MEMORANDUM 30-2019-03

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: August 8, 2018

SUBJECT: Reporting Year 2018-19 Summer End-of-Term and
Fall Beginning-of-Term Processing

DUE DATE: September 14, 2018

The summer end-of-term (T1E) and fall beginning-of-term (T2B) data submission windows will open on Friday, August 17, 2018. Processing will only occur in the server environment, using the college data submitted through the secure FTP process (TIBCO®). The following databases and terms will be processed:

- Admissions Database Summer End-of-Term (T1E)
- Facilities and Capital Outlay Database Summer End-of-Term (T1E)
- Personnel Database Summer End-of-Term (T1E)
- Student Database Summer End-of-Term (T1E)
- Student Database Fall Beginning-of-Term (T2B)

All colleges must successfully submit and load summer end-of-term and fall beginning-of-term data by the end of processing on Friday, September 14, 2018. The submission window closes by the end of processing on Friday, October 5, 2018. The scheduled processing times are documented within the 2018-19 Florida College System Data Submission Procedures manual.

Certifications for these data submissions and the integrated database are due Monday, October 8, 2018. Certification forms are available on the CCTCMIS website and should be submitted through TIBCO® using the specified certification file name listed within the form.

The 2018-19 reference files listed below and associated file formats are now available for download from the CCTCMIS Reference File website.

Facilities and Capital Outlay Database
    PECO.T12019.txt

Personnel Database
    DEV.T12019.txt

Student Database
    BACCIP.2019.txt
    BACINST.2019.txt
    CERT.2019.txt
    CIP.2019.txt
    DEGREE.2019.txt
    EPICERT.2019.txt
    ICS.2019.txt
    LCP.2019.txt
    LEVEL.2019.txt
    NATION.2019.txt
    NTRAD.2019.txt
    PINDCER.2019.txt
    PSMSID.2019.txt
    STATE.2019.txt
    XFERINST.2019.txt

Please ensure that you have downloaded and are using the 2018-19 version of the Data Submission Procedures manual and database specific data dictionaries.

If you have any questions, please email the appropriate staff below:
    Data Processing Manager: Kimberly Pippin
    Admissions Database: Ashlie Kraft
    Facilities Database: Murray Cooper
    Integrated Database: Murray Cooper
    Personnel Database: Linda Wheatcraft-Smith
    Student Database: Katie Mueller

JM/mc

cc: Florida College Executive Assistant to the President
       Florida College Chief Information Officer