

Reporting Schedule for 6/3/09 through 6/30/10 (DRAFT)

Activities	Campus Due Date	GA Pub. Date
1. Preliminary applications and acceptances	6/15 and 7/15/09	
2. Technical Meetings for student data and personnel data	7/1/2009	
3. Sponsored Programs and Research Council (SPARC) data	6/30/2008	8/15/2008
4. Summer 09: resident credit SDF, extension SDF, student courseload and course description table files for summer session I	7/15/2009	8/15/2009
5. Summer 09: resident credit SDF, extension SDF, student courseload and course description table files for summer session II and extended sessions	8/15/2009	9/15/2009
6. Grade file for res.cr. & grade file for ext. (with updated course description)	8/15/2009	
7. NCHED A-3, Student Tuition, Fees, and Charges for the Academic Year, 2009-10 (Tuition must match Board approved figures).	8/15/2009	11/1/2009
8. Preliminary enrollment	8/28, 9/4, 9/11/09	Immediately
9. Enrollment Projection Data (EP/B)	9/8-9/17/2009	
10. Graduated Student Subfile (SDF) due to GA - For students graduated 7-1-09 to 8-31-09, includes July and August graduates	9/23/2009	10/14/2009
11. Student courseload file for resident credit only (for fall 09)	10/15/2009	
12. Course description table file for resident credit only (for fall 09)	10/15/2009	
13. Resident-Credit & Extension SDF file (for Fall 09) + signed nursing roster due to GA	10/15/2009	11/15/2009
14. GA will send out SDF reports for verification	within 1 week of clean file	
15. Verification of SDF reports due to GA	10/30/2009	
16. IPEDS Institutional Characteristics 2009-10(Campus completes on web)	9/2/09 through 10/14/09	IPEDS Calendar
17. IPEDS Completions 2008-09 (GA will file import data for campus)	9/2/09 through 10/14/09	IPEDS Calendar
18. 12-Month Enrollment (GA will file import data for campus)	9/2/09 through 10/14/09	IPEDS Calendar
19. Name & address file for '09 (Aug.08-May09) baccalaureate grads for Alumni Survey	TBD	
20. Alumni Survey	TBD	
21. Financial Aid File	11/1/2009	2/1/2010
22. Freshman Survey File due to GA	11/1/2009	TBD
23. Final enrollment numbers from SDF reported to Board of Governors	11/1/2009	After Nov. BOG
24. Fall 09: PDF file due to GA	11/15/2009	1/21/2010
25. NCHED A-2, Student Housing Report, Fall 2009 (submitted on web to GA)	11/15/2009	1/15/2010
26. 2008-09 Remedial Report to UNC-GA Academic Affairs	11/30/2009	After Feb. BOG
27. AAUP reports submitted to AAUP by GA	12/30/2009	N/A
28. Extension (for Fall 09): Courseload file and course description file	12/30/2009	2/1/2010
29. Inventory of Facilities (building file & room file) to Jeff Hill	12/15/2009	
30. Course Location File (Utilization Data - class schedule) to Jeff Hill	12/30/2009	
31. Athletic report to Karrie Dixon	Mid-Jan.10	
32. Applications Data	Monthly Mid-April through July 10	
33. IPEDS Human Resources 2009 (includes Salaries, Fall Staff, and Employees by Assigned Position) (GA will file import data for campus)	12/2/09 through 1/20/10	IPEDS Calendar
34. IPEDS Enrollment Fall 2009 (GA will file import data for campus)	12/2/09 through 1/20/10	IPEDS Calendar
35. NCHED A-6, Academic Library Survey, 2009 (submit it to GA)	1/15/2010	3/15/2010
36. Course Grade File & course description file for res.cr. SDF students (for fall 09)	1/31/2010	
37. Course Grade File & course description file for extension SDF students (for fall 09)	1/31/2010	
38. Delaware Study (To the University of Delaware)	1/31/2010	N/A
39. Distance Education Survey (Graduate Students)	2/1/2010	N/A
40. Spring 10: resident-credit & extension SDF file + signed nursing roster to GA	3/1/2010	4/1/2010
41. Spring 10: Res.cr. student courseload file and course description table file	3/15/2010	5/1/2010
42. IPEDS Finance FY 2009 (campus completes on web)	3/3/10 through 4/14/10	IPEDS Calendar
43. IPEDS Graduation Rate Survey 2009 (GA will file import data for campus)	3/3/10 through 4/14/10	IPEDS Calendar
44. IPEDS Student Financial Aid Fall 2008 (campus completes on web)	3/3/10 through 4/14/10	IPEDS Calendar
45. Spring 09: PDF file due to GA	5/1/2009?	5/30/2009?
46. Campus update for VSA?	5/31/2010?	7/3/2010?
47. Extension (for Spring 10): Courseload file & course description file	5/31/2010	7/1/2010
48. Graduated Student Subfile (SDF) due to GA - For students graduated 9-1-09 to 6-30-10, includes December, May, and June graduates (If you have June graduates, submit file July 15.)	6/30/2010 or 7/15/10	8/15/2010
49. Spring 10: Course grade file & course description file for resident credit students	6/29/2010	
50. Spring 10: Course grade file & course description file for extension students	6/29/2010	
51. Social security number changes file to GA	submit w/ all other files above	