Student Management System

SMS MIS Reporting

Center for Information Services
Supporting Washington State's Community and Technical Colleges
©Center for Information Services

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What is MIS Reporting?

At the end of each quarter, all colleges run processes that extract and edit all student, enrollment, class, and staff data for the quarter. The student, enrollment, class, and staff data that meets the reporting requirements is written to files. These files are sent electronically to the system MIS reporting databases. These databases are located on the State Board for Community and Technical Colleges (SBCTC) HP3000 processor.

Each quarter’s reporting data is final and no adjustments are made after the data has been released to the system MIS reporting databases on the SBCTC’s HP3000 processor.

MIS Calendar

Every year, SBCTC posts a calendar to the SBCTC Web site ([http://www.sbctc.ctc.edu](http://www.sbctc.ctc.edu)) with the dates when colleges need to run MIS Finals and other SBCTC jobs. To view the calendars, on the SBCTC Home page click the Resources link and then click the MIS Reporting Calendars link.

Check the MIS calendar frequently for date revisions so you don’t miss scheduling any important MIS jobs. Due to SBCTC’s reporting requirements to other agencies, it is very important that these jobs be scheduled as indicated on the MIS Reporting Calendar.

The *Standard Policy and Procedures Manual* is also on the SBCTC Web site under the Resources link. This manual describes the rules for reporting college data to SBCTC.

MIS Reporting Steps

The following steps describe the recommended procedure that colleges follow to report their data:

1. Schedule the MIS 1/2 preliminary job group (MG001R) often throughout the quarter. This edits your SMS data.
2 Make the appropriate changes to your SMS data to correct MIS errors.

3 Schedule the MIS 1/2/6 Final Reporting job group (MG003Q) during the time frame listed on the MIS Reporting Calendar. You may want to schedule this early in the time frame in case you encounter technical problems and need to re-run MIS finals.

4 Release your MIS data so that the data can be processed in the system MIS reporting databases located on the SBCTC’s HP3000.

**Note** For Spring 2002 finals, the appropriate person from your campus will release your MIS data by e-mailing Kelly Anton at kanton@sbctc.ctc.edu. Look for information from SBCTC on how to report MIS data for future quarters.

### What does SBCTC do with the MIS data?

The SBCTC Management Information System (MIS) is the primary source of data used in the SBCTC Data Warehouse. The SBCTC MIS is derived from data collected by the college system and includes student, course, personnel, facilities and equipment, and completions data. The SBCTC Data Warehouse is comprised of MIS, student transcript, and financial aid data collected from the colleges, along with related data from community-based organizations, GED testing centers, universities, and other state agencies. This data is re-engineered into an Oracle production database.

The SBCTC Data Warehouse is used for executive policymaking and decision support in the areas of funding and enrollment allocation, enrollment forecasting, research, performance and outcomes, and mandated studies by statute. The SBCTC Data Warehouse supports external agency requests for data and information. The external agencies include the Office of Financial Management, the Higher Education Personnel Board, the Higher Education Coordinating Board, the Workforce Training Education Coordinating Board, the Washington State Legislature, the National Center for Education Statistics, and the Department of Education.
Reporting Class Data

In order for a college to report information on a quarterly offering of a course, the course coding must be approved by the SBCTC. This course coding process verifies that the course coding information you have entered for the course is correct.

**Submitting course coding data for SBCTC approval**

Complete the following steps to submit course coding to SBCTC:

1. Enter course coding information (additions or modifications) using the Submitted Courses Screen (CM5014).
   
   This information is stored on your college’s TBL3 database in the Course Inventory Master (COURSE-INVEN-M dataset). The information is immediately accessible for you to use for MIS preliminary editing in the MIS 1/2 preliminary job group (MG001R) and for use with DataExpress.

2. Schedule the job Course Submittal Extract (SR2214J) when indicated on the SBCTC’s MIS Reporting Calendar.
   
   The Submitted Courses Screen (CM5014) is disabled until after your college completes MIS finals for the quarter.

3. SBCTC reviews the course coding information you have submitted and makes any modifications to the coding.
   
   The “official” course coding information is loaded into your TBL3 database once each quarter with the TBL3 implementation.

4. After the TBL3 implementation, schedule the job Loads Approved Courses (CM5201J) to copy the “official” course coding information to the SM database (COURSE-ASSGN-D dataset). Once this job has completed, the course CIP is displayed on the following SMS screens:
   
   - Course Schedule Screen (IS1001)
   - MIS 2 Verification Screen (IS1017)
   - Course Construction Screen (IS1018)
   - Course Catalog Screen (CM3001)
The course coding information sent to SBCTC is pulled from the Catalog record and the Course Inventory Master from your TBL3 database. It includes the following data:

- College Code
- Department/Division Code
- Course Number
- Course Title
- Institutional Intent
- Credit
- Clock Hours
- Contact Hours–Lecture
- Contact Hours–Lab
- Contact Hours–Clinic
- Contact Hours–System
- Contact Hours–Other
- Classification of Instructional Programs (CIP) Code
- Educational Program Code: required for courses with an institutional intent of 21. The Educational Program Code must be for an approved vocational program for your college.
- First Approved Quarter: the first quarter that an approved course can be offered.
- Last Approved Quarter: the last quarter that an approved course can be offered. Default is Z999.
- Limited English Indicator: identifies a course as being offered for students with limited English proficiency.
- Academic Disadvantage Indicator: identifies a course as being offered for students that are academically disadvantaged.
- Record Code: the status of the course records. Valid entries are N (new), C (changed), and A (approved). After the quarterly TBL3 implementation, the record code for all new courses changes from N to A; the record code for all modified courses changes from C to A.
- Revision Date: the date you added or modified course coding information for the course.
MIS 2 Report (SR2201J)

The majority of the editing of the quarterly class records occurs in the MIS 2 Report job (SR2201J). The quarterly classes that are included in this report are those that have tenth-day enrollment. This means:

- The class is not coded as being canceled (X in Section Status 1) or non-reportable (Z in Section Status 1).
- The class is being held prior to the last day of the quarter (start date of class and tenth day of the class must be prior to last day of the quarter).

There are three types of editing that occur in the MIS 2 report:

- The process checks for abnormal situations, such as an invalid entry accidentally made on the class record. These include such rare situations as:
  - The class’s item number not containing 4 characters
  - The first 3 positions of the class’s course number not being numeric

- The process checks the class records against code tables for valid entries. Most of this table validation also occurs on the screen where you are making the entry. These errors are also rare. The tables checked are:
  - Funding Source Table
  - Institutional Intent Table
  - Employment Status Table
  - Time/Location Code Table
  - Day Code Table

- The process also checks the quarterly class information with the MIS reporting rules as defined by SBCTC:

<table>
<thead>
<tr>
<th>Institutional Intent</th>
<th>If the class’s Institutional Intent is 31, the funding source must be 5.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If the class’s Institutional Intent is 21 (vocational preparatory), the approved course record in the Course Inventory Master table (TBL3) must have an approved educational program code for your college. You can find the approved educational program codes for your college in the APPROVE-PRG-D dataset on TBL3.</td>
</tr>
<tr>
<td></td>
<td>If the class’s Institutional Intent is 21, 22, or 23, the CIP assigned to the course in the</td>
</tr>
</tbody>
</table>
Course Inventory Master (TBL3) must have a CIP type of F (Federally-recognized vocational program), L (locally-recognized vocational program), or M (mixed: academic or vocational program) in the CIP Master (TBL3).

- If the CIP type for the class’s CIP is F, L, or M, the class’s Institutional Intent must be 21, 22, or 23.
- If the class’s CIP is C (community service), the class’s Institutional Intent must be 31.

| Time/Location | These edits occur for Fall quarter reporting only:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• If the class’s Time/Location code is 1, 2, 9, or 0 (on-campus or satellite location) and the class’s Day Code is not 24 (arranged) and the class’s room is not blank, the class’s building cannot be blank.</td>
</tr>
<tr>
<td></td>
<td>• If the class’s Time/Location code is 1, 2, 9, or 0 (on-campus or satellite locations) and the class’s Day Code is not 24 (arranged) the class’s start time cannot be blank.</td>
</tr>
<tr>
<td></td>
<td>• If the class’s Time/Location code is 1, 2, 9, or 0 (on-campus or satellite locations) and the class’s Day Code is not 24 (arranged) the class’s end time cannot be blank.</td>
</tr>
</tbody>
</table>

| Class Fee Pay Status | If the class’s fee pay status is 99 (non-tuition class), the Funding Source cannot be 1 (fully state funded), 2 (partially state funded, supplemental), or 3 (partially state funded, shared). |

| Course Inventory Master | The Course Inventory Master table (approved courses) must contain an entry of the class’s Department/Division Course Number (Course ID), for example, ENG 101. |
|                        | The course must be “active” for the quarter, which means the First Approved Quarter must be prior to or be the current quarter and the Last Approved Quarter cannot be prior to the current quarter. |

| Enrollment | There must be tenth-day enrollment in the class. |

| Instructor Information | There must be an instructor assigned to the class. |
Interpreting errors on the MIS 2 Report (SR2201)

An entry in the far left column of the report indicates that the class has been rejected. Asterisks appear under the field or fields that have errors.

- **R** The class cannot be reported to SBCTC because of errors.
- **S** The course has not been approved by SBCTC and cannot be reported (No Course Inventory Master record on TBL3).
- **!** The alternate section cannot be reported because the lead section is rejected. Alternate sections in this case refers to an alternate instructor or times and days.

Check the column or columns in error and then check the edit listed above.

The MIS 2 Report also provides a summary of FTES by Institutional Intent and Funding Source. There are 3 categories of FTES summarized on this report:

- **10th day FTES Less R-Rejects (reported to SBCTC)**
  This is the number of FTES eligible to be reported to SBCTC.

- **10th day FTES (R-Rejects included/not reported to SBCTC)**
  This is the number of FTES for all of the classes that have tenth-day enrollment, including those that have rejected.

- **Total Enrollment (not reported to SBCTC)**
  This is the number of FTES for all of the enrollments in all of the classes. This includes classes that have rejected and enrollments that are not reported to SBCTC, such as non-counting waivers.

Class data included in MIS report

Class data reported during MIS finals includes information from the quarterly class record and calculated or derived data.

Class record data

- College Code
- Year/Quarter
- Item Number
- Department/Division
- Course Number
- Section
• Section Status One—codes identifying processing options for the class:
  
P  Permission only
  
V  Artificial section. Report credits on MIS 1 as 0.
    Report credit on the MIS 2 as XXX.
  
W  Compute credit equivalent from contact hours.

• Cluster ID
• Course Title
• Institutional Intent
• Variable Credit Indicator
• Credit Equivalent
• Continuous/Sequential
• Tenth-day Enrollment
• Full Time Equivalent Faculty (FTEF)
• Source of the FTEF
• Instructor Identification Number
• Instructor Name
• Employment Status
• Team Teach
• Funding Source
• Time Location
• Building
• Room
• Days of the Week
• Start Time
• End Time
• Start Date
• End Date
• Tenth-day of the Class
• Clock Hours
• Clock Hour Indicator
• Enrollment Count Methodology
• Clock Hour Equivalent
• Distance Education Code
• WAOL-ID
Calculated or derived class data

- Record code—identifies the class reporting record type:
  1. A stand-alone course section (no alternate instructors and no alternate buildings, rooms, or times).
  2. The lead section of a class with alternate instructors or alternate building, rooms, or times.
  3. An alternate instructor record for a class with more than one instructor.
  4. An alternate building, room, or time record for a class held in multiple buildings or rooms, or a class held at different times.

- Institutional Intent Category—indicates the category institutional intent of the class:
  1A. Transfer and vocational support, general: Institutional Intent 11 and CIP not = 32.nnnn.
  1B. Transfer and vocational support, basic skills: Institutional Intent 11 and CIP = 32.nnnn.
  2A. Vocational, general: Institutional Intent 21, 22, or 23, and CIP not = 32.nnnn.
  2B. Vocational, basic skills: Institutional Intent 21, 22, or 23 and CIP = 32.nnnn.

- CIP: The CIP assigned to the course in the Course Inventory Master.

- CIP Subject Cluster: The subject cluster assigned to the CIP on the CIP Master table.

- Credit Equivalence Source—an indicator of how the credit equivalence of the class has been computed:
  A. Averaged from the enrolled credit for the students in the class.
  T. Transcript credits (through summer 1989, the credits used were the graded credits from the student’s enrollment record; after summer 1989, the number of the student’s enrolled credits was used, although the title did not change).
  C. Computed from the class’s contact hours.
  F. Forced to zero (Section Status One of V).

- Weekly Lecture Contact Hours: The contact hours per week for the lecture mode of instruction. Computed by dividing the lecture contact
hours of the class by the contact hour divisor (number of weeks in the quarter; established on the College Options Screen, SM4003).

- Weekly Lab Contact Hours: The contact hours per week for the lab mode of instruction. Computed by dividing the lab contact hours of the class by the contact hour divisor (number of weeks in the quarter; established on the College Options Screen, SM4003).

- Weekly Clinical Contact Hours: The contact hours per week for the clinical mode of instruction. Computed by dividing the clinical contact hours of the class by the contact hour divisor (number of weeks in the quarter; established on the College Options Screen, SM4003).

- Weekly Other Contact Hours: The contact hours per week for the “other” mode of instruction. Computed by dividing the “other” contact hours of the class by the contact hour divisor (number of weeks in the quarter; established on the College Options Screen, SM4003).

- Weekly System Contact Hours: The contact hours per week for the system mode of instruction. Computed by dividing the system contact hours of the class by the contact hour divisor (number of weeks in the quarter; established on the College Options Screen, SM4003).

- Weekly Total Contact Hours: The total of the weekly contact hours.

- Full Time Equivalent Student (FTES): The number of quarterly full-time equivalent students for the class based on the number of students enrolled in the class that met the MIS enrollment counting methodology criteria on the class’s enrollment count cutoff day (Tenth Day). The formula is the tenth-day enrollment of the class TIMES the credit equivalence of the class DIVIDED BY 15.

- Contract Student FTES: The number of quarterly full-time equivalent contract enrollment students enrolled in the class.

- Contract Student Enrollment: The number of Contract Enrollments in the class.

- Funding Source Category—the category of the funding source of the class:
  - **Funding Source 1, 2, 3** Category 1 (State Supported)
  - **Funding Source 4** Category 2 (Contract Supported)
  - **Funding Source 5** Category 3 (Student Supported)
• Percent Externally Funded: If the funding source of the class is shared (Funding Source 3), the percent of funds that are from contract sources. This percentage is entered on the Special Funding Source Screen, CM5010.

Calculations and formulas

• FTES: Tenth-day enrollment multiplied by credit equivalent divided by 15.

• Credit equivalent: The credit equivalent of a class is determined several ways, depending on the coding on the class. If a class does not have any of the following coding, the credit value is automatically used as the credit equivalent value.

  V in the first position of the Section Status field:
  0 (zero) is entered into the credit equivalent value for that class.

  W in the first position of the Section Status field:
  The credit equivalent value for the class is calculated from the class contact hours divided by the contact hour divisor. The class contact hours is the total of the lecture contact hours, the lab contact hours divided by 2, the clinic contact hours divided by 3 and the other contact hours divided by 5. The class contact hours are entered on the Course Schedule Screen (IS1001). The contact hour divisor is established on the College Options Screen (SM4003).

  0 (zero) in the Credit field:
  The credit equivalent value for the class is calculated from the class contact hours divided by the contact hour divisor. The class contact hours is the total of the lecture contact hours, the lab contact hours divided by 2, the clinic contact hours divided by 3 and the other contact hours divided by 5. The class contact hours are entered on the Course Schedule Screen (IS1001). The contact hour divisor is established on the College Options Screen (SM4003).

  Y in the Variable Credit field:
  The credit equivalent value for the class is an average of the enrolled credit amount of students enrolled in the class and who are included in the tenth-day enrollment count. In the student’s enrollment record for the class, there are two credit values. One is the enrolled credit, which is the amount of credits the student registered for the class, and the second is the graded credit amount. Prior to the summer quarter 1989, the graded credit amount was
used to calculate credit equivalent; after summer 1989, the enrolled credit amount is used.

**A clock-hour class** offered at a clock-hour technical college:
The credit equivalent value for the class is calculated from the system contact hours divided by 16.5.

Quarterly classes tenth-day enrollment and credit equivalent values are updated by the Count Tenth-Day Enrollment job (SR9202J). This job is required in the following job groups:
- SG036R (Count Tenth-Day Enrollment)
- MG001R (MIS 1/2 Reporting)
- MG003Q (MIS 1/2/6 Final Reporting)

- Student/Faculty Ratio: FTES divided by FTEF
Reporting Faculty Data

When a college reports class data to SBCTC, the workload effort involved for the instructor to teach the class is reported in terms of “full-time equivalent faculty” (FTEF). There are two steps to the process of this reporting; the first is the MIS 6/2 Match and the second is FTEF calculation and distribution.

Note: For more information about reporting full-time equivalent faculty, refer to the document *FTEF Calculation and Distribution*, which is available on the SBCTC web site.

**MIS 6/2 Match**

A file created from the quarter’s payroll records, called the “quarterly staff file,” is compared with the class records for the quarter to assure that there are class records for staff who are being paid for instruction and that there are quarterly staff records for all classes’ instructors. Classes taught with contracted or volunteer instructors are excluded from this comparison. This comparison is called the MIS 6/2 Match. The records must match before Full Time Equivalent Faculty can be calculated for the instructor and distributed proportionally among the classes for which the instructor is the instructor of record.

If an instructor’s record does not match, the record for that instructor in the quarterly staff file is changed from instruction to research and development. The employment status on the class record changes to 5 and the FTEF is recalculated. There may be situations that fall outside these “rules,” and you may not be able to report the instructor as providing direct instruction.

**Steps**

Complete the following steps to match payroll and class records:

1. Create the Quarterly Staff File by scheduling the Quarterly Staff Extract job group (PG800R). Your Payroll Office, IT Department, or MIS Department may schedule this job group on your campus.
There can only be one Quarterly Staff File at a time. Check with your Payroll office to verify that the Quarterly Staff File is available for the quarter you are working on.

2 Match the Quarter Staff File records that are coded as providing direct instruction with class records by scheduling FTEF Calculation/Distribution (SR2202J) in the MIS 1/2 Report job group (MG001R).

3 Review the Pre-Edit Error Report (SR2901).

The report is divided into two sections. The top section lists the error type and meaning. The bottom section lists the class records and Quarterly Staff File records where there is no match. The records are listed either by instructor name or by instructor ID going across the three columns, depending on how the job was scheduled. The Error Type number is located first in each column. The source of the record appears next (CRS—quarterly class; QS—quarterly staff file). The instructor ID and instructor name appear next. The last sub-column is PAC/ITEM. This indicates the item number of the class if the record source is from the quarterly class, or the PAC (Program Activity Classification Code) if the record source is from the quarterly staff file.

### FTEF pre-edit errors

The Pre-Edit Error Report (SR2901) produces a list of error conditions. The following is a list of the error conditions, the probable cause or causes, a checklist of possible contributing factors, and suggestions for appropriate corrective action:

#### Error Message 1

<table>
<thead>
<tr>
<th>Message:</th>
<th>A QTRLY STAFF record was found with no matching (on SSN) CRS records.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable cause:</td>
<td>The employee’s record on the Quarterly Staff Extract File has a PAC code designating direct instruction; no class records are found for the employee.</td>
</tr>
</tbody>
</table>
| Check the following factors: | • Is the direct instruction PAC code accurate? Perhaps another PAC code should be used for the employee.  
• Is the same social security number used in the Quarterly Staff Extract File and in the instructor’s class record(s)?  
• Does the class section or sections have a reject indicator because of MIS 2 errors? |
Does the class record have an X or a Z in the first position of section status?
Was the instructor omitted from the course schedule?

Error Message 2

<table>
<thead>
<tr>
<th>Message:</th>
<th>CRS records were found with no matching (on SSN) QTRLY STAFF record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable cause:</td>
<td>The class record indicates the specific instructor is being paid through PPMS; however, there are no records in the Quarterly Staff Extract File for the instructor with a PAC code designating direct instruction.</td>
</tr>
</tbody>
</table>
| Check the following: | • Is the employment status (1, 2, 3, or 4) in the class record accurate? Perhaps another employment status code should be used for the employee.  
• Is the same Social Security Number used in the Quarterly Staff Extract File and in the instructor’s class record(s)?  
• Does the employee have a record in the Quarterly Staff Extract File? If so, does it have a PAC code other than direct instruction?  
• Is the employee type code on the Quarterly Staff Extract File correct?  
• Does the employee have more than one record on the Quarterly Staff Extract File? Perhaps the direct instruction effort should be recorded as a moonlight assignment (not a part-time assignment). |

Error Message 3

<table>
<thead>
<tr>
<th>Message:</th>
<th>The Employment Status on the QTRLY STAFF record is not on the Employment Status table or is blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable cause:</td>
<td>The employment status code on the Quarterly Staff Extract File must be 1 (full-time), 3 (part-time), 7 (sabbatical), or 8 (leave with pay).</td>
</tr>
</tbody>
</table>

Error Message 4

| Message: | The Employment Status on the CRS record is not on the Employment Status table or is blank. |
Check the class employment status code. The valid employment status codes for use in class records are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Full-time</td>
<td>Contracted out</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Part-time</td>
<td>Volunteer</td>
</tr>
<tr>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Moonlight</td>
<td>Sabbatical</td>
</tr>
<tr>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>Full-time, but absent due to illness</td>
</tr>
</tbody>
</table>

**Error Message 5**

**Message:** The Funding Source on the CRS record is not on Funding Source table or is blank.

Check the class funding source code. The valid funding source codes for use in class records are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Fully state funded</td>
<td>Grant and contract</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Partially state funded, supplemental</td>
<td>Community service</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Partially state funded, shared</td>
<td></td>
</tr>
</tbody>
</table>

**Error Message 6**

**Message:** The Institutional Intent on the CRS record is not on the Institutional Intent table or is blank.

Check the class Institutional Intent code. The valid Institutional Intent codes for use in class records are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Academic</td>
<td>Academic transfer</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Academic basic education</td>
<td>Academic general education</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>Vocational</td>
<td>Vocational preparatory</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>Vocational supplemental</td>
<td>Vocational homemaking</td>
</tr>
<tr>
<td>3</td>
<td>31</td>
</tr>
<tr>
<td>Community service</td>
<td>Community service</td>
</tr>
</tbody>
</table>

**Error Message 7**

**Message:** The CRS record Institutional Intent is not valid with the corresponding Funding Source.

This edit checks self-support (community service) classes for compatible institutional intent and funding source codes. If the institutional intent is 31, the funding source must be 5.

**Error Message 8**

**Message:** The Employment Status on the CRS record is not valid with the QTRLY STAFF Employment Status.
Employment status codes used on the class record must be compatible with employment status codes or employee type codes from the Quarterly Staff Extract File. Valid combinations of employment status codes and/or employee type codes are:

<table>
<thead>
<tr>
<th>Class Record Employment Status</th>
<th>Quarterly Staff Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employment Status 1</td>
</tr>
<tr>
<td>2</td>
<td>Employment Status 1 or 7 or Employee Type L</td>
</tr>
<tr>
<td>3</td>
<td>Employment Status 3</td>
</tr>
<tr>
<td>4</td>
<td>Employee Type L</td>
</tr>
</tbody>
</table>

**Error Message 9**

**Message:** A corresponding Regular or Moonlight CRS record Funding Source not found for the QTRLY STAFF Program Activity Code (PAC).

Each direct instruction PAC code used in the Quarterly Staff Extract File is compatible only with specific funding source codes in the class record. The match must be made with PAC codes for the regular assignments and for moonlight assignments. Valid combinations of PAC codes and funding source codes are:

<table>
<thead>
<tr>
<th>PAC Codes</th>
<th>Funding Source Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>011</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>V11</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>111</td>
<td>4</td>
</tr>
<tr>
<td>014</td>
<td>5</td>
</tr>
</tbody>
</table>

**Error Message 10**

**Message:** A corresponding Regular or Moonlight QTRLY STAFF record PAC not found for the CRS record Funding Source.
Each funding source code used in class records is compatible only with specific PAC codes in the Quarterly Staff Extract File. The match must be made with funding source codes for regular and for moonlight assignments. Valid combinations of funding source codes and PAC codes are:

<table>
<thead>
<tr>
<th>Funding Source Codes</th>
<th>PAC Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>011 or V11</td>
</tr>
<tr>
<td>2</td>
<td>011 or V11</td>
</tr>
<tr>
<td>3</td>
<td>011 or V11</td>
</tr>
<tr>
<td>4</td>
<td>111</td>
</tr>
<tr>
<td>5</td>
<td>014</td>
</tr>
</tbody>
</table>

**Error Message 11**

Message: The QTRLY STAFF record Regular or Moonlight FTEF is not numeric for the Program Activity Code (PAC).

Check the Assignment and Salary Data Report (CR6310B); correct the payroll/personnel (PPMS) record.

**Error Message 12**

Message: The total FTEF for all Pre-Entered CRS records for a Funding Source exceed QTRLY STAFF Regular or Moonlight FTEF for the PAC.

Some or all of the instructor’s classes have pre-entered FTEF. This pre-entered FTEF, when totaled, is more than the available amount from the instructor’s record on the Quarterly Staff Extract File. Check the following factors:
- Is the FTE amount on the Quarterly Staff Extract File accurate? If not, change the appropriate payroll record.
- Has the FTEF amount been pre-entered accurately on the instructor’s class record(s)? If not, make necessary corrections.

**Error Message 13**

Message: There are both Pre-entered and Non Pre-entered FTEF CRS records and the total Pre-Entered FTEF = QTRLY STAFF record PAC FTEF.

Probable cause: Some of the instructor’s classes have pre-entered FTEF. This pre-entered FTEF, when totaled, equals the available amount of FTEF from the instructor’s record on the Quarterly Staff Extract File. However, the instructor has other classes that have no FTEF assigned.

Check the following:
- Is the FTE amount on the Quarterly Staff Extract File accurate? If not, change the appropriate payroll record.
- Has the FTEF amount been entered accurately on the instructor’s class record(s)? If not, make necessary corrections.
### Error Message 14

<table>
<thead>
<tr>
<th>Message</th>
<th>All CRS records FTEFs are Pre-Entered &amp; the total Pre-Entered FTEF QTRLY STAFF record &gt; Regular or Moonlight FTEF for the PAC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable cause</td>
<td>All of the instructor’s classes have pre-entered FTEF. This pre-entered FTEF, when totaled, is less than the available amount of FTEF from the instructor’s record on the Quarterly Staff Extract File. There are no class records remaining for the instructor to which the remainder of the FTEF can be assigned.</td>
</tr>
</tbody>
</table>
| Check the following | • Is the FTE amount on the Quarterly Staff Extract File accurate? If not, change the appropriate payroll record.  
• Has the FTEF amount been entered accurately on the instructor’s class record(s)? If not, make necessary corrections. |

### Error Message 15

<table>
<thead>
<tr>
<th>Message</th>
<th>QTRLY STAFF rec FTEF less total Pre-Entered FTEF leaves less than 1% FTEF remaining per Non Pre-Entered CRS rec for the PAC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable cause</td>
<td>Some of the instructor’s classes have pre-entered FTEF. This pre-entered FTEF, when totaled, is less than the available amount of FTEF from the instructor’s record on the Quarterly Staff Extract File. However, the instructor has other classes that have no FTEF assigned; the remainder of the FTEF (when the pre-entered amounts have been subtracted from the total) is not large enough to give each class without FTEF at least 1%.</td>
</tr>
</tbody>
</table>
| Check the following | • Is the FTE amount on the Quarterly Staff Extract File accurate? If not, change the appropriate payroll record.  
• Has the FTEF amount been entered accurately on the instructor’s class record(s)? If not, make necessary corrections. |

### Error Message 16

<table>
<thead>
<tr>
<th>Message</th>
<th>There is a Class Cluster with both Pre-Entered and Non Pre-Entered Funding Source FTEF CRS records for the PAC.</th>
</tr>
</thead>
</table>
| Class records in a class cluster must have pre-entered FTEF in all classes of the cluster or in none of the classes of the cluster. If FTEF is pre-entered in any class(es) of a cluster, it must be pre-entered in all.
Error Message 17

<table>
<thead>
<tr>
<th>Message:</th>
<th>This Instructor has more than 100 Regular or Moonlight CRS records.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The FTEF calculation/distribution process must be able to assign at least 1% to each class. If the instructor has more than 100 classes for the year/quarter, change the employment status on selected classes to 6 (volunteer).</td>
</tr>
</tbody>
</table>

FTEF calculation and distribution

Once the instructor information matches on both the class side and the payroll side, the Full-Time Equivalent Faculty (FTEF) is calculated for each instructor and then distributed to each of the instructor’s classes.

FTEF is reported to the SBCTC during MIS finals. SBCTC defines an FTEF as one instructional employee assigned to teach a full-time load of courses for nine months. Colleges determine their own criteria for what they consider a “full-time” load to be. This criterion is used to assign full-time equivalents (Percent of Fulltime) in the employee job records in the Payroll system.

FTEF associated with the class an instructor teaches is determined and entered in the quarterly class records in one of three ways:

- Automated apportionment of the Full-time Equivalent (FTE) associated with the instructor’s job or jobs to each of the classes he or she is teaching.
- According to a pre-defined calculation. This is for instructors who are not college employees (Employment Status 5 and 6).
- Entered manually by the college.

Automated FTEF process

The automated process can be set to calculate FTEF two different ways. The first is by credit equivalent and the second is by contact hours.

Calculating FTEF by credit equivalent

The following steps describe the calculation of FTEF by credit equivalent:

1. Once the instructor’s classes and record in the Quarterly Staff File match; the instructor’s classes are grouped by regular and moonlight assignments, funding source, and PAC code.
2 The instructor’s total amount of FTEF for each funding category for each assignment area (regular and moonlight) is obtained from the Quarterly Staff File.

3 Pre-entered FTEF from the class record is subtracted from the totals.

4 The lead class or classes of the class cluster or clusters are identified for the instructor.

5 The credit equivalent amount for all quarterly classes without pre-entries is totaled. For a cluster, only the credit equivalent amount for the lead class is included.

6 The total credit equivalent of all classes for the instructor in the specific funding category is divided into the credit equivalent of the specific class.

7 The number resulting from step 6 is multiplied by the total FTE for the instructor for that specific funding source category.

8 Each calculated amount determined by step 7 is subtracted from the total to assure that the exact amount is distributed.

Calculating FTEF by contact hour

The following steps describe the calculation of FTEF by contact hour:

1 The instructor’s classes and record in the Quarterly Staff File are matched; classes are grouped by regular and moonlight assignments, funding source, and PAC code.

2 The instructor’s total amount of FTEF for each funding category for each assignment area (regular and moonlight) is obtained from the Quarterly Staff File.

3 Pre-entered FTEF amounts are subtracted from the totals.

4 The lead class or classes of the class cluster or clusters is identified for the instructor.

5 The contact hours of each class is multiplied by specific weighting factors. The weighting factors are:
   • Lecture contact hours multiplied by 432
   • Lab contact hours multiplied by 324
   • Clinical contact hours multiplied by 216
   • Other contact hours multiplied by 162
   • System contact hours multiplied by 360
6 The weighted contact hours for all course sections without pre-entries is totaled; the weighted contact hours for only the lead class of a cluster is included. Totals are comprised of classes within the specific funding source category and assignment area.

7 The total weighted contact hours of all classes for the instructor in the specific funding category is divided into the weighted contact hours of the specific class.

8 The number resulting from step 7 is multiplied by the total FTEF for the instructor for the specific funding source category.

9 Each calculated amount determined by step 8 is subtracted from the total to assure that the exact amount is distributed.

If the contact hours of a class are zero, the FTEF for the class is also zero. However, if all classes for the instructor have zero contact hours, the process divides the FTEF from the Quarterly Staff File evenly amount all classes.

The FTEF distribution

The calculated FTEF is distributed among classes according to the instructor’s employment status. The distribution process makes the following changes to each class record for which FTEF was calculated:

- C (calculated) is entered as the source of the FTEF
- The calculated amount of FTEF is entered

The instructor’s regular assignment FTE from the Quarterly Staff File is distributed among the classes with an employment status of 1 (full-time), 3 (part-time), or 4 (paraprofessional).

The instructor’s moonlight assignment FTE from the Quarterly Staff File is distributed among the classes with an employment status of 2 (moonlight).

Pre-defined calculations

Classes taught by contracted-out effort (employment status 5) and volunteer effort (employment status 6) are not included in the distribution of FTEF from the Quarterly Staff file. FTEF for employment status 5 and 6 is automatically calculated by a different formula which is included in the programming of job SR2202J (FTEF Calculation/Distribution).
Contracted-out classes

The FTEF calculation and distribution process determines FTEF for contracted-out effort classes using the following steps:

1. The class credit equivalent is divided by 15. The process calculates only for classes with no pre-entered FTEF amounts and for the lead class of a cluster.

2. If the class is team taught, the calculated FTEF amount is divided by 2.

3. The results are entered as the FTEF for the class. If the credit equivalent value of a specific contracted-out class is 0 (zero), 0 is entered as the FTEF for the class.

Volunteer classes

Classes taught by volunteer effort (employment status 6) are not included in the distribution of FTEF from the Quarterly Staff File. FTEF is calculated only for volunteer effort classes without pre-entered FTEF amounts and for the lead class of a cluster. The FTEF calculation and distribution process determines FTEF for volunteer effort classes using these steps:

1. The class’ tenth-day enrollment is multiplied by .01.

2. The class’ credit equivalent is divided by 15.

3. The results of steps 1 and 2 are compared and the smaller amount is entered as the FTEF for the class.

Checking the results of the calculation and distribution process

The FTEF assigned to a class, whether pre-entered or calculated, is displayed on the following screens:

- Class Schedule Screen (IS1002)
- Class Construction Screen (IS1004)
- Construction Room/Instructor Screen (IS1005)
- Alternate Room/Instructor Screen (IS1015)
- MIS 2 Verification Screen (IS1017)
The Faculty Teaching Load/FTEF Analysis report (IS4102) is particularly helpful when troubleshooting the results of the FTEF calculation and distribution process. The report displays each class for the instructor and the FTEF assigned to that class; all data is displayed by employment status.

The following Student Management reports also display FTEF and use FTEF in the student/faculty ratio:

- Teaching Staff Utilization (IS4101)
- Faculty Teaching Load FTES/FTEF Analysis: Detail Report (IS4103A)
- Faculty Teaching Load FTES/FTEF Analysis: Subtotal Report (IS4103B)
- Faculty Teaching Load FTES/FTEF Analysis: Summary Report (IS4103C)
- Comparison of FTES, FTEF and Student/Faculty Ratio (IS4104)
- Faculty Teaching Load: Detail Report (IS4106A)
- Faculty Teaching Load: Subtotal Report (IS4106B)
- Faculty Teaching Load: Summary Report (IS4106C)

The Direct Instruction Quarterly Salaries by Course Characteristics report (IS4105) uses data from the Quarterly Staff File and from the class record. However, functionality of the report is limited because the Quarterly Staff File is available for only one quarter at a time and may be complete or accurate for only a short amount of time during the quarter.
Reporting Student Data

Any student meeting the criteria for inclusion in the MIS enrollment count for at least one reportable class is reported. One MIS student reporting record is created for each student reported.

Once students are selected for inclusion, their quarterly biographic record is edited by two jobs:

- MIS 1/2 Extract (SR9201J)
- Create MIS 1 File (SR1201J)

The editing of the student’s quarterly biographic record does not exclude the student from MIS reporting. If an edited element on the student’s quarterly biographic record is invalid, it may be changed to a different code during MIS finals.

MIS 1/2 Extract Invalid Codes report (SR9201)

The following are the error messages that might be displayed on the MIS 1/2 Extract Invalid Codes report, what they mean, and the necessary corrections:

- Invalid STU-INT will be set to Y (OTHER) in extract file
  This occurs when the student intent is blank.

- Educational Program Code has not been approved by SBCTC
  (The EPC is checked if the student has a quarterly intent of F and G.)

  The EPC assigned to the student for that quarter is not an approved vocational program for your college. If the program is in the process of SBCTC approval, it may be available for you to use on the quarterly TBL3 Implementation. You could wait until after the implementation and see if the program approval was entered by SBCTC. If it was not included on the implementation, change the EPC to an approved vocational program code for your college.

- Educational Program Code is not in Program Inventory Master
  (The EPC is checked if the student has a quarterly intent of F and G)
The EPC assigned to the student for the quarter is not on the vocational program master table. This could occur with a new vocational program that had not been offered before in the state. If the program is in the process of SBCTC approval, it may be available for you to use after the quarterly TBL3 Implementation. You could wait until after the implementation and see if the program approval was entered by SBCTC. If it was not included on the implementation, change the EPC to an approved vocational program code for your college.

Errors When Creating the MIS 1 File Report (SR1201)

The following are the error messages that might be displayed on the MIS 1 File Report, what they mean, and the necessary corrections. Students enrolled entirely in classes with funding source of 5 and students with a fee pay status of 10, 11, 21, 22, 33, 34, 51, 53, 56, 93, 94, 95, 96, 97, 98 are not edited.

- **Student has more than 25 classes; 25 will be reported**
  This is a very rare situation.

- **Student has more than 99.9 credits; 99.9 will be reported**
  This is a very rare situation.

- **Student’s STU-PRG-ENR is invalid; no CIP will be reported**
  (The EPC is checked if the student has a quarterly intent of F or G)

  The Education Program Code assigned to the student for the quarter is not on the vocational program master table or has not been approved for your college. If the program is in the process of SBCTC approval, it may be available for you to use after the quarterly TBL3 Implementation. You could wait until after the implementation and see if the program approval was entered by SBCTC. If it was not included on the implementation, change the EPC to an approved vocational program code for your college.

- **WARNING: Student’s STU-PURP-ATTND is blank**

- **WARNING: Invalid STU-PURP-ATTND will be reported as “90”**
  An invalid STU-PURP-ATTND was entered on the student’s record. Enter a valid code or the MIS finals process will change the code to 90.

- **WARNING: Student’s STU-FAM-STAT is blank**
• **WARNING: Invalid STU-FAM-STAT will be reported as “90”**
  An invalid STU-FAM-STAT was entered on the student’s record. Enter a valid code or the MIS finals process will change the code to 90.

• **WARNING: Student’s STU-PLAN-ATTND is blank**

• **WARNING: Invalid STU-PLAN-ATTND will be reported as “90”**
  An invalid STU-PLAN-ATTND was entered on the student’s record. Enter a valid code or the MIS finals process will change the code to 90.

• **WARNING: Student’s STU-WORK-ATTND is blank**

• **WARNING: Invalid STU-WORK-ATTND will be reported as “90”**
  An invalid STU-WORK-ATTND was entered on the student’s record. Enter a valid code or the MIS finals process will change the code to 90.

• **WARNING: Student’s STU-PRIOR-EDUC is blank**

• **WARNING: Invalid STU-PRIOR-EDUC will be reported as “90”**
  An invalid STU-PRIOR-EDUC was entered on the student’s record. Enter a valid code or the MIS finals process will change the code to 90.

• **Student’s RACE code is invalid**
  An invalid Census Race code was entered on the student’s record. Change it to a valid Census Race code.

• **Student’s HISPANIC code is invalid**
  An invalid Hispanic code was entered on the student’s record. Change it to a valid Hispanic code.

• **Birthdate invalid? Calculated age is LT 12 o GT 85.99**
  Check birthdate. (Informational message only.)

• **Student is unreportable because all classes rejected**
  This error may go away as corrections are made throughout the quarter.

• **Student has more than 999.9 hours; 999.9 hours will be reported**

• **Invalid STU-WORK-ATTND will be reported as blank**
  If students’ STU-WORK-ATTND is 80, 81, 82, 83, 84, or 85, they must have one of the following:
    - Student intent of D, F, G, H, or J
    - Enrollment in at least one class with a CIP of 32.XXXX or 54.9999.
MIS 1 Report (SR1202J)

This job produces eight student-related tables:

- Table 1: Quarterly FTES by funding source
- Table 2: Student headcount by credit-hour load
- Table 3: Student headcount by sex within age group
- Table 4: Transfer students by source
- Table 5: High school students by country of high school
- Table 6: Student headcount by ethnicity, sex, and credit-hour load
- Table 7: Student headcount by student intent
- Table 8: Student headcount by clock-hour load

Student data

Student data reported during MIS finals includes data from the student’s biographic record in SMS and calculated information:

From the student’s biographic record:

- Student Identification number
- Birthdate
- Sex
- Ethnic Origin
- Limited English Indicator
- Academic Disadvantaged Indicator
- Economic Disadvantaged Indicator
- Handicap Status (DIS)
- Health Limitation (DSS)
- State of student’s address
- ZIP Code
- Residency Status
- Citizenship Status
- Student Intent
- Student’s Fee Paying Status
- Year/Quarter the student actually started at the college
• Previous College 1
• Student Purpose for Attending
• Student Planned Training Relation to Work (not required as of Winter 94)
• Student Family Status
• Student Planned Length of Attendance
• Student Work Status While Attending
• Student Prior Level of Education
• Census Race Code
• Census Hispanic Code
• High School Attended
• High School Graduate
• Cumulative Credits Earned
• Cumulative Hours Earned

**Calculated or derived from the student’s biographic record:**

**Student Age**
Student’s age as of the first day of the quarter being reported. Age is calculated to the nearest .25 year to accommodate statistics compatible with U.S. census.

**Student’s Home District**
The code for the community or technical college district in which the student resides, based on ZIP code.

**Program CIP**
For students with a Student Intent of F, G, H, J, or K; this is derived from the educational program code in the student’s quarterly record for the quarter being reported.

**Student Credit Level**
A 1-digit code indicating the level of cumulative college level credits earned:

<table>
<thead>
<tr>
<th></th>
<th>First-time, first-year student (zero cumulative college level credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>First-time, first-year student (zero cumulative college level credits)</td>
</tr>
<tr>
<td>1</td>
<td>All other first-year students (greater than zero and less than 45 cumulative credits)</td>
</tr>
<tr>
<td>2</td>
<td>All other students</td>
</tr>
</tbody>
</table>
**Student Hour Level**

A 1-digit code indicating the level of cumulative clock hours earned:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>First-time, first-year student (zero cumulative clock hours)</td>
</tr>
<tr>
<td>1</td>
<td>All other first-year students (greater than zero and less than 900 cumulative clock hours)</td>
</tr>
<tr>
<td>2</td>
<td>All other students</td>
</tr>
</tbody>
</table>

**Recent High School Graduate Indicator**

Indicates whether or not a student is a recent high school graduate. If students’ last year of high school is in the year of the quarter being reported, they are considered a recent high school graduate.

**High School County**

Derived from the high schools in students’ biographic records; the county code for the county where the high school is located.

**Student Source**

A code indicating where the student came from fall quarter:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continuing student. A student who attended this college the previous quarter (for fall the previous quarter is summer or spring).</td>
</tr>
<tr>
<td>2</td>
<td>Transfer student. A student who is attending this college for the first time and has previously attended another college.</td>
</tr>
<tr>
<td>3</td>
<td>Former student. A student who has attended this college sometime in the past but not the previous quarter.</td>
</tr>
<tr>
<td>4</td>
<td>New student. A student who has never attended this or any other college.</td>
</tr>
</tbody>
</table>

**Degree Seeking Indicator**

An indicator of whether or not the student is seeking a degree:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Non-degree seeking:</td>
</tr>
<tr>
<td></td>
<td>Student Intent = L</td>
</tr>
<tr>
<td></td>
<td>— or —</td>
</tr>
<tr>
<td></td>
<td>Exclusive enrollment in classes with CIP 32.0205</td>
</tr>
<tr>
<td></td>
<td>— or —</td>
</tr>
<tr>
<td></td>
<td>Students with all Fee-Pay Status of 91 through 97 or 14</td>
</tr>
<tr>
<td>Y</td>
<td>Degree seeking:</td>
</tr>
<tr>
<td></td>
<td>All students not meeting the above criteria.</td>
</tr>
</tbody>
</table>
Funding Source Priority
The student’s highest priority funding source of all the funding sources for
the student’s reportable classes for the quarter being reported. Funding
sources in priority order are:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>State supported (funding source 1)</td>
</tr>
<tr>
<td>Priority 2</td>
<td>Supplemental (funding source 2)</td>
</tr>
<tr>
<td>Priority 3</td>
<td>Shared (funding source 3)</td>
</tr>
<tr>
<td>Priority 4</td>
<td>Contract (funding source 4)</td>
</tr>
<tr>
<td>Priority 5</td>
<td>Student supported (funding source 5)</td>
</tr>
</tbody>
</table>

Student Funding Source Priority Category
Indicates the category of a student’s priority funding source:

<table>
<thead>
<tr>
<th>Funding source</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding source 1, 2, 3</td>
<td>Category 1 (state supported)</td>
</tr>
<tr>
<td>Funding source 4</td>
<td>Category 2 (contract supported)</td>
</tr>
<tr>
<td>Funding source 5</td>
<td>Category 3 (student supported)</td>
</tr>
</tbody>
</table>

Student Time/Location Priority
A student’s highest priority time location of all the time/locations for the
student’s reportable classes for the quarter being reported. Time/locations in
priority order are:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>Day, on campus (T/L 1)</td>
</tr>
<tr>
<td>Priority 2</td>
<td>Evening, on-campus (T/L 2)</td>
</tr>
<tr>
<td>Priority 3</td>
<td>Day, satellite (T/L 9)</td>
</tr>
<tr>
<td>Priority 4</td>
<td>Evening, satellite (T/L 0)</td>
</tr>
<tr>
<td>Priority 5</td>
<td>Day, off campus (T/L 3)</td>
</tr>
<tr>
<td>Priority 6</td>
<td>Day, mixed locations (T/L 5)</td>
</tr>
<tr>
<td>Priority 7</td>
<td>Day, other (T/L 7)</td>
</tr>
<tr>
<td>Priority 8</td>
<td>Evening, off campus (T/L 4)</td>
</tr>
<tr>
<td>Priority 9</td>
<td>Evening, mixed locations (T/L 6)</td>
</tr>
<tr>
<td>Priority 10</td>
<td>Evening, other (T/L 8)</td>
</tr>
</tbody>
</table>

Funding Source Indicator
A set of 1-byte fields to indicate which funding sources a student’s classes
have for the quarter being reported:
<table>
<thead>
<tr>
<th>Byte 1</th>
<th>State supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byte 2</td>
<td>Supplemental</td>
</tr>
<tr>
<td>Byte 3</td>
<td>Partial state, shared</td>
</tr>
<tr>
<td>Byte 4</td>
<td>Contract supported</td>
</tr>
<tr>
<td>Byte 5</td>
<td>Student funded</td>
</tr>
<tr>
<td>Byte 6</td>
<td>Not used</td>
</tr>
</tbody>
</table>

For each byte, 1 means the student has class with this funding source, and 0 means the student has no classes with this funding source.

**Time Location Indicators**

A set of 1-byte fields to indicate which time/locations a student’s reportable classes have for the quarter being reported:

<table>
<thead>
<tr>
<th>Byte 1</th>
<th>Day, on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byte 2</td>
<td>Evening, on campus</td>
</tr>
<tr>
<td>Byte 3</td>
<td>Day, off campus</td>
</tr>
<tr>
<td>Byte 4</td>
<td>Evening, off campus</td>
</tr>
<tr>
<td>Byte 5</td>
<td>Day, mixed locations</td>
</tr>
<tr>
<td>Byte 6</td>
<td>Evening, mixed locations</td>
</tr>
<tr>
<td>Byte 7</td>
<td>Day, other</td>
</tr>
<tr>
<td>Byte 8</td>
<td>Evening, other</td>
</tr>
<tr>
<td>Byte 9</td>
<td>Day, satellite</td>
</tr>
</tbody>
</table>

For each byte, 1 means the student has class with this time/location, and 0 means the student has no classes with this time/location.

**Institutional Intent Category Indicator**

A set of 1-byte fields to indicate which institutional intent categories a student’s reportable classes have for the quarter being reported:

<table>
<thead>
<tr>
<th>Byte 1</th>
<th>Transfer and vocational support, general (1a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byte 2</td>
<td>Transfer and vocational support, basic skills (1b)</td>
</tr>
<tr>
<td>Byte 3</td>
<td>Vocational, general (2a)</td>
</tr>
<tr>
<td>Byte 4</td>
<td>Vocational, basic skills (2b)</td>
</tr>
<tr>
<td>Byte 5</td>
<td>Community service (3)</td>
</tr>
</tbody>
</table>
For each byte, 1 means the student has a class with this institutional intent category, and 0 means the student has no classes with this institutional intent category.

**Student MIS State-Supported Credits**
The student’s credits for MIS reportable classes that are state supported.

**Student MIS Contract Supported Credits**
The student’s credits for MIS reportable classes that are contract supported.

**Student MIS Student Supported Credits**
The student’s credits for MIS reportable classes that are student supported.

**Student MIS Total Credits**
The student’s total credits for MIS reportable classes for the quarter being reported.

**Student MIS State-Supported Hours**
The student’s clock hours for MIS reportable classes that are state supported.

**Student MIS Contract Supported Hours**
The student’s clock hours for MIS reportable classes that are contract supported.

**Student MIS Student Supported Hours**
The student’s clock hours for MIS reportable classes that are student supported.

**Student MIS Total Hours**
The student’s total clock hours for MIS classes for the quarter being reported.

**Student MIS Status**
Indicates whether or not the student was counted in the Tenth-day enrollment for at least one reportable class for the quarter being reported:

<table>
<thead>
<tr>
<th>1</th>
<th>Student is reportable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Student is not reportable</td>
</tr>
<tr>
<td>2</td>
<td>Contract enrollment</td>
</tr>
</tbody>
</table>

**Basic Skills Indicator**
Whether or not the student is exclusively enrolled in basic skills classes for the quarter being reported:
<table>
<thead>
<tr>
<th></th>
<th>Enrolled exclusively in classes with CIP 32.xxxx, but not exclusively in 32.02xx &amp; 32.03xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enrolled exclusively in classes with CIP 32.02xx &amp; 32.03xx</td>
</tr>
<tr>
<td>Blank</td>
<td>Not exclusively enrolled in 32.xxxx</td>
</tr>
</tbody>
</table>

**College Level Credits Earned**

The credits earned for the student’s total college-level effort (courses numbered 100 or above) at the institution, less the college-level credits earned for the quarter being reported.

**Student MIS Status**

Indicates whether or not the student was counted in the MIS enrollment count in at least one class:

<table>
<thead>
<tr>
<th></th>
<th>Counted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Counted</td>
</tr>
<tr>
<td>0</td>
<td>Not counted</td>
</tr>
</tbody>
</table>

**Special needs indicators**

To meet Carl Perkins Act reporting requirements, students with special needs are flagged during the MIS finals process. There are three categories of the special needs:

- Economically disadvantaged students
- Academically disadvantaged students
- Limited English proficiency students

The biographic record of the students meeting the criteria for each of the categories is flagged with a Y in the indicator for each category. The indicators are reset once a year to provide the requirement for the Carl Perkins Act that these students be re-identified each year. The job that blanks these indicators is EDI/ADI/LEI Reset (SR1212J) and is on the SBCTC’s MIS calendar to run each July.

These indicators can be viewed on the Student Records Screen (SM5001). They are stored in the STU-D dataset in the SM database:

**Academically Disadvantaged (ADI)**

This indicator is set when a student is enrolled in a course that has been coded as Academically Disadvantaged. This is established in the course coding process and is entered on the Submitted Courses Screen (CM5014).
Limited English Proficiency (LEI)

This indicator is set for the student when a student is enrolled in a course that has been coded as Limited English proficiency. This is established in the course coding process and is entered on the Submitted Course Screen (CM5014).

Economically Disadvantaged (EDI)

This indicator is set three different ways:

- If the student is receiving financial aid.
  Standard financial aid programs—such as Pell, SNG, Federal and State Work Study—are automatically included. Colleges can indicate which non-standard financial aid program codes are to be included. This is set by the Finaid/SMS Edi Update job (SR1208J).

- If the student was coded with a fee pay status of 03, Need Based (3%) or 21, Underemployed.
  This is set by the EDI Update from Fee-Pay-Stat job (SR1209J).

- If the student is receiving funding from a non-financial aid source that is being processed through Accounts Receivable.
  This includes Division of Vocational Rehabilitation (DVR), Economic Dislocation and Worker Adjustment Assistance Act (EDWAAA), Job Training Partnership Act (JTPA), and Veterans Rehabilitation Division (VRD). This is set by the EDI Update From Accounts Receivable job (SR1211J).
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Reporting Enrollment Data

Each class enrollment for a student is edited during the MIS process. If the enrollment passes the editing process, the student is included in the class’s Tenth-day Enrollment Count. If the enrollment is included in the class’s Tenth-day Enrollment Count, the information is reported.

Up to 18 enrollments may be reported for a student in a quarter. Enrollments for classes that are rejected from MIS reporting are not reported.

In addition to the enrollments included in the Tenth-day Enrollment Count in reportable classes, there some other enrollments that are reported. These enrollments are reported to IPEDS, but are not included in state reporting of headcounts and FTES. These enrollments have the following Fee Paying Statuses:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Senior citizen audit (space available)</td>
</tr>
<tr>
<td>11</td>
<td>Full time college employee</td>
</tr>
<tr>
<td>21</td>
<td>Unemployed tuition waiver</td>
</tr>
<tr>
<td>22</td>
<td>Underemployed tuition waiver</td>
</tr>
<tr>
<td>25</td>
<td>Native American non-resident waiver</td>
</tr>
<tr>
<td>28</td>
<td>Washington National Guard (space available)</td>
</tr>
<tr>
<td>34</td>
<td>Not paid</td>
</tr>
<tr>
<td>35</td>
<td>International contract student</td>
</tr>
<tr>
<td>36</td>
<td>Washington high school graduates</td>
</tr>
<tr>
<td>51</td>
<td>Classified state employee</td>
</tr>
<tr>
<td>53</td>
<td>WSU branch employee</td>
</tr>
<tr>
<td>54</td>
<td>Running Start</td>
</tr>
<tr>
<td>55</td>
<td>Other contracted</td>
</tr>
<tr>
<td>56</td>
<td>Senior citizen credit (space available)</td>
</tr>
<tr>
<td>60</td>
<td>State welfare contract, WK1st</td>
</tr>
<tr>
<td>61</td>
<td>Local welfare contract</td>
</tr>
<tr>
<td>B6</td>
<td>Technical College Running Start</td>
</tr>
<tr>
<td>B7</td>
<td>Clover Park Elective High School</td>
</tr>
</tbody>
</table>
Enrollment data

Enrollment data reported during MIS finals includes data from the student’s quarterly enrollment record in SMS and derived information:

From the student’s enrollment record:

- College Code
- Year/Quarter
- Student Identification Number
- Item Number
- Fee Paying Status

Derived data:

- Student Class Status – indicates if the enrollment was counted in the MIS enrollment (Tenth-day Enrollment count):

<table>
<thead>
<tr>
<th></th>
<th>Counted</th>
<th>Not counted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student enrollment edits

The enrollment edits occur in the Count Tenth-day Enrollment job (SR9202J). This job produces the Tenth-day Enrollment Exception List. If a student enrollment fails these edits, the student will not be included in the tenth-day enrollment of the class.

The default tenth day is the tenth day of the quarter, which is entered on the Year/Quarter table (SM5020). This is used for all classes that begin prior to or during the first week of the quarter even if there is a tenth day entered on the class record. If the class starts after the first week of the quarter, a start date and tenth day must be entered on the class record.

There are three kinds of editing that occur in the Count Tenth-day Enrollment job. The first is for abnormal situations, such as an invalid entry
accidentally made on the student enrollment record. These include such rare situations as:

- The student’s Residency Status is invalid
- The student’s biographic data is missing
- The student’s class is not in the class schedule
- The Continuous/Sequential Indicator of the class is not C, S or blank

The second type of editing is based on the student’s Fee Paying Status. Some Fee Paying Statuses are not eligible to be counted in the FTES calculation. However, the enrollment information is reported. These ineligible Fee Paying Statuses are:

- Senior citizen (audit, space available) tuition waiver
- College employee tuition waiver (space available)
- Unemployed tuition waiver
- Underemployed tuition waiver
- Classified state employee tuition waiver
- WSU branch employee tuition waiver
- Running Start student
- Not paid (fee paying status is 34)
- Contract student (fee paying status is 35)
- Senior citizen (credit, space available) tuition waiver
- Clover Park Elective High School
- Lake Washington Otteson High School
- Bates Technical High School tuition waiver
- Native American non-resident waiver
- Bates Vocational Support
- Other contracted (fee paying status is 55)
- Washington National Guard tuition waiver (space available)

The third type of editing is based on coding of the class or student’s enrollment record and the dates of the student’s enrollment. These edits are:

- The class is canceled
- Non-reportable section; Section Status = Z
- Fee paying status is not valid with student’s resident status
The start date of the class is after the tenth day of the class
The start date of the class is after the last day of the quarter
The tenth day of the class is after the last day of the quarter
Add date of the student’s class is after the last day of the quarter
Add date is after the tenth day of the class for a sequential class
Drop date is on/before the tenth day of a sequential class
Student dropped from a continuous class before the last day of YRQ
Warning: Student credits are not equal to class credits.
The enrollment count methodology of the class is not C, S, or blank (clock hour colleges only)
Entry date of student’s class is after the last day of the quarter (clock hour colleges only)
Entry date is after tenth day of a course-based class (clock hour colleges only)
Exit date is on or before tenth day of course-based class (clock hour colleges only)
Exit date is on or before student’s 5th day in student-based class (clock hour colleges only)
LWTC; withdrawal prior to the 6th day of a continuous section

Excess enrollments

Excess Enrollments are students served by colleges over and above the regular state allocation. Prior to 1991, these enrollments had been included in the contract or student-funded category. From 1991 to 1993, colleges were allowed to excess enroll contemporary contracted enrollments and variance band FTES. In 1993, contemporary contract enrollments were phased out.

The Excess Enrollment process flags those students who meet the qualifications to be excess enrolled over your allocation and enables you to calculate the amount of the revenue transfer. When the Excess Enrollment process is scheduled during MIS Finals, the selected students’ enrollment Fee Paying Status is changed from blank to 89. Excess enrolled students are counted for your state-supported FTES.

You can run the Excess Enrollment process in MIS Preliminaries (MG001R) as many times as necessary, changing the job scheduling parameters, until you reach your target of FTES. The Excess Enrollment
process is designed to be used on a quarterly basis. Some colleges have attempted to exceed enroll FTES for a full year and have had difficulty reaching their target FTES. Often, there just aren’t enough eligible student enrollments available in one quarter to meet a full year’s Excess Enrollment FTES.

The Excess Enrollment process first identifies a pool of students enrolled for the specified quarter who are the best candidates. The best candidates are:

- Students with 10 or fewer credits in state-supported classes (This amount can be overridden through job scheduling.)
- Students enrolled with Fee Paying Status 01 (resident tuition) in all of their state-supported classes (no other Fee Paying Statuses on any of their state-supported classes or as overrides at the time of registration)
- Students who are counted in the tenth-day enrollment in all their state-supported classes and none of their state-supported classes have rejected
- Students who paid their tuition themselves—no waivers or financial aid used

The Excess Enrollment process then computes the tuition and associates FTES for each of the students in the pool for each of their enrollments in state-supported classes. From this pool of students, the Excess Enrollment process selects students until the total FTES or the selected students meets the specified target FTES. This selection is done in the following order:

1 The first selection of students:
   - Students with 2 or fewer credits
     —and—
   - Whose state-supported classes are not continuous enrollment classes
     —and—
   - Whose state-supported classes do not have a start date greater than the first day of the quarter

2 If the FTES target has not been met from the first selection, students are selected from the remaining pool:
   - Students with 2.0 to 10.0 credits
     —and—
   - Whose state-supported classes are not continuous enrollment classes
     —and—
   - Whose state-supported classes do not have a start date greater than the first day of the quarter
If the FTES target has not been met from the second selection, students are selected randomly from the remaining pool, according to the last start date, credit limit, and continuous class inclusion/exclusion job scheduling parameter.

**Contract enrollments**

Contract Enrollments are students who are funded through contractual agreements but sit in state-supported classes. Contracted Enrollments are identified by the following Fee Paying Status codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54 or B6</td>
<td>Running Start</td>
</tr>
<tr>
<td>35</td>
<td>International Contract Students</td>
</tr>
<tr>
<td>B7</td>
<td>Clover Park Elective High School</td>
</tr>
<tr>
<td>B8</td>
<td>Lake Washington Otteson High School</td>
</tr>
<tr>
<td>B9</td>
<td>Renton School District High School</td>
</tr>
<tr>
<td>E2</td>
<td>Bates Technical High School</td>
</tr>
<tr>
<td>E8</td>
<td>Summer Otteson High School</td>
</tr>
</tbody>
</table>

Since 1994, Contract Enrollments are included in the official enrollment counts. Contract Enrollments are included in the SMIS database but are not included in state-supported FTES. Contract Enrollment students are identified by a value of 2 in the STU-MIS-STAT field. Contract Enrollment FTES are calculated and stored in the CON-STU-FTES field in the MIS-CLASS-D record.
Since the summer of 1995, clock-hour based technical colleges have been required to report based on credits instead of clock hours. The following three jobs were developed so that clock-hour based technical colleges can still register their students on a clock-hour basis but report to SBCTC on a credit basis. Clock-hour based technical colleges can schedule these jobs throughout the quarter as well as prior to scheduling MIS finals:

- The Contact Hour Credit Equivalent Calculation (IS1224J) job calculates and updates credit and credit equivalent values based on contact-hour values for quarterly classes. Clock-hour technical colleges enter contact hours into the System Contact Hour field on the class record. The formula to convert the System Contact Hours to credits and credit equivalent is System Contact Hours DIVIDED BY 16.5.

- The Enrolled Credit Update (SM4231J) job calculates and updates the enrolled credit value in the student enrollment records for the quarter. This job is scheduled after the credit and credit equivalent values have been updated in the quarterly classes using the Contact Hour Credit Equivalent Calculation job (IS1224J).

- The Contact Hour Credit Calculation (CM3110J) job calculates and updates credit and credit equivalent values for courses in the course catalog based on contact-hour values.
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SMS MIS Job Scheduling

There are two job groups that perform MIS editing and produce reports:

- MIS 1/2 Reporting (MG001R), commonly called MIS Preliminaries
- MIS 1/2/6 Final Reporting (MG003Q)

Another job group, MIS 1/2 Preliminaries (MG002Q), is no longer used but is still on the list of job documentation. Do not schedule this job group.

You can start scheduling MG001R early in the quarter or when you start registering for the next quarter. This will let you know what needs to be cleaned up and you won’t have to do it at the last minute.

MIS 1/2 reporting (MG001R)

This job group is made up of the following required and optional jobs:

**Required jobs, parameters, and special instructions**

**MIS 1/2 Extract (SR9201J)**
This job does the initial editing of the student’s enrollment record. It produces a file that is used with the rest of the jobs in the job group. The errors that appear on the report are informational. If a student appears on this report, it does not mean that they do not count for MIS reporting.

**YRQ** Enter the year/quarter to be processed.

**Count Tenth Day Enrollment (SR9202J)**
This job looks at the student enrollment records in the file created in SR9201J and performs further edits. If a student enrollment record fails these edits the student will not be included in the tenth-day enrollment of the class. The credit equivalent of the class is also calculated and updated in the class record.

**SR9202-Sort-Opt** Enter the report sort sequence option number:

- **01** - CLASS-ICM-NUM, STU-NAME
- **02** - ERROR-CD, CLASS-ITM-NUM, STU-NAME
Purge Extract File (ZX0009J)
This job purges the working file that is created in the first job, MIS 1/2 Extract (SR9201J).

Optional jobs, parameters, and special instructions

MIS 1 Report (SR1202J)
This job produces eight tables based on student information.

MIS 2 Report (SR2201)
This job looks at the information on each class record for the quarter. If a class does not meet all of the edits, it will be marked as rejected. The report lists all the classes for the quarter and indicates what data is missing or why the class has been rejected.

SR2201-OPT
1 - This option will only edit the Class Schedule for MIS 2 reporting requirements. The MIS 2 Summary report will also be produced.
2 - This option will edit the Class Schedule and print the MIS 2 report.
3 - This option will edit the Class Schedule file and print the MIS 2 report. It will also produce the MIS 2 file, SR2201S. This file will not be purged after this procedure is run and may be used for the college’s internal information.

Create MIS 1 File (SR1201J)
This job further edits the student’s quarterly records. The errors that appear on the report are informational. If a student appears on this report, it does not mean that they do not count for MIS reporting.

SR1201-SRT-OPT
Sort sequence of the MIS 1 error report (SR1201):
A - Alpha (student name) sequence
S - SID sequence (default)

Special Instructions
SR2201J must also be scheduled and parameter SR2201-OPT must be set to 3.

Excess Enrollment (SM4300J)
This job identifies students/enrollments eligible for excess enrollment.

SM4300-CR-LIM
Enter the maximum credits (state supported) a student can be enrolled for and be considered eligible for excess enrollment. Format nnn (3 digits, one decimal place implied). Valid values
are 001 to 180. Default is 100 (10.0 credits). If an invalid value is entered the default will be used. For example, to allow only part-time students (10 or fewer state-supported credits) to be considered for excess enrollment, enter 100 (10.0 credits). To allow all students enrolled for 12 or fewer state-supported credits to be considered for excess enrollment, enter 120 (12.0 credits).

**SM4300-INCL-CONT** Enter Y or N to indicate whether or not continuous enrollment classes are to be included when determining enrollments eligible for excess enrollment. If continuous enrollment classes are included, their enrollments will only be used if the target FTES have not been met from the other enrollments.

**SM4300–SRT-OPT** Sort sequence of the Excess Enrollment Exclusion List (SM4300):
- A - Alpha (student name) sequence
- S - SID sequence (default)

**SM4300-STRT-DATE** Enter the latest start date to be used when selecting enrollments from classes that start after the first day of the quarter. Enrollments in classes starting after the specified latest start date will not be eligible for excess enrollment. Date format: YYMMDD. Enrollments in classes starting after the first day of the quarter, but before the specified latest start date, will only be used for excess enrollment if the target FTES have not been met from the other enrollments.

**SM4300-TRGT-CC** Enter 0000. Contemporary contract excess enrollments are no longer allowed.

**SM4300-TRGT-VAR** Enter the target number of FTES to be identified as variance band excess enrollment FTES for the YRQ specified. Format is nnnn (4 digits). For example, for 30 FTES enter 0030.

**Special Instructions** SR2201J must also be scheduled to run prior to SM4300J and parameter SR2201-PT must be set to 3. (Schedule the SR2201J at the start of the job group instead of later in the job group).
MIS 1/2 Roster (SR1204J)
This job produces a roster of classes and students enrolled in those classes. Non-counting enrollments are indicated.

MIS 1/2 Non-Counting Enrollment (SR1205J)
This job produces a report listing all non-counting students by MIS error.

MIS 1/2 Non-Counting Enrollment Roster (SR1206J)
This job produces a report of students in a roster format. Non-counting enrollments are indicated and the MIS error is listed.

MIS 1/2 Student Check-List (SR1207J)
This job produces a report of non-counting students along with their classes and the MIS error.

Occupational Preparatory Enrollments (SR4101J)
This job produces a report of students enrolled in vocational classes (Student Intent F).

Special Needs Assignment Update (SR1203J)
This job updates the student’s LEI and ADI indicators and produces a report.

FTEF Calculation/Distribution (SR2202J)
This job updates the FTEF in the class record based on the instructor’s FTEF in the Employee Database. This process also determines if the instructor’s data in the class record matches the instructor’s data in the Quarterly Staff File (from the Employee Database) and if the instructor’s data in the Quarterly Staff File matches the instructor’s data in the class record.

CALC-OPT
A - Calculate using credit equivalents or clock hour equivalents.
B - Calculate using quarterly contact hours or quarterly class clock hours.

CALC-RECON-OPT
01 - Edit all course records, include “R” MIS2-REJECTS
02 - Edit all course records, exclude “R” MIS2-REJECTS
03 - Edit as in 02 and produce dummy Reconciliation Report

SR2202-SRT-OPT
Sort sequence of the FTEF Pre-Edit Error Reports (SR2901A & B) and Quarterly Staff/Class Schedule Reconciliation Report (SR2904).

N - Instructor Name Sequence
I - Instructor ID Sequence (default if an invalid code is entered)

Special Instructions The Quarterly Staff File for the YRQ being processed must exist (CR6210J run in job group PG800R).

**MIS 2 Report (SR2201J)**
This job can be scheduled to run again after the FTEF Calculation/Distribution to reflect changes. If this job was scheduled at the start of the job group also, the parameters entered for that SR2201J will be used again.

**Load SMIS Class Data, College (SR2252J)**
This job loads class data into the college’s SMIS database.

- **MIS2-TAPE-NUM** MIS 2 tape volume number. Use default XXXXXX
- **SR2252-INPUT** SR2252 (MIS 2) input file type. Use D (disc).
- **Special Instructions** SR1201J and SR2201J must also be scheduled and parameter SR2201-OPT must be set to 3. SR2258J must also be scheduled to compute/recomputed contract enrollment date in MIS class detail set.

**Load SMIS Student Data, College (SR1252J)**
This job loads student data into the college’s SMIS database.

- **MIS1-TAPE-NUM** MIS 1 tape volume number. Use default XXXXXX
- **SR1252-INPUT** SR1252 (MIS 1) input file type. Use D (disc).
- **Special Instructions** SR1201J and SR2201J must also be scheduled and parameter SR2201-OPT must be set to 3. SR2258J must also be scheduled to compute/recomputed contract enrollment date in MIS class detail set.

**Update Class Detail with Contract Enrollments, COL (SR2258J)**
This job updates contracted enrollment headcounts and FTES in the class detail record in the SMIS database.

- **Special Instructions** SR1252J and SR2252J must be scheduled to run prior to this job.

**Extract Federal Vocational FTEF File (SR2205J)**
This job creates a file containing total federal funded vocational FTEF for the quarter.

- **Special Instructions** The Quarterly Staff File for the YRQ being processed must exist (CR6210J in job group PG800R).
Compute Summary FTES/FTEF DATA, COL (SR2254J)
This job creates college SMIS summary data and prorates federal funded vocational FTEF for the specified quarter.

Special Instructions SR1252J, SR2252J, and SR2205J must also be scheduled. The FTES/FTEF computed by SR2254J are used for report SR2106 produced from job SR2306J, FTES/FTEF at CIP Level.

MG003R Job Scheduling
This job group is made up of the following required and optional jobs:

Required jobs, parameters, and special instructions

MIS 1/2 Extract (SR9201J)
This job does the initial editing of the student’s enrollment record. It produces a file that is used with the rest of the jobs in the job group. The errors that appear on the report are informational. If a student appears on this report, it does not mean that they do not count for MIS reporting.

YRQ Enter the year/quarter to be processed.

Count Tenth Day Enrollment (SR9202J)
This job looks at the student enrollment records in the file created in the MIS 1/2 Extract (SR9201J) and performs further edits. If a student enrollment record fails these edits, the student is not included in the tenth-day enrollment of the class. The credit equivalent of the class is also calculated and updated in the class record.

SR9202-Sort-Opt Enter the report sort sequence option number:
01 - CLASS-ICM-NUM, STU-NAME
02 - ERROR-CD, CLASS-ITM-NUM, STU-NAME

MIS 1 Report (SR1202J)
This job produces eight tables based on student information.

Special Needs Assignment Update (SR1203J)
This job updates the student’s LEI (Limited English) and ADI (Academically Disadvantaged) indicators and produces a report.

Finaid/SM Edi Update (SR1208J)
This job updates the student’s EDI (Economically Disadvantaged) indicator based on accepted Financial Aid Awards. The standard awards—such as
Pell Grant, State Need Grant, and Federal Work Study—are automatically included. Colleges can add up to 20 non-standard awards.

AYR Financial Aid Academic Year
SR1208-COL-CDS1 Enter up to 10 FAPC codes in XXX,XXX,XXX,XXX format.
SR1208-COL-CDS2 Enter up to 10 additional FAPC codes in XXX,XXX,XXX,XXX format.

EDI Update from FEE-PAY-STAT (SR1209J)
This job updates the student’s EDI (Economically Disadvantaged) indicator if the student is coded with a Fee Paying Status of 03, Need Based (3%) or 21, Underemployed.

MIS 2 Edit (SR2210J)
This job performs the final editing of the class records. If the class does not pass the edits, it will be marked as rejected.

Final FTEF Cal/Distribution/Reconciliation (SR2212J)
This job performs the final 6/2 match and FTEF calculation and distribution.

CALC-OPT A - Calculate using credit equivalent or clock-hour equivalent.
B - Calculate using quarterly contact hours or quarterly class clock hours.

SR2202-SRT-OPT Sort sequence of the FTEF Pre-Edit Error Reports (SR2901A & B) and Quarterly Staff/Class Schedule Reconciliation Report (SR2904):
N - Instructor Name Sequence
I - Instructor ID Sequence (default if an invalid code is entered)

Special Instructions: The Quarterly Staff File for the year/quarter being processed must exist (CR6210J run in job group PG800R).

Create MIS 2 File & Report (SR2211J)
This job creates the final MIS 2 (class data) file.

Create MIS 1 File (SR1201J)
This job creates the final MIS 1 (student data) file.

SR1201-SRT-OPT Sort sequence of the MIS 1 error report (SR1201):
A - Alpha (student name) sequence
S - SID sequence (default)
Extract Federal Vocational FTEF File (SR2205J)
This job creates a file containing total Federal Vocational funded FTEF for the quarter.

Transport Federal Vocational FTEF File (SR2291J)
This job transports the Federal Vocational FTEF file to the SBCTC’s processor.

Load SMIS Class Data, College (SR2252J)
This job loads class data into the college’s SMIS database.

- MIS2-TAPE-NUM  MIS 2 tape volume number. Use default XXXXXX
- SR2252-INPUT  SR2252 (MIS 2) input file type. Use D (disc).

Load SMIS Student Data, College (SR1252J)
This job loads student data into the college’s SMIS database.

- MIS2-TAPE-NUM  MIS 2 tape volume number. Use default XXXXXX
- SR2252-INPUT  SR2252 (MIS 2) input file type. Use D (disc).

Update Class Detail with Contract Enrollments, COL (SR2258J)
This job updates contracted enrollment headcounts and FTES in the class detail record in the SMIS database.

Load YRQ Into SMISX Data Base, College (SR1217J)
This job updates the college’s SMISX database with information for the quarter from the SMIS database.

Update Student Retention File, College (SR1215J)
This job updates the retention file used in report SR1105 (produced by job SR1305J) with information for the quarter from the SMIS database.

Compute Summary FTES/FTEF Data, Col (SR2254J)
This job creates college SMIS summary data and pro-rates federal funded vocational FTEF for the specified quarter.

Copy MIS 1 File to Tape (SR1299J)
This job sends the MIS 1 file to the SBCTC’s processor.

Copy MIS 2 File to Tape (SR2299J)
This job sends the MIS 2 file to the SBCTC’s processor.

Copy Quarterly Staff File to Tape (CR6211J)
This job sends the Quarterly Staff File to the SBCTC’s processor.

Enable Submitted Courses Screen (SR2216J)
This job enables the Submitted Courses Screen, CM5014.
Purge Extract File (ZX0009J)
This job purges the working file that is created in the first job, MIS 1/2 Extract (SR9201J).

Optional jobs, parameters, and special instructions

MIS 1/2 Roster (SR1204J)
This job produces a roster of classes and students enrolled in those classes. Non-counting enrollments are indicated.

MIS 1/2 Non-Counting Enrollment (SR1205J)
This job produces a report listing all non-counting students by MIS error.

MIS 1/2 Non-Counting Enrollment Roster (SR1206J)
This job produces a report of students in a roster format. Non-counting enrollments are indicated and the MIS error is listed.

MIS 1/2 Student Check-List (SR1207J)
This job produces a report of non-counting students along with their classes and the MIS error.

Occupational Preparatory Enrollments (SR4101J)
This job creates a file of reportable students with a quarterly Student Intent of F.

Excess Enrollment Final (SM4301J)
This job identifies student enrollments eligible for excess enrollment and changes the selected students enrollment fee pay status to 89.

SM4300-CR-LIM Enter the maximum credits (state supported) a student can be enrolled for and be considered eligible for excess enrollment. Format nnn (3 digits, one decimal place implied). Valid values are 001 to 180. Default is 100 (10.0 credits). If an invalid value is entered, the default will be used. For example, to allow only part-time students (10 or fewer state-supported credits) to be considered for excess enrollment, enter 100 (10.0 credits). To allow all students enrolled for 12 or fewer state-supported credits to be considered for excess enrollment, enter 120 (12.0 credits).

SM4300-INCL-CONT Enter a Y or N to indicate whether or not continuous enrollment classes are to be included when determining enrollments eligible for excess enrollment. If continuous enrollment classes are included, their enrollments will only be used if the
target FTES have not been met from the other enrollments.

SM4300–SRT-OPT  Sort sequence of the Excess Enrollment Exclusion List (SM4300).
A - Alpha (student name) sequence
S - SID sequence (default)

SM4300-STRT-DATE  Enter the latest start date to be used when selecting enrollments from classes that start after the first day of the quarter. Enrollments in classes starting after the specified latest start date will not be eligible for excess enrollment. Your entry should be in YYMMDD format. Enrollments in classes starting after the first day of the quarter but before the specified latest start date will only be used for excess enrollment if the target FTES have not been met from the other enrollments.

SM4300-TRGT-CC  Enter 0000. Contemporary contract excess enrollments are no longer allowed.

SM4300-TRGT-VAR  Enter the target number of FTES to be identified as variance band excess enrollment FTES for the YRQ specified. Format is nnnn (4 digits). For example, for 30 FTES enter 0030.

Re-running MIS finals

Complete the following steps to re-run MIS Finals:

1  Notify SBCTC and CIS Customer Support that you are re-running MIS Finals.

2  If you ran Excess Enrollment during the first run of MIS Finals, schedule the job Replace Excess Enrollment Fee Paying Status Codes (SM4302J) to remove the excess enrollment fee pay status (89) from the student enrollment record.

3  If you had errors on the 6/2 Match that you wish to correct:
   
   - For any class that did not have a matching Quarterly Staff File record, MIS Finals changed the Employment Status to 5. Change the Employment Status back to what is was before the first run of MIS Finals.
• If there were any Quarterly Staff File records that did not have a matching class record, any instructional PAC codes in the Quarterly Staff File were changed to a research and development PAC code. Run the job Load Quarterly Staff File (CR6210J) to reload the file from the most recent Quarter Staff Extract File with the un-altered PAC Codes.

• If any of the 6/2 Match errors were caused by PPMS data that will need to be corrected, the Quarterly Staff Extract (PG800R) will need to be scheduled to extract and load a new Quarterly Staff File prior to scheduling a new job group MIS 1/2/6 Final Reporting (MG003Q).
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