

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
TECHNOLOGY SERVICES UNIT
SIP-7680**

SUBJECT: Reports for External Use.

REFERENCE: None.

ORIGINATION: May 1, 1985

EFFECTIVE: October 15, 2009

REVIEWED: August 30, 2010

SECTION 1. PURPOSE

1.1 To establish procedures for generating reports for external use.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This procedure applies to all employees requesting a computer generated report for external use or reports requested directly by external entities.

SECTION 3. DEFINITIONS

3.1 BANNER - Student information system written by Sungard Higher Education that is used at Southern West Virginia Community and Technical College to track Student, Finance, Financial Aid, and Accounts Receivable Data.

SECTION 4. PROCEDURE

4.1 The Technology Services Unit shall maintain databases of specified information to meet the record keeping and reporting requirements of the institution and appropriate external entities.

4.2 Employees shall request reports for external use by following the procedures described here in. External entities may request information in writing to the Chief Technology Officer (CTO).

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The Technology Services Unit staff routinely provides reports to the Federal Government agencies based on a predetermined schedule of due dates.

6.2 Reports not routinely provided may be requested in writing from the Chief Technology Officer (CTO).

- 6.3 Reports not routinely provided may be requested by employees of Southern West Virginia Community and Technical College by entering a Request into the Technology Services Request System from BANNER
- 6.4 It is desirable that a two-week prior notice be given so that the programming task can be scheduled appropriately.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 It is the responsibility of the Technology Services Unit to report data that is required by State and Federal agencies. Information reports may be generated as a matter of routine or at the request of an external entity who needs the information.
- 7.2 The Technology Services Unit staff will verify that the requestor is permitted to have the information requested.
- 7.3 It is the responsibility of the external entity requesting the information to provide adequate definitions of the information needed so that the Technology Services Unit staff can provide accurate information.
- 7.4 It is the responsibility of the Chief Technology Officer (CTO) to levy appropriate charges for services rendered.
- 7.5 The Technology Services Unit staff shall keep copies of all reports submitted for a reasonable period of time.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: August 30, 2010 — Revisions reflect no substantial changes in procedure responsibilities. The policy SCP-7688 was rescinded by the Board of Governors to become a unit procedure on October 15, 2009.