

# CTEIS 4483D Report Frequently Asked Questions



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## Reporting Requirements/Assistance/General:

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- Q1:** When is the 4483D due? **A1:** The Report is due on March 12, 2009 to your CTE Administrator and March 19, 2009 to OCTE.
- Q2:** When is 4483D training? **A2:** A training schedule can be found on the PTD Technology website by going to [www.ptdtechnology.com/cteis](http://www.ptdtechnology.com/cteis) and using the CTEIS menu to click on "Schedule."
- Q3:** What resources do I have for help on the 4483D? **A3:** Besides attending reporting training, you can contact OCTE for assistance on reporting policy and the PTD Technology CTEIS helpdesk for technical assistance.  
**OCTE:** Joan Church: [churchj@michigan.gov](mailto:churchj@michigan.gov) (517) 335-0360  
**PTD:** [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com) (517)333-9363 Ext. 127 or (800)203-0614 Ext. 127
- Q4:** What is reported on the 4483D? **A4:** Student enrollments for any second semester/second and third trimester classes, drops and adds for any enrollments reported on the 4483A, any course section records that were not input for the 4483A, and any updates to student information can be reported on the 4483D.
- Q5:** What if I forgot to report something on the 4483A? **A5:** The 4483D is your chance to "cleanup" any information that was reported on the 4483D. **After the 4483D, no enrollment information can be changed.**
- Q6:** What do I do if I have UIC resolution problems and cannot contact my local UIC Resolver? **A6:** You may contact the CEPI helpdesk at either [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or (517) 335-0505. Please only do this if your resolver is unavailable.
- Q7:** I put students in the wrong course. How do I get them out of there without deleting and re-enrolling? **A7:** There is a copy/transfer feature available in CTEIS. In **Manage Enrollment**, "Find" the course section where the student is accidentally enrolled. Click the Enroll link to the left of the course name. Click on the "Open Copy/Transfer" button and choose the correct course section from the dropdown list. Check the box to the left of any students that you want to change enrollment information on (at the top of the page). If you want to CHANGE the COURSE that the student is enrolled in (leaving NO ENROLLMENT HISTORY in the course section where they were first enrolled) then you should enter new course dates in the Copy/Transfer section and press the "Transfer" button. This will take them OUT of the first course and enroll them in the second.
- Q8:** What if I have a lot of students that take a series of courses and I do not want to manually enroll them every time they take the next course in the series? **A8:** Use the Copy/Transfer feature as above, but for this instance: If you want to keep an enrollment history in the first course (Example: student took Acct. I first semester and is taking Acct. II second semester) you should put the new course dates in the Copy/Transfer section and press the "Copy" button. This will leave a record of their enrollment in the first course and also enroll them in the second course. Another option is to import your enrollment information.

- Q9:** How many students can I report as enrolled in a course?
- A9:** Please Report ALL students that are enrolled in a CTE Course Section. CTEIS will count the correct number of students that are eligible for funding.
- Q10:** What do I do with the estimates that I put in for the second semester classes for the 4483A?
- A10:** These estimates should be cleared. Your 4483D Report will reflect the ACTUAL student enrollments in your courses. Except for the FCS Non-Parenthood Courses, in which you can use the Enrollment Line Only option to enter totals for the classes.
- Q11:** What is the (M)SDS?
- A11:** If you hear reference to the SDS or MSDS we are talking about the “Michigan Student Data System,” the new upgrade of the SRSD. For more information on this system you can see CEPI’s website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi).
- Q12:** How long do the Student Demographic Fields that are obtained from the MSDS remain blank in CTEIS?
- A12:** All fields obtained from the MSDS will remain blank after a student is added to CTEIS until the next update pulled from an MSDS Collection. This is dependant on the CEPI Collection Timeline.
- Q13:** PTD Technology says that they are updating the Import Specs. Will the Student Management System Vendors be informed of the update?
- A13:** Yes, PTD will work with the Vendors to keep them aware of the updated import requirements. This change will take place over the summer of 2009.
- Q14:** How long will announcements and newsletters remain on the PTD CTEIS Support Website?
- A14:** Items will remain on the Website as long as the information that they contain is relevant.
- Q15:** What are the core UIC fields I keep hearing about?
- A15:** The core UIC fields used for matching to the MSDS are the student First Name, Last Name, Date of Birth, and Gender. These fields have a bolded label in the student demographic information in CTEIS

### Segments:

- Q16:** Do Coop course sections need to be segmented?
- A16:** No, only regular Wage Earning course sections need segments.
- Q17:** How do I know what the segments are for the course section records I am creating?
- A17:** All segment information for a course section record should come from the Instructor of that course section.

### Errors:

- Q18:** I went to look at my first semester classes and no students showed up on the page! What happened?
- A18:** The **Manage Enrollment** screen defaults to the “current” selection so that you only see students that are in the class as of the current date. If you are looking at classes/student enrollments that ended before the current date you will not see the students unless you change your viewing option. The “current school year” or “all” options will show you the students that were enrolled for the first semester.

**Q19:** I submitted the report for my building and my Fiscal Agent tells me they cannot get the "X" to appear under the FA column for Report Submission.

**A19:** Fiscal Agency Authorized Individuals must make sure they submit reports using the **FA Report Submission** menu in CTEIS. There are directions for FA Report Submission available on the CTEIS homepage. There is also a **CEPD Admin** menu available for the CEPD Review of reports and directions available as links on the CTEIS homepage. A CEPD Administrator cannot mark a report as reviewed until the Fiscal Agent submits it, and the Fiscal Agent cannot submit a report until it is marked complete at the building level.

**Q20:** I am getting a lot of error messages when I **Run Validation** for the 4483D. How do I resolve these issues?

**A20:** Please see the PTD CTEIS website: [www.ptdtechnology.com/cteis](http://www.ptdtechnology.com/cteis) for a 4483 Error Resolution Guide.

**Q21:** What do I do about the Warnings I get when I run my **Report Validation**?

**A21:** **Warnings do not prohibit you from submitting the report,** but careful attention should be given to make sure something is not overlooked in your data entry.