



THE UNIVERSITY SYSTEM OF MARYLAND
2013-2014 Reporting Calendar – Updated July 10, 2013 (Preliminary)

****BEGINNING FALL 2013 DATA FILES must be uploaded at: <http://www.usmd.edu/InstRsSch/index.php/>**

****All other files going to Bell/Muntz must be uploaded at: <https://www.caff.usmh.usmd.edu/instresupload/>**

SURVEY	MHEC Edit Check Open:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
1. Actual Annualized Credit Hour FTES by Level, FY13		July 19	Bell/Muntz	Budget FTE
2. FY Degree Information System File (DIS) (FINAL; Old Template)	June 1	July 26	Bell/Muntz	March BOR
<i>IPEDS Registration (R, RM, ID, IC-H)</i>		Aug 7		
3. Summer Regional Center Data		Aug 30	Bell/Muntz	Sep 15 RHEC
4. High School Graduate System Electronic File (except for UMB, UMUC) (FINAL)	June 29	Aug 23	Bell/Muntz	
5. WIA Program Performance file (for schools participating in WIA)		Aug 23	Bell/Muntz	
6. FY Updated DIS file (if necessary) (FINAL; Old Template)		Aug 23	Bell/Muntz	
7. Prelim. Regional Center Summer HC & FTE (Aggregated) UMCP & UMUC Only		Aug 30	Bell/Muntz	Sept 15 RHEC
8. Faculty Workload Report		Sep 6	Passmore	
9. Peer Performance Measures		Sep 13	Foster	
10. Final MFR Due to USM for DBM and MHEC		Sep 27	Foster	TBA DLS
11. Fall 2013 Regional Center Files (Prelim. for UMUC Only)		Oct 4	Bell/Muntz	Oct 15/Nov 15 RHEC
12. Transfer Student System Electronic File (FINAL; Old Template)		Oct 4	Bell/Muntz	June BOR
13. Opening Fall Enrollment MHEC S-7		Oct 4	Bell/Muntz	Oct/Nov BOR
14. Credit Hours of Enrollment (MHEC S-6)		Oct 11	Bell/Muntz	Oct/Nov BOR
15. Application Information System Electronic File (Formerly S-3)		Oct 11	Kramer	
<i>IPEDS Fall Collection (IC, C, 12E) lock by: (Opens Sep 4)</i>		Oct 16		
16. Institutional SAT Profile MHEC S-11 (except UMB, UMUC) <i>(May be last time)</i>		Oct 18	Bell/Muntz	March BOR
17. Interim USM Intercollegiate Athletics Report for Finance- Reference Policy		Nov 1	Page/Muntz	Nov BOR
18. Financial Aid Information System Electronic File (FAIS File) NEW FORMAT	Sep 14	Nov 1	Kramer	Dec DLS
19. Enrollment Information System File- Summer/Fall (S/F EIS File) NEW FORMAT	June 29	Nov 8	Bell/Muntz	March BOR
20. Employee Data System Electronic File (EDS File) (include research centers)		Nov 8	Bell/Muntz	

SURVEY	MHEC Edit Check Open:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
21. First-Time Undergraduate Student Cohort SSN Change (MHEC S-15)		Nov 9	Bell/Muntz	
22. JCR Financial Aid BY EFC (FY 2013) – Produced by USM		Dec 2	Bell/Muntz	Dec 15 DLS
23. Dashboard Data		Dec 2	Passmore	
24. Credit Hours by Level for Calendar Yr 2013 - Winter, Spr., Summer, Fall		Jan 11, 2014	Bell/Muntz	Budget FTE
25. Distance Education Survey (MHEC) – <i>MHEC may delete</i>		Jan 11	Bell/Muntz	
26. Enrollment Projections		Feb 7	Passmore	March BOR
<i>IPEDS Winter Collection (SFA, GR, 200GR) lock by: (Opens Dec 11)</i>		<i>Feb 12</i>		
27. SGAP Report		Feb	Beck	May BOR
28. Programs of Cultural Diversity		Feb	Wolfe	
29. Degree Information System File- Summer/Fall (S/F DIS File) NEW FORMAT		Feb 21	Bell/Muntz	
30. End-of-Term System File- Summer/Fall (S/F EOTS File) NEW FORMAT		Feb 21	Bell/Muntz	
31. External Credit System File– Summer/Fall (S/F ECS File) NEW FORMAT		Feb 21	Bell/Muntz	
32. Complete College America (CCA)		Spring	Passmore	
33. Spring 2014 Regional Center Data Collection (Prelim. for UMUC only)		Feb 28	Bell/Muntz	March 15/May 1 RHEC
34. Mid-Year USM Intercollegiate Athletics Report – Reference Policy		Feb 28	Muntz/Lee	March BOR
35. Course Information System File- Summer/Fall (S/F CIS File) NEW FORMAT		March 7	Bell/Muntz	
36. Student Registration System File- Summer/Fall (S/F SRS File) NEW FORMAT		March 7	Bell/Muntz	
37. Institutional Achievement Gap Report (FY 2013 Update)		March 21	Wolfe	June BOR
38. Spring 2014 Enrollment by Level by FT/PT + First-Time Freshmen Enrollment Information System File- Winter/Spring (W/S EIS File) NEW FORMAT		Apr 4	Bell/Muntz	
<i>IPEDS Spring Collection (FE, F, HR) lock by: (Opens Dec 11)</i>		<i>Apr 9</i>		
39. Spring USM Intercollegiate Athletics Report – Reference Policy		May 1	Muntz/Lee	June BOR
NEW FISCAL YEAR 2014:				
1. Degree Information System File- Winter/Spring (W/S DIS File) NEW FORMAT	June 1	July 26	Bell/Muntz	
2. End-of-Term System File- Winter/Spring (W/S EOTS File) NEW FORMAT		July 26	Bell/Muntz	
3. External Credit System File– Winter/Spring (W/S ECS File) NEW FORMAT		July 26	Bell/Muntz	
4. Course Information System File- Winter/Spring (W/S CIS File) NEW FORMAT		Aug 9	Bell/Muntz	
5. Student Registration System File- Winter/Spring (W/S SRS File) NEW FORMAT		Aug 9	Bell/Muntz	

Reports – Due Each Term	DUE ON or BEFORE:	Summer	Fall	Spring	USM Staff Contact:	Reported:
1. Term Credit Hours by Level		Aug 9	Sep 27	Feb 28	Bell/Muntz	Budget FY FTE May
2. State Stat - First Day Aggregate Headcount		Aug 9	Oct 4	Feb 28	Passmore	
3. State Stat - Census Date Aggregate Headcount		Aug 9	Oct 4	Feb 28	Passmore	
4. State Stat - Last Day Aggregate Headcount		Oct 4	Feb 28	Aug 8	Passmore	
5. State Stat – Aggregate Degree Count by Level		Oct 4	Feb 28	Aug 8	Passmore	

NOTE: If a due date is on a holiday or weekend, the following work day will apply. The due dates on this schedule supersede any due dates indicated on individual forms.

Becky Bell, 301-445-2779, rbell@usmd.edu

Anthony Foster, 301-445-1912, afoster@usmd.edu

Chad Muntz, 301-445-273, cmuntz@usmd.edu

Ben Passmore, 301-445-1913, passmore@usmd.edu

Mark Beck, 301-445-1984, mbeck@usmd.edu

Pat Kramer, 301-445-1919, pkramer@usmd.edu

Zakiya Lee, 301-445-1991, zlee@usmd.edu

Bob Page, 301-445-1946, rpage@usmd.edu

John Wolfe, 301-445-1917, jwolfe@usmd.edu

USM Upload Sites:

Please use to upload reports or other files if IRIS is not working – All Bell/Muntz: <https://www.acaff.usmh.usmd.edu/instresupload/>

All Data Files Fall 2013: <http://www.usmd.edu/InstRsch/index.php> (Site may not be ready for Summer Regional Center Files)

These locations should transfer to IRIS:

AIS Only – <http://www.acaff.usmh.usmd.edu/aisupload>

FAIS (S-5) Only - <http://www.acaff.usmh.usmd.edu/forms5upload/>

Updated July 10, 2013