

Part Selection

Completion of Part C (Residence of first-time undergraduate students) is optional this year.

You are encouraged to complete this section in order to provide the most complete information about your institution.

Do you wish to complete Part C this year? If you select yes, you will see Part C and be expected to complete the screens. If you select no, you will skip Part C.

- Yes, I will complete Part C
- No, I will not complete Part C

CAVEATS

A large empty rectangular text area with a scroll bar on the right and bottom edges. The scroll bar is positioned on the right side, with a vertical track and a horizontal slider. The bottom edge also has a horizontal track and a vertical slider. The text area is currently empty.

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

CIPCODE: 99.0000 -- Summary

Full-time undergraduate students

Students enrolled for <u>credit</u>	Degree/certificate-seeking			Total	Non-degree/ non-certificate- seeking	Total, full-time undergraduate students
	First-time	Transfer- in	Other degree/certificate- seeking			
	(1)	(2)	(3)	(4)	(5)	(6)
Men						
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Total men						
Total men prior year						
Women						
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Total women						
Total women prior year						
Total men + women						

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

CIPCODE: 99.0000 -- Summary

Part-time undergraduate students

Students enrolled for <u>credit</u>	Degree/certificate-seeking			Total	Non-degree/ non-certificate- seeking	Total, part-time undergraduate students
	First-time	Transfer- in	Other degree/certificate- seeking			
	(1)	(2)	(3)	(4)	(5)	(6)
Men						
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Total men						
Total men prior year						
Women						
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Total women						
Total women prior year						

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

CIPCODE: 99.0000 -- Summary

Graduate students

Students enrolled for <u>credit</u>	Total <u>full-time</u> (1)	Total <u>part-time</u> (2)
Men		
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>
Total men		
Total men prior year		
Women		
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>
Total women		
Total women prior year		

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

CIPCODE: 99.0000 -- Summary

	First-professional students	
Students enrolled for <u>credit</u>	Total <u>full-time</u> (1)	Total part-time (2)
Men		
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>
Total men		
Total men prior year		
Women		
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>
Total women		
Total women prior year		

Part A - Fall Enrollment - Summary by race/ethnicity

Fall enrollment totals

CIPCODE: 99.0000 -- Summary

Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students	Prior year
Men				
<u>Nonresident alien</u>				
<u>Black, non-Hispanic</u>				
<u>American Indian/Alaska Native</u>				
<u>Asian/Pacific Islander</u>				
<u>Hispanic</u>				
<u>White, non-Hispanic</u>				
<u>Race/ethnicity unknown</u>				
Total men				
Women				
<u>Nonresident alien</u>				
<u>Black, non-Hispanic</u>				
<u>American Indian/Alaska Native</u>				
<u>Asian/Pacific Islander</u>				
<u>Hispanic</u>				
<u>White, non-Hispanic</u>				
<u>Race/ethnicity unknown</u>				
Total women				
Grand Total				

Part B - Fall Enrollment by age and gender

NOTE: These data are mandatory this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

Age	<u>Full-time undergraduate students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>

Age unknown/unreported

Total full-time undergraduate students (from part A)

Part B - Fall Enrollment by age and gender

NOTE: These data are mandatory this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

Age

Part-time undergraduate students

Men

Women

Under 18

18-19

20-21

22-24

25-29

30-34

35-39

40-49

50-64

65 and over

Age unknown/unreported

Total part-time undergraduate students (from part A)

Part B - Fall Enrollment by age and gender

NOTE: These data are mandatory this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

Age	<u>Full-time graduate students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time graduate students (from part A)		

Part B - Fall Enrollment by age and gender

NOTE: These data are mandatory this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

Age	<u>Part-time graduate students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time graduate students (from part A)		

Part B - Fall Enrollment by age and gender

NOTE: These data are mandatory this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

Age **Full-time first-professional students**

Men

Women

Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>

Age unknown/unreported

Total full-time, first-professional students (from part A)

Part B - Fall Enrollment by age and gender

NOTE: These data are mandatory this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2007

Age

Part-time first-professional students

Men

Women

Under 18

18-19

20-21

22-24

25-29

30-34

35-39

40-49

50-64

65 and over

Age unknown/unreported

Total part-time, first-professional students (from part A)

Part C - Freshmen Question

Do you have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the last 12-months?

- Yes, I have students who graduated high school or received their GED in the past 12 months.
- No, I do not have any students who graduated high school or received their GED in the past 12 months.
- We do not currently track recent high school graduates/GED recipients, however, we will track these students in future years to meet mandatory IPEDS requirements

CAVEATS



Part C - Residence of first-time undergraduate students

NOTE: These data are optional this year.

Enrollment as of the institution's official fall reporting date or as of **October 15, 2007**

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> undergraduate (degree/certificate-seeking only) (1)	Those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01	<input type="text"/>	<input type="text"/>
Alaska	02	<input type="text"/>	<input type="text"/>
Arizona	04	<input type="text"/>	<input type="text"/>
Arkansas	05	<input type="text"/>	<input type="text"/>
California	06	<input type="text"/>	<input type="text"/>
Colorado	08	<input type="text"/>	<input type="text"/>
Connecticut	09	<input type="text"/>	<input type="text"/>
Delaware	10	<input type="text"/>	<input type="text"/>
District of Columbia	11	<input type="text"/>	<input type="text"/>
Florida	12	<input type="text"/>	<input type="text"/>
Georgia	13	<input type="text"/>	<input type="text"/>
Hawaii	15	<input type="text"/>	<input type="text"/>
Idaho	16	<input type="text"/>	<input type="text"/>
Illinois	17	<input type="text"/>	<input type="text"/>
Indiana	18	<input type="text"/>	<input type="text"/>
Iowa	19	<input type="text"/>	<input type="text"/>
Kansas	20	<input type="text"/>	<input type="text"/>
Kentucky	21	<input type="text"/>	<input type="text"/>
Louisiana	22	<input type="text"/>	<input type="text"/>
Maine	23	<input type="text"/>	<input type="text"/>

Part C - Residence of first-time undergraduate students

NOTE: These data are optional this year.

Enrollment as of the institution's official fall reporting date or as of **October 15, 2007**

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> undergraduate (degree/ certificate-seeking only) (1)	Those who graduated from high school OR received a GED in the past 12 months (2)
Maryland	24	<input type="text"/>	<input type="text"/>
Massachusetts	25	<input type="text"/>	<input type="text"/>
Michigan	26	<input type="text"/>	<input type="text"/>
Minnesota	27	<input type="text"/>	<input type="text"/>
Mississippi	28	<input type="text"/>	<input type="text"/>
Missouri	29	<input type="text"/>	<input type="text"/>
Montana	30	<input type="text"/>	<input type="text"/>
Nebraska	31	<input type="text"/>	<input type="text"/>
Nevada	32	<input type="text"/>	<input type="text"/>
New Hampshire	33	<input type="text"/>	<input type="text"/>
New Jersey	34	<input type="text"/>	<input type="text"/>
New Mexico	35	<input type="text"/>	<input type="text"/>
New York	36	<input type="text"/>	<input type="text"/>
North Carolina	37	<input type="text"/>	<input type="text"/>
North Dakota	38	<input type="text"/>	<input type="text"/>
Ohio	39	<input type="text"/>	<input type="text"/>
Oklahoma	40	<input type="text"/>	<input type="text"/>
Oregon	41	<input type="text"/>	<input type="text"/>
Pennsylvania	42	<input type="text"/>	<input type="text"/>
Rhode Island	44	<input type="text"/>	<input type="text"/>

Part C - Residence of first-time undergraduate students

NOTE: These data are optional this year.

Enrollment as of the institution's official fall reporting date or as of **October 15, 2007**

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> undergraduate (degree/certificate-seeking only) (1)	Those who graduated from high school OR received a GED in the past 12 months (2)
South Carolina	45	<input type="text"/>	<input type="text"/>
South Dakota	46	<input type="text"/>	<input type="text"/>
Tennessee	47	<input type="text"/>	<input type="text"/>
Texas	48	<input type="text"/>	<input type="text"/>
Utah	49	<input type="text"/>	<input type="text"/>
Vermont	50	<input type="text"/>	<input type="text"/>
Virginia	51	<input type="text"/>	<input type="text"/>
Washington	53	<input type="text"/>	<input type="text"/>
West Virginia	54	<input type="text"/>	<input type="text"/>
Wisconsin	55	<input type="text"/>	<input type="text"/>
Wyoming	56	<input type="text"/>	<input type="text"/>
<u>State Unknown</u>	57	<input type="text"/>	<input type="text"/>
American Samoa	60	<input type="text"/>	<input type="text"/>
Federated States of Micronesia	64	<input type="text"/>	<input type="text"/>
Guam	66	<input type="text"/>	<input type="text"/>
Marshall Islands	68	<input type="text"/>	<input type="text"/>
Northern Marianas	69	<input type="text"/>	<input type="text"/>
Palau	70	<input type="text"/>	<input type="text"/>
Puerto Rico	72	<input type="text"/>	<input type="text"/>
Virgin Islands	78	<input type="text"/>	<input type="text"/>
Foreign Countries	90	<input type="text"/>	<input type="text"/>
Residence unknown/ unreported	98		
Total first-time undergraduate students (FT+PT from part A)			

Part D - Total Entering Class

Total Entering Class - Fall 2007

Number of full-time first-time degree/certificate-seeking undergraduates
(your fall cohort reported in Part A)

Total entering students at undergraduate level, Fall 2007

Note: This number should include first-time (both part-time and full-time) students as well as students transferring to the institution in Fall 2007.

Percentage of entering class represented by your GRS cohort

Part E - Retention Rates

Retention rates will be automatically calculated based on information provided by the institution.

Data to be entered by the institution:*

- **Full- and part-time bachelor's cohorts from Fall 2006 (include only FIRST-TIME students);**
- **Exclusions from each of these cohorts (see below for allowed exclusions); and**
- **Number of students from these cohorts who are still enrolled in Fall 2007 (include students that re-enrolled and students with continuous enrollment).**

Use your institution's official fall reporting date or October 15 when counting students. The student status (full- or part-time) should be based on the fall 2006 status, even if this has changed by fall 2007 (e.g., if a student has gone from part-time to full-time, report them as part of the part-time cohort).

*Report full-time and part-time *separately* in their appropriate boxes.

In the Exclusions boxes (for both full- and part-time), report the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled;
- Serve in the armed forces (including those called to active duty);
- Serve with a foreign aid service of the Federal Government (e.g., Peace Corps); or
- Serve on official church missions.

The system will subtract these from the cohort prior to calculating the retention rate. **Do not** include students who transferred into the institution as part of your fall cohort.

Retention rates (for both full- and part-time) will be computed by the system and will appear in the 2nd column after clicking **Save**.

For institutions that use a full-year cohort: Use the 3 month period of August 1 through October 31 to define the retention cohort.

	Retention Rates	
Full-Time Fall 2006 Cohort	<input type="text"/>	
Full-Time <u>Exclusions</u>	<input type="text"/>	
Full-Time Adjusted Fall 2006 Cohort		
Full-Time Students from Fall 2006 Still Enrolled in Fall 2007	<input type="text"/>	%
Part-Time Fall 2006 Cohort	<input type="text"/>	
Part-Time <u>Exclusions</u>	<input type="text"/>	
Part-Time Adjusted Fall 2006 Cohort		
Part-Time Students from Fall 2006 Still Enrolled in Fall 2007	<input type="text"/>	%

CAVEATS

A rectangular text input field with a light gray border. It features a vertical scrollbar on the right side and a horizontal scrollbar on the bottom side, indicating it is a scrollable area for text entry. The interior of the box is currently empty.

Print Form(s)

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Integrated Postsecondary Education Data System 2007 - 08

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Instructions for Enrollment

For best results, print using landscape orientation.

Part A – Fall Enrollment by Race/Ethnicity and Gender

All institutions must report total enrollment using the Summary (CIP 99.0000) screens. Four-year institutions must also report students by their major field of study for selected fields (in even numbered years only). Details for this reporting follow the general Part A instructions.

Period of Report

For institutions operating under a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), enrollment should be reported as of the institution's official fall reporting date or October 15. **For institutions operating under a calendar that differs by program or enrolling on a continuous basis (program reporters)**, include students who were enrolled in your institution at any time between August 1 and October 31 of the current year.

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.

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.

Part A - Full-Time Undergraduate Students

Include all students enrolled in 4 or 5-year bachelor's degree programs, associate's degree programs, or any vocational/technical programs that grant degrees or certificates below the baccalaureate level. Students who have already earned a bachelor's degree but are taking undergraduate courses FOR CREDIT should be included as undergraduates.

Full-time, first-time degree/certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer term
- Students who entered with advanced standing (college credits earned before graduation from high school).

Program reporters - Include students who entered your institution for the first time between August 1 and October 31 of the current year if they have never previously been enrolled in any other postsecondary institution before. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. Be sure to include students in occupational and vocational programs. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

Transfer-in degree/certificate-seeking undergraduate students

In column 2, report the total number of full-time degree/certificate-seeking undergraduate students entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. These students may or may not have transferred credit(s).

Other full-time degree/certificate-seeking undergraduate students

In column 3, report the total number of all other (i.e., not first-time and not transfer-in) full-time degree/certificate-seeking undergraduate students. DO NOT include students who are not considered degree/certificate-seeking by the institution, even though they may be enrolled for credit.

Non-degree/certificate-seeking full-time undergraduates

In column 5, report the total number of full-time non-degree/certificate-seeking undergraduates. Examples of non-degree/certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a degree/certificate.

Once you save the data by clicking the "Verify and Save" button, the "Total full-time degree/certificate-seeking undergraduates" (column 4) and "Total, full-time undergraduate students" (column 6) will be computed by the system and numbers will appear on the screen.

Full-time first-time degree/certificate-seeking undergraduate students

Values in column 1 define an initial cohort for reporting graduation rates for institutions operating on standard academic terms to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort, and on the Student Financial Aid survey (SFA).

Part A - Part-time Undergraduate Students

Report part-time students using the definitions and instructions provided for full-time undergraduate students.

Part A - Graduate Students

Report all students enrolled in graduate programs at your institution as either full-time (column 1) or

part-time (column 2). Be sure to include graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

Part A - First-Professional Students

First-professional students are those students enrolled in programs leading toward a first-professional degree in the fields defined as follows:

- Chiropractic (D.C., D.C.M.)
- Dentistry (D.D.S., D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)*
- Podiatry (D.P.M., D.P., Pod.D.)
- Veterinary Medicine (D.V.M.)
- Law (L.L.B., J.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

* Report students enrolled for the Bachelor of Pharmacy degree at the undergraduate level.

Report first-professional students as full-time (column 1) or part-time (column 2). *Do not report residents or interns* in this report since they have already received their first-professional degree.

Fall Enrollment - Selected Fields of Study

Applies only to four-year institutions reporting in even numbered years.

CIPCODE Selection

This screen lists all the fields and their CIP codes for which enrollment should be reported. These designations were taken from the 2000 version of the NCES publication "A Classification of Instructional Programs." Field names and corresponding CIP code numbers for the programs known to exist at your institution have already been checked. Please update this list by adding or removing checks in the associated boxes. *For the fields of dentistry, medicine, and law include only students enrolled at the first-professional level.* When reporting enrollment, be sure to report students with double majors only once.

If students at your institution do not declare a major field of study until the second or third year of undergraduate study, *report students with undeclared majors on the Summary (99.0000) page only.*

Once you have updated the selection screen and saved the results, screens similar to the Summary screens will be generated at the appropriate levels and fields of study. Follow the same instructions as Summary screens to enter the enrollments for these fields. Since the First-professional fields only have one screen each, there are no "Summary by race/ethnicity" screens, as is the case for the other fields of study.

Part B – Enrollment of Students by Age

Required for reports of enrollment in odd-numbered years only.

Relation to enrollment reported in Part A

This distribution of students should include all students reported in Part A. All previously covered directions regarding the date of the report, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status and student level will be brought from the corresponding Part A (Summary) totals. When the sum of the ages by gender does not agree with this total, the "Age unknown/unreported" is calculated. **Note:** If the sum of students by age is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

Part C – Residence of First-time Degree/Certificate-Seeking Undergraduate Students

Required for reports of enrollment in even-numbered years only.

Relation to enrollment reported in Part A

This distribution of students should include all the first-time, degree/certificate-seeking undergraduate students reported in Part A. All previously covered directions regarding the date of the report and students to include apply to this part.

State of residence.

Use the state identified by the student as his/her permanent address at the time of application to the

institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

Total first-time undergraduate students

Report all first-time, degree/certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year **and** students entering the institution with a GED or without a high school diploma. The system will sum the first-time, degree/certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column 1, lines 1-90, does not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. **Note:** When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

Students from column (1) who graduated from high school **or** received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

Part D - Total Entering Class

Program reporters are not required to complete this part. These data are included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey (GRS). The GRS cohort includes **only** full-time first-time degree/certificate-seeking undergraduate students. For institutions with substantial part-time and/or transfer-in enrollment, this may result in graduation rates that are not representative of their typical entering class.

In the box provided, enter the **total** number of undergraduate students that entered your institution for the first time in the fall term. This includes:

- all students in the GRS cohort
- part-time undergraduate students
- non-degree/certificate-seeking undergraduates
- students who initially attended the prior summer term and returned again in the fall (if not already included in the GRS cohort)
- students transferring into your institution at **any** undergraduate level for the first time

Note that the GRS cohort (full-time, first-time degree/certificate seeking undergraduate students) is automatically carried over from your Part A submission.

By clicking the Save button, you can view the percent of the entering class that is represented by your GRS cohort.

Part E - Retention Rates, Less-than-4-year institutions

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled at your institution in the fall of the prior year (including those enrolled for the first time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year **OR** that have completed the program by the fall of the current year.

Institutions must report the following information, for both full- and part-time:

- Full- and part-time cohorts from Fall 2006;
- Exclusions from each of these cohorts (see below for allowed exclusions); and
- Number of students from these cohorts who are still enrolled in Fall 2007 (include students that re-enrolled and students with continuous enrollment).

Use your institution's official fall reporting date when counting students. The student status (full- or part-time) should be based on the fall 2006 status, even if this has changed by fall 2007 (e.g., if a student has gone from part-time to full-time, report them as part of the part-time cohort).

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled;
- Serve in the armed forces (including those called to active duty);
- Serve with a foreign aid service of the Federal Government (e.g., Peace Corps); or
- Serve on official church missions.

The system will compute an adjusted cohort number by subtracting this reported value from the cohort prior to calculating the retention rate. **Do not** include students who transferred into the institution as part of your fall cohort.

Retention rates (for both full- and part-time) will be computed by the system and will appear in the 2nd column after clicking **Verify & Save**. The equation for the retention rate is (Fall 2007 cohort/Adjusted Fall 2006 cohort)*100.

For institutions that use a full-year cohort: Use the 3 month period of August 1 through October 31 to define the retention cohort.

Part E - Retention Rates, Four-year institutions

Retention rates examine the percentage of first-time bachelor's degree (or equivalent) seeking students enrolled at your institution in the fall of the prior year (including those enrolled for the first

time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

Institutions must report the following information, for both full- and part-time:

- Full- and part-time cohorts from Fall 2006;
- Exclusions from each of these cohorts (see below for allowed exclusions); and
- Number of students from these cohorts who are still enrolled in Fall 2007 (include students that re-enrolled and students with continuous enrollment).

Use your institution's official fall reporting date when counting students. The student status (full- or part-time) should be based on the fall 2006 status, even if this has changed by fall 2007 (e.g., if a student has gone from part-time to full-time, report them as part of the part-time cohort).

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled;
- Serve in the armed forces (including those called to active duty);
- Serve with a foreign aid service of the Federal Government (e.g., Peace Corps); or
- Serve on official church missions.

The system will compute an adjusted cohort number by subtracting this reported value from the cohort prior to calculating the retention rate. **Do not** include students who transferred into the institution as part of your fall cohort.

Retention rates (for both full- and part-time) will be computed by the system and will appear in the 2nd column after clicking **Verify & Save**. The equation for the retention rate is (Fall 2007 cohort/Adjusted Fall 2006 cohort)*100.

For institutions that use a full-year cohort: Use the 3 month period of August 1 through October 31 to define the retention cohort.