



## Office of the Registrar Compliance Calendar

Revised date: 9/26/2022

Compliance partner: Amanda Raines, Registrar

Due Date	Report Name	Agency or Recipient	Person responsible	Next Report Due
<b>January</b>	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 <sup>th</sup> day	MSU based on THECB rules	Amanda	Spring
	<u>12<sup>th</sup> day reports – close of business 12<sup>th</sup> day-void students who had not made payment arrangements with the Business office who have until 20<sup>th</sup> Day to pay and reinstate to count for state reports.</u>	<u>Administration</u>	Amanda	<u>Spring 12<sup>th</sup> day</u>
	Report grades to Go Army, AI Portal for the students who used those third party payments	Go Army/ AI Portal	Amanda	After fall grades final
	Hazlewood report for preceding fall semester	Texas Vet Commission (TVC)	Amanda	Jan 31
	Clearinghouse first of term reporting for spring	Clearinghouse	Jamie	Approx. 1/28
	Clearinghouse Degree Verify reporting	Clearinghouse	Jamie	Approx. 1/22-31
<b>February</b>	CBM00S, 002, 0E1 for preceding fall semester	THECB	Update Amanda S <sub>2</sub> E1) Jamie Wilson (002)	Feb 1
	CBM 001*, 004 for spring (*OC1 new for Spring 2022 )	THECB	Amanda	Feb 15 in odd years
	Distance Ed by state for a report the Distance Ed/Extended ed office does	Extended Education	Amanda	<u>after 20<sup>th</sup> day</u>
	VA reporting in VA once /85/15 report	VA	Amanda	30 days from semester start
	Preliminary Headcount reports	THECB	Amanda	Varies-emailed to us
<b>March</b>	CBM001*, 004 for Spring (changing to OC1, Cassie O'Brien assisted by Amanda)	THECB	Amanda	March 15 even years
	Feb/March 45 hour degree plan holds set-HB 3025	Qualif students	Jamie	Between 20 <sup>th</sup> day and mid-term
	Clearinghouse subsequent term reporting for spring	Clearinghouse	Jamie	Approx. 3/9
<b>April</b>	Clearinghouse subsequent term reporting for spring	Clearinghouse	Jamie	Approx 4/8

Due Date	Report Name	Agency or Recipient	Person responsible	Next Report Due
<b>May</b>	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
<b>June</b>	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 <sup>th</sup> day	MSU based on THECB rules	Amanda	Summer I census day (4 <sup>th</sup> day)
	Clearinghouse Degree Verify Report for spring graduates	Clearinghouse	Jamie	Approx. 6/4-6/10
	CBM 00s, 002, 0E1 for preceding spring semester	THECB	Update: Amanda (S,E1) ; and Jamie (002)	June 15
	Report grades to Go Army/AI Portal for students using those 3 <sup>rd</sup> parties for payment for spring	Go Army/AI Portal	Amanda and	After spring grades final
	Hazlewood Report for preceding spring	TVC	Amanda	June 30
	VA reporting in VA once	VA	Amanda	30 days from semester start
	Clearinghouse 1 <sup>st</sup> of Term reporting for summer I	Clearinghouse	Jamie	June
	CB Study Abroad report-courses being offered in foreign countries in summer (if COVID does not cancel study abroad)	THECB	Amanda	June
<b>July</b>	VA reporting in VA once	VA	Amanda	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 <sup>th</sup> day	MSU based on THECB rules	Amanda	<u>Summer II census day (4<sup>th</sup> day)</u>
	Clearinghouse end of term reporting for summer I	Clearinghouse	Jamie	July
	Texas Common core curriculum updates on transcripts	Transcripts of students	Jamie	After Summer I grades final
	Clearinghouse first of term reporting for summer II	Clearinghouse	Jamie	July
<b>August</b>				
	CBM 001*, 004 for summer (2022 changes to OC1, Cassie O'Brien assisted by Amanda)	THECB	Amanda	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 <sup>rd</sup> parties for payment for summer	Go Army/AI portal	Amanda/Allana	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
<b>September</b>	Census day – void students for non-payment, working in conjunction with the MSU Business office, then reinstating those who pay and reinstate through 20 <sup>th</sup> day	MSU based on THECB rules	Amanda	Census day- <u>Fall 2018 will be 9-10-18 – (12<sup>th</sup> day)</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	Amanda	Fall after 20 <sup>th</sup> day
	Hazlewood Report for preceding summer	TVC	Amanda	Sept 30
	VA reporting in VA once/ 85/15 rule report; Update WEAMS based on new catalog for academic year	VA	Amanda	30 days from semester start
	6 drop report for Provost to review from preceding summer terms (if not still in a COVID exception not counting)	Provost/Reg	Amanda	Approx. Sept 15
	Preliminary headcount reports	THECB	Amanda	Varies –date emailed to us
<b>October</b>	CBM 009-graduation report for preceding year 9/1/17 – 8/31/18	THECB	Amanda	Oct 1
	CBM 00S, 002, 0E1 for preceding summer	THECB	<u>Amanda (S, E1)</u> Jamie (002)	Oct 1
	CBM 001*, 004 for Fall (Fall 2021 first year for new OC1 report)	THECB	Amanda	Oct. 15
	CBM00B for fall	THECB	Amanda	Oct. 15
	CBM 005 – for fall (We were notified of a COVID exception, in Fall 2021, THECB has cancelled the CBM005 from being required for submission, so depending on how COVID is impacting will submit if required in future years.)	THECB	<u>Amanda assisted by Kenley O'Brien needed</u>	Oct. 15
	CBM 00T – Transfer report	THECB	Amanda	Oct. 15
	45 hour degree plan holds set HB 3025	Qualif stud	Jamie	20 <sup>th</sup> day - midterm
	Clearinghouse subsequent term reporting	Clearinghouse	Jamie	Approx. 10/30
<b>November</b>	Assessment Plans due in WEAVE online	Administration	Amanda	November 1
	Clearinghouse subsequent term reporting for fall	Clearinghouse		
<b>December</b>	Reverse transfer notices sent to qualifying students-HB 3025	Qualif students	Jamie	After fall grades final
	New Degree Path Templates – new in fall 2021	THECB	Eboneigh/Amanda	Dec. 1
	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, or in the past if they wanted specific information such as about nurses or Hazlewood recipients prior to having the dedicated Hazlewood report.

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 Kenley O'Brien

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

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

Our office works in close conjunction with the Institutional Research office on validation of data and other reporting issues.