



MIS Term Data Reporting Procedures

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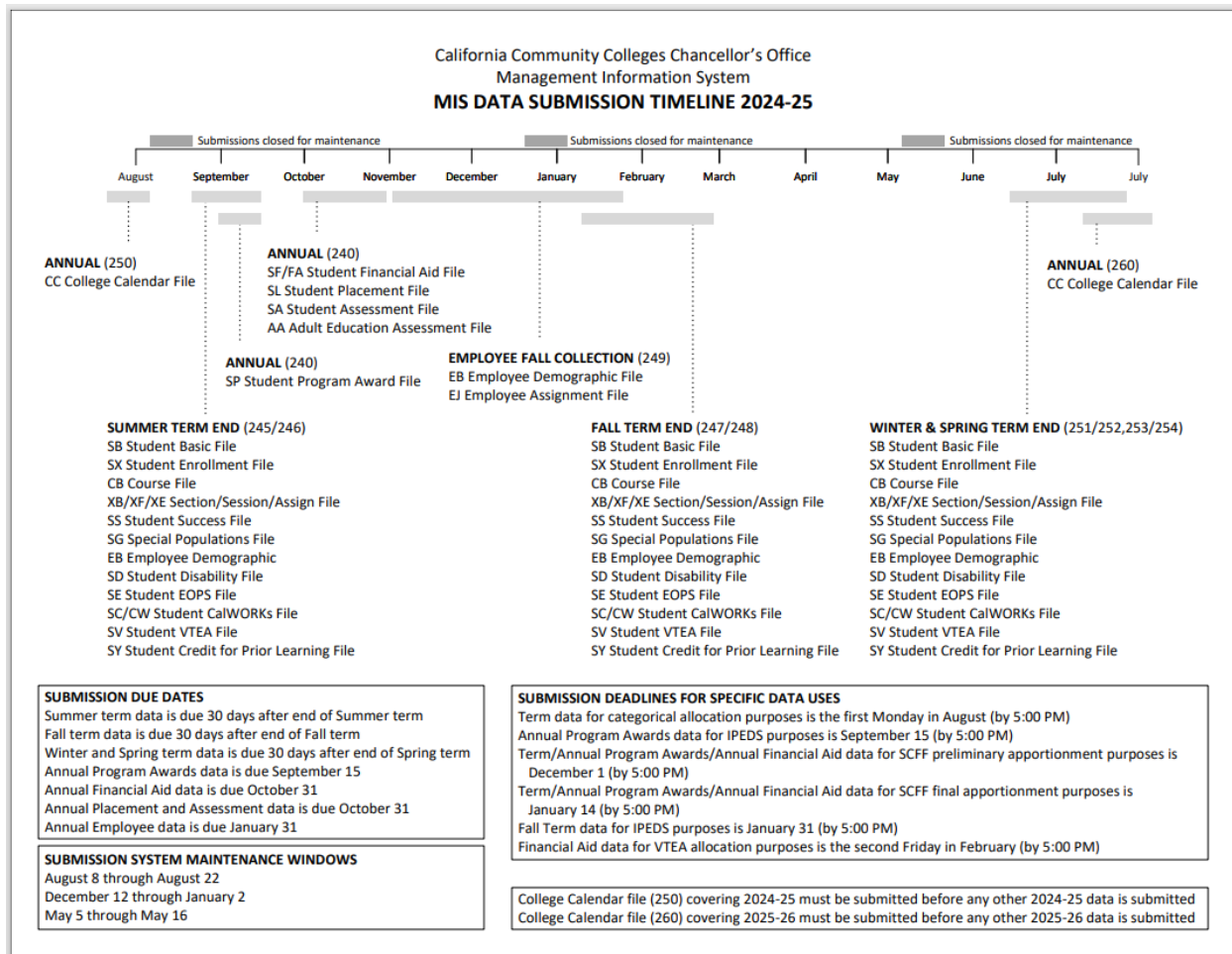
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INTRODUCTION

The California Community Colleges Chancellor's Office (CCCCO) requires that each college submit their Management Information System (MIS) data according to the submission timeline. Term enrollment data and fall employee data submissions are used to update to IPEDS. Meeting the submission deadlines is critical to meet the load to IPEDS schedule.

Refer to the [Data Submission Resources](#)



Term Data Reporting

MIS term data is reported at the end of each term, however, fall, and spring are always rebuilt and reported after the summer submission is completed. This is to pick up any back dated changes that may occur after a term has been reported.

Ensure that the annual calendar file for the upcoming year has been submitted. This should be done in July of each year.

Term data, in general, is due 30 days past the end of the term. Because the Chancellor's office usually has the system down through the holiday, fall data is typically not due until January 31st, in time for the load to IPEDS.

There are twelve (14) files that make up the term data, one being the HR demographic data (EB). Most files have the same options to: build a work file, maintenance the work file, and to the export the work data. Ellucian is still working towards creating consistency between the files. For DSPS and CalWORKS, the users build and update the work files. For EOPS, there is no work file at this time.

PARAMETERS, TRANSLATION, AND VALIDATION TABLES

There are a number of parameter forms, translation tables, and valcode tables that will require review and some updates prior to each term processing.

CAMD – California MIS Report Dates

The State term (GI03) is a three character term starting with the two digit year, and the term identifier, (3 = Spring, 5 = Summer, 7 = Fall, 9 = Fall Staff data, and 0 = student annual data). The state terms are defined on the form CAMD. This form is located within the Student Application, however, it is used for both student and staff data reporting.

This form is used to define the reporting date ranges. When MIS reports are created, the information on the CAMD form is used to determine the GI03 data element and what information should be included on each of the reports.

Every California MIS report has a specific date range for which it needs to be reported as well as a reporting period, such as Spring, Fall, etc. Each term and reporting period must be defined before it may be referenced for a given report.

	GI03	Start Date	End Date	Activity Period	Primary Term	Default Acad Term
1	205	05/24/20	08/13/20	2020 Summer Semester	No	2020U
2	203	12/14/19	05/23/20	2020 Spring Semester	Yes	2020S
3	200	07/01/19	06/30/20	2020 Annual	No	...
4	199	07/01/19	06/30/20	2019 Other	No	...
5	197	08/12/19	12/13/19	2019 Fall Semester	Yes	2019F
6	195	05/25/19	08/11/19	2019 Summer Semester	No	2019U
7	193	12/15/18	05/24/19	2019 Spring Semester	Yes	2019S
8	190	07/01/18	06/30/19	2019 Annual	No	...
9	189	07/01/18	06/30/19	2018 Other	No	...
10	187	08/13/18	12/14/18	2018 Fall Semester	Yes	2018F
11	185	05/26/18	08/12/18	2018 Summer Semester	No	2018U
12	183	12/16/17	05/25/18	2018 Spring Semester	Yes	2018S
13	180	07/01/17	06/30/18	2018 Annual	No	...
14	179	07/01/17	06/30/18	2017 Other	No	...
15	177	08/14/17	12/15/17	2017 Fall Semester	No	2017F

CAMD Fields

LOOKUP Prompt - Enter GI03 Identifier: Enter ... to view ALL terms. Terms are generally updated annually for all terms for the year. All terms are listed with most current first in the list. New terms are added at the end of the list, and will be sorted when the form is saved.

GI03: Enter the State Defined term code. Format yyt, where “yy” is the two digit year and “t” is

HR Staff Data: 9

ST Annual Data: 0

ST Term Data: 3 – spring, 5 – summer, or 7 – fall

For staff data reporting, the year is the first year of the reporting year, 2018-2019 would be 189.

For annual data reporting, the ending year is used, 2018-2019 would be 190. For term data reporting, the year is the year in the Colleague term code, 2018F would be 187.

Start Date: The start of the reporting period.

HR Staff Data: July 1st

ST Annual Data: July 1st

ST Term Data: First day of term

End Date: The end of the FALL reporting period.

HR Staff Data: June 30th

ST Annual Data: June 30th

ST Term Data: The day before the first day of the next term

Primary Term: Fall and Spring terms for term data reporting are the ONLY Primary terms, all others should be set to NO.

Default Acad Term: If the *Primary Term* field is set to “Yes”, then the associated Colleague Term code should be entered. Other terms (Staff Data) and Annual terms (Student Data) should not be associated with an academic term.

CAFP – California Work File Purge

Work files are temporary and if data is being resubmitted, the work files should be rebuilt. Retaining prior terms work data is not necessary and may be purged when the term reporting is completed. Keeping the prior term available for comparison to the new term can be handy, so retaining a prior year of data may be helpful, but not required.

The first step in most, not all, of the build processes will purge the data for the reporting term before the rebuild takes place. Best practice is to purge the file using the CAFP process prior to rerunning a build. If files are to be resubmitted, the prior data files should be rebuilt at the time of resubmission.

For general maintenance, prior to starting a new year, the prior term year (or two years back if maintaining a year for reference) files can be purged. This helps with efficiency. Any work file is easily rebuilt with the exception of the CalWORKs data and the DSPS data since these are currently build by the user. These files should be avoided when purging current year data. When purging a prior, completed year, be sure to do each term, yy3, yy5, and yy7.

When you decide to purge the work file data you can use one of the following options to delete the work file data:

- **Purge Per Report.** Purges all the data in a specific work file regardless of the GI03 code.
- **Purge Per Report per GI03 Code.** Purges all the data in a specific work file for a specific GI03 code.
- **Purge Per GI03 Code.** Purges data from all of the work files for a specific GI03 code.
- **Purge All.** Purges all the data from all of the work files regardless of the GI03 code.



1 of 1



Reports To Purge

No Values

GI03 Identifier

Start Date End Date

Reporting Institutions

	Reporting Institutions	GI01 Identifier
1		
2		

Purge All Files Create CSV Report

Files to Purge

1	
2	XB Section (XB) Report
3	XF Session (XF) Report
4	XE Assignment (XE) Report
5	SB Student Basics (SB) Rpt
6	SX Stu Enrollment (SX) Rpt
7	SF Stu Financial Aid (SF)
8	FA Stu Financial Aid (FA)
9	SV Student VTEA (SV)
10	PS Student PBS (PS)
11	CB Course (CB)
12	

CAFP Fields

GI03 Identifier: Enter the state term to purge. If this field is left blank, ALL TERMS will be purged. This should never be selected when *Purge All Files* is set to “Yes”. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

Reporting Institutions: Not used at this time – for Multi-Institution districts

Purge All Files: This will generally be run with the setting of “No”, and the specific files entered under *Files to Purge*. When this field is set to “Yes”, use caution and be sure that the *GI03 Identifier* has been entered. This will purge ALL work file data for the term specified or ALL files if no term specified.

Create CSV Report: Entering “Yes” generates a CSV file to export the list of deleted records.

Files to Purge: All files are available for purging here with the exception of the EB and EJ files done in the HR module. Student annual files are available for purging as well. USE CAUTION when selecting files to purge, and ensure the correct *GI03 Identifier* has been entered. CalWORKS, EOPS, and DSPS build their

own work files. If errors are found and a rebuild of the process is needed work with the department data leads to purge files. If the lead is not able to purge, the MIS lead can process it on their behalf.

CMRP – California MIS Report Params

The information in these parameters are used to derive and store reporting data. This form is static and does not require updating unless new fields are added or subroutines are added or changed.

The data in this form is used by all of the California MIS reports.

CMRP - California MIS Report Params ☆ Save Save All Cancel

Default Institution

0002828 Merced Community College District

GI01 Identifier

531

Academic Level

Excluded Credit Types

1

Location

1

Institution

GI01

CB02 Course Short Title

No

SB11 Student Ed. Status Source

IA Institutions Attended

Custom Subroutine to Derive SB11

SB11 Special Admit Reg Rate Tables

1

SB15 Student Enroll Status Source

CS Custom Subroutine

Custom Subroutine to Derive SB15

SXX.CALC.CAST.SB11.SB15

SB15 Eligible Student Acad Cred Statuses

1

CCCID (SB34) Type

1

CalPADS SSID (SB35) ID Types

1

SX05 Derivation Source

SOFF Section Offering Info

Student Success (SS) Parameters

X

Additional Report Parameters

X

CMRP Fields

Default Institution: The default institution is ID 0002828. Note that there are multiple Merced College records, but this records is the one defined as an institution, and where the GI01 code is defined.

GI01 Identifier: This will automatically populate from the institution selected.

Academic Level: No Entry, all levels should be used.

Exclude Credit Types: No Entry, there are no credit types to be excluded at this time.

Location/Institution/GI01: No Entry, this is used for multi district processing.

Student Basic (SB) Parameters:

SB11 Student Ed. Status Source: Merced uses the Institutions Attended (IA) source in determining the students educational status.

Custom Subroutine to Derive SB11: No Entry, there is no custom subroutine at this time.

SB15 Student Enroll Status Source: Set to Custom Subroutine (CS). The code requires that a subroutine name be entered into *Custom Subroutine to Derive SB15*.

Custom Subroutine to Derive SB15: The current SB15 custom subroutine is SXX.CALC.CAST.SB11.SB15. If changes are required to how SB15 is calculated, contacts ITS. (Subroutine changed in Summer 2019).

SB15 Eligible Student Acad Cred Status: No Entry, all status are used.

CCCID (SB34) Type: Enter the Alternate ID types used to define the CCC ID issued to students at the time they apply via CCCApply. Currently these codes are defined with CID type code.

CalPADS SSID (SB35) ID Types: No Entry. Merced College has not yet defined an SSID.

SX05 Derivation Source: Student attendance hours are derived from SOFF.

Student Success (SS) Parameters: This field allows you to detail to the CMSP form to update the MIS Student Success (SS) parameters.

Additional Report Parameters: This field allows you to detail to CMAP, parameters for SL and SY file processing.

CMSP – California MIS SS Params

Use the California MIS SS Params (CMSP) form to define the parameters for the California Student Success (SS) report. It defines the rules for deriving SS02 and SS12.

CMRP • CMSP - California MIS SS Params

Save
Save All
Cancel

1 of 1
Local Govt Codes to Exclude
Value 1/1

Local Govt Codes to Exclude

1 499900 Other Interdisciplinary
2

Undeclared Acad Programs

1 99999.0 Undecided
2

Degree/CCD Weights

Weight	Degree	CCD
1 13	AAT Associate in Arts for Tran	
2 10	AA Associate in Arts	
3 9	CT Certificate (30-60 Units)	
4 8	CL Certificate (18-30 Units)	
5 7	CR NC Certificate (960+ hrs)	
6 6	CQ NC Certificate (480-959 hrs)	
7 5	CP NC Certificate (288-479 hrs)	
8 4	CJ NC Certificate (144-191 hrs)	

Number Terms Until First Time 6

CMSP Fields

Local Govt Codes to Exclude: Enter the TOP code(s) that are NOT valid for SS02 Credit Course of Study. Programs that have a TOP code that is entered here will not be reporting in SS02. Currently 499900 excludes the Non-Credit undecided program (00000.9).

Undeclared Acad Programs: Enter the program code for the program that is defined as undeclared which can be used for SS02 reporting. The current undeclared program is 99999.0.

Degree/CCD Weights: Merced College has defined all degree and certificates as degrees. Therefore, only the *Degree* column is used. The weights determine the priority for selecting programs when a student has more than one active program. The highest weight is the highest priority.

Weight: The weight the degree code holds compared to the other degree and certificate codes. A weight of zero will prevent any program with that degree or certificate to be reported. If a degree or certificate is NOT entered into the table, the default weight assigned is one (1).

Degree: The degree or certificate code assigned to the weight.

CCD: This field is NOT used. CCD's are defined as degrees and entered into the *Degree* column.

SSPD – Student Success Parameters

For institution 0002828

Institution : 0002828 Merced Community College District

GI01 : 531

Use Degree Planning for Ed Plans Number of Terms for Comp Ed Plan Restrict Comp to Archived Plans Number of Credits for Comp Ed Plan Offer Non-Credit Programs

Student Services Rules			Data Element	Position
1		 		
2		 		
3		 		
4		 		
5		 		
6		 		
7		 		
8		 		
9		 		
10		 		

CGRP - Student Populations Parameters (SG)

Use this form to indicate which specific group are in use for the reporting period. The reporting institution is 0002828.

CGRP - Student Populations Parameters (SG) ☆
Save
Save All

Institution : 0002828 Merced Community College Distri
GI01 : 531

Military Status (SG01)	Yes
Military Dependent Status (SG02)	Yes
Foster Care Status (SG03)	Yes
Incarcerated/Parolee Status (SG04)	Yes
MESA or ASEM Status (SG05)	Yes
PUENTE Status (SG06)	Yes
MCHS or ECHS Status (SG07)	No
UMOJA Status (SG08)	No
CAA Status (SG10)	Yes
NextUp/CAFYES Program (SG11)	Yes
Bacc Program (SG12)	No
CCAP Program (SG13)	Yes
A2MEND Status (SG22)	Yes
Campus Housing Status (SG25)	No

CGRP Fields

For each group, enter Yes if the particular group is valid for the reporting period, otherwise, enter No, and Colleague will set the associated data element to that Student Special Populations to the value that represents "Not a member" or "Not reported."

Translation Tables

Review the translation tables defined in the **Using CA State Reporting – MIS Reports** manual. Most tables will not change. Generally, if a new code is introduced, it will result in an error during processing if not found, but there are some table that only identify the valid values to be used, so a needed new code may not be selected.

During the run of CASX for enrollment, the following error was reported: ERROR: Grade for Course PSYC-09 for Student *nnnnnnn* not on table CAST.SX04. This is an example of a new grade introduced by the Chancellor's office that was not added to the ELF translation table.

PRE AUDIT OF DATA

Active sections with no enrollment.

PRE-AUDIT_Active_Sections_no_Enrollment – Finds Active sections with no students enrolled. These sections should be canceled, depending on when the audit is run. In some cases, the section is taught off site and enrollment is entered at the end of the term. Send the list to the Instructional Services Technician in the Office of Instruction for review and correction where possible.

FALL 2019 Update: Area Admin Coordinators have not had to cancel empty sections in the past. Send list to IST for IO if necessary.

PRE-AUDIT_Staff – Finds any assignment where MCCD Staff or Joe Staff are assigned to an active section. Send the list to the Contracts Technician in Human Resources.

PRE-AUDIT_Sections_missing_CCN – Finds sections where the parent course does not have a Course Control Number (CCN). Send the list to the Instructional Services Technician in the Office of Instruction for review and correction.

FILE PROCESSING AT A GLANCE

Most of the MIS files have a dependency, in that one build must be completed prior to another as the work file data.

STATE FILE	BUILD PROCESS	MAINTENANCE FORM	EXTRACT PROCESS	FOOT NOTE
XB – Section	CAXB	CXBM	CACT	1
XF – Session	CAXF	CXFM		
XE – Assignment	CAXE	CXEM		
CB – Course	CACB	CCBM	CCBE	1,9
EB – Employee Basic	BEWF	CAEM	CAEB	1
SE – EOPS	N/A	N/A	CASE	2
SC – CalWORKs Student	CSCW	CSCM	CSCE	3
CW – CalWORKs Job	CPCO>CPCW	CWCO	CCWE	3
SD – DSPS	CASD	CSDM	CSDE	3,4
SV – VTEA/Perkins	CASV	CSVM	CSVE	4
SS – Student Success	CSSB	CSDM	CSSE	
SX – Enrollment	CASX	CSXM	CSXE	6
SG – Build Groups	CSGP	SSGD	N/A	
SG – Special Populations	CASG	CSGM	CSGE	5
SY – Credit for Prior Learning	CSYB	CSYM	CSYE	
SF – Financial Aid	CASF	N/A	N/A	7
SB – Student Basic	CASB	CSBM	CSBE	8

1. The Section and Course files may be submitted to the CCCC independently of the other files for initial error resolution, but they do need to be submitted together for MIS to do data quality checks.
2. There is NO work file for EOPS. Only the extract.
3. CalWORKs, EOPS, and DSPS have work files, however the user builds these. Coordinate with the user and once confirmed data is ready, only the extract is needed. If a rebuild of the file is needed work with the department data leads to purge the files. If the lead does not have access to purging a file, the MIS lead can purge on their behalf so the rebuild will not pull in old/wrong data.
4. Run CASV build any time **before** CASG.
5. The SG build cannot be done until the STUDENT.GROUPS data is populated. This is a series of saved lists run through the CSGP process.
6. The final SX file should not be submitted until grades have been completed (Make sure positive attendance courses (1/2 unit MGMTs, Noncredit, and Labs) are uploaded/confirmed)
7. Build to ensure all students are added to the SB file for annual reporting of Financial Aid.
8. All files must be built prior to running the SB data to ensure all students in standalone systems are submitted. (You can run for initial errors, but the official submitted report needs to wait for all other files to be built)
9. BUILD THE CB FILE EARLY IN THE TERM. Every term several courses will get updated in COCI, which will often lead to a new CCN number. But the CCN is only updated in the course field, the XB/SX data retain the old CCN (which would apply to the term anyways). So by running early, the CB file will also have the old CCN and match SX/XB.

SECTION DATA FILES

Three file types make up the section XB extract. The XB extract also includes XF and XE records. The process are run separately, then the export process is used to concatenate them into one export file. This should be done AFTER all corrections are made to the individual work data files. Rerun the individual builds as needed prior to concatenation.

XRFP – Recalculate Faculty Percent

This process should be run prior to annual and term reporting periods. This is normally done by HR, however, it may be needed for the annual run prior to running the EJSE/CAXB process. Processing loops thru the faculty assignments for matching instructional methods and totals the load for that instructional method. The new percent is calculated as the ratio of faculty load to total load for that instructional method.

The report should first be run without updating and the calculations reviewed. Then ran again with update mode set to “yes”.

The screenshot shows a web-based application window titled "XRFP - Recalculate Faculty Percent" with a star icon. At the top right are buttons for "Save", "Save All", "Cancel", and "Cancel All". Below the title bar is a grey header area with an "Update" button and a small icon. The main content area contains several form sections:

- Saved List Name:** A text input field with a dropdown arrow.
- Course Sections:** A table with 3 rows, each with a numeric index and a text input field with a dropdown arrow.
- Start Date:** A text input field with a calendar icon.
- End Date:** A text input field with a calendar icon.
- Terms:** A table with 1 row, each with a numeric index and a text input field containing "2022F Fall 2022".
- Locations:** A table with 1 row, each with a numeric index and a text input field with a dropdown arrow.
- Course Types:** A table with 2 rows, each with a numeric index and a dropdown menu.
- Instr Methods:** A table with 2 rows, each with a numeric index and a text input field with a dropdown arrow.
- Faculty Members:** A table with 1 row, each with a numeric index and a text input field.

INITIAL SELECTION OF SECTIONS

Use the SQL script CREATE_XB_SAVEDLIST for the reporting term. SQL was select over using a script in SLCR due to the “and/or” logic required. This script will select sections that are active, or positive attendance sections that were canceled after the start of the course.

(M:) > MIS > Queries > XB-XF-XE - Sections

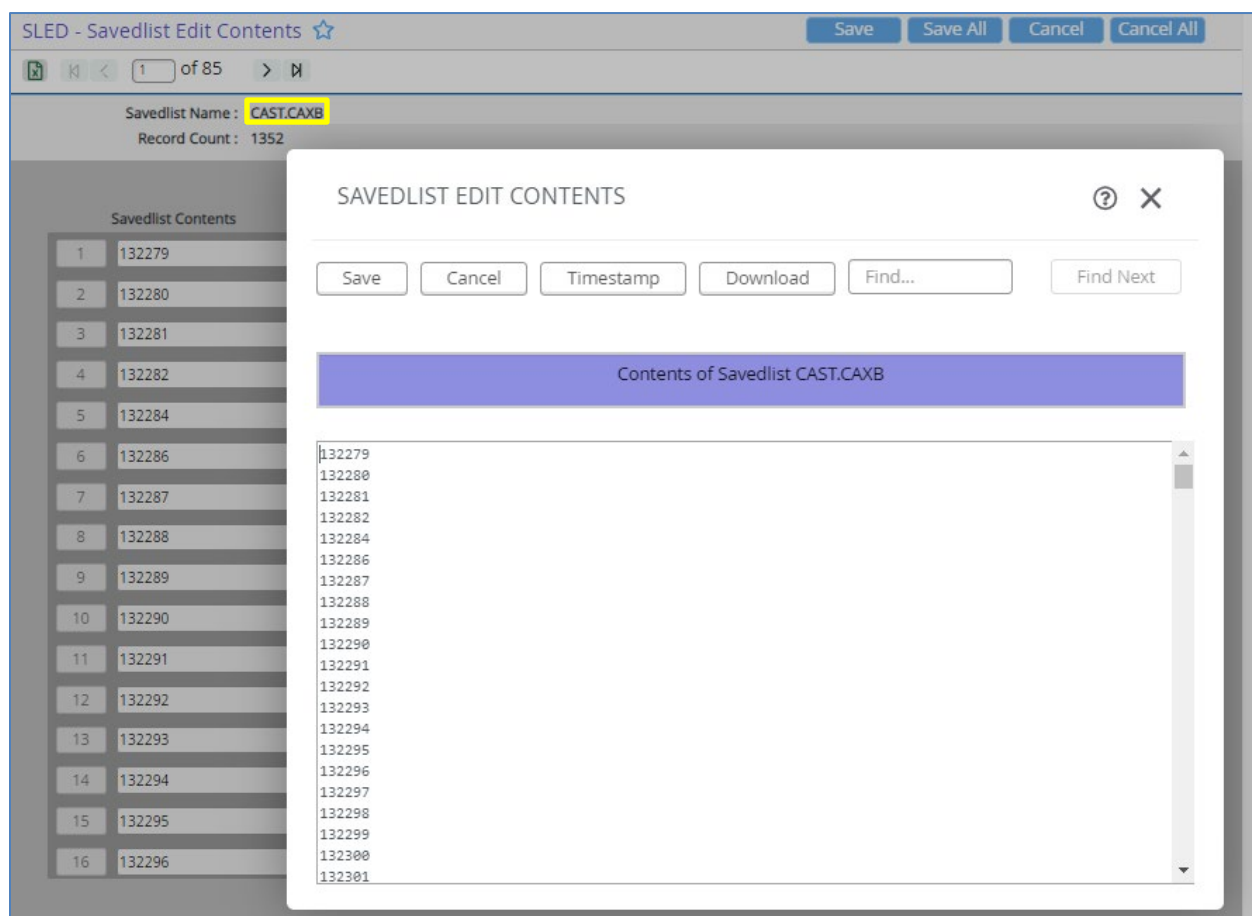
Name	Date modified	Type	Size
archive	3/2/2019 9:54 AM	File folder	
AUDIT_CASTXF_by_Section	1/24/2019 12:00 PM	Microsoft SQL Ser...	3 KB
AUDIT_CCN	1/24/2019 11:51 AM	Microsoft SQL Ser...	1 KB
AUDIT_Staff	1/15/2019 3:18 PM	Microsoft SQL Ser...	3 KB
AUDIT_Total_Hours	1/24/2019 11:55 AM	Microsoft SQL Ser...	2 KB
AUDIT_XF05_XF06_Missing_Time	1/24/2019 11:57 AM	Microsoft SQL Ser...	2 KB
CREATE_XB_SAVEDLIST	1/16/2019 12:09 PM	Microsoft SQL Ser...	2 KB
LIST_CAST_XB_WORK	12/12/2018 2:08 PM	Microsoft SQL Ser...	2 KB
LIST_CAST_XE_WORK	12/12/2018 3:01 PM	Microsoft SQL Ser...	2 KB
LIST_CAST_XF_WORK	12/12/2018 2:08 PM	Microsoft SQL Ser...	2 KB

```

use coll18_production
SELECT
    SEC.COURSE_SECTIONS_ID
    ,SEC_NAME
    ,SEC_STATUS
    ,CONVERT(VARCHAR(10), SEC_STATUS_DATE, 101) AS 'STATUS_DATE'
    ,CONVERT(VARCHAR(10), SEC_START_DATE, 101) AS 'START_DATE'
    ,CONVERT(VARCHAR(10), COURSE_SECTIONS_ADDDATE, 101) AS 'ADD_DATE'
    ,(SELECT COUNT(SEC_ACTIVE_STUDENTS) FROM COURSE_SECTIONS_LS SLC WHERE SLC.COURSE_SECTIONS_ID = SEC.COURSE_SECTIONS_ID) AS ACTIVE_STU
FROM COURSE_SECTIONS SEC
INNER JOIN SEC_STATUSES STAT ON STAT.COURSE_SECTIONS_ID = SEC.COURSE_SECTIONS_ID
WHERE
    SEC.SEC_TERM in ('2019S')
    AND STAT.POS='1'
    AND ( SEC_STATUS = 'A'
        OR (SEC_FUNDING_ACCTG_METHOD in ('P','N','CE','NE')
            AND SEC_STATUS_DATE >= SEC_START_DATE AND SEC_STATUS = 'C' )
        )
    AND (SELECT COUNT(SEC_ACTIVE_STUDENTS) FROM COURSE_SECTIONS_LS SLC WHERE SLC.COURSE_SECTIONS_ID = SEC.COURSE_SECTIONS_ID) > 0
  
```

COURSE_SECTIONS_ID	SEC_NAME	SEC_STATUS	STATUS_DATE	START_DATE	ADD_DATE	ACTIVE_STU
132279	ANTH-01-1051	A	07/25/2018	01/14/2019	07/25/2018	23
132280	ANTH-01-1053	A	07/25/2018	01/14/2019	07/25/2018	28
132281	ANTH-01-6535	A	07/25/2018	01/14/2019	07/25/2018	24
132282	ANTH-02-1056	A	07/25/2018	01/14/2019	07/25/2018	35
132284	ANTH-02-6005	A	07/25/2018	01/14/2019	07/25/2018	25
132286	ARCH-01-6025	A	07/25/2018	01/14/2019	07/25/2018	14
132287	ART-01-1723	A	07/25/2018	01/14/2019	07/25/2018	35
132288	ART-01-1959	A	07/25/2018	01/14/2019	07/25/2018	40
132289	ART-02-1017	A	07/25/2018	01/14/2019	07/25/2018	37
132290	ART-02-1177	A	07/25/2018	01/14/2019	07/25/2018	38
132291	ART-02-6027	A	07/25/2018	01/14/2019	07/25/2018	17
132292	ART-06-1907	A	07/25/2018	01/14/2019	07/25/2018	36
132293	ART-12A-6550	A	07/25/2018	01/14/2019	07/25/2018	20
132294	ART-12B-6551	A	07/25/2018	01/14/2019	07/25/2018	1
132295	ART-15-1941	A	07/25/2018	01/14/2019	07/25/2018	14
132296	ART-17A-1063	A	07/25/2018	01/14/2019	07/25/2018	17
132297	ART-17A-6032	A	07/25/2018	01/14/2019	07/25/2018	9
132298	ART-17B-1325	A	07/25/2018	01/14/2019	07/25/2018	7
132299	ART-17B-6036	A	07/25/2018	01/14/2019	07/25/2018	6

Once the selected data has been produced, copy the COURSE_SECTIONS_ID column without headers. In Colleague, open SLED for CAST.CAXB. Detail into the contents and select all the existing data (Ctrl-A) and delete. Then PASTE the data copied from the SQL script. Save All.



CAXB – BUILD SECTION (XB) DATA

This process creates records in the CAST.XB.WORK file by course section for a specified reporting period, which is defined by the GI03 Identifier.

CAXB - Build Section (XB) Data
Save Save All Cancel

Work-Based Activity Course Types
1
Coop Work Experience

Output Saved List Prefix
CAXB187

Input Saved List Name
CAST.CAXB

GI03 Identifier
187

Start Date
08/13/18
End Date
12/14/18

Courses
1
2

Sections
1
2

CAXB Fields

Work-Based Activity Courses Types: Enter course types which represent Work-Based Learning Activities. Merced has only one code “C” – Coop Work Experience.

Output Saved List Prefix: Enter a prefix that will be used to create saved lists used in the following processes. Standard *PREFIX* is CAXBttt, where ttt is the GI03 term.

The following are the saved lists that are created by this process:

PREFIX.COURSE.SECTIONS - Saved list of all the COURSE.SECTIONS IDs that were reported.

PREFIX.COURSES - Saved list of all the COURSES IDs for the course sections that were reported.

PREFIX.CRS.SEC.MEETING - Saved list of all the COURSE.SEC.MEETING IDs for course sections that were reported.

PREFIX.CRS.SEC.FACULTY - Saved list of all the COURSE.SEC.FACULTY IDs for the course sections that were reported.

PREFIX.STUDENTS - Saved list of all the STUDENTS IDs for the COURSE.SECTIONS that were reported.

PREFIX.FACULTY - Saved list of all the FACULTY IDs for the course sections that were reported.

If you do not enter a saved list prefix, then the CAXB process will not create any of the output saved lists.

Input Saved List Name: Enter the saved list name created above (CAST.CAXB). This list contains keys to the COURSE.SECTIONS file for the reporting term.

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

Additional Selection Criteria: Set to “NO”. Additional selection criteria is not of use at this time, as the complex select logic cannot be accommodated with the Unidata syntax required.

CAXB Selection Criteria

The course sections reported during this process are determined through the use of selection criteria (i.e. saved list or courses) available on the front screen. If there are no errors, no output will be produced.

CAXB Process Output

CAXB • VBS - View Batch Process Status ☆ •								
JOBSTATS.ID : CAXB_SANDRA.GOUDY_33856_18642								
Submitted On : 01/14/19			At : 09:24AM		By : SANDRA.GOU			
Job Start Date : 01/14/19					Job Start Time : 09:25			
	Process	Status	Records Complete	Records Remaining	Elapsed Time	Remaining Time	Errors	
1	CASTB002	Finished	1353	0	00:02	00:00	13	
2	UTBERPT	Finished	0	0	00:00	00:00	0	
3								

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Job ID.....: CAXB	Step Number.. 1	Error Count.....: 13	Time Started..: 09:25:09		
Operator.....: SANDRA.GOU	Process ID... CASTB002	Total Records to Process: 1353	Time Duration.: 00:02:36		
Time.....: 09:24:16	Status..... F	Already Processed.....: 1353			
Date.....: 01/14/19	Last ID Read. 130237	Remaining to Process....: 0			
Error Messages: WARNING: STGV-33D-1503 (131592) does not have students registered.					
WARNING: PHIL-13-7110 (131974) does not have students registered.					
WARNING: HMSV-24-3147 (131879) does not have students registered.					
WARNING: ENG-813-5051 (133587) does not have students registered.					
WARNING: COOP-41CBU-3119 (131857) does not have students registered.					
WARNING: COOP-41DBU-3120 (131858) does not have students registered.					
WARNING: ENG-802-5058 (132260) does not have students registered.					
WARNING: COOP-41BBU-3118 (131856) does not have students registered.					
WARNING: CLDV-24-3185 (131868) does not have students registered.					
WARNING: ENG-815-5052 (133588) does not have students registered.					
WARNING: ENG-802-5061 (132058) does not have students registered.					
WARNING: CLDV-24-3186 (131869) does not have students registered.					
WARNING: COOP-41DCR-3132 (131863) does not have students registered.					

Job ID.....: CAXB	Step Number.. 2	Error Count.....: 0	Time Started..: 09:27:45		
Operator.....: SANDRA.GOU	Process ID... UTBERPT	Total Records to Process: 0	Time Duration.: -34065		
Time.....: 09:24:16	Status..... S	Already Processed.....: 0			
Date.....: 01/14/19	Last ID Read.	Remaining to Process....: 0			
Error Messages:					

Any errors generated should be sent to the Instructional Services Technician in the Office of Instruction for correction.

Resolving Errors

WARNING: xxxxxx (ID) does not have students registered: Some of these sections are cross-listed sections that cannot be unpaired from their co-section with students enrolled.

CAXF – BUILD SESSESS (XF) DATA

This process creates records in the CAST.XB.WORK file by course section for a specified reporting period, which is defined by the GI03 Identifier.

Saved List Name CAXB187.CRS.SEC.MEETING

GI03 Identifier 187

Start Date 08/13/18

End Date 12/14/18

Additional Selection Criteria No

CAXF Fields

Saved List Name: Using the *Output Saved List Prefix* from CAXB, the saved list .CRS.SEC.MEETING was created

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CAXF Selection Criteria

The course sections reported during this process are determined through the use of selection criteria (i.e. saved list or courses) available on the front screen.

CAXF Process Output

If there are no errors, no output will be produced

Resolving Errors

NULL XF05 and XF06 mean that the offering is by arrangement, but DAYS were entered into the meeting. Send the sections to the Instructional Services Technician in the Office of Instruction for correction.

CAXE – BUILD ASSIGNMENT (XE) DATA

This process creates records in the CAST.XB.WORK file by course section for a specified reporting period, which is defined by the GI03 Identifier.

CAXE - Build Assignment (XE) Data

Save

Saved List Name

CAXB187.CRS.SEC.FACULTY

GI03 Identifier

187

Start Date

08/13/18

End Date

12/14/18

One FTE Equivalent

30.00

Additional Selection Criteria

No

CAXE Fields

Saved List Name: Using the *Output Saved List Prefix* from CAXB, the saved list *Prefix.CRS.SEC.FACULTY* was created.

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CAXE Selection Criteria

The course sections reported during this process are determined through the use of selection criteria (i.e. saved list or courses) available on the front screen.

CAXE Process Output

CAXE • VBS - View Batch Process Status ☆ •

Save

Save All



Job Step Info

Value 1/3

JOBSTATS.ID: CAXE_SANDRA.GOUDY_35325_18642

Submitted On: 01/14/19

At: 09:48AM

By: SANDRA.GOU

Job Start Date: 01/14/19

Job Start Time: 09:50

	Process	Status	Records Complete	Records Remaining	Elapsed Time	Remaining Time	Errors
1	XCASTB004B	Finished	2054	0	00:02	00:00	15
2	CAHRB017B	Finished	2054	0	00:00	00:00	0
3	UTBERPT	Finished	0	0	00:00	00:00	0
4							

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B A T C H E R R O R S R E P O R T

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Student System

Job ID.....: CAXE Step Number.. 1 Error Count.....: 15 Time Started..: 09:50:26
Operator.....: SANDRA.GOU Process ID... XCASTB004B Total Records to Process: 2054 Time Duration.: 00:02:29
Time.....: 09:48:45 Status..... F Already Processed.....: 2054
Date.....: 01/14/19 Last ID Read. 145864 Remaining to Process....: 0
Error Messages:
Instr Pct does not equal 100% for course section BIOL-02-1267.
Instr Pct does not equal 100% for course section BIOL-02-1267.
Instr Pct does not equal 100% for course section BUSN-752-5910.
Instr Pct does not equal 100% for course section BUSN-752-5910.
Instr Pct does not equal 100% for course section BUSN-752-5910.
Instr Pct does not equal 100% for course section BUSN-752-5910.
No hrly rate for faculty 0060218 for crs sec ENGL-01A-1676; no asgmt contract assigned.
No hrly rate for faculty 0060218 for crs sec ENGL-01A-1677; no asgmt contract assigned.
No hrly rate for faculty 0060218 for crs sec ENGL-01A-1905; no asgmt contract assigned.
Instr Pct does not equal 100% for course section PHIL-13-1413.
Instr Pct does not equal 100% for course section PHIL-13-1413.
Instr Pct does not equal 100% for course section ENG-802-5061.
Instr Pct does not equal 100% for course section ENG-802-5061.
Instr Pct does not equal 100% for course section BIOL-02-1282.
Instr Pct does not equal 100% for course section BIOL-02-1282.

Job ID.....: CAXE Step Number.. 2 Error Count.....: 0 Time Started..: 09:52:55
Operator.....: SANDRA.GOU Process ID... CAHRB017B Total Records to Process: 2054 Time Duration.: 00:00:25
Time.....: 09:48:45 Status..... F Already Processed.....: 2054
Date.....: 01/14/19 Last ID Read. 145864 Remaining to Process....: 0
Error Messages:

Job ID.....: CAXE Step Number.. 3 Error Count.....: Time Started..: 09:53:21
Operator.....: SANDRA.GOU Process ID... UTBERPT Total Records to Process: Time Duration.: -35601
Time.....: 09:48:45 Status..... S Already Processed.....:
Date.....: 01/14/19 Last ID Read. Remaining to Process....: 0
Error Messages:

MANAGING THE XB/XF/XE WORK DATA

After the all the work file have been created

Resolving Errors

Most errors should be resolved prior to running the report if the pre-audit reports have been run and issues resolved.

Missing TIME.

EXTRACTING SECTION DATA

In order to catch errors in the MIS system, it is a good idea to submit the CB and XB (CACT - Concatenate) as soon as there are no errors in those reports. (MIS will find additional errors that Colleague does not)

CACT – XB/XF/XE CONCATENATION

CACT - XB/XF/XE Concatenation

☆

Save

Sa

Batch Control ID

M31.CT

Update Mode

Yes

Modify Target File Definition

☐

GI03 Identifier

187

Start Date

08/13/18

End Date

12/14/18

Sort Option

C Sort By Course Section

▼

Additional Selection Criteria

❗ XB12: Currently there is not a process to add the XB12 data into the section data in the correct location so it is pulled into the file process. However, sections that have zero textbook costs are being flagged in the printed comment sections. Extract the printed comments with section numbers, and manually flag those ZTC sections as “Y” in Position 74 for XB (or do it in CXBM). If using CXBM, the CACT will need to be re-run to extract the manually input XB12 data.

COURSES

MIS reports all active courses, not just the ones offered within the term. To ensure selection of only courses that are active and have a Course Control Number (CCN), run SLCR for the script CAST.CACB

SLCR – SAVEDLIST CREATION

Run the script CAST.CACB to create the saved list for use in CACB. You are selecting all active courses (CRS.END.DATE is null or end date is greater the end date of the prior term) and all courses that have been assigned a CCN (CRS.RPT.UNIQUE.ID is NOT null). Using the selection will prevent the over 6200 plus course records being processed.

The script:

```
SELECT COURSES
WITH (CRS.END.DATE = '' OR CRS.END.DATE > '07/26/18')
AND CRS.RPT.UNIQUE.ID <> ''
AND CRS.CURRENT.STATUS NE 'F'
AND CRS.CURRENT.STATUS NE 'P'
AND CRS.CURRENT.STATUS NE 'O'
AND CRS.NAME NE 'COOP-41AAJ'
AND CRS.NAME NE 'COOP-41ADT'
AND CRS.NAME NE 'COOP-41BAJ'
```

The COOP courses that are excluded in the script are flagged as INACTIVE in the Master Course File (MCF) at the COCI site. They are not at this time ended. They are excluded as they will always show an error, though when you validate the data, the data is correct.

Savedlist Specification ID : CAST.CACB

Last Select Statement : EXECUTED SUCCESSFULLY

Added On : 01/15/19

By : SANDRA.G

Changed On : 01/15/19

By : SANDRA.G

Savedlist Specification Description Savedlist to Limit Results To Activate Savedlist Before Select ☐

Select Statement to Execute

1	SELECT COURSES	
2	<input >="" '07="" 18')"="" 26="" crs.end.date="" or="" type="text" value="WITH (CRS.END.DATE = "/>	
3	<input "="" type="text" value="AND CRS.RPT.UNIQUE.ID <> "/>	
4		
5		
6		

Savedlist Name to Save Results Under Review Results of the Select Statement Schedule for Automatic Refresh

SLCR Fields

Select Statement to Execute: Update the date with the end date of the prior reporting term.

Review Results of the Select Statement: This should be set to Yes from prior runs. Reset if not to review the selected records. After saving from this form, the Savedlist Edit Contents (SLED) form displays with the selected records. Save again.

Savedlist Name : CAST.CACB

Record Count : 1274

Savedlist Contents

1	1171
2	1172

The SAVEDLIST will already exist from prior run, so select "Y" to continue to overwrite.

WARNING: The existing SAVEDLISTS record CAST.CACB will be overwritten! Continue (Y/N)?

Y

N

CACB – BUILD COURSE (CB) DATA

It is recommended to use a saved list when running CACB. This reduces the number of course processed and the amount of cleanup required after processing.

IMPORTANT NOTE: Run the CB file super early in the term. Changes happen to courses throughout the term that require assigning a new CCN to the Course. But the XB/SX data will have the old CCN, which are the correct CCN since new changes do not happen within a term. This will prevent a lot error corrections when you finally get to the MIS term processs.

CACB - Build Course (CB) Data ☆

SaveSave All

1 of 1

Courses

No Values

GI03 Identifier187

Start Date08/13/18

End Date12/14/18

Reporting Institutions

GI01 Identifier

1

...

2

...

Saved List NameCAST.CACB

Courses

1

...

2

...

Additional Selection Criteria

No

CACB Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

Saved List Name: Enter the saved list name created from SLCR script. CAST.CACB This will select only active courses with a valid CCN number.

CACB Process Output

If no errors are reported, no output is generated. Any errors generated should be sent to the Instructional Services Technician in the Office of Instruction for correction.

CACB • VBS - View Batch Process Status ☆

Save Save All Cancel Car

1 of 1

Job Step Info

Value 1/2

JOBSTATS.ID : CACB_SANDRA.GOUDY_33129_18643

Submitted On : 01/15/19 At : 09:12AM By : SANDRA.GOU

Job Start Date : 01/15/19 Job Start Time : 09:12

	Process	Status	Records Complete	Records Remaining	Elapsed Time	Remaining Time	Errors
1	XCASTB001	Finished	1274	0	00:00	00:00	7
2	UTBERPT	Finished	0	0	00:00	00:00	0
3							

January 15 2019

B A T C H E R R O R S R E P O R T

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Student System

Job ID.....: CACB Step Number.. 1 Error Count.....: 7 Time Started..: 09:12:22

Operator.....: SANDRA.GOU Process ID... XCASTB001 Total Records to Process: 1274 Time Duration.: 00:00:28

Time.....: 09:12:09 Status..... F Already Processed.....: 1274

Date.....: 01/15/19 Last ID Read. 1602 Remaining to Process....: 0

Error Messages: Course ATHL-36D contains an invalid transfer status of .
Course ENG-121 contains an invalid transfer status of .
Course ENG-122 contains an invalid transfer status of .
Course ENG-122 does not have a valid non-credit category.
Course ENGL-95S contains an invalid transfer status of .
Course MAT-103 does not have a valid non-credit category.
Course MATH-27 contains an invalid transfer status of .

Job ID.....: CACB Step Number.. 2 Error Count.....: Time Started..: 09:12:50

Operator.....: SANDRA.GOU Process ID... UTBERPT Total Records to Process: Time Duration.: -33170

Time.....: 09:12:09 Status..... S Already Processed.....:

Date.....: 01/15/19 Last ID Read. Remaining to Process....: 0

Error Messages:

MANAGING THE CB WORK DATA

After the all the work file have been created. Common errors found by the MIS analysis tool for Course data is that the information does not match what is in COCI. If you do not have access to the full COCI inventory, you can download the current course data from Data Mart in [the College Master Course/Program File](#) (selecting “Master Course File” from the drop down menu).

Finding and Correcting Errors

Course xxxx contains an invalid transfer status of ?. The transfer status (CB05) is entered on the CRSE>ACOI – Additional Course Information form. Check COCI to make sure that the the code matches. If the code matches what is in COCI, the error message can be ignored. If it does not match, send the errors to the Instructional Services Technician in the Office of Instruction for correction.

Course xxxx does not have a valid non-credit category. The non-credit category (CB22) is entered as the third position of the course types field on the CRSE-Courses form. Check COCI to make sure that the the code matches. If the code matches what is in COCI, the error message can be ignored. If it does not match, send the error(s) to the Instructional Services Technician in the Office of Instruction for correction.

Rerun CACB after all corrections have been made.

CCBM – COURSES (CB) MAINTENANCE

This for may be used to maintain CB data that cannot be updated at the source data level. This should be rare, if ever. Since the CB file is quick to produced, the file should be rebuilt prior to manual changes at this level. Use this form with CAUTION. There are NO edits for data entry.

CCBM - Courses (CB) Maintenance ☆

Save Save All Cancel

Course : MAT-103 Title : College Prep Math III

GI01 Dist Coll ID 531

GI03 Term Identifier 187

CB00 Unique Identifier CCC000592633

CB01 Dept Number MAT-103

CB02 Title

College Prep Math III: Operations on Fractions

CB03 TOPs Code 170200

CB04 Credit Status N

CB05 Transfer Status C

CB06 Max Credit Units 0000

CB07 Min Credit Units 0000

CB08 Basic Skills Status B

CB09 SAM Priority Code E

CB10 COOP Ed Status N

CB11 Classification Code K

CB12 Course Repeatability

CB13 Special Class Status N

CB14 CAN Code YYYYYY

CB15 CAN Sequence Code YYYYYYY

CB19 Crosswalk Dept Name YYYYYYY

CB20 Crosswalk Number YYYYYYYY

CB21 Prior To College Level E

CB22 Non-credit Category C

CB23 Funding Agency Ctgr Y

CB24 Program Status 1

Errors

CCBM Fields

There is NO validation of data entered into ANY field on this form. It should be used with great CAUTION and only as a last resort when the source data cannot be updated. Refer to the DED for the most current codes for entry.

EXTRACTING COURSE DATA

In order to catch errors in the MIS system, it is a good idea to submit the CB and XB (CACT - Concatenate) as soon as there are no errors in those reports. (MIS will find additional errors that Colleague does not)

CCBE – COURSES (CB) EXPORT

Batch Control ID M31.CB

Update Mode Yes

Modify Target File Definition ☒ 

GI03 Identifier 187

Start Date 08/13/18

End Date 12/14/18

Institutions		GI01 Identifier
1		
2		

Report Records With Errors No

Saved List Name

Additional Selection Criteria No

BUILDING THE EB.WORK DATA

After the EJWORK data is as clean as possible, create the assignment summary and demographics data. Any errors not addressed will be carried into the summary. If the error involved changes to fields that would result in the assignments being combined (same type, leave status, and TOPs/ASA code) these SHOULD be addressed before this point as manual merges can get very complex.

Ensure that the GI03 term has been updated on CADE and coordinate with running of the Staff Data reporting.

CADE – California MIS EB/EJ Defaults

Use the California MIS EJ Defaults (CADE) form to maintain the parameters needed to build the employee demographic and assignment work files.

ASA/TOPs Account Code Start Position

Terms Week Annualizer

New Hire Calculation Date

Non-Instructional Reporting Start Date

Non-Instructional Reporting End Date

GI01 College Identifier GI03 Identifier Start Date End Date Term EJ03 Instructional Subroutine EJ03 Non-Instructional Subroutine EJ04 Subroutine

Contract Length		Contract Durations Length Unit	EB11 Contract Duration
1	1.00	M Months	1 Less Than 9 Months
2	2.00	M Months	1 Less Than 9 Months
3	5.00	M Months	1 Less Than 9 Months
4	6.00	M Months	1 Less Than 9 Months

This form is used by BOTH HR and ST reporting. During the Fall term, it is critical to coordinate setting on this form between running ST and HR reports.

*****For Summer/Fall – If the Fall Employee Report has not been built yet, you will need to run EJSE before running BEWF (see Staff file build notes for details). *****

BEWF – BUILD EB WORK RECORDS

For complete details on running BEWF, see the MIS_Staff_Data_Reporting_Procedures document.

BEWF - Build EB Work Records

Save Save All Cancel

GI03 Identifier : 187

Clear All EB Work and EJ Summary Records

Saved List Name

BEWF Fields

Clear All EB Work and EJ Summary Records: Yes, generally when creating data. After data has been finalized and there are additional updates are identified, these updates can be picked up using a saved list entered in *Saved List Name*.

Saved List Name: If a saved list has been created for specific updates, enter the name. Generally, the *Clear All EB Work and EJ Summary Records* field is set to NO if this field is used. Keys for this saved list are HRPER ID's.

CAEM – EMPLOYEE DEMOGRAPHICS Maintenance 213

For complete details on maintaining Employee Demographics (CAEM) for term reporting, see the *MIS_Staff_Data_Reporting_Procedures* document.

CAEB – EMPLOYEE DEMOGRAPHIC EXPORT

For complete details on exporting Employee Demographic data (CAEB) for term reporting, see the *MIS_Staff_Data_Reporting_Procedures* document.

The screenshot shows the 'CAEB - Employee Demographics Export' form. At the top, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below the title bar, there is a navigation bar with '1 of 1' and 'Institutions' tabs. The main form area contains the following fields:

- GI03 Identifier:** 213
- Start Date:** 12/19/20
- End Date:** 05/21/21
- Reporting Institutions:** A table with two rows. Row 1 has a selection box with '1' and an empty text field. Row 2 has a selection box with '2' and an empty text field.
- GI01 Identifier:** A column of yellow buttons next to the reporting institutions.
- Export File Name:** EBEJ.CAHR_EB_WORK_FILE_EXPORT
- Export File Directory:** _HOLD_
- Create CSV Report:** No
- Saved List Name:** (CAHR.EB.WORK)
- EB06 As of Date:** 07/01/20
- Additional Selection Criteria:** No

CALWORKS DATA

The CalWORKS data is not built into a work file. The processes are extracts only. One the process is complete. There are two processes that makeup the CalWORKS data, the SC data file export, and the CW export.

CSCE – STUDENT CALWORKS SC EXPORT

This process creates the CAST.CALWORKS.SC files.

CSCE - Student CalWORKS SC Export

Save
Save All
Cancel

1 of 1
Institutions
No Values

Batch Control ID
M31.SC

Update Mode
Yes

Modify Target File Definition
☐

GI03 Identifier
187

Start Date
08/13/18
End Date
12/14/18

Institutions	GI01 Identifier
1	
2	

Saved List Name

Additional Selection Criteria
No

CSCE Fields

Batch Control ID: M31.SC

CSCE Reports

If any errors are found during the extract, an error report will display.

CCWE – STUDENT CALWORKS CW EXPORT

This process creates the CAST.CALWORKS.CW files.

CCWE - Student CalWORKS CW Export

Save
Save All
Cancel

1 of 1

Institutions
No Values

Batch Control ID
M31.CW

Update Mode
Yes

Modify Target File Definition
☐

GI03 Identifier
187

Start Date
08/13/18
End Date
12/14/18

Institutions
GI01 Identifier

1		
2		

Saved List Name

Additional Selection Criteria
No

CCWE Fields

Batch Control ID: M31.CW

CCWE Reports

If any errors are found during the extract, an error report will display.

EOPS DATA

The EOPS data is not built into a work file. The process is an extract only.

CASE – STUDENT EOPS (SE) EXPORT

Built from STUDENT.EOPS data



1 of 1



Students

No Values

Batch Control ID M31.SE

Update Mode Yes

Modify Target File Definition X

Saved List Name

Reporting Term 2018F Fall 2018

Students

1

2

Additional Selection Criteria

No

CASE Fields

Batch Control ID: M31.SE

Reporting Term: Format is yyyyt, the system term code (2018F), not the GI03 term code. Once the term is entered, it will display with the description for the term.

CASE Reports

If any errors are found during the extract, an error report will display.

STUDENT DISABILITY DATA

BEFORE RUNNING CASD: In order to create a student SD record the student needs to have had received a service from DSPS and have an active primary disability. Colleague uses the CONTACTS data to determine if a service is received. In order for Colleague to determine if the CONTACT is for DSPS it looks at the CONTACT_TYPE values 01-11, which are the internal MC codes used to create the disability types for the MIS report (which are codes A-Z). Since DSPS began using Navigate, this contact issue is not a problem since Colleague pulls in the book appointment code (the primary disability) and not the appointment summary code.

Use the Query to go through CONTACTS data and determine which students have zero contacts that match their primary disability. You may also need to determine if any students have zero active primary

disabilities. If students do not have matching contact-disability data or if they have no primary disability data, send a list of these students with the error information to the DSPS coordinator so they can update the student data.

Note: the student primary disability data is not the cleanest dataset. Students can, in fact, have more than one primary disability. Colleague looks at the primary disability with the most recent primary disability end date (if the status is “NULL” that will be the primary disability). Colleague does not look at POS status for determining the primary disability. It looks at whether or not if it is “PRI” and the end date (preferably “NULL”). The query takes this into account when determining which code to compare the CONTACTS data to.

Contact Type mapping to Primary, see SDRP

CASD – STU DISABILITY (SD) File Build

DSPS will run the CASD file build to make sure all students are in the report. MIS coordinator will contact DSPS to check if the file is ready to export.

CSDE – STU DISABILITY (SD) EXPORT

This extract pulls from the user created data in CAST.SD.WORK. This work file is not created as a build process as in other files (though this will be changing). Export the file and confirm with DSPS the headcount and which students should be coded for receiving ASL services (SD06). If the students did not get coded in the file, manually update which students received services (and save record of the manual update).

CSDE - Stu Disability (SD) Export ☆
Save Save

1 of 1

Institutions

No Valu

Batch Control ID

Update Mode

Modify Target File Definition
☐

GI03 Identifier

Start Date

End Date

Institutions	GI01 Identifier
1	
2	

Saved List Name

Additional Selection Criteria

CSDE Fields

Batch Control ID: M31.SE

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CSDE Reports

If any errors are found during the extract, an error report will display.

STUDENT SUCCESS DATA

SS02 AND SS12 are from the program code translation of “*National ID*” field on the PROG form. The first position of this multi valued field is the Taxonomy of Programs (TOP) code (or Local Government Code) and the second position is the Program Control Number (PCN) Credit programs use the TOPs code, and Non-Credit programs (those ending in .NC) use the PCN.

CSSB – BUILD STUDENT SUCCESS (SS) DATA

This process builds the CAST.SS.WORK file for the student success reporting.

CSSB - Build Student Success (SS) Data

Save Save All Cancel

1 of 1 Students No Values

GI03 Identifier

187

Start Date

08/13/18

End Date

12/14/18

Term

2018F

Reporting Institutions

GI01 Identifier

1

2

3

Student Course of Study (SS02) Source

PCN Program Control Number

All Students Directed to Services

No

Saved List Name

Students

1

2

3

Additional Selection Criteria

No

CSSB Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CSSB Reports

If any errors are found during processing, an error report will display.

CSSB • VBS - View Batch Process Status ☆ •

SaveSave AllCancel

1 of 1

Job Step Info

Value 1/2

JOBSTATS.ID : CSSB_SANDRA.GOUDY_47552_18645

Submitted On : 01/17/19

At : 01:12PM

By : SANDRA.GOU

Job Start Date : 01/17/19

Job Start Time : 13:13

	Process	Status	Records Complete	Records Remaining	Elapsed Time	Remaining Time	Errors
1	CASTB209	Finished	0	0	00:30	00:00	398
2	UTBERPT	Finished	0	0	00:00	00:00	0
3							

ERROR: For student [REDACTED] neither a credit nor a non-credit academic program could be determined.
ERROR: For student [REDACTED] neither a credit nor a non-credit academic program could be determined.
ERROR: For student [REDACTED] neither a credit nor a non-credit academic program could be determined.
ERROR: For student [REDACTED] neither a credit nor a non-credit academic program could be determined.
ERROR: For student [REDACTED] neither a credit nor a non-credit academic program could be determined.
ERROR: For student [REDACTED] neither a credit nor a non-credit academic program could be determined.

These credit/non-credit errors seems to be that students did not enroll at all or enrolled in non-credit course only (but not a program). Since they were not in a program, filter out those ID numbers from the rest of the SS ID numbers (use the SQL Query [CAST SS WORK ALL](#) to get a list of all ID numbers built in SS). With the new list of ID numbers (with error ID's removed), open SLED and create a Saved List to re-build the SS report. Example of what that looks like below:

CSSB - Build Student Success (SS) Data ☆ Save Save All Cancel

GI03 Identifier 193

Start Date 12/15/18 End Date 05/24/19 Term 2019S

Reporting Institutions	GI01 Identifier
1	
2	
3	

Student Course of Study (SS02) Source PCN Program Control Number

All Students Directed to Services No

Saved List Name SSGOOD193

Students

1	
2	
3	

Additional Selection Criteria No

CSSE – Student Success (SS) Export

CSSE - Student Success (SS) Export ☆ Save Save

Export File Name

U53187SS.DAT

Export File Directory

HOLD

GI03 Identifier

187

Start Date

08/13/18

End Date

12/14/18

Institutions

1		...	
2		...	

GI01 Identifier

Saved List Name

Additional Selection Criteria

No

STUDENT VATEA DATA

CASV – BUILD STUDENT VTEA (SV) DATA

Builds the student VATEA data

GI03 Identifier Start Date End Date

Reporting Institutions		GI01 Identifier
1		
2		

Saved List Name

Students	
1	
2	
3	

Additional Selection Criteria

CASV Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CASV Reports

If any errors are found during processing, an error report will display.

CSVE – Student VTEA (SV) Export

Extract from work

CSVE - Student VTEA (SV) Export

Save
Save All
Cancel
Can

1 of 1
No Values

Batch Control ID
M31.SV
Update Mode
Yes
Modify Target File Definition
X

GI03 Identifier
187
Start Date
08/13/18
End Date
12/14/18

Institutions	GI01 Identifier
1	
2	

Saved List Name
Additional Selection Criteria
No

ENROLLMENT DATA

CASX – BUILD STU ENROLL (SX) DATA

Wait until grades are complete to run this report, including positive attendance grades. Check with Jeanette Martin (ITS Business Applications Analyst) to find out if all of the lab positive attendance grades have been uploaded (usually around mid-June).

The enrollment data is best run using a saved list to control process time. Using the SQL script SX_SAVELIST_CREATION.sql, run the selection for the reporting term. Copy the **STC_ID** keys into SLED for CAST.CASX. (06/02/2021 Note: tested running without a saved list – it was only a difference of 14 more in the run without saved list, but those 14 were records that would have needed to be removed because they were UG records with zero hours and drop dates).

GI03 Identifier		187
Start Date	08/13/18	End Date 12/14/18
Non-Credit Credit Types	1	N Noncredit
	2	
Excluded Credit Types	1	
	2	
Reporting Institutions		GI01 Identifier
1		
2		
Saved List Name CAST.CASX		
Students	1	
	2	
Additional Selection Criteria		No

CASX Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

Non-Credit Credit Types: Enter “N” for Non-Credit

Saved List Name: Enter a list name containing keys to STUDENT.ACAD.CRED

CASX Reports

If any errors are found during processing, an error report will display.

CASX • VBS - View Batch Process Status ☆ • Save Save All Cancel Cancel A

1 of 1 Job Step Info Value 1/2

JOBSTATS.ID : CASX_SANDRA.GOUDY_63309_18645
 Submitted On : 01/17/19 At : 05:35PM By : SANDRA.GOU
 Job Start Date : 01/17/19 Job Start Time : 17:37

Process	Status	Records Complete	Records Remaining	Elapsed Time	Remaining Time	Errors
1 CASTB011	Finished	64916	0	00:38	00:00	425
2 UTBERPT	Finished	0	0	00:00	00:00	0
3						
4						

January 17 2019 BATCH ERRORS REPORT Page 1
 Datatel, Inc.
 Student System

Job ID.....: CASX Step Number.. 1 Error Count.....: 425 Time Started..: 17:37:25
 Operator.....: SANDRA.GOU Process ID... CASTB011 Total Records to Process: 64916 Time Duration.: 00:38:25
 Time.....: 17:35:09 Status..... F Already Processed.....: 64916
 Date.....: 01/17/19 Last ID Read. 4744652 Remaining to Process....: 0

Error Messages: WARNING: Grade for student 0248262 was derived as DR.
 WARNING: Grade for student 0248262 was derived as DR.
 WARNING: Grade for student 0310165 was derived as DR.
 WARNING: Grade for student 0280606 was derived as DR.
 WARNING: Grade for student 0329341 was derived as DR.
 WARNING: Grade for student 0329341 was derived as DR.
 WARNING: Grade for student 0280216 was derived as DR.

Example of a new grade introduced by the Chancellor's office that was not added to the ELF translation table.

ERROR: Grade for Course PSYC-09 for Student 0330943 not on table CAST.SX04.

"DR" Errors: send to the Director of A&R to correct

CSXE – Stu Enrollment (SX) Export

Export data.

Note: As of spring 2025: CVC students are not currently being coded by Colleague (SX07). Determine which students are CVC and run the CWBU report to update their MIS record to include that data point. You will have to re-run the export if this step was not done before the first export occurred.

CSXE - Stu Enrollment (SX) Export

Save
Save All
Ca

1 of 1
No Values

Batch Control ID
M31.SX

Update Mode
Yes

Modify Target File Definition
X

GI03 Identifier
187

Start Date
08/13/18
End Date
12/14/18

Institutions	GI01 Identifier
1	
2	

Additional Selection Criteria
No

SPECIAL POPULATIONS

The Special Groups (SG) or populations file requires a number of preliminary setups. The parameters on the CGRP – Student Population Parameters (SG) form drive which data will be reported. Regardless of selecting students in a group, the group will default to the “unknown” or “not a member” value.

CSGP – SG Populate Form

Use this form to populate specific student special populations (SG) data elements in the STUDENT.GROUPS file with specific values. You can use a saved list of students or list students individually for the specific data element to populate.

Based on the SG field being populated, the Value to Populate choice will be for that specific field.

CSGP - SG Populate Form

Save
Save All
Ca

1
of 1

Students

No Values

GI03 Identifier
187

Start/ End Date
08/13/18
12/14/18

Term
2018F

Institution/ GI01
0002828 Merced Community
531

Populate SG Field
SG01 Student Military

Value to Populate
2 Veteran

Saved List Name
CAST.SG01

Students

1
2
3

Additional Selection Criteria
No

CSGP Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date*, and the *Term* defined on CAMD for the term will display.

Institution/GI01: The district institution code, 0002828, should be used. This will populate the GI01 value of 531.

Populate GS Field: Select the SG data element to be populated. See Building saved lists for the field and values to populate below for each field and value combinations.

Value to Populate: Select the value to set for the students selected. See details below for each field and value combinations.

Saved List Name: Enter the saved list name of STUDENTS ID's to be populated with the value selected. If a saved list is used, the *Students* field may not be populated.

Students: Enter individual students to be populated with the value selected. If one or more student ID's are entered, *Saved List Name* may not be populated.

Building saved lists for the field and values to populate:

Each field to populate has a corresponding saved list. After running each query, use SLED to build the saved list of the ID's produced. When SLED is open for a given list name, if ID's exist from a prior run, be sure to clear them before pasting the new ID's. For more information on creating saved lists, see the

document [Saved List Creation](#). Naming convention for these saved lists are CAST.eeee.xxx, where eeee is the data element field to populate, and optional if more than one list is required for an element, a unique identifier usually defining the specific value.

CSGP should be run for EACH selection below.

SG01 Veterans Military Status: Run the SQL query script SG01_Veterans.sql. This query select students with an active cohort of VETS – Military Veterans.

Populate SG Field	SG01 Student Military
Value to Populate	2 Veteran

Saved List Name	CAST.SG01
-----------------	--

SG03 Foster Youth Status: Run the SQL query script SG03_Foster_Scholar.sql. This query selects students with an active cohort of FYSI - Foster Youth Success Initiative or FYGS - Foster Youth Guardian Scholar.

Populate SG Field	SG03 Student Foster Ca
Value to Populate	1 Yes

Saved List Name	CAST.SG03
-----------------	--

SG04 – Incarcerated Status: Run the SQL query script SG04_Incarcerated.sql. This query select student enrolled in sections flagged with a topic code of IE – Inmate Education and sets the code to “3” for the incarcerated status.

Populate SG Field	SG04 Student Incarcera
Value to Populate	3 Correction/Rehab Fac

Saved List Name	CAST.SG04
-----------------	--

SG05 – MESA ASEM: The MESA director will provide you with the list of students to run through CSGP. You will need to create a saved list for each type of MESA student (there are 9 different codes).

SG06 – PUENTE: Run the SQL query script SG06_PUENTE.sql This query select student enrolled in sections flagged with a section cohort of 'PUEN'. As of 2018F, this code was introduced but not yet in place. Still needing to contact Donna Torrez or Enrique "Eric" Renteria.

SG10 – Career Advancement Academy (CAA) Status: Run the SQL query script SG10_CAA.sql This query select student enrolled in sections flagged with a section cohort of 'CAA' This new code was introduced in 2018F. Contact for this option is Denise Dupree.

SG13 College and Career Access Pathways (CCAP) Status: Run the SQL query script SG13_CCAP.sql This query select student enrolled in sections flagged with a section topic code of 'AB288'.

SG14 Economically Disadvantaged status: This element is comprised of two positions, the first indicates which program the student was a recipient, and the second, how the information was

obtained. Merced tracks 4 of the program recipient codes, 1: CalWORKs/TANF/AFDC; 2: SSI; 3: General Assistance; and 8: Other. Each of these codes require three passes. The first pass gets all the students that were recipients, and position 1 is updated. The second pass gets a subset of students that self-declared the program and position 2 is updated. The third pass gets a subset of students that has an auditable source other than self-declared, and position 2 is updated, overwriting any student that may have been coded under both NC or UG. In some cases there may only be self-declared or auditable sources, but always run for both codes to ensure all students are updated as correctly as possible.

This element, though not documented in the DED, is for students in Adult Education courses only. At this time sections with a section cohort of “CAEP” (CA Adult Education Program) are selected.

Screen shots are provided for the first code value. The other codes will follow the same format, where the generic saved list name will be appended with the position, or position and source (i.e.: CAST.SG14.1, CAST.SG14.1.S, CAST.SG14.1.A). follow this format for all codes below.

Because a student may be a recipient in more than one program, work the codes in reverse order, having the higher numbers overwriting the lower numbers as needed.

SG14 Other: For Position 1, **Code 8:** Run the SQL script SG14_3_GA.sql. Ensure the checks for the source is commented out. This script select the students in sections that are identified as participating in an Adult Education course that have been flagged as economically disadvantaged as a “4” in the student VATEA tables.

Populate SG Field	SG14 Student Eco Disad
Value to Populate	8 Other econ disadvant
Saved List Name CAST.SG14.8	

For Position 2, update the same query script and remove the commented line for SOURCES = “S”

Populate SG Field	SG14B Student Eco Disa
Value to Populate	S Self-declaration
Saved List Name CAST.SG14.8.S	

Replace the comment on SOURCE=“S”, and remove for SOURCE = “A”. If a student should happen to be in both lists (setup on both NC and UG), the “A” will overwrite the “S”.

Populate SG Field	SG14B Student Eco Disa
Value to Populate	A Other Auditable Sour

Saved List Name

SG14 General Assistance: For Position 1, **Code 3:** Run the SQL script SG14_3_GA.sql. Ensure the checks for the source is commented out. This script select the students in sections that are identified as participating in an Adult Education course that have been flagged as economically disadvantaged as a “3” in the student VATEA tables.

For Position 2, update the same query script and remove the commented line for SOURCES = “S”

Replace the comment on SOURCE=“S”, and remove for SOURCE = “A”. If a student should happen to be in both lists (setup on both NC and UG), the “A” will overwrite the “S”.

SG14 SSI: For Position 1, **Code 2:** Run the SQL script SG14_2_SSI.sql. Ensure the checks for the source is commented out. This script select the students in sections that are identified as participating in an Adult Education course that have been flagged as economically disadvantaged as a “2” in the student VATEA tables.

For Position 2, update the same query script and remove the commented line for SOURCES = “S”

Replace the comment on SOURCE=“S”, and remove for SOURCE = “A”. If a student should happen to be in both lists (setup on both NC and UG), the “A” will overwrite the “S”.

SG14 CalWORKs, TANF, and AFDC: For Position 1, **Code 1:** Run the SQL script SG14_1_CW-TANF-AFDC.sql. Ensure the checks for the source is commented out. This script select the students in sections that are identified as participating in an Adult Education course that have been flagged as economically disadvantaged as a ‘1’ in the student VATEA tables.

Populate SG Field	SG14 Student Eco Disad
Value to Populate	1 CalWORKs/TANF/AFDC

Saved List Name

For Position 2, update the same query script and remove the commented line for SOURCES = “S”

Populate SG Field	SG14B Student Eco Disa
Value to Populate	S Self-declaration

Saved List Name

Replace the comment on SOURCE="S", and remove for SOURCE = "A". If a student should happen to be in both lists (setup on both NC and UG), the "A" will overwrite the "S".

Populate SG Field	SG14B Student Eco Disa
Value to Populate	A Other Auditable Sour
Saved List Name CAST.SG14.1.A	

SG16 – Homeless Status: Run the SQL query script SG16_Homeless.sql. This query selects students with an active cohort of HYSI – Homeless Youth Success Initiative.

Populate SG Field	SG16 Stu Homeless Stat
Value to Populate	1 Identified as homele
Saved List Name CAST.SG16	

SG19 – Seasonal Farm Worker Status: Run the SQL query script SG19_Seasonal_Farm_Work.sql. This script selects the students in sections that have been flagged as a migrant worker in the student VATEA table.

Populate SG Field	SG19 Seasonal Farm Wor
Value to Populate	1 Seasonal worker
Saved List Name CAST.SG19	

SG21 – Work Based Learning Status: Run the SQL query script SG21_Work_Based_Learning.sql. This script selects the students in sections identified as work experience or coop (based on section title), to set a code of "A" – Prepare for Employment.

***May 2023 update:** previously only pulled work experience or coop. Now going to include Nursing Clinicals and Fast Track higher-level classes (which would be the equivalent of simulated work experience). All of these would still fall under the "A" category.

Populate SG Field	SG21 Work-Based Learni
Value to Populate	A Prepare for employme
Saved List Name CAST.SG21	

SG23 A-G – Basic Needs Center: The students are currently being collected in Laserfische (Fall 2021-Summer 2022). Starting Fall 2022, students are signing in through Navigate. Pull the data from Navigate for Food Pantry visits, unduplicate the student IDs, and add to the SG SLED. BNC has begun collecting the other data points, so make sure to make a SLED for each service.

The screenshot shows a web interface for building student groups. At the top, there are two dropdown menus: 'Populate SG Field' set to 'SG23A Food Security' and 'Value to Populate' set to '1 Yes, service receive'. Below these is a table with three rows, each representing a person. The table has columns for 'ID' and 'Person'. The 'ID' column contains numbers 1, 2, and 3. The 'Person' column contains yellow bars. To the left of the table is the label 'Persons'. At the bottom, there is a 'Saved List Name' field containing '225SG231' and a '(PERSON)' label.

	ID	Person
Persons	1	
	2	
	3	

Saved List Name: 225SG231 (PERSON)

CASG – Build Student Groups (SG) Data

Use the Build Student Groups (SG) Data (CASG) form to build the CAST.SG.WORK file used to create the Student Special Populations (SG) Report. You can define the criteria needed to determine which records to create in the work file.

If you run the CASG process more than once for the same reporting period, Colleague **does not clear** the work file for that reporting period. If existing records are found, Colleague updates them instead of creating a new record. For each SG record that is created, Colleague populates the data elements within the record.

If you would like to purge the records for a reporting period in the work file before running the CASG process, use the California Work File Purge (CAFP) to clear the work file before creating records.

Potential User error: if you use the wrong saved list for the wrong student population, a full purge of the term data will need to be completed by the Programmer Analyst to the STUDENT_GROUPS Table (see email trail below “RE: MIS – Funky numbers – Summer 2018 Special Pops (SG))

From: Sandra M. Goudy <sandra.goudy@mccd.edu>
Sent: Tuesday, July 23, 2019 8:17 AM
To: Seferina Ramirez <seferina.ramirez@mccd.edu>
Subject: RE: MIS - Funky numbers - Summer 2018 Special Pops (SG)

I'm remembering now ... If Andrea built a group incorrectly (wrong saved list with wrong group), we'd need to purge that group data from STUDENT_GROUPS.

When you do the purge on the SG work file, it only cleans up the work file. But the junky data is in the STUDENT_GROUPS table. It means you rebuild ALL the groups.

You up for this?

Sandi Goudy
(209) 384-6184

CASG - Build Student Groups (SG) Data ☆

Save Save All Cancel

1 of 1 No Values

GI03 Identifier 187

Start Date 08/13/18 End Date 12/14/18

Reporting Institutions

1		GI01 Identifier	
2			

Saved List Name

Students

1	
2	

Additional Selection Criteria No

CASG Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CSGE – Student Group (SG) Export

After the build of the work file the SG export can be run.

CSGE - Student Group (SG) Export ☆
Save Save All Can

1 of 1
No Values

Batch Control ID M31.SG

Update Mode Yes

Modify Target File Definition X

GI03 Identifier 187

Start Date 08/13/18 End Date 12/14/18

Institutions	GI01 Identifier
1	
2	

Additional Selection Criteria No

CSGE Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

CSYB – Build Student CPL (SY) Data

Ellucian has provided several options for building the Credit for Prior Learning (CPL) data, depending on how the institution stores it. Merced College stores the data in STAC. The correct set up is in CMAP, but currently only pulls in credit by exam (CE) data. If CPL at Merced College is expanded to include AP or Military credit, then those will need to be added in CMAP (while we do track those credit for transcripts, it will not work for the SY file because those credits are not tied to specific Merced College courses).

To run the SY build, enter in the term (GI03 code), and hit save.

CSYB Fields:

GI03 Identifier: enter the term that is being pulled

Start/End Date: auto-populated

Earliest Effective Date: Auto populated from term Start date This date needs to be changed to the first day of priority registration as the select logic is comparing the STC.CURRENT.STATUS.DATE to the date range between Earliest Effective Date and term End Date.

Reporting Institutions:

Necessary for multi-college districts

Student Saved List: if pulling specific students

Course Saved List: if pulling specific courses

Students: if want to update specific students

Purge and Rebuild: Leave at “Yes”

Include Missing STAC Error: Leave at “No”

Additional selection

criteria: Leave at “No” (running the report as is)

CSYB - Build Student Credit (SY) Data

Save Save All Cancel Cancel All

GI03 Term Identifier 225

Start Date 05/21/22 End Date 08/04/22 Term 2022U

Earliest Effective Date 05/21/22

Reporting Institutions

	GI01 Identifier
1	
2	

Student Saved List Name (STUDENTS)

Course Saved List Name (COURSES)

ID Student Name

	ID	Student Name
Students	1	
	2	

Purge and Rebuild Yes

Include Missing STAC Errors No

Additional Selection Criteria No

Potential Error: If no students are pulled into the file, double-check the STC_NOTES table to double-check that new credit by exam was awarded OR that the Earliest Effective Date was set to the date for priority registration (Prereg date on RYAT).

Because the SY file must be submitted in order for the term data to be uploaded into production, if there is no credit by exam record, check the AP records to see if any AP credits were processed in that term. Currently, the VP of Instruction will approve any students passing AP Statistics as passing MATH-10. An email must be sent to the VPI to approve the upload. See Summer 2021 or 2022 as a template for creating the manual SY file.

CSYE – Student CPL (SY) Export

CSYE Fields:

Export File Name: Create whatever export name necessary to pull from UTFB.

Export File Directory: Place in the public “_HOLD_” option in case the programmer analyst needs to do research for a technical error

Create CSV report: optional (defaults to ‘No’)

CSV Report Name: enter name if choosing to download a CSV

SSN Display Option: this is for CSV files – drop down options are available if selecting ‘Yes’

GI03 Identifier: enter the term that is being pulled

Start/End Date: auto-populated

CSYE - Student Credit (SY) Export ☆ Save

Export File Name: 225SY

Export File Directory: _HOLD_

Create CSV Report: No

CSV Report Name:

SSN Display Option:

GI03 Identifier: 225

Start Date: 05/21/22 End Date: 08/04/22

Institutions	GI01 Identifier
1	***
2	***

Saved List Name: (CAST.SY.WO)

Additional Selection Criteria: No

CASB – Build Student Basic (SB) Data

All files must be built prior to running the SB data to ensure all students in standalone systems are submitted. The file can be run prior to the other files being built (to pre-check data issues), but one final run is necessary to include students served in the SG/SD files (that may not have enrollment data).

If CASB is run before the Academic Standings have been processed, then CB22 will have an error that over 50% of credit students do not have academic standings. Currently (as of summer 2021) the Counseling AAC runs the report so check with them to see if/when the report will be run. You can run SB and submit for other errors without the standings, but eventually MIS will not review any other data until SB22 is fixed.

GI03 Identifier		187
Start Date	08/13/18	End Date 12/14/18 Term 2018F

Reporting Institutions		GI01 Identifier
1		
2		

Name/Address Hierarchy	PREFERRED
Default Academic Level	UG Undergraduate

Reporting Subsets	1	
	2	

Saved List Name	
-----------------	----------------------

Students	1	
	2	

Additional Selection Criteria	No
Store Derived SB11 and SB15 Data	Yes
Overwrite SB11 and SB15 Data	Yes

CASB Fields

GI03 Identifier: Enter the state term being processed. When the term is entered, the *Start Date* and *End Date* defined on CAMD for the term will display.

EXPORTING THE DATA FROM COLLEAGUE

Using the export process, FLDL, within Colleague, download the files created in CAEJ and CAEB in the _HOLD_ directory. The file will initially be downloaded to where ever your default location is defined on your PC. You will then need to move the download to the designated folder in the mandated reporting area on the server.

CSBE – Student Basics (SB) Export

This process is used to create the export file.

CSBE - Student Basics (SB) Export ☆
Save Save All

1 of 1
Institutions
No Values

Export File Name SB_WORK_FILE_EXPORT
Export File Directory HOLD.PRIVATE.SEFERINA.RAMIREZ
Create CSV Report Yes

GIO3 Identifier 195
Start Date 05/25/19 End Date 08/11/19

Institutions
GIO1 Identifier

1		
2		

Saved List Name (CAST.SB.WORK)
Additional Selection Criteria No

Export Name: Prepopulated

Export File Directory: Pre-populated

Create CSV File: Select “Y” if you want a CSV of the data or “N” if you do not

GIO3: Term reporting

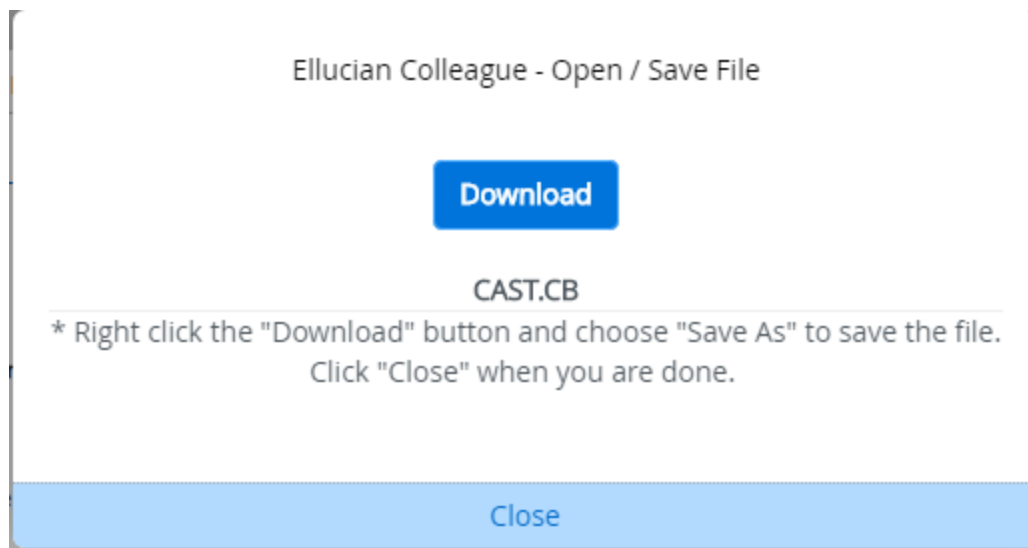
Saved List: Not used for the standard report, but may be useful for filtering out students that should not have been pulled into the report.

File Retrieval - UTFB Fields

Source Directory: Enter “PR” for “Private”

Name: SB_WORK_FILE_EXPORT (Can type in “...SB...” to also get the file)

Execute Download: The default upon entry into the screen is “N”. Set this field to “Y” to proceed with the download. The download popup will display, click Download. A Browser window may popup. It can be closed when the download is complete.



Once the download is complete, click Close.

Prepare Download Files for Transfer

After the files have been downloaded to your PC, move them to the designated folder in the mandated reporting area on the server.

All data extracts to be submitted to the CCCCO for MIS are stored in the Mandated Reports directory. In the MIS Data folder, there is a folder for each academic/reporting year. Find the appropriate year range, and select the “Term” folder, then the appropriate term folder, then the version folder (v1-vn, where n is the most current version). If the term and/or most current version folder is not already built, it should be created. This is where data files will be stored and archived creating “Version” folders for each submission.

The Term Data Files

Move the downloaded files to this area. Make a copy of each file as downloaded, renaming the copy to the state file naming convention.

State File Naming Convention

File names for the state are in the format:

uddttycc.dat where

u = predefined by state
 dd = the district number (53)
 tty = State term (187)
 cc = the file code, CB, SB, ... TX
 .dat = all files must have the extension ‘dat’ (data)

Each file has specific formatting, refer to the DED for details.

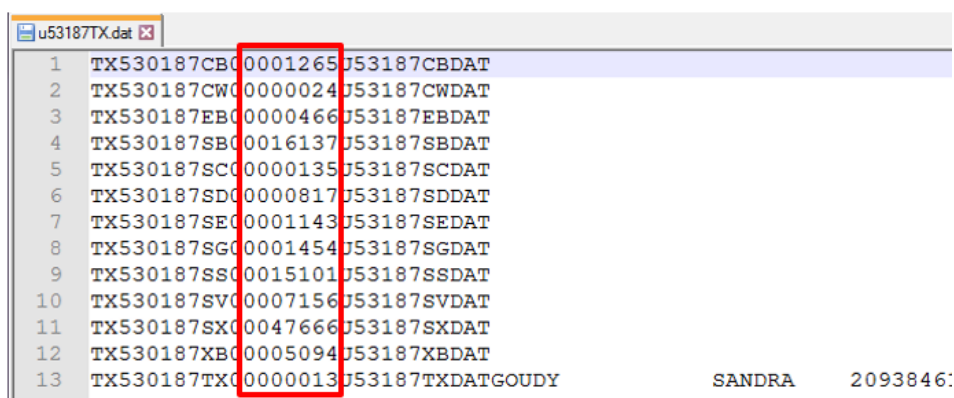
CAST.CB	copy --->	u53187CB.dat
CAST.SB	copy --->	u53187SB.dat

The TX File

For every file sent to the state, a TX file is also required. This file contains the district information, the files being submitted, the number of records in the file, and who the MIS contacts are in case there are issues with the file and the Chancellor's office needs to contact us.

To create the file for the first pass of a new term, find the file in a prior year's data and copy the TX file into the new version directory. Edit the copied TX file.

Be very careful NOT to change the formatting of the file, spacing is critical. You will need to update the term and number of records being submitted for each file type. Using Notepad++, open the data files you saved from Colleague for each of the files. Notepad++ features gives you line number count in the bottom status bar, this number is overstated by 1, as the last line is created by the true last line's line feed. Using the number of lines minus 1, update the TX file with this number if necessary. Close Notepad++ without saving changes to files other than TX.

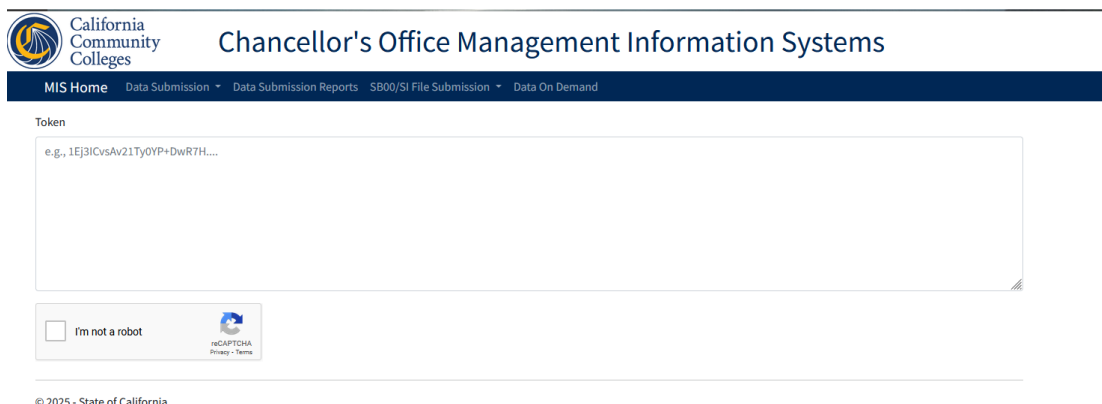


```
1 TX530187CB00001265U53187CBDAT
2 TX530187CW00000024U53187CW DAT
3 TX530187EB00000466U53187EBDAT
4 TX530187SB00016137U53187SBDAT
5 TX530187SC00000135U53187SCDAT
6 TX530187SD00000817U53187SDDAT
7 TX530187SE00001143U53187SE DAT
8 TX530187SG00001454U53187SGDAT
9 TX530187SS00015101U53187SSDAT
10 TX530187SV00007156U53187SV DAT
11 TX530187SX00047666U53187SXDAT
12 TX530187XB00005094U53187XBDAT
13 TX530187TX00000013U53187TXDATGOUDY SANDRA 2093846:
```

Save and close the TX file after updates.

DATA SUBMISSION TO CCCC MIS

As of January 2025, COMIS has migrated to a new site, and a token is used to submit MIS files



California Community Colleges Chancellor's Office Management Information Systems

MIS Home Data Submission Data Submission Reports SB00/SI File Submission Data On Demand

Token

e.g., 1Ej3lCvsAv21Ty0YP+DwRTH...

☐ I'm not a robot

© 2025 - State of California



2018 Fall Semester Data (187) MERCED CCD District (53) For Production Load

[RETURN TO LOGIN PAGE](#)

Help	TYPE	FILE NAME	LAST DATE	ADD OR REPLACE FILES	
?	CB	U53187CB.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	CW	U53187CW.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	EB	U53187EB.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SB	U53187SB.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SC	U53187SC.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SD	U53187SD.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SE	U53187SE.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SG	U53187SG.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SS	U53187SS.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SV	U53187SV.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	SX	U53187SX.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	TX	U53187TX.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
?	XB	U53187XB.DAT	1/31/2019 1:58:23 PM	Choose File	No file chosen
* A TX file is required with every upload.					

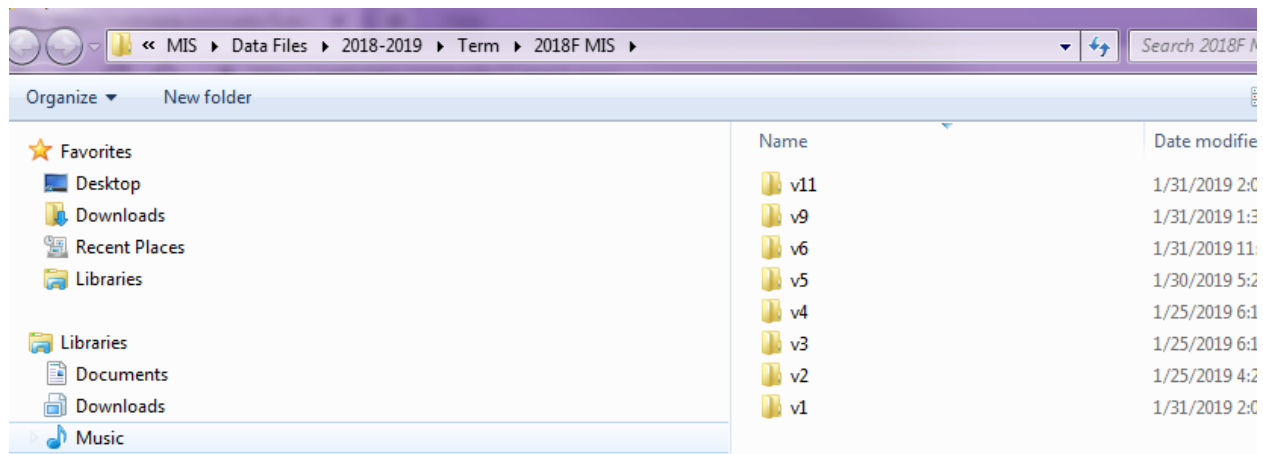
[Upload These Files](#)

File name rules:

- All filenames uploaded from this page must be named using with U53187XB and the file type (ex: U53187XB.dat)
- **All files must use ".dat" as a file extension.**

California Community Colleges, Chancellor's Office
Technology, Research, and Information Services Division
1102 Q Street Sacramento, California 95811-6539
Send questions to cccmisedit@cccco.edu

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Term 2018F MIS v11 Search v11

Name	Date modified	Type
u53187CB.dat	1/25/2019 5:45 PM	DAT F
u53187CW.dat	1/26/2019 1:23 PM	DAT F
u53187EB.dat	1/25/2019 3:04 PM	DAT F
U53187SB.DAT	1/31/2019 1:39 PM	DAT F
u53187SC.dat	1/26/2019 1:24 PM	DAT F
u53187SD.dat	1/29/2019 5:16 PM	DAT F
u53187SE.dat	1/26/2019 1:24 PM	DAT F
U53187SG.DAT	1/31/2019 1:28 PM	DAT F
U53187SS.DAT	1/31/2019 1:27 PM	DAT F
U53187SV.DAT	1/31/2019 1:39 PM	DAT F
U53187SX.DAT	1/31/2019 1:48 PM	DAT F
u53187TX.dat	1/31/2019 2:08 PM	DAT F
u53187XB.dat	1/25/2019 6:01 PM	DAT F

iation_systems\userhome) (H:)
Services) (J:)

RETURN TO LOGIN PAGE

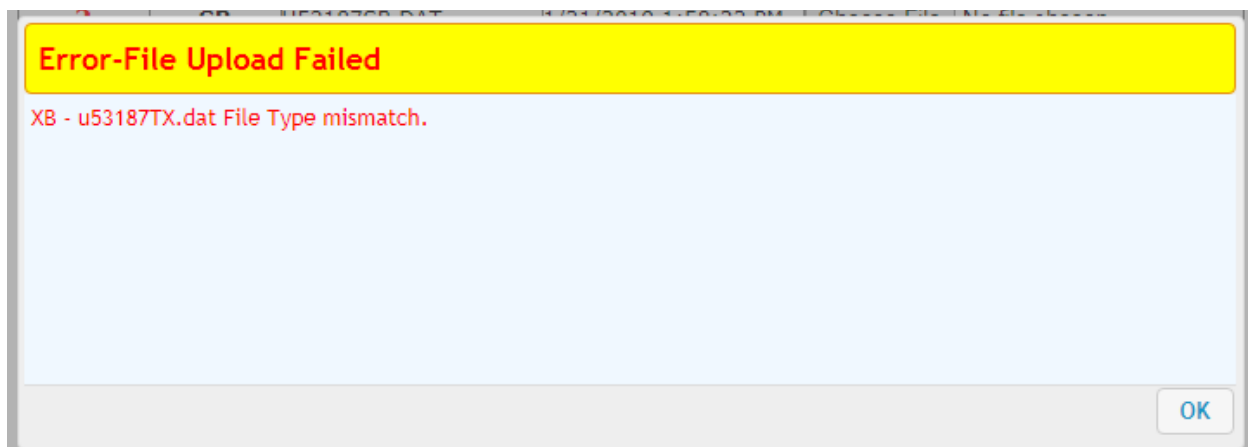
Help	TYPE	FILE NAME	LAST DATE	ADD OR REPLACE FILES	
?	CB	U53187CB.DAT	1/31/2019 1:58:23 PM	Choose File	u53187CB.dat
?	CW	U53187CW.DAT	1/31/2019 1:58:23 PM	Choose File	u53187CW.dat
?	EB	U53187EB.DAT	1/31/2019 1:58:23 PM	Choose File	u53187EB.dat
?	SB	U53187SB.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SB.DAT
?	SC	U53187SC.DAT	1/31/2019 1:58:23 PM	Choose File	u53187SC.dat
?	SD	U53187SD.DAT	1/31/2019 1:58:23 PM	Choose File	u53187SD.dat
?	SE	U53187SE.DAT	1/31/2019 1:58:23 PM	Choose File	u53187SE.dat
?	SG	U53187SG.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SG.DAT
?	SS	U53187SS.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SS.DAT
?	SV	U53187SV.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SV.DAT
?	SX	U53187SX.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SX.DAT
?	TX	U53187TX.DAT	1/31/2019 1:58:23 PM	Choose File	u53187TX.dat
?	XB	U53187XB.DAT	1/31/2019 1:58:23 PM	Choose File	u53187TX.dat
* A TX file is required with every upload.					

Upload These Files

File name rules:

- All filenames uploaded from this page must be named using with U53187XB and the file type (ex: U53187XB.dat)
- All files must use ".dat" as a file extension.

When you pick the wrong file for a type and don't catch it, you get this error...



If this occurs, all the files are cleared and you must reselect everything.

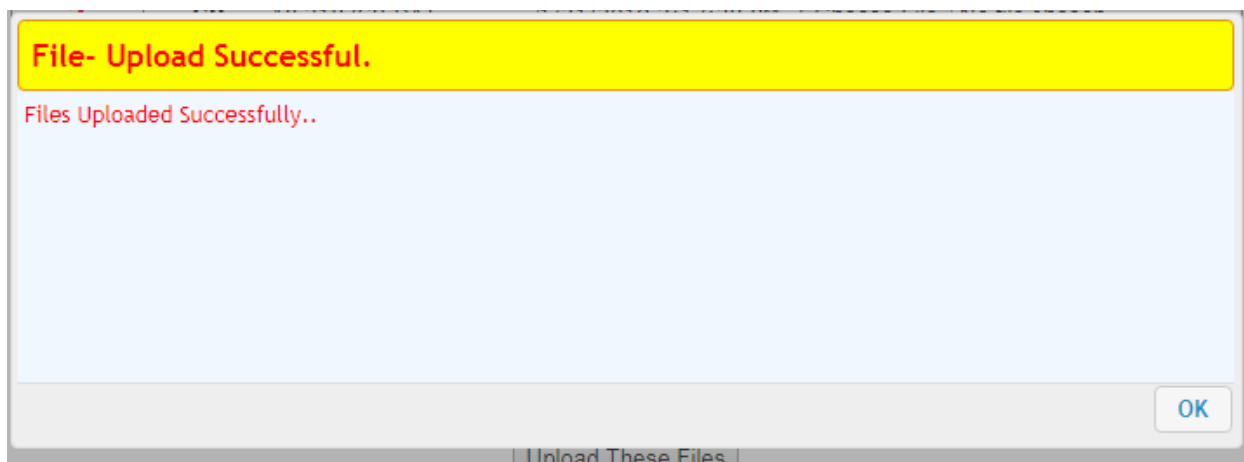
Correct the file in question and click Upload These files

RETURN TO LOGIN PAGE					
Help	TYPE	FILE NAME	LAST DATE	ADD OR REPLACE FILES	
?	CB	U53187CB.DAT	1/31/2019 1:58:23 PM	Choose File	u53187CB.dat
?	CW	U53187CW.DAT	1/31/2019 1:58:23 PM	Choose File	u53187CW.dat
?	EB	U53187EB.DAT	1/31/2019 1:58:23 PM	Choose File	u53187EB.dat
?	SB	U53187SB.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SB.DAT
?	SC	U53187SC.DAT	1/31/2019 1:58:23 PM	Choose File	u53187SC.dat
?	SD	U53187SD.DAT	1/31/2019 1:58:23 PM	Choose File	u53187SD.dat
?	SE	U53187SE.DAT	1/31/2019 1:58:23 PM	Choose File	u53187SE.dat
?	SG	U53187SG.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SG.DAT
?	SS	U53187SS.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SS.DAT
?	SV	U53187SV.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SV.DAT
?	SX	U53187SX.DAT	1/31/2019 1:58:23 PM	Choose File	U53187SX.DAT
?	TX	U53187TX.DAT	1/31/2019 1:58:23 PM	Choose File	u53187TX.dat
?	XB	U53187XB.DAT	1/31/2019 1:58:23 PM	Choose File	u53187XB.dat
* A TX file is required with every upload.					

Upload These Files

File name rules:

When the upload is successful the following displays



Subject: Error during syntactical edit

There has been an error during the syntactical edit process, and your edits have stopped. The log from the syntactical edits is appended.

If the problem is an incorrect record count or bad formatting of the TX file, you can correct only the file showing the error, and resend it and a new TX file and your edits will start over.

If you can't resolve the problem, send email to cccmisedit@cccco.edu.

----- log follows -----

TX File Name Errors: U53187TX.DAT

Invalid record length - Bad TX record at line 1

Processing of your data has stopped, please fix the error and resubmit the file.

Once the data has been processed you'll receive an email from

Subject: 530187 MIS Syntactical/Referential/Quality edit results are ready
District: 530 Merced
Term: 187 Version: 13

Your syntactical/referential/quality edits have completed.
You can view the syntactical/referential/quality edit reports via the WEB.

WEB Address: http://edit2.cccco.edu/EditLoadReports/DSR_ProdLogin.aspx

This is a secured area. You will be prompted for your Username and Password. Use the same Username and Password that you use to submit your data to District Data Submission (<https://webdata.cccco.edu/login.aspx>).

Note:
There was no error during syntactical edit.
Referential edit limits reached for the submission.
System stopped the edit process for the submission.
Please correct the errors and resubmit the data.

ERROR CORRECTIONS AFTER MIS SUBMISSION

When you receive the email for errors, follow the link to download the error report.

Syn/Ref/Quality Report

Logout

MERCED CCD

Data Submission Report - Parameter Selection Area

Select Term

193 - 2019 Spring Semester

Select Error Type

Syntactical;Referential;Quali

Select File Type

CB - Course

View Report

Export To ->

Excel

CSV

Text

Record

Data Submission Report - Report Area

Report Area - Click Down Arrow Image In Column Header To Filter Report

Term Id	College Id	Error Type	File Type	Record Number	Data Dictionary Element Code	Data Dictionary Element Value	Error Description
No data to display							

Once logged in, select the Term, Error Type and File Type to get the report (“Select All” is easiest). The data can be exported into an Excel, CSV, or Text file. Save the report in the version of MIS you just submitted.

Before separating the errors by categories, unmerge any merged columns (so you can filter the results).