

## 12-Month Enrollment 2006-07

### 12-Month Selection/Instructional Activity Type

Please indicate which 12-month period you will use to report your unduplicated count and activity hours.

- July 1, 2006 through June 30, 2007
- September 1, 2006 through August 31, 2007

Instructional activity data may be reported on Part B in units of contact hours or credit hours. Please indicate which units are used by the institution to measure instructional activity

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

#### CAVEATS



## Unduplicated Count

**12-month unduplicated count by race/ethnicity and gender  
for the 2006-07 academic year**

	<u>Undergraduate students</u>	<u>Graduate students</u>	<u>First-professional students</u>
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total men			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women			
Grand total			

**Prior year data**

Unduplicated headcount (2005-06)

Total enrollment Fall 2006

**(Unduplicated count reported above is expected to be greater than this number.)**

## Part B - Instructional Activity

### 12-month instructional activity

**Do not include first-professional students**

Level of course	Total 12-month activity
<u>Contact hour activity for occupational (undergraduate) programs</u>	<input type="text"/>
<u>Credit hour activity for academic programs</u>	
Undergraduate programs	<input type="text"/>
<u>Credit hour activity for academic programs</u>	
Graduate programs	<input type="text"/>

**Based on the hours reported, the institution's estimated full-time equivalent (FTE) enrollment is:**

Undergraduates

Graduates

The above numbers were calculated using our [FTE Calculation Method](#)

If the numbers calculated for FTE are accurate, please click on 'No' below and save the page. If they are not accurate, please click on 'Yes' below and save the page. If you clicked 'Yes', the system will provide you with the opportunity to enter more accurate numbers. This option should be used **ONLY** if you use a different calculation that leads to more accurate numbers. **Note:** Make sure you reported the correct hours for instructional activity, which could also lead to an inaccurate FTE calculation.

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

NCES uses estimated FTE enrollment to calculate expenses by function per FTE as reported in the IPEDS Data Feedback Report. **If the estimate above is not reasonable for your institution**, please provide your best estimate of undergraduate and graduate FTE for the reporting year identified on Parts A/B 12-Month Selection:

Undergraduate

Graduate

Print Form(s)

GoBack



## Integrated Postsecondary Education Data System 2007 - 08

Institution

User

Group

Report/Tools

Help

HTML

System

LogOut

### Instructions for 12-Month Enrollment

For best results, print using landscape orientation.

#### Parts A/B – 12-Month Selection

Parts A and B collect unduplicated student counts and instructional activity for an entire 12-month period.

Select which of the two 12-month periods your institution will use in this report by clicking the appropriate button.

In addition, users may enter caveats on this page for any enrollment part. These are intended to provide users a place to indicate characteristics of the institution which may make applying IPEDS definitions and instructions problematic. The caveats should **not** be used for explanations of edit reports, as there are other locations specifically for that purpose.

#### Who to Include in this Report

**Students included in report. Do** include:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award.
- Students enrolled in courses that are part of a vocational or occupational program, **including** those enrolled in off-campus centers.
- High school students taking regular college courses for credit under their classification as recorded by the institution.
- 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 (e.g., online students).
- Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

**Students excluded from this report. Do NOT** include in this report:

- Students enrolled exclusively in courses **not creditable** toward a formal award or the completion of a

- vocational program.
- Students taking Continuing Education Units (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.
  - Any student studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is nominal.
  - Students in any branch campus located in a foreign country.

## **Part A – Unduplicated 12-Month Enrollment by Race/Ethnicity & Gender for 2006-07 Academic Year**

### **Coverage**

Institutions should report an unduplicated count of the total number of students by gender, race/ethnicity, and level (undergraduate, graduate, first-professional) enrolled during the 12-month reporting period (selected previously).

### **Reporting Students by Racial/Ethnic Category and Gender**

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 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 data collected by the established system are reasonably accurate and replicable by others utilizing the same documented system. 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 be employed.

**Assignment to categories.** For the purpose of this report, a student 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 group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens (see definitions below).

**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 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 places provided, rather than in any of the five racial/ethnic categories described above. **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 aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

### **How to report an unduplicated headcount**

- Report students according to gender, race/ethnicity, and the level of their standing with the institution. Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be counted as undergraduates. Students admitted with graduate standing should be counted as graduate students, even if they are taking some undergraduate courses.
- In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period

#### **Example 1:**

If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

#### **Example 2:**

If a student is an undergraduate in the fall and a graduate in the spring, count the student at his/her highest level attained.

To provide some context, two values by student level are shown at the bottom of the screen. One is the total fall enrollment from the previous fall. Since that fall enrollment total is within the 12-month period currently being reported, the new 12-month count must be at least that large. Below that is the total 12-month unduplicated count from the last submission.

## **Part B – Enrollment Instructional Activity**

### **Screening question (first screen)**

Instructional activity data are reported in units of contact hours (unit of measure that represents an hour of scheduled instruction given to students, sometimes referred to as clock hour) or credit hours (a unit of measure representing the equivalent of approximately one hour of instruction per week over the entire term). Choose the radio button next to the method that best describes the units used to measure instructional activity at the 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 hours or contact hours**, select credit hours and convert the instructional activity offered to credit hour equivalent for reporting on this form. Describe the credit system used at the institution in the caveats box on Parts A/B - 12 Month Calendar Selection screen.

### **Total 12-Month Activity**

Report the total contact hour and/or credit hour activity for *all* students for the *entire* 12-month period. Include all short courses as well as regular academic terms.

### **Contact hour activity**

The contact hour value of a course is the number of hours per week that the course meets times 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.

Include instructional activity for:

- All courses offered for credit that are measured in terms of contact or clock hours, regardless of whether the student completed the course (see the IPEDS Glossary for the definition of "credit course").
- Courses that are part of a terminal occupational or vocational program that are measured in contact or clock hours, regardless of whether these courses lead to a formal award by the institution.
- Courses taken by high school students.

**Do NOT** include:

- Courses that are audited by students.

- Credit courses of students studying abroad.

If your institution does not offer courses measured in terms of contact or clock hours, leave this box blank.

In computing contact hour activity, **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. The number of students enrolled in the course is the number enrolled 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:** Finding contact hour activity for Institution ABC.

Institution ABC offers 3 courses over a 12-month period.

- Course 1 is a 10-week course with 3 contact hours per week and 10 students.
- Course 2 is a 5-week course with 4 contact hours per week and 5 students.
- Course 3 is a 15-week course with 5 contact hours per week and 10 students.

Compute the contact hour activity for each course.

- Course 1:  $10 \times 3 \times 10 = 300$  hours
- Course 2:  $5 \times 4 \times 5 = 100$  hours
- Course 3:  $15 \times 5 \times 10 = 750$  hours

Compute the contact hour activity for the institution by summing together the contact hour activity for each course.

- $300 \text{ hours} + 100 \text{ hours} + 750 \text{ hours} = 1150 \text{ hours}$

If a course does not end within the 12-month period (e.g., if only 40 weeks of a 64-week course fall within the specified period 12-month period), see the special instructions below to determine the computation of instructional activity for these courses.

**Special Instructions.** If a course does not end within the specified 12-month 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:  $40 \text{ weeks} \times 15 \text{ hours per week} \times 30 \text{ students} = 18,000 \text{ contact hours}$ .

### **Credit hour activity**

Include instructional activity for:

- All courses offered for credit that are measured in terms of credit hours, regardless of whether the student completed the course (see the IPEDS Glossary for the definition of "credit course").

- Courses comprising part of a terminal vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution.
- Remedial courses taken for credit, even if credit hours from such courses are not creditable toward a degree or other formal award.
- Any course that is used to determine a student's eligibility for financial aid.
- Credit courses taken by high school students.

**Do NOT** include:

- Credit courses that are audited by students.
- Credit courses of students studying abroad.

If your institution does not offer credit hour courses, leave this box blank.

**Level of course.** The level of each course (undergraduate or graduate) should be the level of the course as designated by the institution. **Do not include first-professional courses when reporting activity at the undergraduate or graduate level.**

If there are courses that cannot be assigned to a single level (i.e., if some courses serve both undergraduates and graduates), partition the enrollment in the course based on the level of the student. For example, a 3-credit course has 5 graduate students and 10 undergraduate students enrolled. The **total** credit hour activity for the course is 45 hours (3\*15). The **undergraduate** credit hour activity for the course is 30 hours (3\*10), and the **graduate** credit hour for the course is 15 hours (3\*5).

In computing 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. The number of students enrolled in the course is the number enrolled 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:** 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:  $3 \times 20 = 60$  hours
- Course 2:  $5 \times 10 = 50$  hours

- Course 3:  $4 \times 15 = 60$  hours

Compute the credit hour activity for the institution by summing together the credit hour activity for each course.

- 60 hours + 50 hours + 60 hours = 170 hours

**Please note that the data reported on this page will be used to calculate full-time equivalent (FTE) enrollment at your institution.** FTE is used in computing expenses by function per FTE and revenues per FTE, which are reported on the NPEC IPEDS Data Feedback Report. FTE is a measurement equal to one student enrolled full time for one academic year. Total FTE enrollment includes full time plus the calculated equivalent of the part-time enrollment.

**Calculated Full-Time Equivalent (FTE) Estimate.** After clicking on **Verify and Save** a box will appear that states what the FTE estimate would be based on the instructional activity reported on this page. 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 Institutional Characteristics (IC), undergraduate credit hours are divided by 45, and graduate credit hours reported above are divided by 36. If Institution DEZ 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 IC, 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 check the credit or contact hours reported on this form for accuracy and adjust if necessary. **For example**, if your unduplicated headcount included 1,000 full-time students and 150 part-time students and your calculated FTE is 1,800, it is likely that there is an error. One error that sometimes occurs is reporting too many zeroes (e.g., reporting 2,000,000 instead of 200,000). **Please** double check the contact or credit hour activity reported so that the FTE is accurate.

If the FTE is still not reasonable, you will be given the opportunity to give a more accurate estimate of FTE for the institution.