2010-11 Survey Materials

12-Month Enrollment 2009-10

date: 8/4/2010

Form: 12-month Enrollment for less than 4-year institutions (new race/ethnicity)

12-Month Reporting Period and Instructional Activity Units

Which 12-month period you will use to report your unduplicated count and instructional activity hours?

- ○ July 1, 2009 through June 30, 2010
- ○ September 1, 2009 through August 31, 2010

Undergraduate instructional activity data may be reported in Part B in units of contact hours or credit hours.
Which instructional activity units will you use to report undergraduate instructional activity?
Please note that any graduate student instructional activity must be reported in credit hours.

- ○ Contact hours
- ○ Credit hours
- ○ Both contact and credit hours (some undergraduate programs measured in contact hours and some measured in credit hours)

You may use the space below to provide context for the data you've reported above.

Race and Ethnicity Reporting Method

Which method of reporting race and ethnicity will you use for this component?

○ NEW race/ethnicity categories (9 categories):

Notes:
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Nonresident alien
Hispanic/Latino
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Two or more races
Race and ethnicity unknown

○ OLD race/ethnicity categories (7 categories):

Nonresident alien
Black, non-Hispanic
American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
White, non-Hispanic
Race and ethnicity unknown

○ MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Hispanic/Latino
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Two or more races

OLD categories:

Black, non-Hispanic
American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien
Race and ethnicity unknown

Part A - Unduplicated Count

12-month Unduplicated Count by Race/Ethnicity and Gender for the 2009-10 Reporting Period •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only	
Students enrolled for credit	Undergraduate students
Men	
Nonresident alien	
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total men	
Total men prior year	
Women	
Nonresident alien	
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total women	
Total women prior year	
Grand total (2009-10)	
Prior year data:	
Unduplicated headcount (2008-09)	
Total enrollment Fall 2009 *NOTE: Grand total (2009-10) calculated above is expected to be greater than Total enrollment Fall 2009.*	

Part B - Instructional Activity

12-month Instructional Activity		
	2009-10 total activity	Prior year data
Undergraduate level:		
Contact hour activity		
Credit hour activity		

Based on the instructional activity hours reported above and your institution's calendar system, the estimated full-time equivalent (FTE) enrollment is:

	2009-10	Prior year data
Undergraduate student FTE		

Calendar System (as reported on the prior year IC survey component):

The FTE numbers above were estimated using an FTE Calculation Method.

If the FTE numbers calculated are accurate, click 'No' below and save the page.

If they are not accurate, and you have reported the correct instructional activity hours above, click 'Yes' below and save the page. The system will then give you the opportunity to enter more accurate FTE numbers. This option should be used **ONLY** if you use a different calculation that leads to more accurate numbers.

Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?	○	Yes	○	No

NCES uses the estimated FTE enrollment to calculate indicators such as expenses by function per FTE as reported in the IPEDS Data Feedback Report. **ONLY if the estimate above is not reasonable for your institution**, please provide your best estimate of undergraduate student FTE for the 12-month reporting period:

	2009-10	Prior year data
Undergraduate student FTE		

12-Month Enrollment Full Instructions

date: 8/4/2010

Instruction

Purpose of the Survey

Changes in Reporting

General Instructions
Reporting Period Covered
Context Boxes

Coverage
Who To Include
Who To Exclude

Where to Get Help for Reporting
IPEDS Help Desk
AIR Website
IPEDS Website Resources

Where the Reported Data Will Appear
Institution Level
Aggregate Level

Reporting Directions
Screening Questions
Reporting Individuals by Racial/Ethnic Categories
Part A: Unduplicated 12-Month Enrollment by Student Level, Gender, and Race/Ethnicity
Part B: Instructional Activity and Full-Time Equivalent Enrollment

Purpose of Survey

The purpose of the 12-Month Enrollment component of IPEDS is to collect unduplicated student enrollment counts and instructional activity data in postsecondary institutions for an entire 12-month period. 12-month enrollment data are collected by level of student and by race/ethnicity and gender. Instructional activity is collected as total credit and/or contact hours delivered by institutions at the undergraduate and graduate level. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment at the undergraduate and graduate level is estimated.

Top ▲

Changes in Reporting

- Fall 2010 continues to have the option of using the old race/ethnicity categories, the new race/ethnicity categories, or a combination of the old and new categories. Beginning in Fall 2011, reporting using the new race and ethnicity categories will be mandatory in the 12-Month Enrollment component.

General Instructions

Reporting Period Covered

The 12-month reporting period is selected by the institution. There are two options: the 12-month period of July 1, 2009 - June 30, 2010 or the 12-month period of September 1, 2009 - August 31, 2010.

Top ▲

Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

Top ▲

Coverage

Who to Include

Students to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

Top ▲

Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

Top ▲

Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568
Email: ipedshelp@rti.org

AIR Website

You can also consult the AIR website that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

IPEDS Resources Page

In addition, the IPEDS Resources Page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

Top ▲

Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Top ▲

Reporting Directions

Screening Questions

Before entering any data, several screening questions will need to be answered.

12-Month Reporting Period.
Select which 12-month period your institution will use for this component. Institutions are given the option to report using the period from July 1, 2009 - June 30, 2010 or September 1, 2009 - August 31, 2010.

Instructional Activity Units.
Select which units your institution will use to report undergraduate instructional activity for this component. Institutions are given the option to report undergraduate instructional activity in contact hours, credit hours, or a combination of the two.

*Contact hours*are a unit of measure that represents an hour of scheduled instruction given to students, sometimes referred to as a clock hour. *Credit hours* are a unit of measure representing the equivalent of approximately one hour of instruction per week over the entire term. Select the method that best describes the units used to measure instructional activity at your institution.

The option for both contact and credit hours should only be used if some programs are measured in contact hours while others are measured in credit hours. If your institution measures courses or programs in a unit of measure other than standard credit or contact hours, select credit hours and convert the instructional activity offered to credit hour equivalents for reporting in Part B of this component.

Race/Ethnicity Reporting Method.
Select which method of reporting race/ethnicity your institution will use for this component. Institutions are given the option this year to report using the old race/ethnicity categories, the new categories, or combination of the old and new categories. **Please note that if your institution used the new race/ethnicity categories to report 12-month Enrollment in Fall 2009 or Fall Enrollment in Winter/Spring 2009-10, you will need to continue to use the new reporting method this year and therefore will not be given this screening question.** If your instituiton used the mixed method of reporting (combination of the old and new categories), you will be given the option to report using the mixed method again this year or the new method, but you will not have the option to use the old method this year.

Top ▲

Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

Method of collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.
Method of reporting aggregate data - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

Top ▲

Reporting Individuals by Racial/Ethnic Category and Gender - Old Categories (1977 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

• **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
• **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
• **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
• **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
• **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

• **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the five racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
• **Race/ethnicity unknown** - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Top ▲

Reporting Persons by Racial/Ethnic Category - Mixture of New and Old Categories

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

Top ▲

Part A: Unduplicated 12-Month Enrollment by Gender, and Race/Ethnicity for the 2009-10 Reporting Period

Report students according to gender and race/ethnicity.

Please note:

- In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period. *Example:* If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.
- Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be counted as undergraduates

To provide context, two prior year enrollment totals, by student level, are shown at the bottom of the screen. The first is the total 12-month unduplicated count reported from last year (2008-09 reporting period). The second is the total fall enrollment from Fall 2009, as reported on the Fall Enrollment survey component. Since the Fall 2009 enrollment is within the 12-month period currently being reported (2009-10), the 12-month unduplicated count must be greater than or equal to the Fall 2009 total enrollment.

Top ▲

Part B: Instructional Activity and Full-Time Equivalent Enrollment

Report the total contact hour and/or credit hour activity attempted over the 12-month period. The instructional activity data reported on this page will be used to calculate full-time equivalent (FTE) student enrollment at your institution.

Reporting Contact Hour Activity

To determine the contact hour activity for a course, multiply the contact hour value of the course by the number of students enrolled in the course for credit. When computing contact hour activity, include all courses offered for credit (see the IPEDS Glossary for the definition of "credit course") that are measured in terms of contact or clock hours, **do not convert credit hour activity into contact hour activity.**

Contact Hour Activity of a Course = Course Contact Hour Value * Number of Students Enrolled for Credit

Contact Hour Value of a Course: The contact hour value of a course is the number of hours per week that the course meets multiplied by the number of weeks the course is given. For example, a 3-week real estate licensure course that meets 15 hours per week has a value of 45 contact hours.

Number of Students Enrolled for Credit: The number of students enrolled in the course is the number enrolled for credit at the close of the official add period for each program. If there is no official add period, report as of the 15th day of each regular program, and the 5th day of each short program. **Example Calculation:** Finding contact hour activity for Institution ABC.
Institution ABC offers 3 courses over a 12-month period:

- Course 1 is a 50-week course with 30 contact hours per week and 10 students.
- Course 2 is a 20-week course with 35 contact hours per week and 5 students.
- Course 3 is a 15-week course with 20 contact hours per week and 10 students.

Compute the contact hour activity for each course:

- Course 1: 50 * 30 * 10 = 15,000 hours
- Course 2: 20 * 35 * 5 = 3,500 hours
- Course 3: 15 * 20 * 10 = 3,000 hours

Compute the contact hour activity for the institution by summing the contact hour activity for all courses offered for credit that are measured in terms of contact or clock hours:

- 15,000 hours + 3,500 hours + 3,000 hours = 21,500 hours

Note: If a course does not end within the 12-month reporting period, the instructional activity for the course should be reported only for the number of weeks which do fall within the 12-month period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the contact hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 contact hours.

Reporting Credit Hour Activity

To determine the credit hour activity for a course, multiply the credit hour value of the course by the number of students enrolled in the course for credit (see the IPEDS Glossary for the definition of "credit course"). When computing credit hour activity, include only those courses offered for credit that are measured in terms of credit hours, **do not convert contact hour activity into credit hour activity.**

Credit Hour Activity of a Course = Course Credit Hour Value * Number of Students Enrolled for Credit

Number of Students Enrolled for Credit: The number of students enrolled in the course is the number enrolled for credit at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term and the 5th day of each summer or short term. **Example Calculation:** Finding credit hour activity for Institution DEZ
Institution DEZ offers 3 courses over a 12-month period:

- Course 1 is a 3 credit hour course with 20 students.
- Course 2 is a 5 credit hour course with 10 students.

- Course 3 is a 4 credit hour course with 15 students.

Compute the credit hour activity for each course:

- Course 1: 3*20 = 60 hours
- Course 2: 5*10 = 50 hours
- Course 3: 4*15 = 60 hours

Compute the credit hour activity for the institution by summing the credit hour activity for each course:

- 60 hours 50 hours 60 hours = 170 hours

Full-Time Equivalent (FTE) Calculation

Full-time equivalent (FTE) student enrollment will be calculated for your institution using the instructional activity data reported in Part B. This FTE will be used in computing indicators such as expenses by function per FTE and revenues per FTE, which are reported on the IPEDS Data Feedback Report (DFR). A FTE student is a unit of measurement intended to represent one student enrolled full time for one academic year.

Calculated Full-Time Equivalent (FTE) Estimate. After clicking on 'Save' a box will appear that states what the FTE estimate would be based on the instructional activity reported in Part B. FTE is calculated as follows:

- **For institutions reporting contact or clock hours**, the number of contact hours is divided by 900. For example, the FTE for Institution ABC would be 1150/900, or approximately 1 student.
- **For institutions operating on a Quarter calendar system**, as reported in the prior year Institutional Characteristics (IC) survey component, undergraduate credit hours are divided by 45, and graduate credit hours are divided by 36. If Institution DEZ from the example above was an undergraduate program on the quarter system, the FTE would be 170/45, or approximately 4 students.
- **For institutions operating on a semester, 4-1-4 Plan, or other calendar type**, as reported in the prior year IC survey component, undergraduate credit hours are divided by 30, and graduate credit hours are divided by 24. If Institution DEZ was an undergraduate program on the one of these systems, the FTE would be 170/30, or approximately 6 students.

If these calculated estimates are not reasonable for your institution, please **double check** the credit or contact hours reported to ensure their accuracy. If the credit or contact hours reported are inaccurate, so will the calculated FTE be inaccurate.

After double checking the instructional activity data reported, if the FTE estimated for your instituiton is still not reasonable, check 'Yes' and save the page. When you click 'Yes', the system will give you the opportunity to enter more accurate FTE numbers for the institution. This option should be used **ONLY** if you use a different calculation that leads to more accurate numbers.

Top ▲

Term	Definition
12-month period	A 12-month period defined by an institution for reporting a full year of activity (usually either July 1 through June 30 or September 1 through August 31). This time period should be consistent across all IPEDS data collections and from year-to-year.
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
American Indian or Alaska Native (old definition)	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
Asian (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Asian/Pacific Islander (old definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, and Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Black, non-Hispanic (old definition)	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

Calculation of FTE students (using instructional activity)	The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the Institutional Characteristics (IC) component. The following table indicates the level of instructional activity used to convert the credit and/or contact hours reported to an indicator of full-time equivalents (FTE students):
	• Quarter calendar system
	  ○ Enrollment level (One FTE over 12-month period)
	  ▪ Undergraduate 45 credit hours, 900 contact hours
	  ▪ Graduate 36 credit hours
	• Semester/trimester/4-1-4 plan/other calendar system
	  ○ Enrollment level (one FTE over 3-month period)
	  ▪ Undergraduate 30 credit hours 900 contact hours
	  ▪ Graduate 24 credit hours
	For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.
	
	The FTE for first-professional students is calculated using the unduplicated headcounts reported on the enrollment component. Since the unduplicated headcounts do not differentiate between full-time and part-time students, an estimation is used. The ratio of full-time to part-time first-professional students from the previous collection year fall enrollment(which corresponds to the same academic year students) is calculated, and this ratio is applied to the 12-month unduplicated headcount. Adding the resulting full-time and one-third part-time student estimates results in the FTE for first-professional students.
	
	The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE, the estimated or reported graduate FTE and the estimated First-professional FTE.

Calendar system	The method by which an institution structures most of its courses for the academic year.
Clock hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour.
Contact hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Contact hour activity	The provision of coursework to students which can be measured in terms of contact or clock hours .
Continuous basis	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
Credit hour activity	The provision of coursework to students which can be measured in terms of credit hours.
Differs by program (calendar system)	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
Hispanic (old definition)	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
Hispanic or Latino (new definition)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Instructional activity	The total number of credit and contact hours all students are engaged in during the specified period.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Other academic calendar system	Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Quarter (calendar system)	A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Race/ethnicity	Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. They are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. New Categories (1997 OMB) A new methodology was developed in 1997 by OMB to be used in reporting race/ethnicity. Individuals are asked to first designate ethnicity as: • Hispanic or Latino or • Not Hispanic or Latino Second, individuals are asked to indicate one or more races that apply among the following: • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White Old Categories (1977 OMB) The Office of Management and Budget (OMB) established the following five racial/ethnic categories. A person may be counted in only one group. The groups used to are as follows: • Black, non-Hispanic, • American Indian/Alaska Native, • Asian/Pacific Islander, • Hispanic, • White, non-Hispanic.

Race/ethnicity (old definition)	Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: Black, non-Hispanic, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic, White, non-Hispanic.
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Trimester (calendar system)	An academic year consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
Unduplicated count	The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
White, non-Hispanic (old definition)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

2010-11 Survey Materials

12-month Enrollment

date: 8/4/2010

FAQs

Click one of the following questions to view the answer.

General

1) Should I report students enrolled exclusively in non-credit courses?
2) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?
3) In the past I reported first-professional students on this component. Why is there no column for reporting first-professional students?

Unduplicated Count (Part A)

1) Why do the 12-month unduplicated counts need to be larger than the corresponding prior year fall enrollments (Part A of Fall Enrollment Survey component)?
2) How do I report a student who changes levels of enrollment during the 12-month period?
3) How do I report foreign students living outside the U.S. who are enrolled in my institution?

Instructional Activity (Part B)

1) How is the full-time equivalent (FTE) student number calculated in Part B of the E12 component?
2) I have double checked the acitivity data I reported and it is accurate, however the calculated FTE is not a reasonable estimate for my institution. What should I do?
3) The instructional activity in our doctor's - professional practice programs (formerly first-professional) is measured differently from our other graduate programs. Do I still report the credit hour activity in Part B and how does this impact the FTE calculated for my institution?

Answers:

General

1) Should I report students enrolled exclusively in non-credit courses?

No. Only students enrolled *for credit* should be reported. Credit is defined as "recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award." You should **not** report any of the following:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (formerly first-professional), since they have already received their Doctor's degree
- Students studying abroad (i.e., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

Back to top

2) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?

Yes. You should include these students in your enrollment counts, as these students are still enrolled and seeking their degree.

Back to top

3) In the past I reported first-professional students on this component. Why is there no column for reporting first-professional students?

In the 2010-11 data collection year, institutions are required to use new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In part A, all postbaccalaureate students are to be reported as graduate students (including students formerly reported as first-professional). In Part B, all postbaccalaureate instructional activity is to be reported as graduate level activity, including any Doctor's - professional practice activity (formerly first-professional).

Back to top

Unduplicated Count (Part A)

1) Why do the 12-month unduplicated counts need to be larger than the corresponding prior year fall enrollments (Part A of Fall Enrollment Survey component)?

The 12-month unduplicated counts must be equal *or* greater than the corresponding prior year fall enrollments. Since Fall 2009 falls within the 12-month period currently being reported on the 12-Month Enrollment Survey component (2009-10), the 12-month unduplicated count must be equal to or greater than the Fall 2009 reported enrollments.

Back to top

2) How do I report a student who changes levels of enrollment during the 12-month period?

Students should be reported at their highest level of enrollment. For example, a student enrolled as an undergraduate in the fall and then as a graduate student in the spring should be reported as a graduate student on the 12-Month Enrollment Survey component.

Back to top

3) How do I report foreign students living outside the U.S. who are enrolled in my institution?

There has been no change to how these students should be reported with the new race/ethnicity reporting method. Foreign students living outside the U.S., such as a foreign student living outside the U.S. who is enrolled in distance education at your institution, should be classified in the Race/Ethnicity Unknown category. Only U.S. citizens are to be categorized in the specific Race/Ethnicity categories. The non-resident alien category is reserved specifically for students that are in the U.S. under that specific legal status.

Back to top

Instructional Activity (Part B)

1) How is the full-time equivalent (FTE) student number calculated in Part B of the E12 component?

FTE students is calculated based on the total credit and/or contact hours reported in Part B and the institution's calendar system, as reported on the prior year Institutional Characteristics (IC) component. The following method is used to convert the credit and/or contact hours reported to an indicator of full-time equivalent students: CONTACT HOUR REPORTERS: Contact hours are divided by 900 QUARTER CALENDAR SYSTEM: Undergraduate credit hours are divided by 45 and graduate credit hours are divided by 36 SEMESTER/TRIMESTER/4-1-4 PLAN/OTHER CALENDAR SYSTEM: Undergraduate credit hours are divided by 30 and graduate credit hours are divided by 24.

Back to top

2) I have double checked the acitivity data I reported and it is accurate, however the calculated FTE is not a reasonable estimate for my institution. What should I do?

If your instructional activity data is reported correctly and the FTE calculation is not providing a reasonable estimate for your institution, you have the option of reporting an alternate (and more accurate) FTE in Part B. This option should be used ONLY if the system calculation is not a reasonable estimate for your institution and you can provide more accurate numbers.

Back to top

3) The instructional activity in our doctor's - professional practice programs (formerly first-professional) is measured differently from our other graduate programs. Do I still report the credit hour activity in Part B and how does this impact the FTE calculated for my institution?

Doctor's - professional practice activity (formerly first-professional) should be reported as graduate level activity in Part B. If the calculated FTE for graduate students is not reasonable for your institution, you may report an alternate graduate student FTE in Part B. This option should be used ONLY if the system calculation is not a reasonable estimate for your institution and you can provide more accurate numbers.

Back to top

2010-11 Survey Materials

12-Month Enrollment

date: 8/4/2010

Narrative Edits for 12-month Enrollment

Edit specifications for the 2010-11 IPEDS Web-Based Data Collection 12-month Enrollment (E12) Component

Note: The specifications in this document apply to all institutions completing the IPEDS 12-month Enrollment component. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Screening Questions
Part A: 12-month Unduplicated Count
Part B: 12-month Instructional Activity

Screening Questions

You must respond to the following screening questions. The answers given here will determine which screens your institution is shown.

Race/Ethnicity Question
Applicable to institutions that have not yet adopted the NEW race/ethnicity reporting method
On this screen, your institution must respond to the following screening question:

- "Which method of reporting race and ethnicity will you use for this component?"

The options included on this screen are based on the reporting method utilized in the prior year 12-month Enrollment survey.

Note: Adopting the **NEW** race/ethnicity reporting method will be mandatory for this survey during the 2011-12 collection year.

Current options include:

- **NEW** race/ethnicity categories (9 categories)
  - Nonresident alien
  - Hispanic/Latino
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - Two or more races
  - Race and ethnicity unknown
- **OLD** race/ethnicity categories (7 categories)
  **Not applicable if MIXTURE utilized in the Prior Year 12-month Enrollment survey*
  - Nonresident alien
  - Black, non-Hispanic
  - American Indian/Alaskan Native
  - Asian/Pacific Islander
  - Hispanic
  - White, non-Hispanic
  - Race and ethnicity unknown
- **MIXTURE** of new and old race/ethnicity categories (all 14 categories will show on each screen)

12-Month Reporting Period
On this screen, report the 12-month period you will use to report your institution's unduplicated count and activity hours. Choose one of the following options:

- July 1, 2009 through June 30, 2010
- September 1, 2009 through August 31, 2010

Instructional/Activity Units
Applicable to all institutions with undergraduate student enrollment
In addition, undergraduate instructional activity can be reported in units of contact hours, credit hours, or both. Choose one of the following options:

- Contact hours
- Credit hours
- Both contact and credit hours (some undergraduate programs measured in contact hours and some measured in credit hours)

Note: All graduate student instructional activity must be reported in credit hours.

Top

Part A: 12-month Unduplicated Count

On this screen, you must enter your institution's 12-month unduplicated student count by race/ethnicity and gender for the 2009-10 academic year. Columns are displayed for **Undergraduate students**, **Graduate Students**, or both. The available columns are based on the student levels known to be offered by your institution from the prior year Fall Enrollment survey, or those reported in the **Levels of Enrollment Offered** screening question of the Institutional Characteristics Header (for new institutions).

Undergraduate students
Applicable to all institutions with undergraduate student enrollment

In the **Undergraduate students** column, enter the 12-month unduplicated count of undergraduate students at the institution by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- If your institution reported undergraduate students on last year's Fall Enrollment survey (which is part of the 12-month period currently being reported), then you are expected to report **Undergraduate students** on this screen.
- The **Grand total (2009-10)** 12-month unduplicated count of **Undergraduate students** is expected to be greater than **Total enrollment Fall 2009** (the corresponding total from the prior year's Fall Enrollment survey).
- The **Grand total (2009-10)** 12-month unduplicated count of **Undergraduate students** is expected to be within a certain range of the **Unduplicated headcount (2008-09)** (the prior year's unduplicated count), as outlined below:
    - If the **Unduplicated headcount (2008-09)** value is less than 25, then the current year value must be within a 50% range of that number.
    - If the **Unduplicated headcount (2008-09)** value is between 26 and 100, then the current year value must be within a 40% range of that number.
    - If the **Unduplicated headcount (2008-09)** value is between 101 and 500, then the current year value must be within a 30% range of that number.
    - If the **Unduplicated headcount (2008-09)** value is greater than 500, then the current year value must be within a 20% range of that number.
- An *explanation* is required if your institution reported enrollment for a student level that was not reported on last year's Fall Enrollment survey. The data reported on last year's Fall Enrollment survey is within the 12-month period currently being reported; therefore, the same student levels are expected.
- If the percent of **Undergraduate students** reported in the **Race and ethnicity unknown** category is between 20 percent and 80 percent, then an *explanation* is required.

- If the percent of **Undergraduate students** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.

Graduate students
Applicable to all institutions with Graduate student enrollment

In the **Graduate students** column, enter the 12-month unduplicated count of graduate students at the institution by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- If your institution reported graduate students on last year's Fall Enrollment survey (which is part of the 12-month period currently being reported), then you are expected to report **Graduate students** on this screen.
- The **Grand total (2009-10)** 12-month unduplicated count of **Graduate students** is expected to be greater than **Total enrollment Fall 2009** (the corresponding total from the prior year's Fall Enrollment survey).
- The **Grand total (2009-10)** 12-month unduplicated count of **Graduate students** is expected to be within a certain range of the **Unduplicated headcount (2008-09)** (the prior year's unduplicated count), as outlined below:
  - If the **Unduplicated headcount (2008-09)** value is less than 25, then the current year value must be within a 50% range of that number.
  - If the **Unduplicated headcount (2008-09)** value is between 26 and 100, then the current year value must be within a 40% range of that number.
  - If the **Unduplicated headcount (2008-09)** value is between 101 and 500, then the current year value must be within a 30% range of that number.
  - If the **Unduplicated headcount (2008-09)** value is greater than 500, then the current year value must be within a 20% range of that number.
- An *explanation* is required if your institution reported enrollment for a student level that was not reported on last year's Fall Enrollment survey. The data reported on last year's Fall Enrollment survey is within the 12-month period currently being reported; therefore, the same student levels are expected.
- If the percent of **Graduate students** reported in the **Race and ethnicity unknown** category is between 20 percent and 80 percent, then an *explanation* is required.
- If the percent of **Graduate students** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.

Top

Part B: 12-month Instructional Activity

In this portion of the survey component, screens are generated based on the **Instructional Activity** unit (contact hours and/or credit hours) used by your institution, and the levels of enrollment reported (Undergraduate and/or Graduate). The system will use the information previously entered by your institution to determine which ***12-month Instructional Activity*** screen is displayed.

Choose from the following options the one that best represents your institution; then select the hyperlink to view the ***12-month Instructional Activity*** screen applicable to your institution:

Contact and credit hours, undergraduate and graduate students
Contact and credit hours, undergraduate students only
Contact hours, undergraduate and graduate students
Credit hours, undergraduate and graduate students
Contact hours, undergraduate students only
Credit hours, undergraduate students only
Graduate students only
Contact and credit hours, undergraduate and graduate students

The ***12-month Instructional Activity*** screen is broken into “screen sections” (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Undergraduate:

- Contact hour activity for occupational programs
- Credit hour activity for academic programs

Graduate:

- Credit hour activity for academic programs

Note: Your response for each level is compared with the **Total 12-month activity from PY** (prior year).

The system will perform the following edits on the data entered in **Section A**:

- If the current year **Undergraduate Contact hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If the current year **Undergraduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If the current year **Graduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If your institution's predominant calendar system is a "Quarter" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 18 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 50 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 35 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- The total **Contact hour activity** over the 12-month period is expected to be:
  - greater than or equal to 300 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 1500 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Quarter" (as reported in the IC Header survey), then the total **Graduate Credit hour activity** generated over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 40 times the number of **Graduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total **Graduate Credit hour activity** generated over the 12-month period is expected to be:
  - greater than or equal to 6 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 30 times the number of **Graduate students** reported in ***Part A*** of this survey.
- The sum of undergraduate **Contact hour activity** and **Credit hour activity** must produce an estimated full-time equivalent (FTE) enrollment of 30% to 100% of the **Grand Total** unduplicated undergraduate student count from ***Part A*** of this survey.
  Note: If your institution's FTE enrollment is over 100%, make sure you are not duplicating any contact or credit hour counts.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of undergraduate and graduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a value for both **Undergraduate** and **Graduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.

- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.
  Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Part B

Contact and credit hours, undergraduate students only

The ***12-month Instructional Activity*** screen is broken into "screen sections" (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Undergraduate:

- Contact hour activity for occupational programs
- Credit hour activity for academic programs

Note: Your response for each level is compared with the **Total 12-month activity from PY** (prior year).

The system will perform the following edits on the data entered in **Section A**:

- If the current year **Undergraduate Contact hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If the current year **Undergraduate Contact hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If your institution's predominant calendar system is a "Quarter" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 18 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 50 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 35 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- The total **Contact hour activity** over the 12-month period is expected to be:
  - greater than or equal to 300 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 1500 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- The sum of undergraduate **Contact hour activity** and **Credit hour activity** must produce an estimated full-time equivalent (FTE) enrollment of 30% to 100% of the **Grand Total** unduplicated undergraduate student count from ***Part A*** of this survey.
  Note: If your institution's FTE enrollment is over 100%, make sure you are not duplicating any contact or credit hour counts.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of undergraduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a new number for **Undergraduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.
- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.
  Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Part B

Contact hours, undergraduate and graduate students

The ***12-month Instructional Activity*** screen is broken into "screen sections" (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Undergraduate:

- Contact hour activity for occupational programs

Graduate:

- Credit hour activity for academic programs

Note: Your response for each level is compared with the **Total 12-month activity from PY** (prior year).

The system will perform the following edits on the data entered in **Section A**:

- If the current year **Undergraduate Contact hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If the current year **Graduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- The total **Contact hour activity** over the 12-month period is expected to be:
  - greater than or equal to 300 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 1500 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Quarter" system (as reported in the IC Header survey), then the total **Graduate Credit hour activity** generated over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 40 times the number of **Graduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total Graduate Credit hour activity generated over the 12-month period is expected to be:
  - greater than or equal to 6 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 30 times the number of **Graduate students** reported in ***Part A*** of this survey.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of undergraduate and graduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a value for both **Undergraduate** and **Graduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.
- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.

Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Part B

Credit hours, undergraduate and graduate students

The ***12-month Instructional Activity*** screen is broken into "screen sections" (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Undergraduate:

- Credit hour activity for academic programs

Graduate:

- Credit hour activity for academic programs

Note: Your response for each level is compared with the **Total 12-month activity from PY** (prior year).

The system will perform the following edits on the data entered in **Section A**:

- If the current year **Undergraduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If the current year **Graduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If your institution's predominant calendar system is a "Quarter" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 18 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 50 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 35 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Quarter" system (as reported in the IC Header survey), then the total **Graduate Credit hour activity** generated over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 40 times the number of **Graduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total **Graduate Credit hour activity** generated over the 12-month period is expected to be:
  - greater than or equal to 6 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 30 times the number of **Graduate students** reported in ***Part A*** of this survey.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of undergraduate and graduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a value for both **Undergraduate** and **Graduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.
- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.
  Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Part B

Contact hours, undergraduate students only

The ***12-month Instructional Activity*** screen is broken into "screen sections" (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Undergraduate:

- Contact hour activity for occupational programs

The following edits will be performed by the system for this screen section:

- If the current year **Undergraduate Contact hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- The total **Contact hour activity** over the 12-month period is expected to be:
  - greater than or equal to 300 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 1500 times the number of **Undergraduate students** reported in ***Part A*** of this survey.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of undergraduate and graduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a new number for **Undergraduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.
- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.
  Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Part B

Credit hours, undergraduate students only

The ***12-month Instructional Activity*** screen is broken into "screen sections" (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Undergraduate:

- Credit hour activity for academic programs

Note: Your response for each level is compared with the **Total 12-month activity from PY** (prior year).

The system will perform the following edits on the data entered in **Section A**:

- If the current year **Undergraduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If your institution's predominant calendar system is a "Quarter" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 18 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 50 times the number of **Undergraduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total **Undergraduate Credit hour activity** over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Undergraduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 35 times the number of **Undergraduate students** reported in ***Part A*** of this survey.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of undergraduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a new number for **Undergraduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.
- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.
  Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Part B

Graduate students only

The ***12-month Instructional Activity*** screen is broken into "screen sections" (**A**, **B**, and **C**). Once the current screen section is saved, the next one will appear. Your institution's answers will determine the number of screen sections you are required to complete.

A. In the first section, enter the **Total 12-month activity** for the following student levels:

Graduate:

- Credit hour activity for academic programs

Note: Your response for each level is compared with the **Total 12-month activity from PY** (prior year).

The system will perform the following edits on the data entered in **Section A**:

- If the current year **Graduate Credit hour activity** is equal to the value listed in the corresponding **Prior year data** column, then a *fatal* error will occur.
- If your institution's predominant calendar system is a "Quarter" (as reported in the IC Header survey), then the total **Graduate Credit hour activity** generated over the 12-month period is expected to be:
  - greater than or equal to 10 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 40 times the number of **Graduate students** reported in ***Part A*** of this survey.
- If your institution's predominant calendar system is a "Semester", "Trimester", "4-1-4", or "Other academic calendar" system (as reported in the IC Header survey), then the total Graduate Credit hour activity generated over the 12-month period is expected to be:
  - greater than or equal to 6 times the number of **Graduate students** reported in ***Part A*** of this survey; and
  - less than or equal to 30 times the number of **Graduate students** reported in ***Part A*** of this survey.

B. Upon saving section A, the system will estimate the FTE enrollment for each applicable student level. Your institution must answer the question, **"Based on the information provided above, would you like to enter a more accurate number for FTE enrollment?"** – Choose **Yes** or **No**.

C. If **Yes**: Upon saving the screen, additional fields will appear. In these fields, report your institution's best estimate of graduate FTE enrollment for the 12-month reporting period.

If **No**: Upon saving the screen, no additional fields will appear.

The system will perform the following edits on the data entered in **Section C**:

- If you have indicated that your institution would like to adjust the FTE enrollment, then you must enter a new number for **Graduate** students in the space provided. If you no longer wish to make an adjustment, change your response to **No** in screen section B.
- If your institution's adjusted FTE deviates by more than 20% from the calculated FTE, you must *explain* this variance and detail the method used to calculate the estimate.
  Note: Your institution's FTE enrollment should be calculated based on the amount of instructional activity an average full-time student is expected to be enrolled in over the 12-month period.

Top