

# UAF Institutional Research Data Flow and Snap Schedule

## IR Data Flow:

Banner is the primary source of data for institutional reporting. Data input into Banner's production database (PROD) flows into the operational reporting database (RPTP) via regularly scheduled data snaps—also referred to as “extracts” or “freezes” (Figure 1). A component of the RPTP database is the university's data warehouse for institutional reporting, called the Decision Support Database (DSD), which is administered by the UA Data Warehouse team (<https://www.alaska.edu/datawarehouse/>).

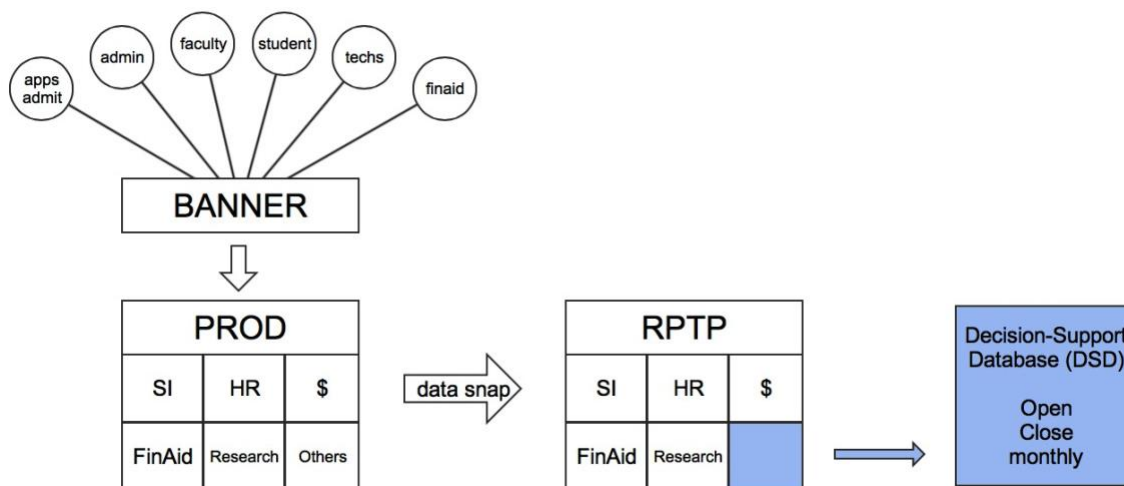


Figure 1. IR data flow from data entry, through Banner, and into the data warehouse.

## Snap Schedule:

The annual data snap schedule regulates the availability of information for reporting purposes (Figure 2). Adhering to a cyclical snap schedule ensures that essential data about admissions, student enrollment, instructional activity, degree completion, and employees are consistently recorded in the university's permanent record system. Frozen data enables replicability of headcounts and other metrics across time and allows for accurate comparative and trend analyses for reporting on the university's performance to state and federal agencies, as well as other internal and external stakeholders.

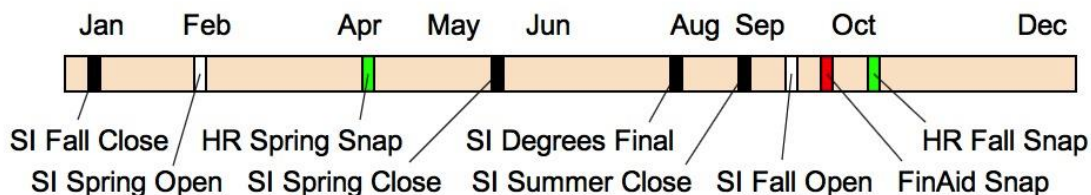


Figure 2. IR annual data snap schedule per data type from Banner.

## **Student Enrollment Information (SI)**

Student Enrollment Information is frozen five times a year. Dates for FY26 are:

- |                       |                        |                              |
|-----------------------|------------------------|------------------------------|
| • Summer 2025 Closing | Aug 25, 2025 (Extract) | Aug 26 – 28, 2025 (DSD Load) |
| • Fall 2025 Opening   | Sep 22, 2025 (Extract) | Sep 23-25, 2025 (DSD Load)   |
| • Fall 2025 Closing   | Jan 5, 2026 (Extract)  | Jan 6-8, 2026 (DSD Load)     |
| • Spring 2026 Opening | Feb 09, 2026 (Extract) | Feb 10-12, 2026 (DSD Load)   |
| • Spring 2026 Closing | May 26, 2026 (Extract) | May 27-29, 2026 (DSD Load)   |

The Opening freeze occurs approximately three weeks after the start of the semester and serves as an early indicator of enrollment patterns for the semester. The Closing freeze occurs approximately three weeks after the last day of instruction, providing a final report on course registration and completion. Student headcounts and credit hours based upon opening data will typically be less than closing estimates. For example, late start course enrollment may be absent from opening data but present in closing data.

Fall Opening data often serve as the university's "census" data for federal reporting, such as for the IPEDS Fall Enrollment Survey and Title III eligibility. Also, specific metrics, such as graduation and retention rates, are based on Fall Opening data by definition.

Fall Closing data are typically used for student enrollment reports internal to the university, because it provides a more complete representation of enrollment activity than opening data.

Fiscal Year reporting for student enrollment utilizes closing data for consecutive summer, fall, and spring semesters (e.g. FY26 includes summer 2025, fall 2025, and spring 2026). Special considerations may be needed to generate unduplicated headcounts across a fiscal year because of transitions that occur during the year, like changes in class standing or degree-seeking status.

## **Degree and Award Completion (SI Degrees)**

Degree and Award Completion data are extracted on the first day of each month with the first extract for the current fiscal year and the final extract of the previous fiscal year both occurring in August. That is, the first SI Degrees extract for FY26 and the last extract for FY25 occurred on August 1, 2025. Awards are typically reported on a fiscal year basis, and annual award counts are not considered official until after the final extract is completed.

## **Financial Aid (FinAid)**

Financial Aid data are frozen on an annual basis in early October for the previous aid year. That is, financial aid data for Aid Year 2024-25 will be extracted during October 1-3, 2025.

## **Human Resources (HR)**

Human Resources data are frozen in mid-October for fall semester and in mid-April for spring semester. Dates for FY25 are:

- |             |                        |                            |
|-------------|------------------------|----------------------------|
| • Fall HR   | Oct 13, 2025 (Extract) | Oct 14-16, 2025 (DSD Load) |
| • Spring HR | Apr 13, 2026 (Extract) | Apr 14-16, 2026 (DSD Load) |