

## Enrollment Survey Frequently Asked Questions

### 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 CEUs 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 their 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 15<sup>th</sup> 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 **What is the difference between first-time degree/certificate-seeking undergraduates (column 1) and other degree/certificate-seeking undergraduates (column 2)?**

Answer The first-time students are those enrolled for the first time at any institution at the undergraduate level. This includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term, as well as students who entered with advanced standing (college credit earned before graduation from high school). All other degree/certificate-seeking undergraduates should be reported in column 2.

Question **Where do I report undergraduate students who enrolled at my institution for the first time this fall as a transfer student from another institution?**

Answer If the students are degree/certificate-seeking, they should be included with the other undergraduates (column 2); otherwise, they should be included in the non-degree/certificate-seeking undergraduates (column 4).

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 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 a 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 The home state for these students could be the student's or parent's official home state, the state where they are registered to vote or they 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 the fall cohort from Part A and the entering students reported in Part D?**

Answer In addition to all the students in the fall cohort, entering students include:

- All part-time first-time degree/certificate-seeking students;
- students transferring into the institution at any undergraduate level for the first time;
- all first-time non-degree/certificate seeking undergraduate students.

### **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.

### **Instructional Activity (Part F)**

Question **How do I compute credit hour activity?**

Answer To compute credit hour activity, include ONLY those courses offered for credit that are measured in terms of credit hours, as well as courses that are part of an occupational or vocational program that are measured in terms of credit hours. DO NOT CONVERT CONTACT HOUR ACTIVITY INTO 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. Please see the survey instructions for more information and an example.

Question

**How do I compute contact hour activity?**

Answer

To compute contact hour activity, include **ONLY** those courses offered for credit that are measured in terms of contact or clock hours, as well as courses that are part of an occupational or vocational program that are measured in terms of contact or clock hours. **DO NOT CONVERT CREDIT HOUR ACTIVITY INTO 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. Please see the survey instructions for more information and an example.

### **Undergraduate retention (Part G)**

Question

**Some of our programs are short-term (less than one year in length), so students who were first enrolled last fall have already completed the program. Will this cause my retention rate to be lower?**

Answer

Students who were first enrolled last year and completed the program before the current fall should be included with the students re-enrolled, so this should not adversely affect your retention rate. Note that this applies only to less-than-4-year institutions, since the rates for 4-year institutions are based only on bachelor's (or equivalent) degree-seeking undergraduates.