

2011-12 Submission Schedule

Latest Date	File to be Submitted
<u>QUARTERLY</u>	
<u>Summer Term (06/20/11 through 09/25/11)</u>	
08/12/11	Summer Term 2011: 4 th Week Course File
10/21/11	Summer Term 2011: End of Term Course File
10/21/11	Summer Term 2011: End of Term Student & Enroll Files
<u>Fall Term (09/26/11 through 12/10/11)</u>	
11/04/11	Fall Term 2011: 4 th Week Course File
11/04/11	Fall Term 2011: 4 th Week Student Files
11/04/11	2010-11 Completions File + ID Change (ANNUAL file)
01/20/12	Fall Term 2011: End of Term Course File
01/20/12	Fall Term 2011: End of Term Student & Enroll Files
<u>Winter Term (01/09/12 through 03/24/12)</u>	
02/10/12	Winter Term 2012: 4 th Week Course File
04/20/12	Winter Term 2012: End of Term Course File
04/20/12	Winter Term 2012: End of Term Student & Enroll Files
<u>Spring Term (04/02/12 through 06/16/12)</u>	
04/27/12	Spring Term 2012: 4 th Week Course File
07/13/12	Spring Term 2012: End of Term Course File
07/13/12	Spring Term 2012: End of Term Student & Enroll Files
<u>ANNUALLY</u>	
08/12/11	2010-11 Credit & P/T File, <u>2010-11 Technical Skills Attainment (TSAS) file</u>
11/04/11	2010-11 Completions File + ID Change
08/10/12	2011-12 Credit & P/T File, 2011-12 Technical Skills Attainment (TSAS) file

August 5, 2011 is the FINAL deadline for all 2010-11 Course, Student and Enroll file revisions
 August 5, 2011 ID Change file including Student ID changes for the full 2010-11 academic year
 August 3, 2012 is the FINAL deadline for all 2011-12 Course, Student and Enroll file revisions

Section II

OCCURS Data Submission

Data Submission Schedule
Submission Format
File Naming Conventions
Submission Methods

Data Submission Schedule

Data files (see attached file layouts and definitions) will be sent by each college to the OCCURS office on the following (projected) schedule. At a minimum, the data submission schedule will parallel the familiar college reporting schedule to the state office. Preferably, the colleges would be able to speed up this timeline somewhat, perhaps to the end of the month following each term's end.

Every Term:

Fourth Week Course File.....	Friday of 5th week of term
End of Term Course File.....	Sixth week of the following term
Fall Fourth Week Student File.....	Friday of 5th week of Fall term
End of Term Student Files.....	Sixth week of the following term
ID Change Table.....	submit with each student file
Enroll Table.....	submit with end of term student file

(Sooner if possible)

Annually:

Student Completions File	End of first full week in August
Credit & PT Table (as an option to PT data in term student files).....	End of first full week in August
Outcomes File (if submitting survey results).....	when available
Revenue & Expenditure Report in spreadsheet format.....	First week in February

As needed:

Courses submitted for approval and addition to course master.
Programs submitted for approval and addition to program master.

File Format

Since files submitted to OCCURS are in ASCII flat-file format, *all* fields are really "character" fields. However, I make the distinction between character and numeric to point out certain formatting conventions.

- Character Fields** Character fields are left justified, with right blank-fill.
- Numeric Fields** Numeric fields are right justified, with left blank fill. Due to FoxPro requirements, decimal points are explicit, i.e., they must appear as part of the data, rather than implied.
- Default values** **College supplied/calculated values**
The Student Data Element List is coded to indicate whether that field defaults to a previous term value or whether blank/unknown should be supplied where there is no "current" information. Other codes indicate whether the data is self-reported by the student or supplied/calculated by the college (as in the case of GPA). Some fields do not allow blanks, and are coded accordingly.
- 'Z' values** Fields for which your college does not yet collect/produce data are filled with the appropriate length string of upper case "Z." This is distinct from fields for which your college collects the data from **some** categories of students but not others. (It is a policy question, as yet to be decided by the Oversight Committee, whether the latter circumstance is a temporary or permanent one. If it is permanent condition, these will be "#"-filled fields for the missing data.)
- 'X' Values**
Data field "not applicable" for this institution
In cases where a particular data element is "not applicable" for your institution (such as the Teen Parent Program flag field on the student file - in the case where your college does not have a state-funded teen parent program) please fill the field with upper-case "X."
- Use of Blanks** Except for fields which are flagged as "required" (R) on the student file, indicating that a blank is not an acceptable value for that field, please blank fill any fields for which there is no other value available. In the case of some fields, there is a specific value for unknown / unreported, which must replace blanks unless that field is a Z-field or an X-field for your institution.

If you are producing your ASCII text files from a mainframe, or otherwise have a choice, please have each record terminated with a CR/LF (carriage return / line feed) or Hrt (hard return).
Most PC software does this automatically when creating text files.

File Naming Conventions

During the 95-96 academic year (July 1, 1995 - June 30, 1996), you will be submitting various file formats to OCCURS:

- ▶ Student table (one per term in summer, winter and spring; 2 per term in fall term: 4th week and End of Term);
- ▶ Course table (two per term, at 4th week and End of Term);
- ▶ ID Change table (with each student table submission)
- ▶ Student Completions Table (annually);
- ▶ Optional Credit & PT Table (annually);
- ▶ Optional Student Outcomes Table (annually).

Please remember when naming files to use the last two digits of the actual year, plus the codes: 1-Summer, 2-Fall, 3-Winter, and 4-Spring. While Fall term 1995 would be coded '952', the following Winter term would be coded '963'.

The file naming conventions for these files are as follows:

Student table 4th week of Fall term:

(2-character college identifier) + (3 digit year and term) + ("4ST.TXT")

Example: RO9524ST.TXT

(Rogue Community College, 4th week Fall term 1995, student table)

End of Term, Every Term:

(2-character college identifier) + (3 digit year and term) + ("EST.TXT")

Example: RO951EST.TXT

(Rogue Community College, End of Term Summer 1995, student table)

ID Change Submitted with 4th week student file:

Table (2-character college identifier) + (3 digit year and term) + ("4ID.TXT")

Example: RO9524ID.TXT

(Rogue Community College, 4th week Fall term 1995, ID change table)

Submitted with End of Term student file:

(2-character college identifier) + (3 digit year and term) + ("EID.TXT")

Example: RO942EID.TXT

(Rogue Community College, End of Term Fall 1994, ID change table)

Course Table **4th Week, Every Term:**
(2-character college identifier) + (3 digit year and term) + ("4CR.TXT")
Example: MH9524CR.TXT
(Mt. Hood Community College, Fall term 1995, 4th week, course table).

End of term, Every Term:
(2-character college identifier) + (3 digit year and term) + ("ECR.TXT")
Example: LA952ECR.TXT
(Lane Community College, Fall term 1995, End of term, course table).

Enroll Table **End of term, Every Term:**
(2-character college identifier) + (3 digit year and term) + ("ENR.TXT")
Example: CL982ENR.TXT
(Clackamas Comm. Coll., Fall term 1998, enroll table).

Completions Table **Submitted Annually**
(2-character college code) + (4 digit academic year) + ("CP.TXT")
Example: CL9596CP.TXT
(Clackamas Comm. Coll., 95/96 academic year, student completions table).

Credit & PT Table **Submitted Annually (option to quarterly data)**
(2-character college code) + (4 digit academic year) + ("PT.TXT")
Example: CL9596PT.TXT
(Clackamas Comm. Coll., 95/96 academic year, P/T Yearly table).

Please label your submission media (diskettes or DAT tapes) with:

- your college name,
- name of person creating the submission data
- term of submission
- file names contained on that disk, and
- order (e.g., 1 of 3, 2 of 3, 3 of 3, etc.), as necessary.

Example:

**Rogue Community College
Curtis Sommerfeld, 471-3500 ext. 213**

**Fall term, 1994
Student file: RO942EST.TXT
1 of 3**

Your diskettes will be stored in a safe place at OCCURS, and regular data backups created, but it is highly recommended that you keep backup copies of all files submitted to OCCURS for future reference, or in case of questions or catastrophic data loss.

Submission Methods

Data should be in ASCII flat file format, positionally by field length (no comma or other delimiters). We are considering the use of DOS 6.x backup or other file compression techniques (e.g., PKZIP) as well. Data may be transmitted in any of the following ways:

BY MAIL

On floppy diskette (3.5" greatly preferred) The estimated student record size is 256 bytes, so that a term enrollment of 10,000 students would generate a 2.56 Mb file; backup would facilitate the creation of multiple diskette transmissions where necessary. Another option would be to compress the file using PKZIP (current version).

On 4mm DAT tape This would be a viable option for very large files.

or DC2120 (Colorado Tape BU) **Address for diskette/tape submission**

Please send diskettes/tapes to:

**Marilyn Kolodziejczyk
OCCURS/OCCS
255 Capitol Street NE
Salem, OR 97310-1341**

You may use PKZip to compress the files if you like; call me if you would like to use other compression methods.

VIA MODEM

At 9600 baud, about 280 - 256 byte records would be transmitted per minute. File compression could be helpful in this situation. 14400 and 28800 baud rates are also available at the OCCURS end. Call ahead to make sure modems are operational.

WFW 3.11 RAS
or Windows NT RAS

It is now possible to dialup directly to the OCCURS server via modem and deposit files in your college's private directory. To do this, you must be running Windows for Workgroups v 3.11 or Windows NT 3.1 (or later) with RAS, the Remote Access Interface. Of course you must have a modem. The RAS interface will also enable the colleges to request/check on course and program changes and approvals, and query the OCCURS database as software for this purpose is written over the next year. The software required is not expensive. I would recommend that technical representatives from each college set up a RAS system to see if they would like to provide this access for staff at their college. If you already have the required hardware and software, give me a call and we can set you up to try this interface. I have been very pleased with RAS performance in my own use of it.

FTP transfer on
Internet

The FTP procedure now has password security, limiting its use to authorized users. Please see Appendix E in selected Manuals.

[D:\OCCURS\REFMAN\WPREFMAN\RFMN9899.2]