

**All Data Files and Reports must be uploaded at: <https://warehouse.usmd.edu/InstRsch/> Revised 7/10/2017

Type	Survey	Annual File FY17	Winter FY17	Spring FY17	Summer FY18	Fall FY18	Winter FY18	Spring FY18
MAC2	CIS-Course Information System ¹		10/6/17	10/6/17	3/9/18	3/9/18		
USM	Credit Hours & FTE by Level ²				9/22/17	9/22/17	2/23/18	2/23/18
MAC2	DIS-Degree Information System	7/28/17						
MAC	DE-Distance Education	1/5/18						
MAC2	ECS-External Credit System	8/4/17						
MAC2	EDS-Employee Data System	12/8/17						
MAC2	EIS-Enrollment Information System				11/3/17	11/3/17	3/23/18	3/23/18
MAC2	EOTS-End-of-Term System ³		9/8/17	9/8/17	4/6/18	4/6/18		
MAC2	FAIS-Financial Aid Information System ⁴	11/10/17						
MAC2	Graduate Follow-Up Survey (2016 Graduates)	8/11/17						
MAC2	NTS-Non-Degree Teacher Candidate	8/11/17						
USM	Regional Centers-Courses				9/1/17	9/29/17	2/2/18	2/23/18
USM	Regional Centers-Registrations				9/1/17	9/29/17	2/2/18	2/23/18
MAC2	SRS-Student Registration System ⁵		10/6/17	10/6/17	3/9/18	3/9/18		
MAC	S3-AIS-Application, Acceptance and Enrollment Information System	10/27/17						
MAC	S6-Credit Hours of Enrollment	10/27/17						
MAC	S7-Opening Enrollment					10/13/17		3/2/18
MAC	S11-Institutional SAT Profile ⁶	10/20/17						
MAC	S15-First-Time Undergraduate Student Cohort SSN Changes	11/3/17						
MAC	S20-Dream Act	6/8/18						
MAC	S25-Report on Students Receiving Disabilities	2/23/18						
MAC	S30-Foster Care and Unaccompanied Homeless Youth Tuition Waiver	7/27/17 (FY16) 5/25/18 (FY17)						

*For any questions or concerns about these submissions, please contact Laura Walker or Chad Muntz.

USM requests additional fields or data included and then strips it out before sending to MHEC for the following:

¹ CIS: Include 0 credit hour registrations and courses (labs and other academic courses, not personal development courses).

³ EOTS: Include +/-'s for First Math & English Grades. (Additional data are then stripped out before MHEC submission)

⁴ FAIS: Include Student Classification and Residency

⁵ SRS: Include 0 credit hour registrations and courses (labs and other academic courses, not personal development courses).

² Download link: http://www.usmd.edu/usm/adminfinance/IR/USM_CH_FTE_4TermWorkbook_082615.xlsx

⁶ Excluding UMB and UMUC

Other Files/Reports/Surveys		
Survey	USM Deadline	USM Contact
Achievement Gap Report	3/30/18	Academic Affairs: Lee
Cultural Diversity Reports	3/30/18	Academic Affairs: Lee
Dashboard Data	1/5/18	Passmore
Enrollment Projections	2/2/18	Passmore
JCR Faculty Workload	9/15/17	Passmore
MFR Due to USM for DBM & MHEC	8/25/17	Foster
Peer Performance Measures	11/10/17	Foster

Contact Information: <http://www.usmd.edu/usm/adminfinance/IR/>

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USM File Transfer Site: <https://warehouse.usmd.edu/InstRsch/>: DO NOT EMAIL FILES WITH SSNs OR OTHER PERSONALLY IDENTIFIABLE INFORMATION. Reports and Forms should be uploaded under the General File Upload. When requested, files can be securely sent from USM using the "Download Files from USM" feature on the Warehouse site.