

# Reporting Schedule

The reporting schedule differs for **enrollment** and **awards conferred** data.

## Enrollment Data

Enrollment data are to be **reported for every academic term**. However, data are due to the Office of Higher Education twice a year.

The data reporting schedule used depends on whether your institution has distinct academic terms. Most institutions have distinct academic terms, although some private career schools with clock-hour based instruction do not.

### Institutions with Academic Terms:

Report student enrollment data for each term your institution enrolls students. Data are to be finalized at the end of each term; summer, fall, winter and spring. Student data should be unduplicated for each term.

### Institutions without Academic Terms:

Report student enrollment data **twice a year** on all students who are enrolled during the period **July 1 through December 30 (fall term)**, and **January 1 through June 30 (spring term)**. This collection period will serve as a proxy for fall term and spring term. Student data should be unduplicated for each of the two terms.

### Due Dates

Student enrollment data are due at the Office of Higher Education twice a year, on **March 30th** (or the date of the IPEDS spring closeout date for that year if your institution reports IPEDS data) and **November 15th**.

Use the following reporting calendar to report enrollment data based on when you enrolled students or what month your enrollment term starts.

Summer term notes: if you have several sessions during the summer term use the first session as the summer term start month. The summer term enrollment data may align with the prior academic year.

Calendar Year	Enrollment Term Start Month	Date Due	Year
2020	July	March 30th	2021
2020	August		
2020	September		
2020	October		
2020	November		
2020	December		
2021	January	November 15th	2021
2021	February		
2021	March		
2021	April		
2021	May		
2021	June		

# Awards Conferred Data

## Reporting Period

Report all awards conferred to your students **once during an academic year**. Use the 12-month period that begins July 1 of one calendar year and ends June 30 of the next calendar year. This is the State of Minnesota fiscal year and the same reporting period used to report degrees conferred data for the National Center for Education Statistics through its Integrated Postsecondary Education Data System (IPEDS) surveys.

## Due Date

Data for the *Awards Conferred Data Base* is due once a year at the Office of Higher Education on **March 30 when you submit your fall enrollment records**.

Data due March 30, 2021 will be for the previous academic year, which ended in June 2020:

July 1, 2019 through June 30, 2020.

# Submitting Data Electronically

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Student enrollment and awards conferred data **must be** sent electronically by uploading data via a Web interface. Do not send data as an e-mail attachment for security reasons. See the upload instructions on following page.

Compile your data using one of the following two formats below. There should be separate data files for student enrollment data and awards conferred data.

- Comma delimited file—**this is the preferred format**. There would be 51 data fields for student enrollment and 17 data fields for awards conferred. **Do not include headers**.
- Spreadsheet. See below for instructions.

With either format, make sure your data items are in the order specified on pages 21 and 22 of the Student Databases Manual ([available here](#)) for enrollment and page 67 for awards conferred.

## Spreadsheet Format—Instructions

A spreadsheet template for your use [can be downloaded from our Web site](#) if you do not send data in a comma delimited file. There is a separate spreadsheet for enrollment data (which are due twice annually) and awards conferred (which is due once a year).

If you need help using the spreadsheet please contact Steve Rogness at 651-259-3917 or at [steve.rogness@state.mn.us](mailto:steve.rogness@state.mn.us).

**Note about spreadsheets:** Data should in most cases be formatted as a text field. Special formats such as “custom” or “number” create problems when the spreadsheet is converted into a database. These

special formats make the data look like it is formatted correctly, but when the data are imported into a database the data fields are not correct.

Do not send your spreadsheet **without first:**

1. Recoding the data using the specified codes found in either the *Student Enrollment Data Element Dictionary* or the *Awards Conferred Data Element Dictionary*.
2. Data fields must appear in the format identified in the appropriate record layout for student enrollment and awards conferred.

For example: there are three separate fields for student’s name—last, middle, first.

3. All data fields should be filled in. There should be no missing fields of information. See the appropriate *Data Element Dictionary* on how to code data, especially when information is unavailable.
4. Every data field should be in its own separate column. There are 51 data fields requested for student enrollment data, therefore, there should be 51 columns of data (A to AY) in the spreadsheet submitted for student enrollment data.

Conversely, there are 17 data fields requested for awards conferred data, therefore, there should be 17 columns (A to Q) in the spreadsheet submitted for degrees data.

## Data Upload Instructions

The Office of Higher Education has created a Web interface to upload your data. This site supports encryption security for uploading files over the Internet. This is the preferred method of submitting your data, and is very easy to use. Do not send data as an e-mail attachment for security reasons.

1. When you are ready to send your data to the Office of Higher Education, go to this Web site:

<https://www.ohe.state.mn.us/ssl/enrollment/>

### Enrollment/Degrees Conferred Web Access

**Username:**

**Password:**

Log-In

- Enter the “username” and “password” provided.  
Contact Steve Rogness at [steve.rogness@state.mn.us](mailto:steve.rogness@state.mn.us), or (651) 259-3917 for the username and password.
- Click the “log in” button.

2. After you have clicked the “log-in” button a second upload screen will appear. This allows you to upload your completed spreadsheets or comma-delimited files.
3. Select your institution from the pull-down menu.

### Enrollment/Degrees Conferred Upload

If you are uploading data for more than one campus/school, select any one of the campuses/schools included in the upload as the sending institution.

Select your school...

**Name:**

**Email Address:**

**Select information you're uploading:**

**NOTE: Enrollment and Awards Conferred data must be sent in separate files/spreadsheets.**

- Enrollment data** (due in March; for previous summer and/or fall terms. Combine multiple terms into one data file.)
- Enrollment data** (due in November; for previous winter, spring and/or summer terms. Combine multiple terms into one data file.)
- Awards Conferred data** (due in March; for completers during previous 12-month academic year July 1 through June 30)

4. Select the data you are sending from this screen.

**Enrollment/Degrees Conferred Upload**

Number of undergraduate enrollment records:

Number of graduate enrollment records:

Total: