

2011-12 Survey Materials**Form**

date: 2/15/2012

12-month Enrollment for less than 4-year institutions

Undergraduate Instructional Activity Type

Undergraduate instructional activity data in Part B may be reported 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 level 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.

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Part A - Unduplicated Count

12-month Unduplicated Count by Race/Ethnicity and Gender

July 1, 2010 - June 30, 2011

Race/Ethnicity Reporting Reminder:

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

Students enrolled for <u>credit</u>	<u>Undergraduate students</u>
Men	
<u>Nonresident alien</u>	<input type="text"/>
<u>Hispanic/Latino</u>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>
<u>Asian</u>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>
<u>White</u>	<input type="text"/>
Two or more races	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>
Total men	
Total men prior year	
Women	
<u>Nonresident alien</u>	<input type="text"/>
<u>Hispanic/Latino</u>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>
<u>Asian</u>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>
<u>White</u>	<input type="text"/>
Two or more races	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>
Total women	
Total women prior year	
Grand total (2010-11)	
Prior year data:	
Unduplicated headcount (2009-10)	
 Total enrollment Fall 2010	
<i>NOTE: Grand total (2010-11) calculated above is expected to be greater than Total enrollment Fall 2010.</i>	

Part B - Instructional Activity

12-month Instructional Activity

July 1, 2010 - June 30, 2011

	2010-11 total activity	Prior year data
Undergraduate level:		
<u>Contact hour activity</u>	<input type="text"/>	
<u>Credit hour activity</u>	<input type="text"/>	

Full-Time Equivalent (FTE) Student Estimate

The FTE estimate below is calculated using an **FTE Calculation Method** based on the instructional activity hours reported above and the institution's calendar system. The estimated (FTE) student enrollment is:

	2010-11	Prior year data
Undergraduate student FTE		
Calendar System (as reported on the prior year IC survey component):		

If the calculated FTE estimates are reasonable, click 'No' below and save the page.

If the FTE estimates are not reasonable, **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 a more accurate FTE. This option should be used **ONLY** if the calculated estimate above is not reasonable for your institution.

Based on the information above, would you like to report a more accurate number for FTE enrollment?

Yes No

Please provide your best estimate of undergraduate student FTE for the 12-month reporting period:

	2010-11	Prior year data
Undergraduate student FTE	<input type="text"/>	

2011-12 Survey Materials

Instructions

date: 2/15/2012

12-Month Enrollment Full Instructions

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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. Data are collected by level of student and by race/ethnicity and gender. Instructional activity is collected as total credit and/or contact hours attempted 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.

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Changes in Reporting

- All institutions must now use the July 1 - June 30 reporting period. In previous collections, institutions selected from two reporting period options. Beginning with the current Fall 2011 collection, institutions must use the July 1 - June 30 reporting period.

- Institutions are now required to report using the new race/ethnicity categories. Using the new categories was optional in the Fall 2008, 2009, and 2010 collections for 12-month enrollment and is required in the current Fall 2011 collection.

General Instructions

Reporting Period Covered

The 12-month reporting period is July 1, 2010 - June 30, 2011.

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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.

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Coverage

Who to Include

Include all students **enrolled for credit** (courses or programs that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award), regardless of whether or not they are seeking a degree or certificate. This includes:

- Students enrolled for credit in off-campus centers
- High school students taking regular college courses for credit
- Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

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Who to Exclude

Exclude students who are **not** enrolled for credit. For example, exclude:

- Students enrolled exclusively in courses that cannot be applied towards a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes

In addition, the following students should be excluded:

- 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

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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.

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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](#)

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Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category (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, Guam, 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.

Part A: Unduplicated Count by Gender and Race/Ethnicity

Report all students enrolled for credit at any time during the July 1, 2010 - June 30, 2011 reporting period. Students are reported by gender and race/ethnicity.

To determine the unduplicated 12-month enrollment, count each student only once during the 12-month period. For example: If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

Note: Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be reported as undergraduates.

To provide context, two prior year enrollment totals are displayed at the bottom of the screen. The first is the total 12-month unduplicated count reported from last year (2009-10 reporting period). The second is the total fall enrollment from Fall 2010, as reported on the Fall Enrollment survey component. Since the Fall 2010 enrollment falls within the 12-month period currently being reported (2010-11), the 12-month unduplicated count must be greater than or equal to the Fall 2010 total enrollment.

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Part B: Instructional Activity and Full-Time Equivalent Enrollment

Report the total contact hour and/or credit hour activity attempted during the 12-month period of July 1, 2010 - June 30, 2011. The instructional activity data reported will be used to calculate full-time equivalent (FTE) student enrollment at the 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 total contact hour activity for the institution, include all courses offered for credit (see the IPEDS Glossary for the definition of "credit course") that are measured in 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 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:** Total contact hour activity for Institution ABC.

Institution ABC offers 3 courses during the July 1, 2010 - June 30, 2011 reporting 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 total 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:

- $15,000 \text{ hours} + 3,500 \text{ hours} + 3,000 \text{ hours} = 21,500 \text{ hours}$

Note: If a course does not start and end within the same 12-month reporting period, the contact hour activity reported should be only for the number of weeks which fall within the July 1 - June 30 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: $40 \text{ weeks} \times 15 \text{ hours per week} \times 30 \text{ students} = 18,000 \text{ contact hours}$.

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 total credit hour activity for the institution, include only those courses offered for credit that are measured in 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 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:** Total credit hour activity for Institution DEZ.

Institution DEZ offers 3 courses during the July 1, 2010 - June 30, 2011 reporting 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: $3 \times 20 = 60 \text{ hours}$
- Course 2: $5 \times 10 = 50 \text{ hours}$
- Course 3: $4 \times 15 = 60 \text{ hours}$

Compute the total credit hour activity for the institution by summing the credit hour activity for all courses offered for credit and measured in credit hours:

- $60 \text{ hours} + 50 \text{ hours} + 60 \text{ hours} = 170 \text{ hours}$

Note: If a course does not start and end within the same 12-month reporting period, report all credit hour activity for the course in the 12-month period in which the course began. Because course enrollment counts (necessary for calculating total credit hour activity) are typically taken at the close of the official add/drop period for a course, this date can also be used as the course start date for the purposes of determining the appropriate 12-month period. If there is no official add/drop period, the 15th day of a regular term and the 5th day of a summer or short term can be used.

Full-Time Equivalent (FTE) Calculation

Full-time equivalent (FTE) student enrollment will be calculated for the institution using the instructional activity data (total contact hour and credit hour activity) 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,' the FTE estimate will be calculated 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. 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. If Institution DEZ was an undergraduate program on the one of these systems, the FTE would be 170/30, or approximately 6 students.

If the calculated estimate is not reasonable for the institution, please **double check** the credit and/or contact hours reported to ensure their accuracy. If the instructional activity data reported are inaccurate, so will the calculated FTE be inaccurate.

After double checking the instructional activity data reported, if the FTE estimated for the institution is still not reasonable, check 'Yes' and save the page. The system will then give you the opportunity to enter more accurate FTE data for the institution. This option should be used **ONLY** if the system calculated estimate is not reasonable for the institution.

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Term	Definition
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.
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.
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.
Calculation of FTE students (using instructional activity)	<p>The number of FTE students is calculated based on the <u>credit and/or contact hours</u> reported by the institution on the <u>IPEDS 12-month enrollment (E12)</u> component and the institution's <u>calendar system</u>, as reported on the <u>Institutional Characteristics (IC)</u> component. The following table indicates the level of <u>instructional activity</u> used to convert the credit and/or contact hours reported to an indicator of full-time equivalents (FTE students):</p> <ul style="list-style-type: none"> • <u>Quarter calendar system</u> <ul style="list-style-type: none"> ◦ Enrollment level (One FTE over <u>12-month period</u>) <ul style="list-style-type: none"> ▪ <u>Undergraduate</u> 45 credit hours, 900 contact hours ▪ <u>Graduate</u> 36 credit hours • <u>Semester/trimester/4-1-4 plan/other calendar system</u> <ul style="list-style-type: none"> ◦ Enrollment level (one FTE over 12-month period) <ul style="list-style-type: none"> ▪ Undergraduate 30 credit hours 900 contact hours ▪ Graduate 24 credit hours <p>For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.</p> <p>The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE.</p>
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 <u>instructional activity</u> (course or <u>program</u>) that can be applied by a recipient toward the requirements for a postsecondary <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award, irrespective of the activity's unit of measurement.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award, irrespective of the activity's unit of measurement.
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 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	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • <u>Hispanic or Latino</u> or • <u>Not Hispanic or Latino</u> <p>Second, individuals are asked to indicate one or more races that apply among the following:</p> <ul style="list-style-type: none"> • <u>American Indian or Alaska Native</u> • <u>Asian</u> • <u>Black or African American</u> • <u>Native Hawaiian or Other Pacific Islander</u> • <u>White</u> <p>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:</p> <ul style="list-style-type: none"> • <u>Black, non-Hispanic,</u> • <u>American Indian/Alaska Native,</u> • <u>Asian/Pacific Islander,</u> • <u>Hispanic,</u> • <u>White, non-Hispanic.</u>
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.

2011-12 Survey Materials

F.A.Q.

date: 2/15/2012

12-month Enrollment

Click one of the following questions to view the answer.

General

- 1) Who should I include in my enrollment reporting?
- 2) What is the reporting period for 12-month enrollment?
- 3) What is the difference between 12-month enrollment and Fall enrollment?
- 4) In the past I reported first-professional student enrollment separately. Why is there no column for reporting first-professional students?

Unduplicated Count (Part A)

- 1) Why does the total 12-month enrollment need to be larger than the corresponding prior year fall enrollment?
- 2) How do I report a student who changes enrollment levels 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 and FTE (Part B)

- 1) How do I report instructional activity for courses that start in one 12-month reporting period and end in the next 12-month reporting year?
- 2) How is the estimate of full-time equivalent (FTE) students calculated?
- 3) The calculated FTE is not a reasonable estimate for my institution. What should I do?
- 4) Instructional activity in doctor's-professional practice programs is measured differently from other graduate programs. Do I still report the credit hour activity for these programs? Does this impact the FTE estimated for my institution?

Answers:

General

1) Who should I include in my enrollment reporting?

All 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 postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity's unit of measurement."

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2) What is the reporting period for 12-month enrollment?

The reporting period for the 12-month enrollment component is July 1 - June 30. In the past, institutions had the option to report using the July 1 - June 30 period or the September 1 - August 31 period. Beginning with the 2011-12 collection year, institutions are required to use the July 1 - June 30 reporting period. This change will better align 12-month enrollment reporting with the Student Financial Aid component.

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3) What is the difference between 12-month enrollment and Fall enrollment?

12-month enrollment is a cumulative unduplicated headcount of enrollment over the full 12-month period beginning July 1 and ending June 30. In contrast, Fall enrollment is a count of students enrolled on a particular date in the Fall. Fall enrollment is often referred to as a "snapshot" of an institution's enrollment at a specific time.

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4) In the past I reported first-professional student enrollment separately. Why is there no column for reporting first-professional students?

Beginning with the 2010-11 collection year, institutions are required to use the 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).

Please see the 2012-13 screen preview (available through the survey materials page) for upcoming changes to the reporting of doctor's-professional practice program activity and FTE.

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Unduplicated Count (Part A)

- 1) Why does the total 12-month enrollment need to be larger than the corresponding prior year fall enrollment?

The 12-month unduplicated count must be equal to *or* greater than the corresponding prior year fall enrollment. Since Fall 2010 falls within the 12-month period currently being reported on the 12-Month Enrollment survey component (2010-11), the 12-month unduplicated count must be equal to or greater than the Fall 2010 reported enrollments.

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2) How do I report a student who changes enrollment levels 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.

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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.

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Instructional Activity and FTE (Part B)

1) How do I report instructional activity for courses that start in one 12-month reporting period and end in the next 12-month reporting year?

If a course does not start and end within the same 12-month reporting period, report that activity using the following guidelines:

Contact Hour Reporting:

Report only the activity for the number of weeks that fall within the 12-month period being reported on. For example, if only 40 weeks of a 64 week course occurred before the June 30 end of the current reporting period, then report only those 40 weeks worth of activity. Next year, report the 24 weeks worth of activity for that course that occurred after July 1. For guidance on calculating total contact hour activity, refer to the 12-month Enrollment survey component instructions.

Credit Hour Reporting:

Report all activity for a course in the 12-month period in which the course began. Because course enrollment counts (necessary for calculating total credit hour activity) are typically taken at the close of the official add/drop period for a course, this date can also be used as the course start date for the purposes of determining the appropriate 12-month period. If there is no official add/drop period, the 15th day of a regular term and the 5th day of a summer or short term can be used.

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2) How is the estimate of full-time equivalent (FTE) students calculated?

The FTE enrollment estimate 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.

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3) The calculated FTE is not a reasonable estimate for my institution. What should I do?

First, double check the instructional activity data reported on the Part B screen. If your instructional activity data is accurate and the FTE calculation is not providing a reasonable FTE estimate for your institution, there is the option to report a more accurate FTE in Part B. This option should be used **ONLY** if the system calculation is not a reasonable estimate for your institution.

If a more accurate FTE is provided and an edit is received on that data entry, make sure to detail the methodology used to arrive at the reported FTE and explain why this is a better measure for the institution.

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4) Instructional activity in doctor's-professional practice programs is measured differently from other graduate programs. Do I still report the credit hour activity for these programs? Does this impact the FTE estimated for my institution?

With the new postbaccalaureate degree classifications, doctor's-professional practice activity (formerly first-professional) should be reported as graduate level activity. If the calculated FTE estimate for graduate students is not reasonable for your institution, there is the option to report a more accurate graduate student FTE. This option should be used ONLY if the system calculation is not a reasonable estimate for your institution. If a more accurate FTE is provided and an edit is received on that data entry, make sure to detail the methodology used to arrive at the reported FTE and explain why this is a better measure for the institution.

Please see the 2012-13 screen preview (available through the survey materials page) for upcoming changes to the reporting of doctor's-professional practice program activity and FTE.

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2011-12 Survey Materials

12-Month Enrollment

date: 2/15/2012

12-month Enrollment

Edit specifications for the 2011-12 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 and FTE

Screening Questions

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

Instructional/Activity Units

Applicable to all institutions with undergraduate student enrollment

Undergraduate instructional activity can be reported in units of contact hours, credit hours, or both. You must 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.

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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 July 1, 2010 - June 30, 2011 reporting period. 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 (2010-11)** 12-month unduplicated count of **Undergraduate students** is expected to be greater than **Total enrollment Fall 2010** (the corresponding total from the prior year's Fall Enrollment survey).
- The **Grand total (2010-11)** 12-month unduplicated count of **Undergraduate students** is expected to be within a certain range of the **Unduplicated headcount (2009-10)** (the prior year's unduplicated count), as outlined below:
 - If the **Unduplicated headcount (2009-10)** value is less than 25, then the current year value must be within a 50% range of that number.
 - If the **Unduplicated headcount (2009-10)** value is between 26 and 100, then the current year value must be within a 40% range of that number.
 - If the **Unduplicated headcount (2009-10)** value is between 101 and 500, then the current year value must be within a 30% range of that number.
 - If the **Unduplicated headcount (2009-10)** value is greater than 500, then the current year value must be within a 20% range of that number.
- 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 (2010-11)** 12-month unduplicated count of **Graduate students** is expected to be greater than **Total enrollment Fall 2010** (the corresponding total from the prior year's Fall Enrollment survey).
- The **Grand total (2010-11)** 12-month unduplicated count of **Graduate students** is expected to be within a certain range of the **Unduplicated headcount (2009-10)** (the prior year's unduplicated count), as outlined below:
 - If the **Unduplicated headcount (2009-10)** value is less than 25, then the current year value must be within a 50% range of that number.
 - If the **Unduplicated headcount (2009-10)** value is between 26 and 100, then the current year value must be within a 40% range of that number.
 - If the **Unduplicated headcount (2009-10)** value is between 101 and 500, then the current year value must be within a 30% range of that number.
 - If the **Unduplicated headcount (2009-10)** value is greater than 500, then the current year value must be within a 20% range of that number.
- 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.

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Part B: 12-month Instructional Activity

In this portion of the survey component, screens are generated based on the undergraduate **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 the **Undergraduate Contact hour activity** is greater than 0 and Contact hours or Both is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- If the **Undergraduate Credit hour activity** is greater than 0 and Credit hours is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- If the **Graduate Credit hour activity** is greater than 0 and Contact or Credits hours is selected for the screening question, then the calculated **Graduate Student FTE** must be greater than 0.
- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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 the **Undergraduate Contact hour activity** is greater than 0 and Contact hours or Both is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- If the **Undergraduate Credit hour activity** is greater than 0 and Credit hours is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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.
- If the **Undergraduate Contact hour activity** is greater than 0 and Contact hours or Both is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- If the **Graduate Credit hour activity** is greater than 0 and Contact or Credits hours is selected for the screening question, then the calculated **Graduate Student FTE** must be greater than 0.

- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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 the **Undergraduate Credit hour activity** is greater than 0 and Credit hours is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- If the **Graduate Credit hour activity** is greater than 0 and Contact or Credits hours is selected for the screening question, then the calculated **Graduate Student FTE** must be greater than 0.
- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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.
- If the **Undergraduate Contact hour activity** is greater than 0 and Contact hours or Both is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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 the **Undergraduate Credit hour activity** is greater than 0 and Credit hours is selected for the screening question, then the calculated **Undergraduate Student FTE** must be greater than 0.
- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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 the **Graduate Credit hour activity** is greater than 0 and Contact or Credits hours is selected for the screening question, then the calculated **Graduate Student FTE** must be greater than 0.
- 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.
- Your institution's adjusted FTE is not expected to deviate from the calculated FTE by more than a certain percentage, as outlined below:
 - If your institution's adjusted FTE deviates from the calculated FTE by 20% and 75% then an explanation error will occur.
 - If your institution's adjusted FTE deviates from the calculated FTE by more than 75% then a fatal error will occur.

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.

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