



**THE UNIVERSITY SYSTEM OF MARYLAND
2008-2009 Reporting Calendar**

SURVEY	DUE ON or BEFORE:	USM Staff Contact
1. Initial MFR Due to USM for MHEC	June 27	Foster
2. Degree Information System Electronic File	July 30	Fink
3. Actual Annualized Credit Hour FTES by Level, FY08	July 30	Fink
4. Summer Regional Center Data	Aug 15	Fink
5. Peer Performance Measures	Aug 20	Foster
6. High School Graduate System Electronic File (except for UMB, UB, UMUC)	Aug 30	Fink
7. WIA Program Performance file (for schools participating in WIA)	Aug 30	Fink
8. UPDATED DIS file (if necessary)	Sept 1	Fink
9. Faculty Workload Report	Sep 1	Passmore
10. Final MFR Due to USM for DBM and MHEC	Sep 26	Foster
11. Fall 2008 Credit Hours by Level (UMB: FTES only)	Oct 7	Fink
12. Fall 2008 Regional Center Files	Oct 10	Fink
13. Transfer Student System Electronic File	Oct 12	Fink
14. Opening Fall Enrollment MHEC S-7	Oct 12	Fink
15. <i>IPEDS Fall Collection (IC, C, 12E) lock by</i>	<i>Oct 15</i>	
16. Application Information System Electronic File (Formerly S-3)	Oct 25	Kramer
17. Institutional SAT Profile MHEC S-11 (except UMB, UMUC)	Oct 25	Fink
18. Credit Hours of Enrollment (MHEC S-6)	Oct 25	Fink
19. Enrollment Information System File	Nov 6	Fink
20. First-Time Undergraduate Student Cohort SSN Change (MHEC S-15)	Nov 6	Fink
21. Employee Data System Electronic File (include research centers)	Nov 6	Fink
22. Financial Aid Information System Electronic File	Nov 6	Kramer
23. Credit Hours by Level for Calendar Year 2008 - Winter, Spring, Summer, Fall	Jan 12	Fink
24. <i>IPEDS Winter Collection (HR) lock by</i>	<i>Jan 21</i>	
25. Distance Education Survey (MHEC)	Jan 24	Fink
26. Annual USM Intercollegiate Athletics Report	TBD	Marionni
27. Enrollment Projections	Feb 6	Passmore
28. Spring 2009 Credit Hours by Level	March 1	Fink
29. Spring 2009 Enrollment by Level by FT/PT + First-Time Freshmen	March 10	Fink
30. Spring 2009 Regional Center Data Collection	March 10	Fink
31. <i>IPEDS Spring Collection (E, F, GRS, SFA) lock by</i>	<i>Apr 15</i>	

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

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