Real-time *data entry deadlines* are driven by your institution’s academic calendar. Space is provided to complete the date as outlined for your program as a tool for you. This form does not need to be completed and returned to GtCNN.

As much as is possible, GtCNN is attempting to make all of your program’s *reports available* to you on a real-time basis via the GtCNN Student Database (data system). These reports are limited to your school only. National results are finalized each fall.

**Data Entry Deadline: Fall semester courses created**
In order to enroll students in courses, the course list must first be built in the data system for the semester. This requires the majority of student schedules to be finalized.

**Two days before the start of the semester**

**Data Entry Deadline: Fall semester enrollments**
All students are entered with correct contact information, credits at entry, GPA at entry, date of entry, current status and enrolled in courses in the data system. *This deadline must come before October 15th.*

**End of the second week of the semester**

**Survey Deadline: New Student Survey, Fall**
All new students will complete the New Student Survey within the first two weeks of the semester. A list of who has completed the survey so far is available on the New Student Survey report in the data system (once at least 10 students have completed the survey, for confidentiality reasons). The New Student Survey report can be run at any time to get results.

**End of the second week of the semester**

**Data Entry Deadline: Fall Final grades and attendance entered**
Through the previous deadlines, most of the data for fall should already be entered. After the semester, the last pieces of data entry are to update enrollment status for any students that did not complete the semester, and enter grades for the courses that the student completed (including adding addition credit recovery modules that the student was not enrolled in at the beginning of the semester). *This deadline must be prior to March 15th.*

**6 weeks after the end of fall semester**
Data Entry Deadline: Spring semester courses created
In order to enroll students in courses, the course list must first be built in the data system for the semester. This requires the majority of student schedules to be finalized. (This is right around the holidays; much of this could be done earlier)

Data Entry Deadline: Spring semester enrollments
All students are entered with correct contact information, credits at entry, GPA at entry, date of entry, current status and enrolled in courses in the data system. This deadline must be prior to March 15th.

Survey Deadline: Spring New Student Survey
All new students will complete the New Student Survey within the first two weeks of the semester. A list of who has completed the survey so far is available on the New Student Survey report in the data system (once at least 10 students have completed the survey, for confidentiality reasons). The New Student Survey report can be run at any time to get results. This deadline must be prior to March 15th.

Survey Deadline: Student Satisfaction Survey
The annual Student Satisfaction Survey is administered to all students that have completed at least one semester in the program. This survey is open year round, but results are drawn only once per year.

Data Entry Deadline: Spring Semester Final grades and attendance entered
Through the previous deadlines, most of the data for spring should already be entered. After the semester, the last pieces of data entry are to update enrollment status for any students that did not complete the semester, and enter grades for the courses that the student completed (including addition credit recovery modules that the student was not enrolled in at the beginning of the semester). This deadline must be prior to August 1st.

Data Entry Deadline: Preliminary Graduate Report
GtCNN will contact you at the end of the academic year to get your initial estimated graduate for past the academic year. Final official graduate numbers, as well as graduate credits earned, GPA, etc, will be drawn from the data system as a part of the standard reporting cycle.