



Office of the Registrar Compliance Calendar

Revised date: 3/3/17

Compliance partner: Darla English, Registrar

Due Date	Report Name	Agency or Recipient	Person responsible	Next Report Due
January	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 th day	MSU based on THECB rules	Darla	Spring
	<u>20th day reports – close of business 20th day</u>	<u>Administration</u>	<u>Darla</u>	<u>Spring 20th day</u>
	Report grades to Go Army, AI Portal for the students who used those third party payments	Go Army/ AI Portal	Darla	After fall grades final
	Hazlewood report for preceding fall semester	Texas Vet Commission (TVC)	Kim Long	Jan 31
	Clearinghouse first of term reporting for spring	Clearinghouse	Jamie	Approx. 1/28
	Clearinghouse Degree Verify reporting	Clearinghouse	Jamie	Approx. 1/22-31
	6 drop report reviewed by provost from preceding fall	Provost/Reg	Darla/Laura/Cathy Hoffman	Approx. 1/31
February	CBM00S, 002, 0E1 for preceding fall semester	THECB	update <u>Mark McClendon</u> assisted by <u>Darla (S, E1)</u> ; and Jamie Wilson(002)	Feb 1,
	Meningitis programming set up for setting, releasing holds and downloads	Legislation	Jamie	Summer, fall setup
	20 th day reports for Spring	Administration	Darla	Feb
	CBM 001, 004 for spring	THECB	Darla	Feb 15 in odd years
	Distance Ed by state for a report the Distance Ed/Extended ed office does	Extended Education	Darla	<u>after 20th day</u>
	VA reporting in VA once	VA	Kim Long	30 days from semester start
	Preliminary Headcount reports	THECB	Darla	Varies-emailed to us
March	CBM001, 004 for Spring	THECB	Darla	March 15 even years
	Feb/March 45 hour degree plan holds set-HB 3025	Qualif students	Jamie	Between 20 th day and mid-term
	Clearinghouse subsequent term reporting for spring	Clearinghouse	Jamie	Approx. 3/9
April	Clearinghouse subsequent term reporting for spring	Clearinghouse	Jamie	Approx 4/8

Due Date	Report Name	Agency or Recipient	Person responsible	Next Report Due
May	CBM 003-annual course inventory	THECB	Jamie	May 31
	Reverse transfer notices sent to qualifying students-HB 3025	Qualifying students	Jamie	After spring grades final
	Clearinghouse end of term reporting for spring	Clearinghouse	Jamie	After grades final
	Texas Common Core Curriculum updates on transcripts	Transcripts of students	Jamie	After grades final
June	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 th day	MSU based on THECB rules	Darla	Summer I census day (6-8-17)
	15 th Day reports for Summer I – close of business 15 th day	Administration	Darla	<u>June 28, 2017</u>
	Clearinghouse Degree Verify Report for spring graduates	Clearinghouse	Jamie	Approx. 6/4-6/10
	CBM 00s, 002, 0E1 for preceding spring semester	THECB	Update: <u>Mark McClendon</u> assisted by <u>Darla (S,E1)</u> ; and Jamie (002)	June 15
	Report grades to Go Army/AI Portal for students using those 3 rd parties for payment for spring	Go Army/AI Portal	Darla	After spring grades final
	Hazlewood Report for preceding spring	TVC	Kim Long	June 30
	VA reporting in VA once	VA	Kim Long	30 days from semester start
	6 drop report for Provost review from preceding spring	Provost/Reg	Darla/Laura/Cathy Hoffman	Approx. 6/30
	Clearinghouse 1 st of Term reporting for summer I	Clearinghouse	Jamie	June
	CB Study Abroad report-courses being offered in foreign countries in summer	THECB	Darla	June
July	VA reporting in VA once	VA	Kim Long	30 days from semester start
	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 th day	MSU based on THECB rules	Darla	<u>Summer II 2017 census day (7-13-17)</u>
	Clearinghouse end of term reporting for summer I	Clearinghouse	Jamie	July
	Clearinghouse first of term reporting for summer II	Clearinghouse	Jamie	July
August	15 th day reports for Summer II – close of business 15 th day	Administration	Darla	<u>Aug 2, 2017</u>
	CBM 001, 004 for summer	THECB	Darla	Aug. 15
	Reverse transfer notices sent to qualifying students –HB 3025	Qualif.students	Jamie	After summer grades final
	Clearinghouse end of term reporting for summer II	Clearinghouse	Jamie	August
	Report Go Army/AI Portal grades for summer for students using those 3 rd parties for payment for summer	Go Army/AI portal	Darla	After summer grades final
	Texas common core curriculum updates on transcripts	Student transcripts	Jamie	After summer grades are final

Due Date	Report Name	Agency or Recipient	Person responsible	Next Report Due
	Academic year start up (can be Sept) when the Texas Common Course Numbering System (TCCNS) sends out billing we renew membership and provide updates to the numbering matrix as needed	THECB/TCCNS board	Jamie	Usually once per academic year
September	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 th day	MSU based on THECB rules	Darla	Census day- <u>Fall 2017 will be 9-11-17</u>
	20 th day reports for Fall – close of business 20 th day	Administration	Darla	<u>Sept 20, 2017</u>
	Clearinghouse first of term reporting for fall	Clearinghouse	Jamie	Approx. 9/4
	Clearinghouse Degree Verify report for summer graduates	Clearinghouse	Jamie	Approx. 9/2-9/9
	Distance Ed by state for a report the Distance Ed/Extended ed office does	Extended Education office	Darla	Fall after 20 th day
	Hazlewood Report for preceding summer	TVC	Kim Long	Sept 30
	VA reporting in VA once	VA	Kim Long	30 days from semester start
	6 drop report for Provost to review from preceding summer terms	Provost/Reg	Darla/Laura/Cathy Hoffman	Approx. Sept 15
	Preliminary headcount reports	THECB	Darla	Varies –date emailed to us
October	CBM 009-graduation report for preceding year 9/1/16 – 8/31/17	THECB	Darla	Oct 1
	CBM 00S, 002, 0E1 for preceding summer	THECB	<u>Mark McClendon assisted by Darla (S, E1); Jamie (002)</u>	Oct 1
	CBM 001, 004 for Fall	THECB	Darla	Oct. 15
	CBM00B for fall	THECB	<u>Mark McClendon assisted by Darla if needed</u>	Oct. 15
	CBM 005 – for fall	THECB	<u>Mark McClendon assisted by Linda Knox if needed</u>	Oct. 15
	45 hour degree plan holds set HB 3025	Qualif stud	Jamie	20 th day - midterm
	Clearinghouse subsequent term reporting	Clearinghouse	Jamie	Approx. 10/30
	Meningitis programming set up for setting, releasing holds and downloads	Legislation	Jamie	Spring setup
November	Assessment Plans due in WEAVE online	Administration	Darla	November 1
December	Reverse transfer notices sent to qualifying students-HB 3025	Qualif students	Jamie	After fall grades final
	Clearinghouse subsequent term reporting for fall	Clearinghouse	Jamie	Approx. 12/2
	Clearinghouse end of term reporting for fall	Clearinghouse	Jamie	Approx 12/21

Due Date	Report Name	Agency or Recipient	Person responsible	Next Report Due
	Texas Common core curriculum updates on transcripts	Student transcripts	Jamie	After fall grades are final

Other reports as requested by the CB or other entities, for example this year, we have done several reports of varying dates regarding our AP examination policies; or in the past if they wanted specific information such as about nurses or Hazlewood recipients prior to having the dedicated Hazlewood report. Update: in the 2017 legislative year, Kim Long, Veterans' Coordinator worked in conjunction with Debbie Barrow in the President's office to create numerous versions of additional Hazlewood information as requested by the legislature.

CBM00N – student ID number, DOB & gender update report – is an anytime report that we run periodically

Texas Workforce commission –as requested must update qualifying programs. TWC Linda Knox

VA benefit recipients' changes of status– any changes to a Vet's status must be reported within 30 days of the change

Besides the meningitis programming prep mentioned above, we daily receive downloads of Meningitis shot record information and check that it loaded, and we DAILY manually set or release holds as needed based on individual shots given on campus, special approvals, etc.

While the large course inventory Update is once per year, on a semester basis, if there is a new course emergency added, we submit those to THECB via the CBM003