-CONTROL-NUMBER	X(12)	63-74
SX06	ENROLLMENT-APPORTIONMENT-STATUS	X(1)	75
	FILLER	X(3)	76-78

Table 2-2 Student Enrollment File

The DED format designators seen in Table 2-3 are described as follows.

Format Designator	Meaning
9	Numeric
v	Decimal Position
X	String
(NN)	NN = Number of Characters or Digits

Table 2-3 DED Format Designators

Example format values from Student Enrollment are described as follows.

DED Format	Meaning
9(6)	Six Digit Integer
99v99	Two Digit Number Allowing Two Decimal Places
X(3)	Three Character String Value
9999v99	Four Digit Floating Point Number Allowing Two Decimal Places
X(1)	One Character String Value

Table 2-4 Example DED Format Values

2.1.4 Data Element Example

In Table 2-2, for example, the “ENROLLMENT-GRADE” field is designated as SX04 with a format of X(3) occurring at positions 55 through 57. Each element is separately defined in a PDF in the DED. ENROLLMENT-GRADE is described at <https://webdata.cccco.edu/ded/sx/sx04.pdf>. Table 2-5 The DED shows the valid grade values for the ENROLLMENT-GRADE element definition within the Student Enrollment file.

DED #	DATA ELEMENT NAME	FORMAT
SX04	ENROLLMENT-GRADE	X(3)
This element indicates the grade or other outcome a student earned for a particular section.		
Coding	Meaning	
A	Received a letter grade of "A"	
B	Received a letter grade of "B"	
C	Received a letter grade of "C"	
D	Received a letter grade of "D"	
F	Failing (in a letter graded course)	
P	Pass	
NP	No Pass	
I*	Incomplete where "*" indicates the default grade to be received by the student if the incomplete is not completed within one year.	
IPP	Incomplete Pass	
INP	Incomplete No Pass	
IP	In progress	
RD	Report Delayed	
SP	Satisfactory Progress (Non-Credit)	
UG	Ungraded (Non-Credit)	
UD	Ungraded Dependent	
FW	Withdrawn without permission & without having achieved a final passing grade	
W	Withdrew (after last day to drop)	
MW	Military Withdrawal	
EW	Excused Withdrawal	
DR	Drop Census Data Section: On or after first census date and before withdraw period.	
XX	None of the above or unknown (no longer valid starting Summer 2010)	
Plus (+) or minus (-) grades are optional (e.g. A-, B+, etc.). C- and IC- are not valid grade codes.		

Table 2-5 ENROLLMENT-GRADE

2.1.5 Data Element Validation

Each data element defined within the DED may have up to four different types of validation checks or “Processing Edits”. These different types of checks are defined as “Syntactical (or Field) Check”, “Integrity Check”, “Referential Check” and “Data Quality Check”.

Table 2-6 shows the Field and Integrity Checks for ENROLLMENT-GRADE (from DED).

FIELD CHECK	Left-justified with trailing blanks A, B, C, D (with or without + or -) F, P, NP, I*, (where * represents default grade after 1 year) DR, IP, RD, SP, UG, UD, W, MW, EW
	Enrollment Grade equal to “XX” (None of the above/unknown) will no longer be valid.
INTEGRITY CHECK	If Enrollment Grade (SX04) is “DR”, “MW”, “EW”, or “W”, then a valid date must be entered in the enrollment drop date in the format of YYMMDD, otherwise SX02 must equal 888888.
	If Enrollment Grade (SX04) is reported as “SP”, “UG”, “UD”, “W”, “MW”, “EW”, or “DR”, then Enrollment Units Earned (SX03) must be reported as 8888.
	If Enrollment Grade (SX04) is reported as “DR” then Enrollment Apportionment Status (SX06) must be reported as 0 (zero).

Table 2-6 ENROLLMENT-GRADE Field & Integrity Checks

Table 2-7 shows the Referential and Data Quality Checks for ENROLLMENT-GRADE (from DED).

REFERENTIAL CHECK	If SX04 is coded as A, B, C, D, or P and Course Credit Status (CB04) = C or D then SX03 must be greater than or equal to Section Units Minimum (XB06) and less than or equal to Section Units Maximum (XB05).
	If SX04 = F, FW, or NP and Course Credit Status (CB04) = C or D then Enrollment Units Earned (SX03) must = 0000.
	If SX04 is reported as “UG” or “SP” then Course Credit Status (CB04) of the associated course record MUST be coded as “N”.
	If SX04 is reported as “I*”, “IP”, or “RD” and Course Credit Status (CB04) = “C” or “D”, then SX03 must = 9999.
DATA QUALITY CHECK	Credit grades reported must have at least one “A, B, C, D, F, or W” Enrollment Grade, or the submission will be rejected.
	A semester/quarter data submission will be rejected if more than 2.5% of all SX04 credit grades submitted have a value of SX04 = RD.

Table 2-7 ENROLLMENT-GRADE Referential & Data Quality Checks

3.0 Data Submission Calendar

Files for MIS are submitted by term. Each term has a list of file types that are expected to be submitted by the due date for that term. In most cases, term data is due 30 days after the end of the term. Some term submissions have files where submission is optional.

3.1 Submission Files

Some data is submitted on an annual basis and some at the end of the academic term. All data is associated with an academic year and a Term Code.

Table 3-1 shows the files associated with each submission.

File	Domain	Reporting Requirement
Academic Term Submission		
Student Basic	SB	Required
Student Enrollment	SX	Required
Course	CB	Required
Section/Session/Assignment	XB/XF/XE	Required
Student Success	SS	Required
Special Populations	SG	Required
Employee Demographic	EB	Required
Student Disability	SD	Required for colleges providing DSPS services to students
Student EOPS	SE	Required for colleges providing EOPS services to students
Student CalWORKs	SC/CW	Required for colleges providing CalWORKs services to students
Student VTEA	SV	Required for colleges providing Perkins/VTEA services to students
Annual Submission		
College Calendar	CC	Required
Program Award	SP	Required
Financial Aid	SF/FA	Required
Assessment	SA	Required
Employee Demographic/Assignment	EB/EJ	Required

Table 3-1 Submission Files and Terms

3.2 Submission Due Dates

Annualized due dates are as follows:

- Summer, Fall, Spring term data due 30 days after end of term
- Winter term data due with Spring term data
 - Winter/Spring data should include College Calendar which must be submitted before any data for the following academic year is submitted
- Program Awards data due September 15
- Assessment data due October 31
- Financial Aid data due December 1
- Employee annual data due January 31

Figure 3-1 shows data submission expectations based on the academic year.

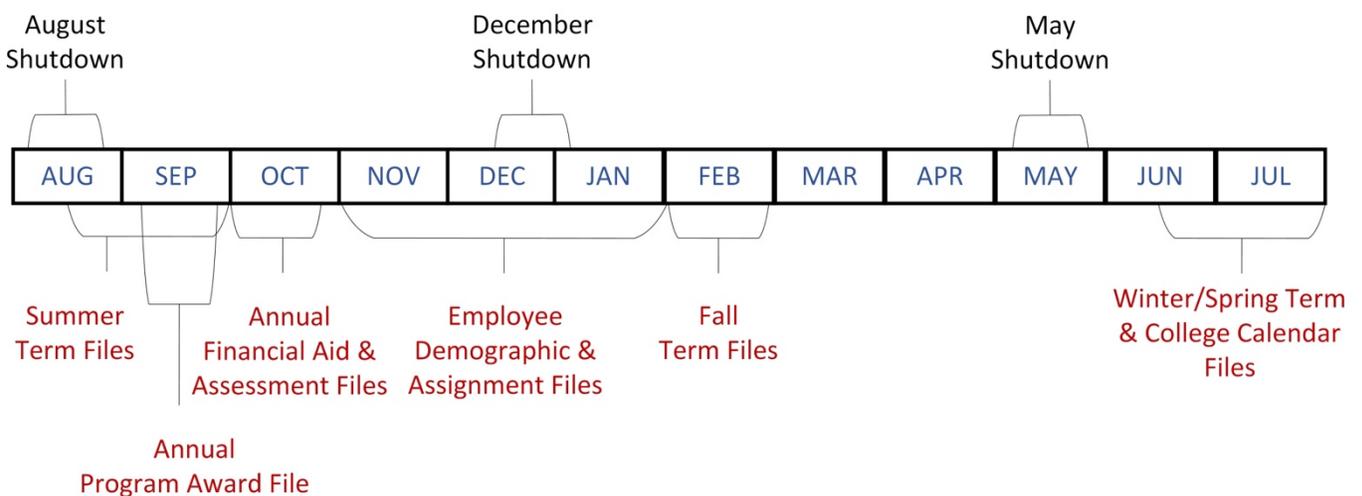


Figure 3-1 Annual MIS Data Submission Calendar

The MIS data submission system has three scheduled maintenance windows each year during which data submissions are not accepted. The maintenance windows last for approximately two weeks and are scheduled for early August, late December, and early May. The maintenance windows are referred to by the month they occur in the above diagram.

The MIS team publishes the MIS Data Submission Timeline prior to each academic year. This timeline will contain specific due dates for the upcoming year.

Data Submission Deadlines for Specific 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 Student Centered Funding Formula (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)

4.0 Data Submission Instructions

4.1 Data Submission Business Logic

Files uploaded to MIS must adhere to the following business logic.

4.1.1 General Business Rules

TX (Transmission) File

Each upload requires a “TX” text file. The purpose of the TX file is to validate the files submitted. The TX file should contain the name and record count for each file submitted (including the TX file). The system validates that the district identifier, the term identifier and the file extension of all files submitted match the files listed in the TX file. The number of records submitted is compared to the record count listed in the TX file.

Minimum Data

With each data submission, at least one data file is required.

Term ID

Each upload is associated with a Term ID in the form “YYT” where “YY” is the last two digits of the calendar year and “T” is the Term Code.

Code	Term Type	Term ID Examples (2021-22 Academic Year)
Semester Calendar Terms		
5	Summer Term	215
7	Fall Semester	217
1	Winter Intersession	221
3	Spring Semester	223
Quarter Calendar Terms		
6	Summer Quarter	216
8	Fall Quarter	218
2	Winter Quarter	222
4	Spring Quarter	224
Annual Reporting		
0	Annual	220
9	Employee	219

Table 4-1 Terms

4.1.2 Annual File Submission

The Term Code is for annual submissions is “0”.

The following file types are allowed with annual data submissions:

File Type	File	Notes
CC	College Calendar	
SP	Program Award	
SA	Assessment	
FA	Financial Aid Elements	Only Required with File Type SF
SF	Student Financial Aid	Only Required with File Type FA
TX	Transmission	Required

Table 4-2 Annual Term File Submission

4.1.3 Employee File Submission

The Term Code is for employee submissions is “9”.

The following file types are allowed with employee data submissions:

File Type	File	Notes
EB	Employee Demographic	Required
EJ	Employee Assignment	Required
TX	Transmission	Required

Table 4-3 Employee Term File Submission

4.1.4 Academic Term File Submission

Academic term submissions use Term Codes “1” through “8”.

The following file types are allowed with academic term data submissions:

File Type	File	Notes
CB	Course	
CW	CalWORKs Work File	Required with File Type SC for Term Code in “2,3,4,7,8”
SC	CalWORKs Application File	Required with File Type CW for Term Code in “2,3,4,7,8”
XB	Section	Includes “XF” and “XE” records
EB	Employee Demographic	
SB	Student Basic	
SE	Student EOPS	
SX	Student Enrollment	
SM	Student Matriculation	Required when Term is at or before Spring Quarter of 2014
SD	Student Disability	
SG	Student Populations	Required when Term ID at or before Summer Term of 2012
SS	Student Success	Required when Term ID at or before Summer Term of 2014
SV	Student VTEA	
TX	Transmission	Required

Table 4-4 Academic Term File Submission

4.1.5 File Naming Convention

Files uploaded to MIS must adhere to the following naming convention.

The file name pattern for MIS submission is:

“U” + District + Term ID + File Type + “.dat”

Example: “U91217XB.dat” where:

- “U” = Literal string
- “91” = Two Digit District Identifier
- “217” = Three Digit Term Identifier
 - “21” = 2021-2022 Academic Year
 - “7” = Term Code
- “XB” = Two Character File Type - Section Data
- “.dat” = File Extension

Table 4-5 defines the file name components:

Component	Description
“U”	Literal string
District Identifier	2-digit district identifier
Term Identifier	3-digit term identifier (YYT)
File Type	SB, SX, etc... (File Type designator from DED)
“.dat”	File extension

Table 4-5 Upload File Name Components

4.2 MIS Data Submission Application

4.2.1 Purpose

The MIS Data Submission application allows district users to upload files to MIS for processing. Users identify their district, the term for the files being uploaded and choose whether data should be loaded into production. Separately, users identify files to be uploaded. Business logic is used to check that all mandatory files for the term selected have been uploaded.

4.2.2 Access

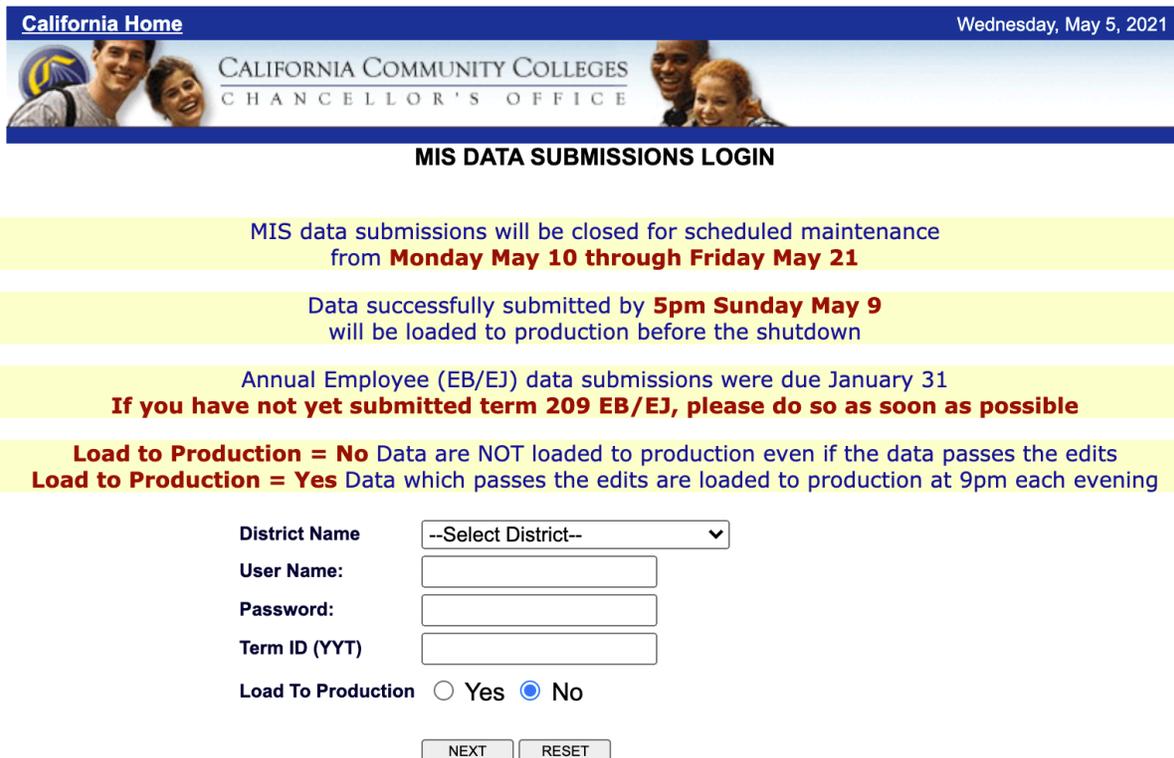
URL: <https://webdata.cccco.edu/login.aspx>

This application requires a district login.

4.2.3 User Interface

4.2.3.1 Login Page

When visiting the above link, the following login page appears.



California Home Wednesday, May 5, 2021

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

MIS DATA SUBMISSIONS LOGIN

MIS data submissions will be closed for scheduled maintenance
from **Monday May 10 through Friday May 21**

Data successfully submitted by **5pm Sunday May 9**
will be loaded to production before the shutdown

Annual Employee (EB/EJ) data submissions were due January 31
If you have not yet submitted term 209 EB/EJ, please do so as soon as possible

Load to Production = No Data are NOT loaded to production even if the data passes the edits
Load to Production = Yes Data which passes the edits are loaded to production at 9pm each evening

District Name:

User Name:

Password:

Term ID (YYT):

Load To Production Yes No

Figure 4-1 MIS Data Submission Login

The Login Page includes the following form fields:

- Select District Name from dropdown
- Enter User Name
- Enter Password
- Enter Term (in “YYT” format)
- Select “Load to Production?” Yes or No
- Press NEXT button to login
- Press RESET button to clear entries and start over

If MIS Data Submissions are closed due to a regularly scheduled maintenance window, the following page will appear:



Figure 4-2 MIS Data Submission Closed

4.2.3.2 File Upload Page

After logging in, the File Upload Page, shown in Figure 4-3, appears.

Help	TYPE	FILE NAME	LAST DATE	ADD OR REPLACE FILES	
?	CB			Choose File	No file chosen
?	CW			Choose File	No file chosen
?	EB			Choose File	No file chosen
?	SB			Choose File	No file chosen
?	SC			Choose File	No file chosen
?	SD			Choose File	No file chosen
?	SE			Choose File	No file chosen
?	SG			Choose File	No file chosen
?	SS			Choose File	No file chosen
?	SV			Choose File	No file chosen
?	SX			Choose File	No file chosen
?	TX			Choose File	No file chosen
?	XB			Choose File	No file chosen
* A TX file is required with every upload.					

Figure 4-3 MIS Data Submission File Upload Page - 1

If files were previously uploaded from the same workstation, the File Upload Page, shown in Figure 4-4 may appear.

Help	TYPE	FILE NAME	LAST DATE	ADD OR REPLACE FILES	
?	CB	U18187CB.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	CW	U18187CW.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	EB	U18187EB.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SB	U18187SB.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SC	U18187SC.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SD	U18187SD.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SE	U18187SE.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SG	U18187SG.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SS	U18187SS.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SV	U18187SV.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	SX	U18187SX.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	TX	U18187TX.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
?	XB	U18187XB.DAT	8/2/2019 12:51:03 PM	Choose File	No file chosen
* A TX file is required with every upload.					

Figure 4-4 MIS Data Submission File Upload Page - 2

The following actions are available on the File Upload Page:

- Press the “RETURN TO LOGIN PAGE” button to return to the previous page
- Press the “Choose File” button associated with each file type to Identify the file to upload
- Once the intended files are identified, select “Upload These Files” and the upload will begin

Files are expected follow the File Naming Convention defined in section [4.1.5 File Naming Convention](#).

4.2.4 Error Checking

The following error checking is performed:

- Do all file names follow the file naming convention?
- Is the extension correct on all files?
- Do all files contain at least one record?
- Is the Business Logic followed?
 - Are all mandatory files uploaded?
- Do the files match the submitted TX record?

If the upload is successful, a popup message stating “Files Uploaded Successfully” is displayed. If any errors are found, a popup displaying the error(s) appears.

4.2.4.1 File Upload Successful Popup

The following popup appears if the file upload is successful.

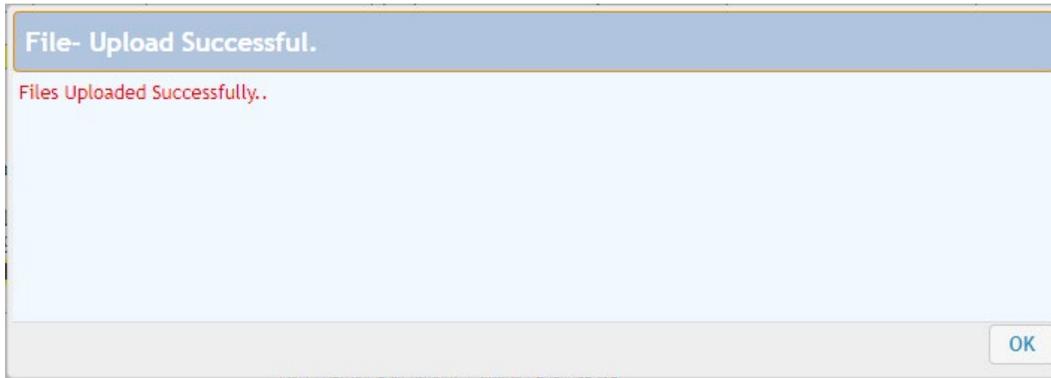


Figure 4-5 MIS Data Submission Upload Success Popup

4.2.4.2 File Upload Error Popup

A popup like one of the following appears containing error message(s) if the business logic checking fails.

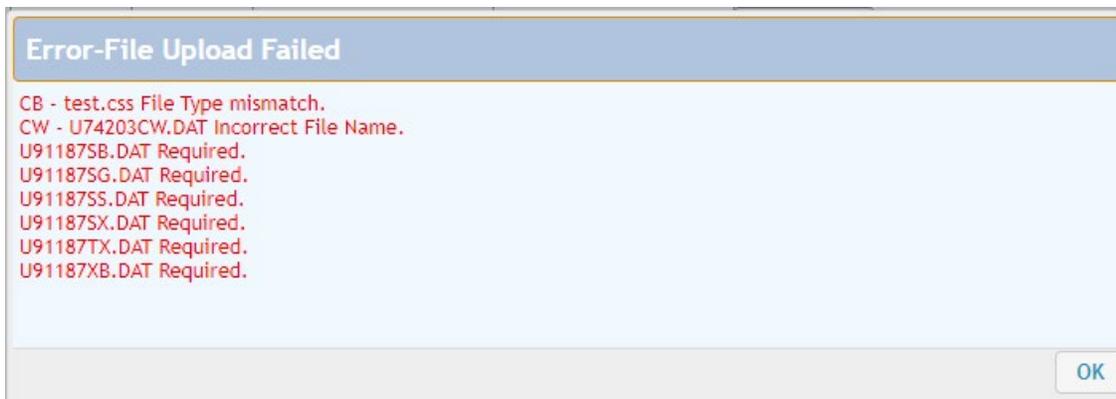


Figure 4-6 MIS Data Submission Error Popup 1

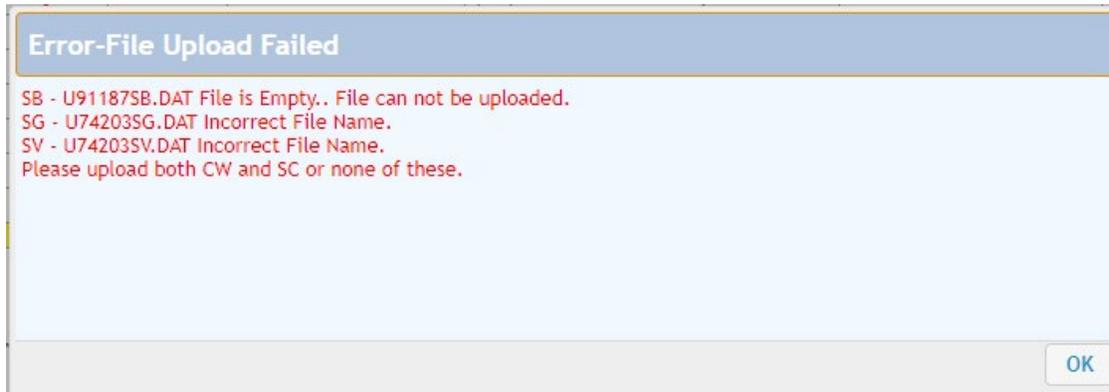


Figure 4-7 MIS Data Submission Error Popup 2

4.2.5 Function

The uploaded files are stored on the MIS file server for immediate processing where data validation is performed.

4.2.6 MIS Data Resubmission

For a district to correct or change data previously submitted, the district can resubmit previously submitted data using the MIS Data Submission application. In general, the rules about resubmission of data are as follows:

- MIS data can be resubmitted for any past term or year.
- Resubmitted data is processed with normal submissions.
- All files for reporting term must be resubmitted together.
- Resubmitted data completely overwrites previously submitted data.
- Resubmitted files must adhere to current file formats and must pass current edits (syntax, integrity, referential and data quality).
- Be aware of student identifier and curriculum changes when doing resubmission.

4.3 Data Submission Report Application

4.3.1 Purpose

This application informs district users about the results of data submission. This includes giving district users access to the errors that MIS has identified.

After MIS data validation is performed on the district's submitted data, district users are sent an email that informs them of validation success or the types of errors that were encountered. The email includes a link to this application.

4.3.2 Access

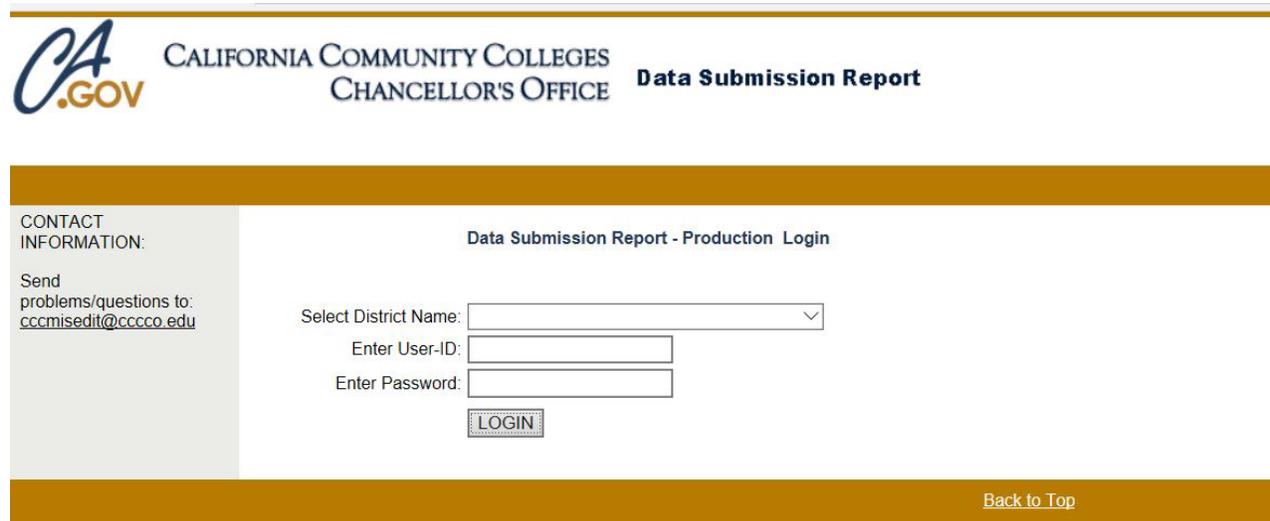
URL: https://edit2.cccco.edu/EditLoadReports/DSR_ProdLogin.aspx

This application requires a district login.

4.3.3 User Interface

4.3.3.1 Login Page

When visiting the above link, the following login page appears:



CA.GOV CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE **Data Submission Report**

CONTACT INFORMATION:
Send problems/questions to: cccmisedit@ccco.edu

Data Submission Report - Production Login

Select District Name:

Enter User-ID:

Enter Password:

[Back to Top](#)

Figure 4-8 Data Submission Report Login

The Data Submission Report Login Page includes the following form fields:

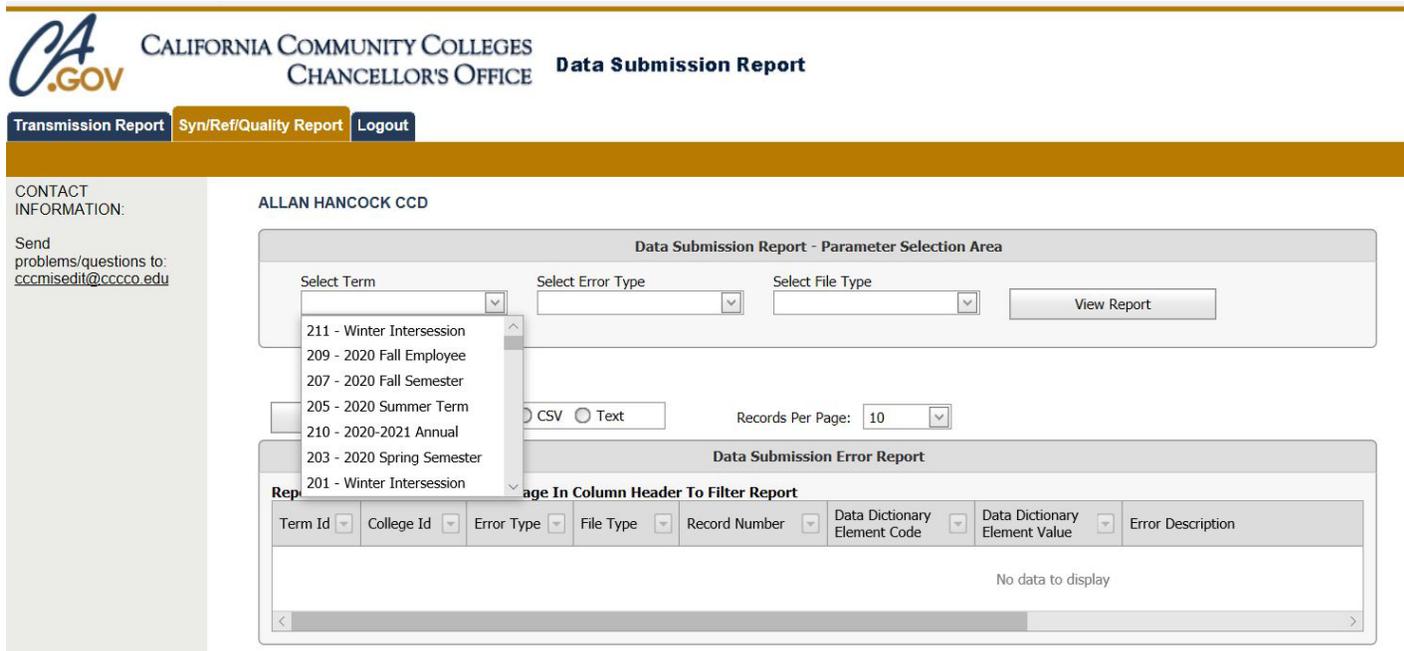
- Select District Name
- Enter User-ID
- Enter Password
- Press “LOGIN” button

4.3.3.2 Error Report Page

The Error Report page allows the user to view errors in MIS data submission by term, type of error and submitted file. Users select the term to review, select the type of error or all types of errors and select the file. They are shown a grid containing each record and the type of error for each. The contents of the grid can be downloaded in Excel, CSV or text formats.

The grid shows the file name, the record number, the term name, the error type, and the specific error. In most cases, the data value is shown as well.

Figure 4-9 shows the selection of the Term.



CA .GOV CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE **Data Submission Report**

Transmission Report Syn/Ref/Quality Report Logout

CONTACT INFORMATION:
Send problems/questions to: cccmedit@cccoco.edu

ALLAN HANCOCK CCD

Data Submission Report - Parameter Selection Area

Select Term: [Dropdown Menu] Select Error Type: [Dropdown Menu] Select File Type: [Dropdown Menu] View Report

211 - Winter Intersession
209 - 2020 Fall Employee
207 - 2020 Fall Semester
205 - 2020 Summer Term
210 - 2020-2021 Annual
203 - 2020 Spring Semester
201 - Winter Intersession

CSV Text Records Per Page: 10

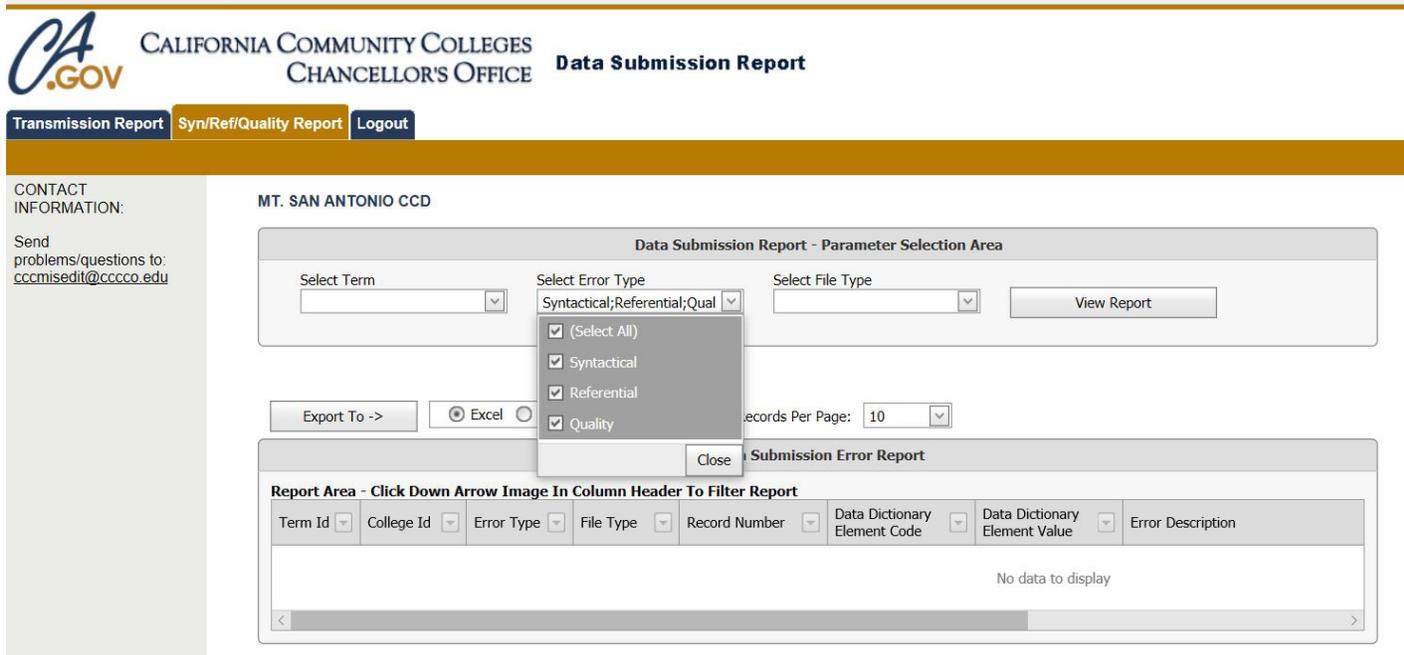
Data Submission Error Report

Rep: [Dropdown Menu] Page In Column Header To Filter Report

Term Id	College Id	Error Type	File Type	Record Number	Data Dictionary Element Code	Data Dictionary Element Value	Error Description
No data to display							

Figure 4-9 Data Submission Report Error Term

Figure 4-10 shows the selection of the Error Type.



CA .GOV CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE **Data Submission Report**

Transmission Report **Syn/Ref/Quality Report** Logout

CONTACT INFORMATION:
Send problems/questions to: cccmisedit@cccco.edu

MT. SAN ANTONIO CCD

Data Submission Report - Parameter Selection Area

Select Term: [] Select Error Type: Syntactical;Referential;Qual Select File Type: [] View Report

Export To -> Excel CSV Text Records Per Page: 10

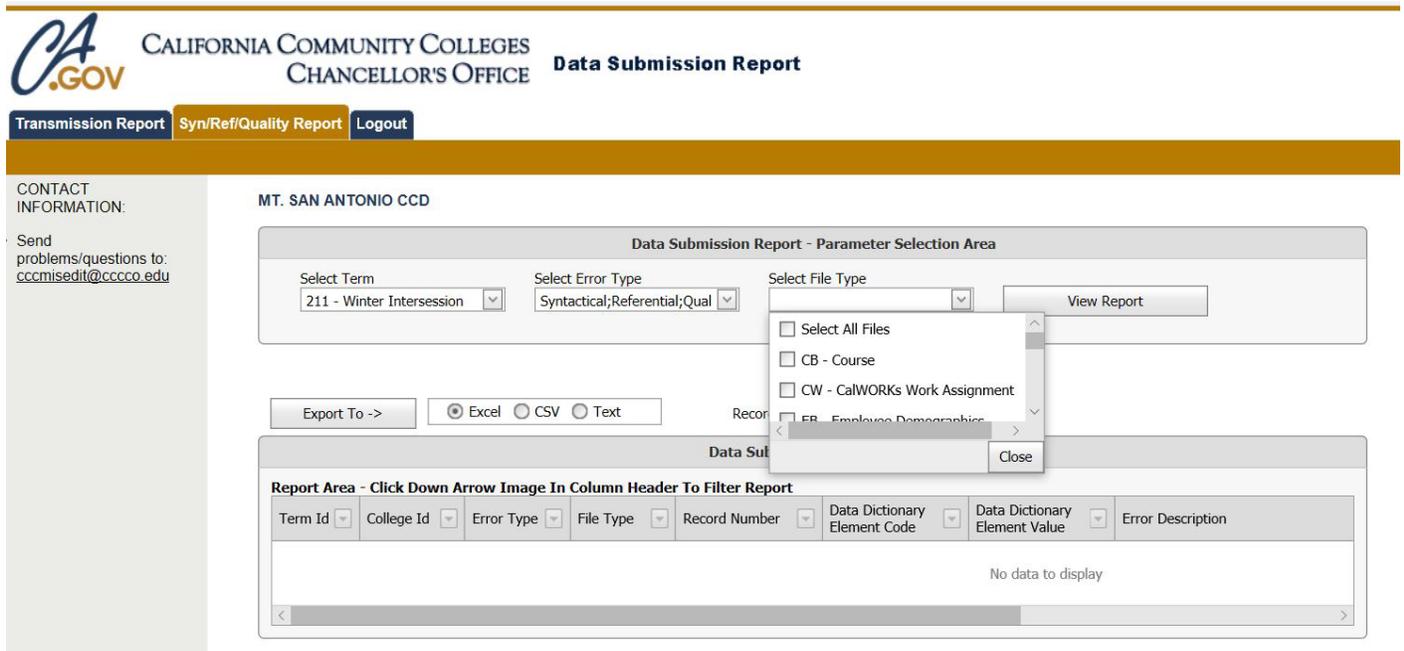
Submission Error Report

Report Area - Click Down Arrow Image In Column Header To Filter Report

Term Id	College Id	Error Type	File Type	Record Number	Data Dictionary Element Code	Data Dictionary Element Value	Error Description
No data to display							

Figure 4-10 Data Submission Report Error Type

Figure 4-11 shows selection of the file type.



CA .GOV CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE **Data Submission Report**

Transmission Report **Syn/Ref/Quality Report** Logout

CONTACT INFORMATION:
Send problems/questions to: cccmisedit@cccco.edu

MT. SAN ANTONIO CCD

Data Submission Report - Parameter Selection Area

Select Term: 211 - Winter Intersession Select Error Type: Syntactical;Referential;Qual Select File Type: [] View Report

Export To -> Excel CSV Text Records Per Page: 10

Submission Error Report

Report Area - Click Down Arrow Image In Column Header To Filter Report

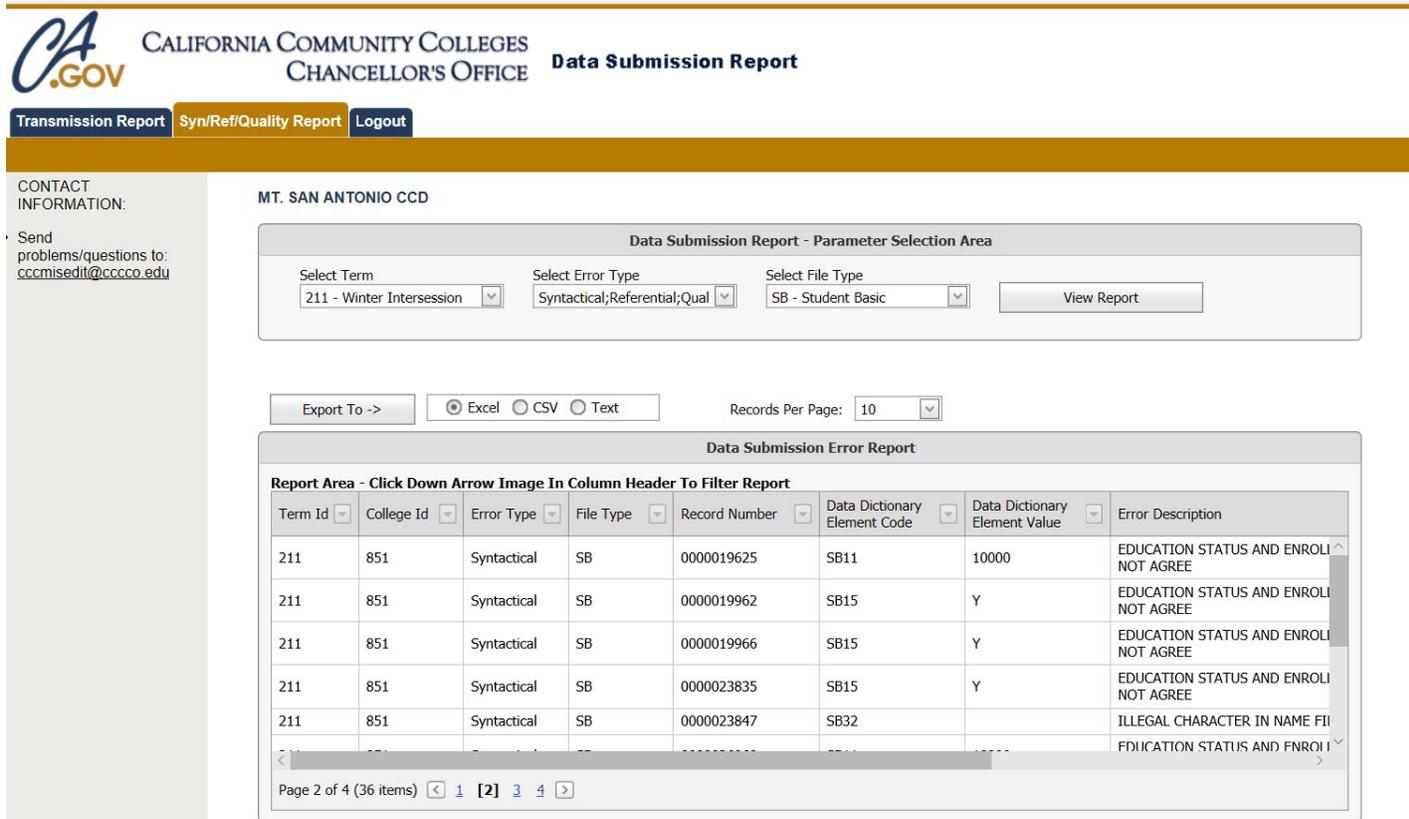
Term Id	College Id	Error Type	File Type	Record Number	Data Dictionary Element Code	Data Dictionary Element Value	Error Description
No data to display							

Figure 4-11 Data Submission Report Error File Type

The Error Report page includes the following form fields:

- Select Term from dropdown
- Select Error Type from dropdown
- Select File Type from dropdown
- Press “View Report”, which populates the error grid

Figure 4-12 shows the error grid based on Term, Error Type and File Type selected.



CA .GOV CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE **Data Submission Report**

Transmission Report **Syn/Ref/Quality Report** Logout

CONTACT INFORMATION:
Send problems/questions to:
cccmisedit@cccco.edu

MT. SAN ANTONIO CCD

Data Submission Report - Parameter Selection Area

Select Term: 211 - Winter Intersession
Select Error Type: Syntactical;Referential;Qual
Select File Type: SB - Student Basic
View Report

Export To -> Excel CSV Text
Records Per Page: 10

Data Submission Error Report

Report Area - Click Down Arrow Image In Column Header To Filter Report

Term Id	College Id	Error Type	File Type	Record Number	Data Dictionary Element Code	Data Dictionary Element Value	Error Description
211	851	Syntactical	SB	0000019625	SB11	10000	EDUCATION STATUS AND ENROLLMENT NOT AGREE
211	851	Syntactical	SB	0000019962	SB15	Y	EDUCATION STATUS AND ENROLLMENT NOT AGREE
211	851	Syntactical	SB	0000019966	SB15	Y	EDUCATION STATUS AND ENROLLMENT NOT AGREE
211	851	Syntactical	SB	0000023835	SB15	Y	EDUCATION STATUS AND ENROLLMENT NOT AGREE
211	851	Syntactical	SB	0000023847	SB32		ILLEGAL CHARACTER IN NAME FIELD
211	851	Syntactical	SB	0000023847	SB32		EDUCATION STATUS AND ENROLLMENT NOT AGREE

Page 2 of 4 (36 items) < 1 [2] 3 4 >

Figure 4-12 Data Submission Report Error Grid

The Data Submission Report Error Grid page includes the following form fields:

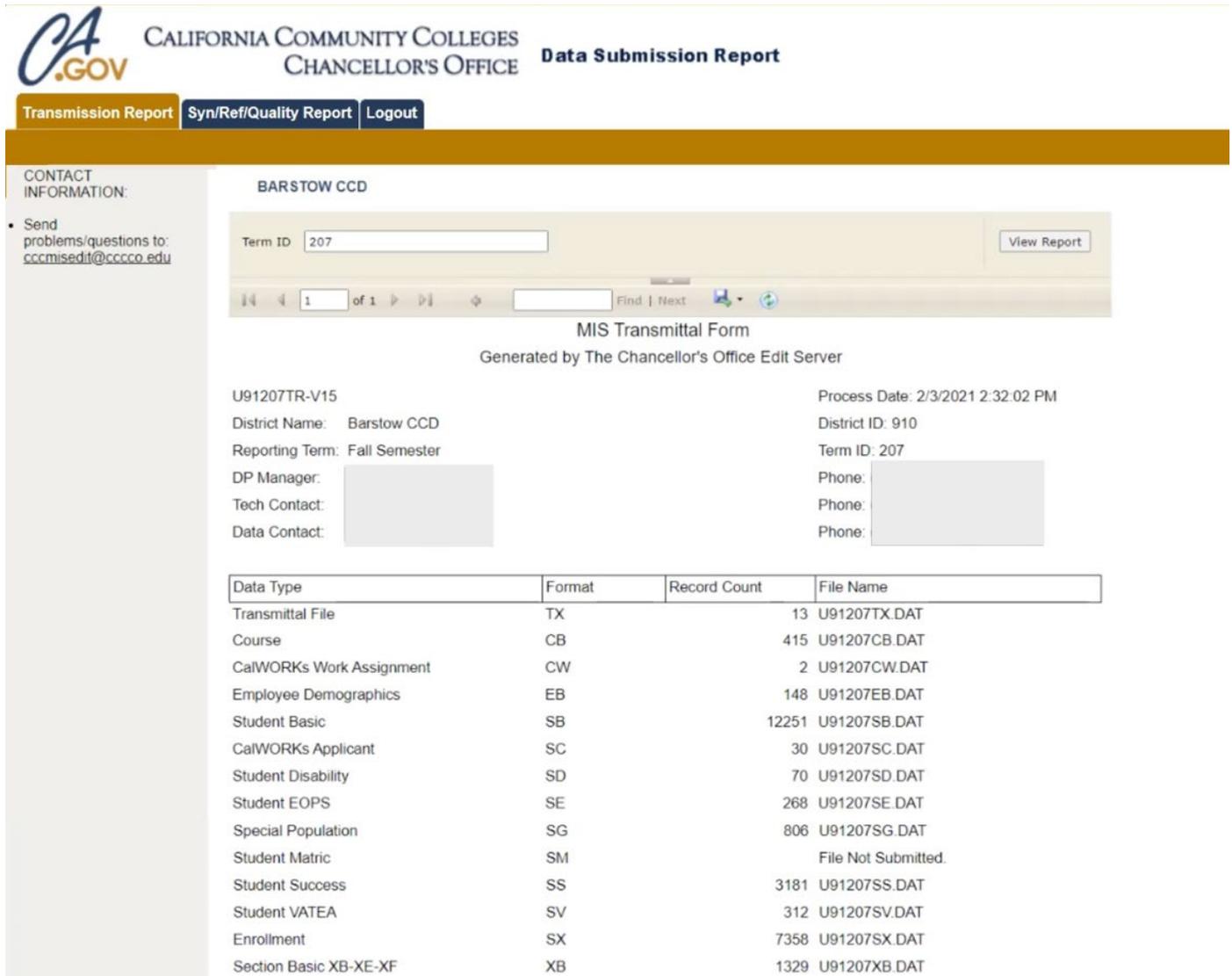
- Export To:
 - Excel
 - CSV
 - Text
- Select Records Per Page from dropdown
- Error grid:
 - Term Id
 - College Id
 - Error Type
 - File Type
 - Record number
 - Data Dictionary Element Code
 - Data Dictionary Element Value
 - Error Description
- Use the paging buttons at bottom of the page to traverse the error grid

Choosing Excel, CSV or Text and pressing “Export To” allows download of the error report in the chosen format.

4.3.3.3 Transmission Report Page

The transmission report page shows the overall details of the selected upload transmission. The user selects the term. Information related to the transmission for the selected term is displayed.

Figure 4-13 shows the Transmission Report page.



CA .GOV CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE **Data Submission Report**

Transmission Report Syn/Ref/Quality Report Logout

CONTACT INFORMATION:

- Send problems/questions to: cccmisedit@ccccc.edu

BARSTOW CCD

Term ID: [View Report](#)

1 of 1 Find | Next

MIS Transmittal Form
Generated by The Chancellor's Office Edit Server

U91207TR-V15 Process Date: 2/3/2021 2:32:02 PM
 District Name: Barstow CCD District ID: 910
 Reporting Term: Fall Semester Term ID: 207
 DP Manager: Phone:
 Tech Contact: Phone:
 Data Contact: Phone:

Data Type	Format	Record Count	File Name
Transmittal File	TX	13	U91207TX.DAT
Course	CB	415	U91207CB.DAT
CalWORKs Work Assignment	CW	2	U91207CW.DAT
Employee Demographics	EB	148	U91207EB.DAT
Student Basic	SB	12251	U91207SB.DAT
CalWORKs Applicant	SC	30	U91207SC.DAT
Student Disability	SD	70	U91207SD.DAT
Student EOPS	SE	268	U91207SE.DAT
Special Population	SG	806	U91207SG.DAT
Student Matric	SM		File Not Submitted.
Student Success	SS	3181	U91207SS.DAT
Student VATEA	SV	312	U91207SV.DAT
Enrollment	SX	7358	U91207SX.DAT
Section Basic XB-XE-XF	XB	1329	U91207XB.DAT

Figure 4-13 Data Submission Report Transmission Report

The Transmission Report page includes the following form fields:

- Enter Term ID
- Press “View Report”, which displays the Transmission Report

The Transmission Report includes the following information:

- Report Code
- Processing Date
- District Name
- District ID
- Reporting Term
- Term ID
- Contacts
 - DP Manager Name and Phone Number
 - Tech Contact Name and Phone Number
 - Data Contact Name and Phone Number
- Transmission Details
 - Data Type - Type of data uploaded
 - Format – Two-character file code
 - Record Count - Count of records uploaded with this transmission
 - File Name - The name of the file submitted

5.0 Notifications

There are three events that trigger notification when submitting data to MIS. These events are submission, validation, and ingestion.

5.1 Submission Application Notification

- The MIS Data Submission application will notify the user of the result of initial validation of the uploaded files in a popup dialog message.
- This message will show that initial validation has been successful or that an error has been identified.
- (See section [4.2.4 Error Checking](#).)

5.2 Validation Notification

- When MIS validates uploaded data, one or more email messages are sent to the email address associated with the district user.
- These email messages will show that the uploaded data has been successfully validated or the types of errors that have been identified.
- Validation is done immediately after data files are uploaded. Notification can be expected after validation is done.
- (See [Appendix C – MIS Validation Email Examples](#).)

5.3 Ingestion Notification

- When MIS ingests uploaded data, one or more email messages are sent to the email address associated with the district user.
- These email messages will show that the uploaded data has been successfully ingested.
- Errors at this stage are unlikely.
- The emails sent will vary depending on the type of data uploaded.
- Ingestion runs on the evening after upload and validation. The ingestion process also updates the Data Mart. Notification can be expected after ingestion is complete and the Data Mart has been updated.
- (See [Appendix D – MIS Ingestion Email Examples](#).)

6.0 Data Submission Tracking Applications

6.1 Data Submission Queue Application

6.1.1 Purpose

This single page application allows district users to see the data validation queue. When many districts are uploading files to MIS at the same time, the queue can show multiple entries. If incoming MIS processing should stop for some reason, the queue will show one or more entries and will not change over time, which is an indicator to the district that there may be a problem.

6.1.2 Access

URL: <https://webdata.cccco.edu/queue.aspx>

This application is open to the public.

6.1.3 User Interface

Figure 6-1 shows an example of the Queue Table.

Order	District	Year	Term Name	Version	Process Description	Date	Time
1	Monterey Peninsula	2020	Fall Employee	8	Submission placed in queue	210201	21:34
2	Marin	2020	Fall Term	11	Submission placed in queue	210202	08:04
3	Palomar	2020	Fall Term	19	Submission placed in queue	210202	08:06
4	Los Angeles	2020	Fall Term	32	Submission placed in queue	210201	21:11

Figure 6-1 Data Submission Queue

The Queue Table contains the following information:

- Order - The order that submissions are being processed
- District - Name of submission district
- Year - Academic year of submission
- Term Name - Name of submission term
- Version - Version of submission
- Process Description - Current state in the data submission queue
- Date - The date that the submission was made
- Time - The time that the submission was made

6.2 Submission History Application

6.2.1 Purpose

This application allows district users to see a history of all files that have been submitted. It shows record counts and date for each of the files submitted.

6.2.2 Access

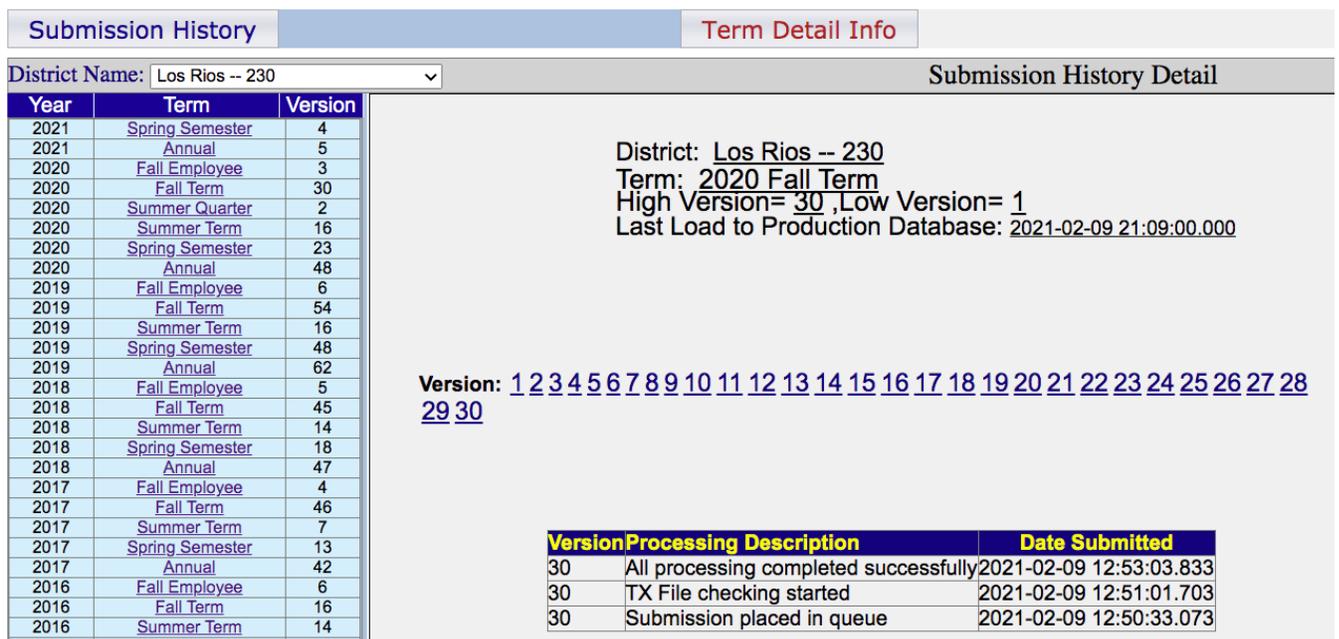
URL: <https://webdata.cccco.edu/history.aspx>

This application is open to the public.

6.2.3 User Interface

6.2.3.1 Submission History Detail

Figure 6-2 shows the Submission History Detail page.



Year	Term	Version
2021	Spring Semester	4
2021	Annual	5
2020	Fall Employee	3
2020	Fall Term	30
2020	Summer Quarter	2
2020	Summer Term	16
2020	Spring Semester	23
2020	Annual	48
2019	Fall Employee	6
2019	Fall Term	54
2019	Summer Term	16
2019	Spring Semester	48
2019	Annual	62
2018	Fall Employee	5
2018	Fall Term	45
2018	Summer Term	14
2018	Spring Semester	18
2018	Annual	47
2017	Fall Employee	4
2017	Fall Term	46
2017	Summer Term	7
2017	Spring Semester	13
2017	Annual	42
2016	Fall Employee	6
2016	Fall Term	16
2016	Summer Term	14

District: Los Rios -- 230
 Term: 2020 Fall Term
 High Version= 30 ,Low Version= 1
 Last Load to Production Database: 2021-02-09 21:09:00.000

Version: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [27](#) [28](#)
[29](#) [30](#)

Version	Processing Description	Date Submitted
30	All processing completed successfully	2021-02-09 12:53:03.833
30	TX File checking started	2021-02-09 12:51:01.703
30	Submission placed in queue	2021-02-09 12:50:33.073

Figure 6-2 Submission History Detail

The Submission History Detail page includes the following form fields:

- Select District Name
- Term List – Shown to the left
 - Year – Term year
 - Term – Term name (link)
 - Version – Latest submission version number
- Submission History Detail
 - District Detail
 - District – Lists district selected
 - Term – Lists term selected
 - High Version – Highest submission version
 - Low Version – Lowest submission version
 - Last Load to Production Database – Date and time of last successful load to production
 - Version List – Lists each submission version as a link to be selected
 - Version Table – Shows the detail of the selected version. Defaults to highest version.
 - Version – Submission version number
 - Processing Description
 - Date Submitted – Date and time of processing

6.2.3.2 Term Info Detail

Figure 6-3 shows the Term Info Detail page.

Submission History		Term Detail Info		
District Name: Los Rios -- 230		Data Loaded to Production		
Year	Term	File Name	Number of Records	As Of Date
2021	Spring Semester	Course Basic	6279	02/09/2021
2021	Annual	CalWORKs Application	562	02/09/2021
2020	Fall Employee	CalWORKs Work	50	02/09/2021
2020	Fall Term	Employee Demographic	1895	02/09/2021
2020	Summer Quarter	Student Basic	213135	02/09/2021
2020	Summer Term	Student EOPS File	2683	02/09/2021
2020	Spring Semester	Student Disability File	2949	02/09/2021
2020	Annual	Student VATEA File	25747	02/09/2021
2019	Fall Employee	Student Success File	109233	02/09/2021
2019	Fall Term	Special Population	124283	02/09/2021
2019	Summer Term	Student Enrollment	169126	02/09/2021
2019	Spring Semester	Course Assignment	10692	02/09/2021
2019	Annual	Course Section	6390	02/09/2021
2018	Fall Employee	Course Section	10258	02/09/2021
2018	Fall Term			
2018	Summer Term			
2018	Spring Semester			
2018	Annual			
2017	Fall Employee			
2017	Fall Term			
2017	Summer Term			
2017	Spring Semester			

Figure 6-3 Submission History Term Info

The Term Info Detail page contains the following form fields:

- Select District Name
- Left Term List – Shown to the left
 - Year – Term year
 - Term – Term name (link)
- Data Loaded to Production – Show to the right
 - File Table – Shows a list of files submitted for the selected term
 - File Name – Name of file submitted
 - Number of Records – Number of records in the submitted file
 - As Of Date – Processing date

7.0 Accessing Submitted Data

7.1 Data on Demand

7.1.1 Purpose

Allows district users to access unitary data previously successfully submitted to MIS. Unitary data is data in the original non-aggregated form. The Referential section of Data on Demand is the focus for data submission as it allows the district to request and then download the version of data that MIS has for a given year and term.

Other data files based on data gathered and submitted by the Chancellor's Office to third parties on behalf of the districts are also available. Examples of the third parties that receive data include the Integrated Postsecondary Education Data System (IPEDS) and California Student Aid Commission (CSAC).

These files are used by district users for various purposes including:

- Data analysis
- Data warehouse loading
- Access to data contained in MIS related to the district
- Access to data submitted to third parties on the district's behalf
- Baseline files for resubmission

Note: This user manual limits its description of Data on Demand to the Referential section.

7.1.1.1 Referential Overview

The purpose of the "Referential" section of Data on Demand is to allow Districts to request data files containing data submitted, by academic year and term, for download. These files are called "Referential Data Files". These files represent what MIS has stored for the selected year and term. The data may be in a slightly different format compared to what was submitted. Requests are processed nightly and are available for download the day after the request. All requested files are deleted after 7 days.

Data files are created as .zip archive, with a single archive per term requested. The files included within the .zip archive are tab-delimited text files, which can be loaded into a spreadsheet application or any database application which accepts tab-delimited files. A readme.xls file describing the file and field information is also available.

7.1.2 Access

URL: <https://misweb.cccco.edu/dataondemand/login.aspx>

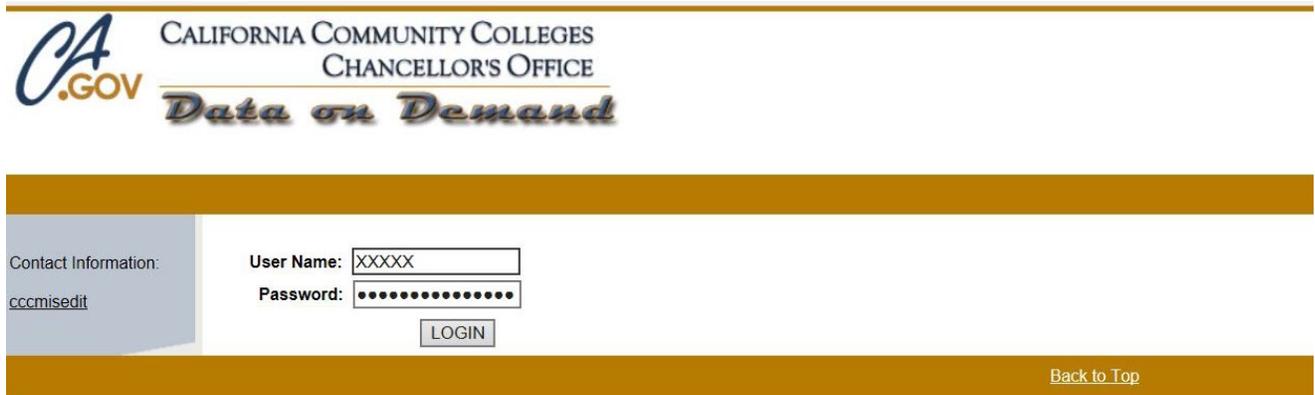
This application requires a district login.

7.1.3 User Interface

7.1.3.1 Login Page

Users must log into Data on Demand in order to request and retrieve data files.

Figure 7-1 shows the Data on Demand login page.



CA .GOV CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
Data on Demand

Contact Information:
cccmisedit

User Name:

Password:

[Back to Top](#)

Figure 7-1 Data On Demand Login Page

The Login Page includes the following form fields:

- Enter User Name
- Enter Password
- Press the “LOGIN” button

Once the user logs in, the Welcome page is displayed.

7.1.3.2 *Welcome Page*

Figure 7-2 shows the Data on Demand Welcome page.



Figure 7-2 Data on Demand Welcome Page

7.1.3.3 *Referential Request Page*

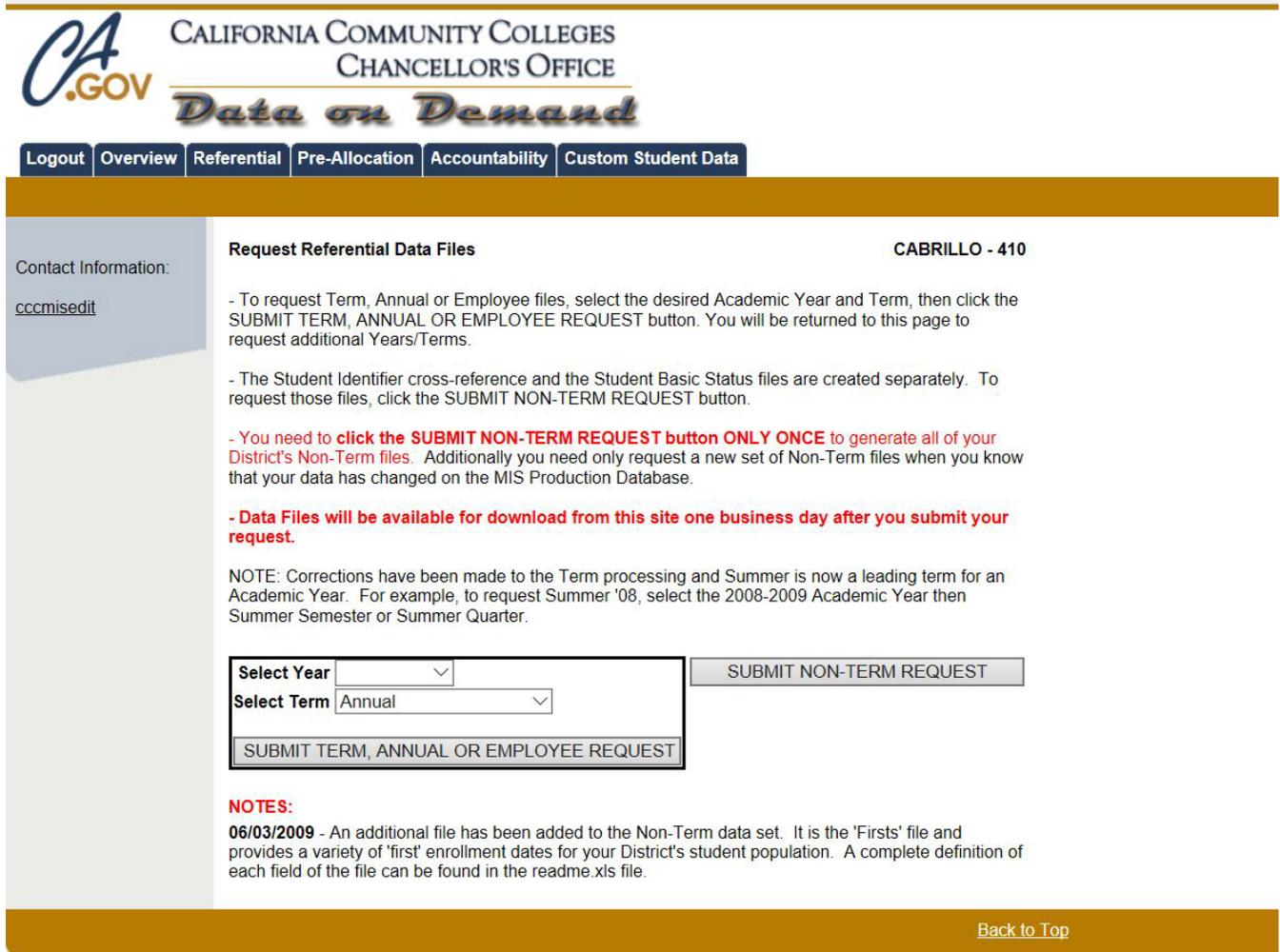
When the user moves the mouse over the “Referential” tab and presses the “Request Referential Data Files” link under the tab, the Referential Request page is displayed.

Figure 7-3 shows the Data on Demand Referential Mouse Over.



Figure 7-3 Data on Demand Referential Mouse Over

Figure 7-4 show shows the Referential Request page.



CA .GOV CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
Data on Demand

Logout Overview **Referential** Pre-Allocation Accountability Custom Student Data

Contact Information:
[cccmisedit](#)

Request Referential Data Files CABRILLO - 410

- To request Term, Annual or Employee files, select the desired Academic Year and Term, then click the SUBMIT TERM, ANNUAL OR EMPLOYEE REQUEST button. You will be returned to this page to request additional Years/Terms.

- The Student Identifier cross-reference and the Student Basic Status files are created separately. To request those files, click the SUBMIT NON-TERM REQUEST button.

- You need to **click the SUBMIT NON-TERM REQUEST button ONLY ONCE** to generate all of your District's Non-Term files. Additionally you need only request a new set of Non-Term files when you know that your data has changed on the MIS Production Database.

- **Data Files will be available for download from this site one business day after you submit your request.**

NOTE: Corrections have been made to the Term processing and Summer is now a leading term for an Academic Year. For example, to request Summer '08, select the 2008-2009 Academic Year then Summer Semester or Summer Quarter.

Select Year
Select Term

SUBMIT NON-TERM REQUEST

SUBMIT TERM, ANNUAL OR EMPLOYEE REQUEST

NOTES:
06/03/2009 - An additional file has been added to the Non-Term data set. It is the 'Firsts' file and provides a variety of 'first' enrollment dates for your District's student population. A complete definition of each field of the file can be found in the readme.xls file.

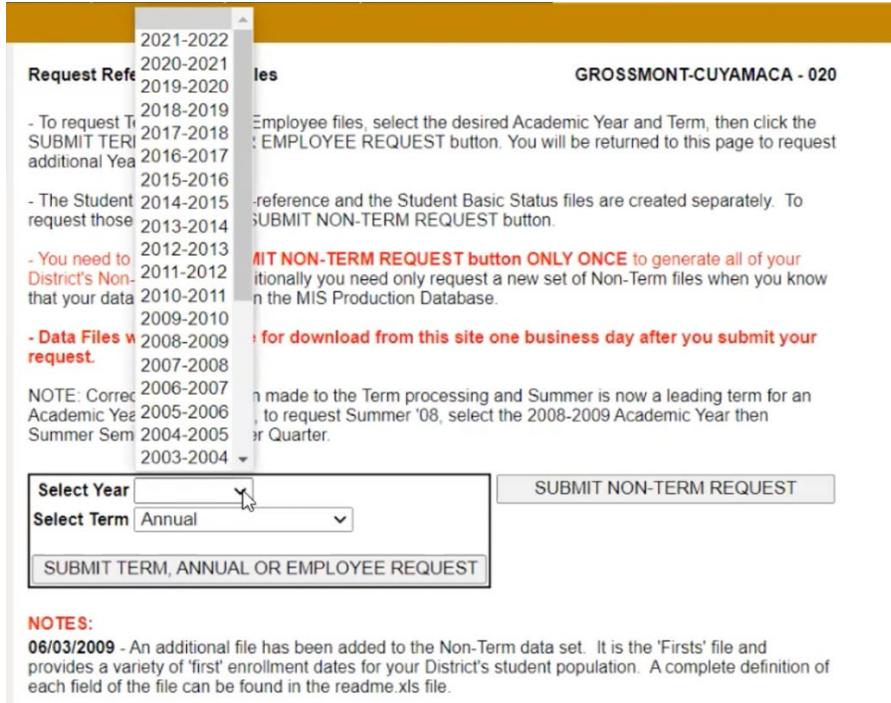
[Back to Top](#)

Figure 7-4 Data on Demand Referential Request Page

The Referential Request page includes the following form fields:

- Term, Annual or Employee Data Request
 - Select Year
 - Select Term
 - Press “SUBMIT TERM, ANNUAL OR EMPLOYEE REQUEST”

Figure 7-5 show shows the Referential Request Year selection.



Request Refe 2021-2022
2020-2021
2019-2020
2018-2019
2017-2018
2016-2017
2015-2016
2014-2015
2013-2014
2012-2013
2011-2012
2010-2011
2009-2010
2008-2009
2007-2008
2006-2007
2005-2006
2004-2005
2003-2004

les GROSSMONT-CUYAMACA - 020

- To request T
SUBMIT TER
additional Yea

- The Student
request those

- You need to
District's Non-
that your data

- Data Files w
request.

NOTE: Correc
Academic Yea
Summer Sem

Employee files, select the desired Academic Year and Term, then click the
EMPLOYEE REQUEST button. You will be returned to this page to request

reference and the Student Basic Status files are created separately. To
SUBMIT NON-TERM REQUEST button.

MIT NON-TERM REQUEST button ONLY ONCE to generate all of your
ditionally you need only request a new set of Non-Term files when you know
n the MIS Production Database.

for download from this site one business day after you submit your

made to the Term processing and Summer is now a leading term for an
to request Summer '08, select the 2008-2009 Academic Year then
er Quarter.

Select Year
Select Term Annual

SUBMIT NON-TERM REQUEST

SUBMIT TERM, ANNUAL OR EMPLOYEE REQUEST

NOTES:
06/03/2009 - An additional file has been added to the Non-Term data set. It is the 'Firsts' file and provides a variety of 'first' enrollment dates for your District's student population. A complete definition of each field of the file can be found in the readme.xls file.

Figure 7-5 Data on Demand Referential Request Year Selection

Figure 7-6 show shows the Referential Request Term selection.



Select Year 2021-2022

Select Term Annual

SUBMIT TERM, ANNUAL OR EMPLOYEE REQUEST

SUBMIT NON-TERM REQUEST

NOTES:
06/03/2009 - An additional file has been added to the Non-Term data set. It is the 'Firsts' file and provides a variety of 'first' enrollment dates for your District's student population. A complete definition of each field of the file can be found in the readme.xls file.

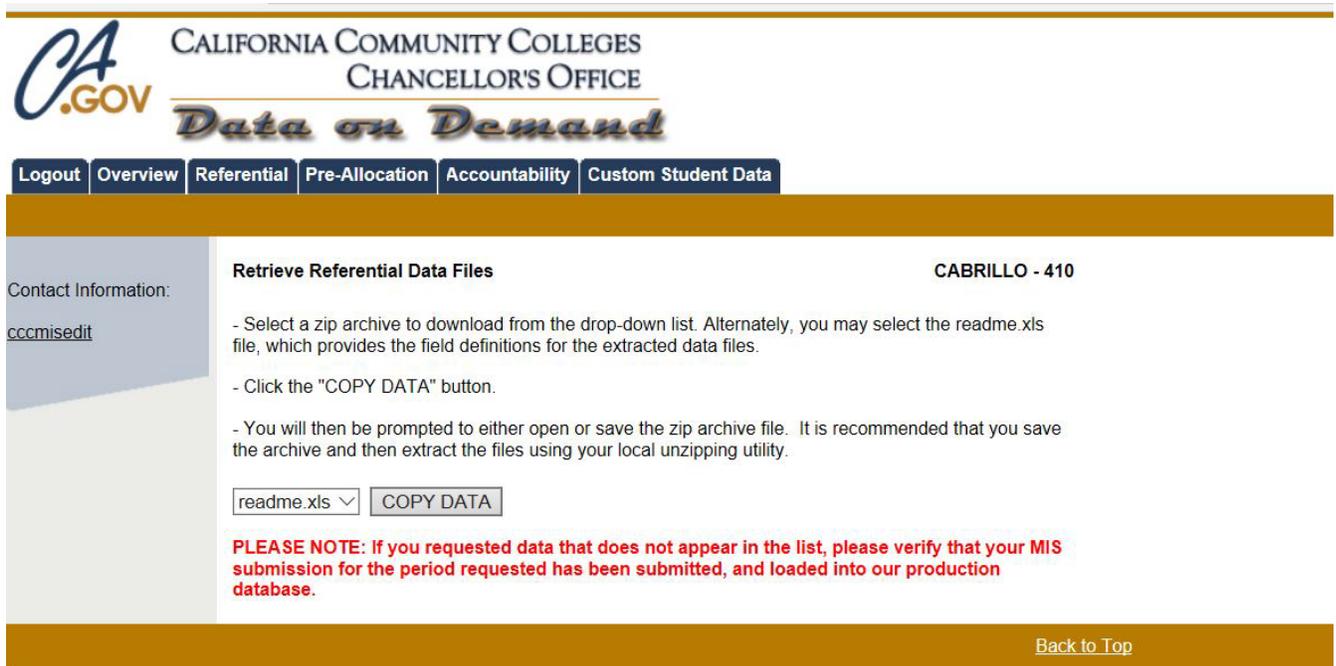
Employee
Fall Semester
Fall Quarter
Winter Intersession
Winter Quarter
Spring Semester
Spring Quarter
Summer Semester
Summer Quarter
All Semesters/Quarters

Figure 7-6 Data on Demand Referential Request Term Selection

7.1.3.4 Retrieve Referential Data Page

When the user moves the mouse over the “Referential” tab and presses the “Retrieve Referential Data Files” link under the tab, the Retrieve Referential Data page is displayed.

Figure 7-7 shows the Retrieve Referential Data page.



The screenshot shows the 'Data on Demand' interface. At the top, there is a navigation bar with tabs: Logout, Overview, Referential, Pre-Allocation, Accountability, and Custom Student Data. The 'Referential' tab is active. The main content area is titled 'Retrieve Referential Data Files' and includes a sub-header 'CABRILLO - 410'. On the left, there is a 'Contact Information' section with a link to 'cccmisedit'. The main content area contains instructions: '- Select a zip archive to download from the drop-down list. Alternately, you may select the readme.xls file, which provides the field definitions for the extracted data files.' and '- Click the "COPY DATA" button.' Below the instructions, there is a dropdown menu showing 'readme.xls' and a 'COPY DATA' button. A red 'PLEASE NOTE' message states: 'PLEASE NOTE: If you requested data that does not appear in the list, please verify that your MIS submission for the period requested has been submitted, and loaded into our production database.' At the bottom right, there is a 'Back to Top' link.

Figure 7-7 Data on Demand Retrieve Referential Data Page

The Retrieve Referential Data page includes the following form fields:

- Select File to download
- Press “COPY DATA”

Note: Requested files are deleted after 7 days

7.2 Data Mart Portal

7.2.1 Purpose

The Data Mart portal provides user customizable reporting of commonly requested information about students, courses, student services, outcomes, and faculty and staff, sourced from successfully submitted MIS data. The Data Mart is intended to provide aggregated MIS information to a wide variety of users including administrators, educators, parents, students, state leaders, and professional organizations.

7.2.2 Access

URL: <https://datamart.cccco.edu/datamart.aspx>

This application is open to the public.

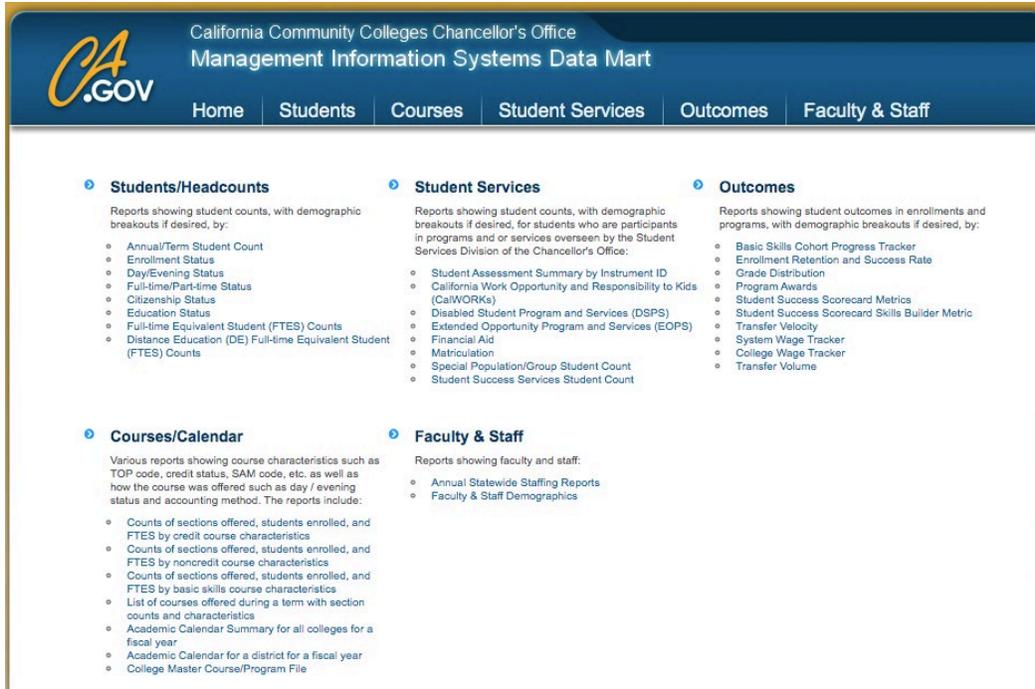
7.2.3 Available Query Categories

Queries are available in the following categories:

- Students/Headcounts
- Courses/Calendar
- Student Services
- Outcomes
- Faculty & Staff

See [Appendix E – Data Mart Queries](#) for a complete list.

When visiting the link for the Data Mart portal, the following page appears:



California Community Colleges Chancellor's Office
Management Information Systems Data Mart

Home | Students | Courses | Student Services | Outcomes | Faculty & Staff

- Students/Headcounts**
 Reports showing student counts, with demographic breakouts if desired, by:
 - Annual/Term Student Count
 - Enrollment Status
 - Day/Evening Status
 - Full-time/Part-time Status
 - Citizenship Status
 - Education Status
 - Full-time Equivalent Student (FTES) Counts
 - Distance Education (DE) Full-time Equivalent Student (FTES) Counts
- Student Services**
 Reports showing student counts, with demographic breakouts if desired, for students who are participants in programs and or services overseen by the Student Services Division of the Chancellor's Office:
 - Student Assessment Summary by Instrument ID (CalWORKs)
 - Disabled Student Program and Services (DSPS)
 - Extended Opportunity Program and Services (EOPS)
 - Financial Aid
 - Matriculation
 - Special Population/Group Student Count
 - Student Success Services Student Count
- Outcomes**
 Reports showing student outcomes in enrollments and programs, with demographic breakouts if desired, by:
 - Basic Skills Cohort Progress Tracker
 - Enrollment Retention and Success Rate
 - Grade Distribution
 - Program Awards
 - Student Success Scorecard Metrics
 - Student Success Scorecard Skills Builder Metric
 - Transfer Velocity
 - System Wage Tracker
 - College Wage Tracker
 - Transfer Volume
- Courses/Calendar**
 Various reports showing course characteristics such as TOP code, credit status, SAM code, etc. as well as how the course was offered such as day / evening status and accounting method. The reports include:
 - Counts of sections offered, students enrolled, and FTES by credit course characteristics
 - Counts of sections offered, students enrolled, and FTES by noncredit course characteristics
 - Counts of sections offered, students enrolled, and FTES by basic skills course characteristics
 - List of courses offered during a term with section counts and characteristics
 - Academic Calendar Summary for all colleges for a fiscal year
 - Academic Calendar for a district for a fiscal year
 - College Master Course/Program File
- Faculty & Staff**
 Reports showing faculty and staff:
 - Annual Statewide Staffing Reports
 - Faculty & Staff Demographics

Figure 7-8 Data Mart Query List

8.0 Data Submission Support

8.1 Data Submission Support

Contact MIS Support at CCCMISEdit@cccco.edu to request the following:

- A new district login
- A new district password
- Help in understanding data submission errors
- Any kind of MIS data submission support.

8.2 Link to Data Element Dictionary

The MIS Data Element Dictionary can be found at the following link:

<https://webdata.cccco.edu/ded/>

8.3 Updates to MIS Data Submission

Updates to MIS data submission specifications are only made once a year in August to become effective for the next academic year MIS reporting (for example: updates made in August 2021 will affect 2021-22 MIS data submissions).

The changes must be finalized and announced to the districts well in advance to allow necessary changes to be implemented at the districts to allow reporting to the Chancellor's Office.

Requests for MIS changes are normally brought to the Chancellor's Office through various channels, such as legislative updates from Governmental Relations, requests from other Chancellor's Office divisions based on Chancellor's Office initiatives, or from MIS or research staff at the colleges.

The lowest threshold for approval requires that the change meets the purposes of MIS data collection as defined in statute (EDC § 71020.5 and EDC § 84754.5), but a change does not necessarily need to be specifically mandated by legislation.

9.0 Appendices

9.1 Appendix A – EDC § 71020.5

(a) It is the intent of the Legislature in enacting this section to foster the creation, implementation, and phase-in of a comprehensive community college accountability system that describes the performance of community colleges in meeting the postsecondary educational needs of students. This educational and fiscal accountability system shall provide performance data on students, programs, and institutions.

It is further the intent of the Legislature that this accountability system assist all participants in the community college system, including students, faculty, staff, administrators, local governing boards, the chancellor, the state board of governors, the public, and other interested constituencies, in identifying the educational and fiscal strengths and weaknesses of colleges in order to improve educational quality in community colleges.

(b) The board of governors shall develop and implement a comprehensive community college educational and fiscal accountability system. In developing and implementing this system, the board of governors shall solicit consultation from institutional and organizational representatives of the California Community Colleges, including statewide faculty and staff organizations. At a minimum, the system shall do all of the following:

(1) Be consistent with the Legislature's intent as expressed in this act, Chapter 136 of the Statutes of 1987, and Chapter 1465 of the Statutes of 1986.

(2) Draw from, and build upon, the system proposed in the report entitled "AB 3409 Community College Accountability Report," prepared pursuant to Chapter 1465 of the Statutes of 1986.

(3) Be designed to promote student success in community colleges.

(4) Define and measure, quantitatively and qualitatively, accountability information, including all of the following:

(A) Student access to community colleges.

(B) The extent to which the community college student body reflects proportionately the adult population of the state.

(C) Student transfer rates and programs.

(D) Academic standards and student achievement.

(E) Student goal satisfaction and success in courses and programs.

(F) Completion rates of courses and programs.

- (G) Occupational preparation relative to state and local work force needs and for entry-level employment, occupational advancement, and career changes of students.
 - (H) Adequacy of basic skills and English as a second language courses and instruction in preparing students to succeed in collegiate level work.
 - (I) Adequacy of, and student satisfaction with, student services.
 - (J) The extent to which the community college work force reflects proportionately the adult population of the state.
 - (K) Fiscal conditions of community college districts.
- (5) Be designed to streamline the use of multiple performance measures from appropriate sources of data, including, but not limited to, matriculation evaluations, categorical program evaluations, the community college management information system, and other existing data collection and evaluation systems.
- (6) Provide feedback to individual colleges in order to improve access to community colleges, student performance, and educational programs where needed.
- (7) Produce a published report of community college accountability.
- (c) The Legislature finds and declares that successful implementation of a comprehensive educational and fiscal accountability system is, in part, dependent upon an adequate data collection and reporting system. The accountability system developed and implemented pursuant to this section shall be phased in, to the extent necessary, with the funding and local implementation of the community college management information system.

9.2 Appendix B – EDC § 84754.5

Pursuant to provisions of Chapter 581 of the Statutes of 2004, the board of governors provided the Governor and the Legislature recommendations regarding the design of a workable structure for the annual evaluation of district-level performance in meeting statewide educational outcome priorities. The Legislature recognizes that these recommendations were based on a study process that included input from institutional representatives of community college districts, nationally regarded experts in community college accountability, the Department of Finance, the Office of the Legislative Analyst, community college organizations, and other interested parties. In enacting this section the Legislature hereby establishes a program for the annual reporting and evaluation of district-level performance in achieving priority educational outcomes consistent with the intent of Chapter 581 of the Statutes of 2004. The program includes the following components:

(a) As a condition of receiving specified funds in the annual Budget Act to encourage district-level accountability efforts, community college districts shall provide data, in a format and according to a schedule to be specified by the Office of the Chancellor of the California Community Colleges, for the purpose of the annual report to the Legislature specified in subdivision (b) and for purposes of providing the means for both internal and external assessment of the district's educational offerings in meeting the high-priority educational goals of the state. The chancellor shall withhold, delay, or reduce funds specified in the annual Budget Act to encourage district-level accountability efforts from a district that fails to provide needed data by specified deadlines. If a district's failure to report by specified deadlines results in the omission of required data from, or inclusion of erroneous data in, the annual report required by subdivision (b), the chancellor shall reduce that district's funding as specified in regulations for the implementation of this section.

(b) With data available through its management information system and other data provided pursuant to subdivision (a), and utilizing resources provided for this purpose in the annual Budget Act, the chancellor shall prepare an annual report to the Legislature, the Governor, the Department of Finance, and the Office of the Legislative Analyst evaluating the achievement of educational outcomes for each community college district and, as warranted, each college. This report shall be provided to the Legislature annually on or before March 31, beginning in 2007. Preliminary data reported from the districts shall be provided to the Department of Finance and the Office of the Legislative Analyst by January 31 of each year, beginning in 2007. For each district, and college as warranted, the report shall: (1) include performance data for the immediately preceding fiscal year, reflecting all measures specified in subdivision (c); (2) compare each district's and college's achievement with peer groups within the system as applicable to specific metrics; and (3) compare each district's and college's achievements with that of the system as a whole. The report shall further include a profile with summary background information on each district's or college's educational programs, missions, students, and service area demographics.

(c)(1) The report shall include, but not be limited to, district or college-level performance on outcome measures in the following categories:

- (A) Student progress and achievement: degrees, certificates, and transfers.
 - (B) Student progress and achievement: vocational, occupational, and workforce development.
 - (C) Pre-collegiate improvement, including basic skills and English-as-a-second language.
- (2) The specific measures to be included in the report shall reflect the April 2005 board of governors recommendations as refined and amended in consultation with the Department of Finance and the Office of the Legislative Analyst, and shall be periodically reviewed, in consultation with the Department of Finance and the Office of the Legislative Analyst, and, if necessary, modified by the chancellor. It is the intent of the Legislature that specific performance metrics and annual reporting requirements may be specified in annual Budget Acts, if warranted, by changes in state needs, legislative priorities, or the availability of data.
- (d) As a condition of receiving specified funds in the annual Budget Act, each community college district board of trustees shall annually review and adopt its contribution to the segmentwide annual report as part of a regularly scheduled and noticed public meeting at which public comment shall be invited.
 - (e) The board of governors shall adopt regulations that it deems necessary to carry out this section no sooner than 30 days after notification in writing by the chancellor to the Director of Finance and the Chairperson of the Joint Legislative Budget Committee.

9.3 Appendix C – MIS Validation Email Examples

MIS Validation Email Example – Syntactical Errors

Subject: 950209 MIS Syntactical/Referential/Quality edit results are ready

District: 950 Palo Verde

Term: 209 Version: 3

Your syntactical/referential/quality edits have completed.

You can view the syntactical/referential/quality edit reports via the WEB.

WEB Address: http://edit2.cccco.edu/EditLoadReports/DSR_ProdLogin.aspx

This is a secured area. You will be prompted for your Username and Password. Use the same Username and Password that you use to submit your data to District Data Submission (<https://webdata.cccco.edu/login.aspx>).

Note:

System did not run referential edit as syntactical edit limit reached for the submission.

System stopped the edit process for the submission.

Please correct the errors and resubmit the data.

MIS Validation Email Example – Referential Errors

Subject: 240200 MIS Syntactical/Referential/Quality edit results are ready

District: 240 Napa Valley

Term: 200 Version: 26

Your syntactical/referential/quality edits have completed.

You can view the syntactical/referential/quality edit reports via the WEB.

WEB Address: http://edit2.cccco.edu/EditLoadReports/DSR_ProdLogin.aspx

This is a secured area. You will be prompted for your Username and Password. Use the same Username and Password that you use to submit your data to District Data Submission (<https://webdata.cccco.edu/login.aspx>).

Note:

There was no error during syntactical edit.

Referential edit limits reached for the submission.

System stopped the edit process for the submission.

Please correct the errors and resubmit the data.

MIS Validation Email Example - Success

Subject: 830207 MIS Syntactical/Referential/Quality edit results are ready

District: 830 Coast

Term: 207 Version: 82

Your syntactical/referential/quality edits have completed.

You can view the syntactical/referential/quality edit reports via the WEB.

WEB Address: http://edit2.cccco.edu/EditLoadReports/DSR_ProdLogin.aspx

This is a secured area. You will be prompted for your Username and Password. Use the same Username and Password that you use to submit your data to District Data Submission (<https://webdata.cccco.edu/login.aspx>).

Note:

Edit process has created output file/files for production submission.

There was no error during syntactical edit.

There was no error during referential edit.

There was no error during quality edit.

9.4 Appendix D – MIS Ingestion Email Examples

MIS Ingestion Email Example – MIS

Date: 2/10/2021

TO: Mendocino CCD CCD

FROM: Chancellor's Office Management Information Services, Program Support Unit

SUBJECT: Fall Semester 2020 MIS Data submitted

Your data has been loaded to the production server.

Please access your reports via the links:

Data Mart: <http://datamart.cccco.edu/> (no password needed)

Categorical Report: <https://misweb.cccco.edu/ssarcc/ReportsCategoricalTerm.aspx> (no password needed)

Please have the staff in each area carefully review the reports. Should you feel it necessary, please contact our office to discuss resubmitting your data.

To request information on submitting data, retrieving files via the internet, or for questions concerning any of the reports, please contact:

Email: cccmedit@ccc.co.edu

MIS Ingestion Email Example – DSPS

Date: 2/10/2021

TO: Mendocino CCD CCD

FROM: Chancellor's Office Management Information Services, Program Support Unit

SUBJECT: Fall Semester 2020 MIS Data

Your Fall Semester 2020 MIS DSPS data have been submitted. Please have the staff carefully review the reports. Should you feel it necessary, please contact your district MIS office to discuss resubmitting your data.

Please retrieve your report via the website: <https://misweb.cccco.edu/ssarcc/Reports.aspx>

For questions please contact: cccmisedit@cccoco.edu

MIS Ingestion Email Example – EOPS

Date: 2/10/2021

TO: Mendocino CCD CCD

FROM: Chancellor's Office Management Information Services, Program Support Unit

SUBJECT: Fall Semester 2020 MIS Data

Your Fall Semester 2020 MIS EOPS data have been submitted. Please have the staff carefully review the reports. Should you feel it necessary, please contact your district MIS office to discuss resubmitting your data.

Please retrieve your report via the website: <https://misweb.cccco.edu/ssarcc/Reports.aspx>

MIS Ingestion Email Example – CalWORKS

Date: 2/10/2021

TO: American River

FROM: Chancellor's Office Management Information Services, Program Support Unit

SUBJECT: Fall Semester 2020 MIS Data

Your Fall Semester 2020 MIS CalWORKs data have been submitted. Please have the staff carefully review the reports. Should you feel it necessary, please contact your district MIS office to discuss resubmitting your data.

Please retrieve your report via the website: <https://misweb.cccco.edu/ssarcc/Reports.aspx>

For questions please contact: cccmisedit@cccco.edu

For questions please contact: cccmisedit@cccco.edu

MIS Ingestion Email Example – Financial Aid

Date: 2/10/2021

TO: Napa CCD CCD

FROM: Chancellor's Office Management Information Services, Program Support Unit

SUBJECT: Annual 2019-2020 Financial Aid MIS Data submitted

Your data has been loaded to the production server.

Please access your reports via the links:

Data Mart: <http://datamart.cccco.edu/> (no password needed)

Categorical Report: <https://misweb.cccco.edu/ssarcc/ReportsCategoricalTerm.aspx> (no password needed)

Please have the staff in each area carefully review the reports. Should you feel it necessary, please contact our office to discuss resubmitting your data.

To request information on submitting data, retrieving files via the internet, or for questions concerning any of the reports, please contact:

Email: cccmisedit@cccoco.edu

9.5 Appendix E – Data Mart Queries

The following are descriptions of the visualizations/reports available in the Data Mart.

Students/Headcounts

- **Student Annual/Term Count** – Student annual/term count and demographics.
- **Enrollment Status** – Student demographics and enrollment status information: first time, transferred from another institution of higher education, returning, continuing, special admit (currently enrolled in K-12), or unreported/uncollected.
- **Day/Evening Status** – Student demographics and day/evening status by whether the class is offered during the day, the evening, or the class time offered is unknown (i.e. to be arranged or independent study).
- **Part-time/Full-time (Unit Load)** – Student demographics by the number of units that a student attempted during the term.
- **Citizenship Status Summary** – Student demographics and citizenship status information: U.S. Citizens, Permanent Resident, Student Visa, etc.
- **Education Status Summary** – Student demographics and education status information: Special Admit, College Degree, High School Graduate etc.
- **Fulltime Equivalent Students (FTES)** – Credit and Non-Credit FTES count.
- **Distance Education (DE) Fulltime Equivalent Students (FTES)** – Distance Education (DE) Non-DE Credit and Non-Credit FTES count.

Courses/Calendar

- **Credit Courses/Sections** – Count of sections, enrollments, and Fulltime Equivalent Students (FTES) by credit status, T.O.P. code, accounting method, SAM code and day/evening status.
- **Course Details** – List of courses offered in a term with count of sections, TOP code, and other course characteristics.
- **College Master Course/Program Files** – List of Master Course File, Program File, or Program Course File.
- **Non-Credit Courses/Sections** – Count of sections, enrollments, and Fulltime Equivalent Students (FTES) by non-credit category, T.O.P. code, accounting method, SAM code and day/evening status.
- **Academic Calendar Summary** – Academic Calendar summary for all colleges for a fiscal year listing all terms start and end date etc.
- **Basic Skills Courses/Sections** – Count of sections, enrollments, and Fulltime Equivalent Students (FTES) by credit status, T.O.P. code, SAM code and day/evening status.
- **District Academic Calendar Summary** – Academic Calendar for a District for a fiscal year

Student Services

- **Assessment Summary By Instrument ID** – Student demographics and counts by the Assessment Instrument administered.

- **California Work Opportunity and Responsibility to Kids (CalWORKs)** – Student demographics and counts. CalWORKs assists welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges including: work study, job placement, child care, coordination, curriculum development and redesign, and under certain conditions post-employment skills training, and instructional services.
- **Disabled Student Program & Services (DSP&S)** – Student demographics and counts. The DSP&S program provides support services, specialized instruction and educational accommodations to students with disabilities, so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers.
- **Extended Opportunity Program & Services (EOP&S)** – Student demographics and counts. EOP&S program's primary goal is to encourage the enrollment, retention and transfer of students handicapped by language, social, economic and education disadvantages, and to facilitate the successful completion of their goals and objectives in college. EOPS offers academic and support counseling, financial aid and other support services.
- **Financial Aid** – Student demographics and counts by type of financial aid: Board of Governors Waiver, grants, loans, scholarships and work study.
- **Matriculation** – Student demographics and counts by Matriculation service: orientation, counseling, assessment and follow-up.
- **Special Population/Group Count** – Student counts, FTES etc. of Special Population/Group (CalWORKs, Foster Youth, CAA etc.).
- **Student Success Services** – Student demographics and counts by student success services: orientation, assessment, counseling, education plan, etc.

Outcomes

- **Basic Skills Cohort Progress Tracker** – Progress report of Basic Skills Cohort
- **Retention/Success Rate** – Course Retention and Success Rates
- **Transfer Velocity** – Cohort based Transfer rate
- **Transfer Volume** – Volume of transfers to In-State-Private (ISP) and Out-of-State (OOS) four year institutions. * Volume of transfers to CSU (CSU Analytic Studies)
- **Grade Distribution** – Grade distribution by credit status, T.O.P. code, day/evening status, and SAM code
- **Program Awards** – Count of awards by award type, CDCP status and T.O.P. code.
- **System Wage Tracker** – Statewide Wage Outcomes by TOP Code
- **College Wage Tracker** – Collegewide Wage Outcomes based on 8 years cohort by TOP Code
- **Student Success Scorecard Metrics** – Metrics measure intermediate progress and completion at each college, district and systemwide. The rates are available for students with various levels of college preparation and also by student demographic groups.

- **Student Success Scorecard Skills Builder Metric** – Metric measures the median percentage in wages for students who completed higher level CTE coursework. The median percentages are available by TOP Code.

Faculty & Staff

- **Annual Statewide Staffing Reports** – Various reports showing:
 - Demographics (Age, Ethnicity, Gender)
 - EEO6 Occupational Activity
 - Fulltime Equivalency (FTE)
 - Headcount by Classification
 - Salary/Hourly Rate
- **Faculty & Staff Demographics Report** – Report showing employee count by Classification and Demographics (Gender, Age Group, Ethnicity)