

Enrollment Survey Questions and Answers

General Issues

Question Should I report those students who are enrolled at my institution in courses which are not creditable with the non-degree/certificate-seeking?

Answer 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 or the completion of a vocational program. Do NOT include students taking CEU’s unless they are also enrolled in courses creditable toward a degree or other formal award.

Students exclusively auditing classes.

Residents or interns in first-professional fields, since they have already received their first-professional degree.

Students studying abroad (e.g., at a foreign university) if the ir enrollment at this institution is only an administrative record and the fee is only nominal.

Students in any branch campus located in a foreign country.

Enrollment reported in non-degree/certificate-seeking refers to students who are enrolled in creditable programs but are not seeking the degree or other formal award.

Question How do I determine whether students enrolled for credit are degree/certificate-seeking?

Answer If the student has not indicated any intent but is applying for Title IV financial assistance, the student would be assumed to be degree/certificate-seeking.

Question My institution operates on a program basis, with students enrolling throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?

Answer Yes – while use of the single fall enrollment figure will undercount your institution’s total program, its use has been mandated as the measure for

certain purposes. However, the enrollment survey also collects total entering students (Part D) and 12-month unduplicated enrollment and instructional activity (Parts E and F) which allow a more complete representation of your institution.

Question The instructions say we should not report students enrolled in branch campuses in foreign countries. Our institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?

Answer If the students enroll in your institution, pay tuition there, and attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report.

Fall Enrollment by race/ethnicity and gender (Part A)

Question Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution?

Answer They should be included with the first-time undergraduates (either full or part time). The collection pages have been changed to clarify which students should be reported, and no longer includes the term "first-year".

Question My institution does not have any degree programs; all our programs result in certificates only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?

Answer No - this has caused a good deal of confusion. Enrollment of all undergraduate students seeking either degrees or other certificates should be reported as either first-time or other.

Question There are some high school students enrolled for credit at my institution. Enrollment instructions indicate they should be reported, but should they be part of our GRS/SFA cohort?

Answer You are correct that these high school students should be reported with fall enrollment. However, they should not be considered degree/certificate-seeking until after they graduate high school. Once they graduate, the next time they enroll, they should be included as first-time degree/certificate-seeking (full or part time) undergraduates. At that point, the ones enrolled full-time will enter the cohort for GRS/SFA.

Question Where should I report students in Part A if I don't know whether they are first-time or not?

Answer If this is not indicated directly and the student does not enroll with prior credits or transcription from another institution, assume the student is first-time.

Question I have med-tech students enrolled in level 6 (postbaccalaureate) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?

Answer If this program requires a student to have a bachelor's degree in order to enroll, the students should be reported as graduate students. Otherwise, they may be reported with the undergraduates.

Question In years when enrollment in selected fields is collected, what do I do about first or second year undergraduates who have not declared a major?

Answer Only report them on the "Summary" (CIP 99.0000) portion of the survey.

Question What do I do if my institution doesn't have any students in the program areas listed on the CIP selection screen?

Answer Select the "None of the above" and enter total fall enrollment in the "Summary" portion.

Question What if my institution has students enrolled in programs that do not appear on the list?

Answer The program areas on the CIP selection screen are the only ones for which enrollment is collected. Include the students in other programs, as well as the requested programs, in the "Summary" portion.

Fall Enrollment by age and gender (Part B)

Question When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.

Answer The number of students for that category will be computed by the system, as the difference between the sum of students reported by age category and the corresponding total enrollment reported in Part A.

Question My institution uses age range categories that are different from the ones IPEDS uses in Part B. What should I do?

Answer In order to have consistent data from all institutions, IPEDS must use the standard age categories. Use the student's date of birth to report the enrollment by IPEDS age categories.

Residence of first-time students (Part C)

Question Some first-time undergraduates at my institution are children whose parents are in foreign countries (such as military or diplomatic service). When reporting residence and migration data, what location should I use?

Answer Just to make sure, the students for whom this data is reported are all first-time, degree/certificate-seeking undergraduates, whether full or part time. If the students in question are in this category, the home state could be the student's or parent's official home state, the state where registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown" (57).

Question When reporting students by residence (Part C), should I include students who completed a GED in the number from the first column who graduated high school within the past 12 months?

Answer If the student received the GED within the past 12 months, they should be included in the second column.

Total entering class (Part D)

Question What is the difference between our undergraduate cohort and the entering students reported in Part D?

Answer In addition to all the students in your undergraduate cohort, the entering students contain part-time students of the same criteria as well as full and part time non-degree/certificate-seeking students entering your institution for the first time.

12-month unduplicated count (Part E)

Question Why do the 12-month unduplicated counts (Part E) need to be larger than the corresponding prior year fall enrollments (Part A)?

Answer Actually, the unduplicated counts must be equal or greater than the prior fall enrollments. Since the 12-month period used for reporting the current

submission includes the date used for last year's fall enrollment, it is illogical for the 12-month count to be less than the fall enrollment.