

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: REQUIRED DATA BASE REPORTING ELEMENTS

POLICY

REFERENCE NUMBER: 3-3-101

DIVISION OF

RESPONSIBILITY: Information Technology

DATE OF LAST REVISION: February 15, 2024

TECHNICAL EDUCATION STUDENT ENROLLMENT REQUIREMENTS

TECHNICAL EDUCATION REPORTING DEADLINES

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

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

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

PROCEDURE

The Student Enrollment Data consists of four data and record types (EE, ET, ES, and EA). The ES and EA records are specific to The Technical College System and are not transmitted to CHE.

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The Disbursement Data consists of nine data and record types (ED, EN, ET, EE, EX, EF, EJ, EW):

ED - LIFE Scholarship

EN - SC Need-Base Grant

ET - Lottery Tuition Assistance

EE - PELL

EX - Student Financial Record

EF - SC Foster Care Grant

EJ - SC National Guard College Assistance Program

EW - SC Workforce Industry Needs Scholarship

EX – Captures one financial record per student, captures local, private and federal grants and scholarships not reported to CHE

Students reported in this file are receiving state or federal financial assistance. The EX record is specific to The Technical College System and is not transmitted to CHE.

The Completions Data consists of one data type (F) and reports all degrees conferred by your institution during the previous academic year between September 1 and August 31

The Course Data consists of four record and data types (CS, CE, CI, CM).

The Facility Data consists of two record and data types (AR and BR). The file contains data for building and rooms for a given year and semester.

The Faculty Data consists of one record and data type (FF). The file consists of required information on all employees of the institution.

The Local Catalog of Approved Courses (CAC) consists of one record and data types (SL). The file consists of Technical Education Courses offered during reported year and semester.

Complete definitions and file layout are found at:

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

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CONTINUING EDUCATION/NON-CREDIT STUDENT ENROLLMENT REQUIREMENTS

CONTINUING EDUCATION/NON-CREDIT REPORTING DEADLINES

Colleges must submit data according to the following reporting deadlines:

Fall	- February 15
Spring	- June 15
Summer	- September 15

Colleges are responsible for ensuring that Continuing Education/Non-Credit Student data are free of EDSS errors, verified for accuracy by college staff, and submitted by the dates above. Reminder notifications will be emailed to the appropriate peer groups and other key personnel prior to each deadline.

PROCEDURE

The Continuing Education/Non-Credit Student Enrollment Data consists of three data and record types (NS, NB & NM) and reports all students and courses taught during the specified reporting period. Students enrolled in two or more Program/CIP codes shall report each additional Program/CIP codes on the NM Record.

The Course Data consists of one record and data type (NC).

The Disbursement Data consists of one record and data type (EW).

The Completions Data consists of one data type (F) and reports all program completer (Students) during a specific reporting period.

Complete definitions and file layouts are found at:

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