

MARYLAND HIGHER EDUCATION COMMISSION
CALENDAR FOR COMMUNITY COLLEGES -- FY 2008
Appended with Montgomery College "Responsible Person/Office"

DUE DATE	REPORT	REPORT NUMBER	SEND TO:	MC PERSON
JULY				
7 / 1	Annual Operating Budget	CC-5	Geoff Newman	<i>Dimon-Budget+E38</i>
7 / 1	Institutional Performance Accountability Report		Michael Keller	<i>Blaylock-OIRA</i>
7 / 15	PDIP and IPT Draft Reports for Reimbursement		Geoff Newman	<i>K.Moore – I.A. & Bus.Services</i>
AUGUST				
8 / 1	Enrollment Report for Credit Courses for Fiscal Year Ending June 30	CC-2	David Jorgenson	<i>Blaylock/Lynch-OIRA</i>
8 / 1	Enrollment Report for (Equated Credit) Continuing Education Courses for Fiscal Year Ending June 30 and electronic data file	CC-3	David Jorgenson	<i>Hanlon-WDCE & Lynch - OIRA</i>
8 / 1	Degrees and Formal Awards electronic data file	DIS	Charles Benil	<i>Yancy-OIRA</i>
SEPTEMBER				
9 / 1	High School Graduate System electronic data file	HGS	Charles Benil	<i>OIRA- Yancy</i>
9 / 1	WIA Program Performance electronic data file		David Jorgenson	<i>OIRA- Lynch</i>
OCTOBER				
10 / 3	Audit Report Addressed to Board of Trustees and College Financial Statements		Geoff Newman	<i>Mullinex-Bus.Services</i>
10 / 3	ESOL-FTES (English for Speakers of Other Languages)		Geoff Newman	<i>Yancy-OIRA</i>
10 / 3	Annual Financial Report	CC-4	Geoff Newman	<i>Mullinex-Bus.Services</i>
10 / 15	Total Unduplicated Non-Credit Headcount Enrollment	CC-6	Charles Benil	<i>Yancy-OIRA</i>
10 / 15	Opening Fall Enrollment	S-7	Charles Benil	<i>Yancy-OIRA</i>
10 / 17	IPEDS Fall Collection Close (C pre-loaded by MHEC-9/20)	IC, C	IPEDS web site	<i>Yancy-OIRA</i>
10 / 29	PDIP and IPT Final Report		Geoff Newman	<i>K.Moore – I.A.& Bus. Services</i>

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NOVEMBER				
11 / 1	Credit Hours of Enrollment	S-6	Charles Benil	<i>Yancy-OIRA</i>
11 / 15	Financial Aid Information System electronic data file	FAIS	Charles Benil	<i>Yancy-OIRA & Gregory-Fin.Aid</i>
11 / 15	Enrollment Report for Programs Approved for Statewide Funding	CC-2A	Geoff Newman	<i>Blaylock/Lynch-OIRA</i>
11 / 15	Enrollment Report for Health Manpower Funding	CC-2D	Geoff Newman	<i>Blaylock&Lynch-OIRA</i>
11 / 15	Employee System Data electronic data file	EDS	Charles Benil	<i>Yancy-OIRA</i>
11 / 15	Enrollment Information System electronic data file	EIS	Charles Benil	<i>Yancy-OIRA</i>
11 / 15	First-Time Undergraduate Student Cohort SSN Change (optional)	S-15	Charles Benil	<i>Yancy-OIRA</i>
DECEMBER				
12 / 1	Management Letter and College Response to Management Letter		Geoff Newman	<i>M.Moore-Bus.Services</i>
JANUARY 2008				
1 / 7	Annualized Credit Hours of Enrollment (Calendar 2007)		Geoff Newman	<i>Yancy-OIRA</i>
1 / 25	IPEDS Winter Collection Close (HR provided by MHEC-12/31)	HR	IPEDS web site	<i>Yancy-OIRA</i>
1 / 26	Distance Education Survey	DE	Charles Benil	<i>Yancy-OIRA & Muse - DL</i>
1 / 31	Continuing Education Course Biennial Review		David Jorgenson	<i>Hanlon-WDCE</i>
FEBRUARY				

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DUE DATE	REPORT	REPORT NUMBER	SEND TO:	MC PERSON
MARCH				
3 / 15	Enrollment Report for Programs Approved for Statewide Funding	CC-2A	Geoff Newman	<i>Blaylock&Lynch-OIRA</i>
3 / 15	Enrollment Report for Health Manpower Shortage Funding	CC-2D	Geoff Newman	<i>Blaylock&Lynch-OIRA</i>
APRIL				
4 / 3	Facilities Inventory Update		David Beard	<i>Cubar-Facilities</i>
4 / 19	IPEDS Spring Collection Close (EF, GRS provided by MHEC)	EF, F, SFA, GRS	IPEDS web site	<i>Yancy-OIRA</i>
4 / 29	Management Letters Status Report		Geoff Newman	<i>M.Moore-Bus.Services</i>
MAY				
JUNE				
6 / 1	Minority Achievement Report		Michael Keller	<i>OIRA-Blaylock & Lynch</i>
ONGOING REPORTS				
	Continuing Education Courses for State Funding	CC-10	David Jorgenson	<i>Hanlon - WDCE</i>
	College Catalog - When newly issued (4 copies)		Ted Porter	<i>Yancy - OIRA</i>

Note: If the due date falls on a holiday or weekend, the following work day will apply.